

The Episcopal Cathedral School

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UPDATED ACADEMIC PLAN 2020-21

July 2020

Dear ECS family,

At the present time we are working with three possible scenarios for the academic year 2020-2021. We have worked tirelessly while following the strict government guidelines and so that we can be prepared for future proposed possibilities. In The Episcopal Cathedral School we have always considered the health and safety of our school community to be a top priority. With this in mind, we have developed three possible scenarios that may go into effect for August:

Scenario #1 is to offer the enhanced version of remote learning if the possibility of campus re-opening is not permitted.

- Our remote learning experience has been revised and re-designed. A unique platform for online classes has been specially made for The Episcopal Schools System for all grades.
- This platform will provide access to all faculty and administration to ease communication between parents and students.
- The platform has a new homework, tests and daily work submission portal that is user friendly. Training to all faculty and students will be offered in order to navigate it successfully.
- Teachers will offer scheduled classes from their classrooms during school hours.
- Students must log in on time wearing school uniform for all classes in order to take advantage of the school offering and comply with the class requirements. Parent support is essential to help prevent student from falling behind on a class.

Scenario #2 is to offer an enhanced version of remote learning in combination with alternate days for in campus learning.

- The alternate days offering is commonly known as a “hybrid/blended learning modality”. This includes a few days of online classes alternated with a few days in person classes per week. The school will be offering classes every day while alternating its student body.
- The in-person scenario will include all of the safety precautions detailed below in Scenario #3.

Scenario #3 is to offer educational services on campus while still honoring social distancing and safety protocols. Once schools are allowed to re-open, we will do so in an organized manner. The “In person Modality” means that a **strict safety protocol** (specially designed for the school) must be taken into effect for the entire school day.

- ECS closed campus policy will remain. All persons entering the school must check in with the guard.
- ECS campus will implement new entry measures with temperature check and sanitizing of hands. All persons entering the School building must wear safety masks.
- Visitors are required to call beforehand for all requested services from the school office. This includes making school payments. Payments can be made in person from 9:00 am – 1:00 pm.
- Distancing measures will be in effect throughout school operating hours. These measures will be practiced with our students to ensure they understand them.
- Classrooms have been re-arranged with less furniture in order to comply with social distancing measures. These are equipped with hand sanitizer dispensers.
- Students will remain in the same classroom for their majority of classes throughout the day. Except students 8-12th grades for Spanish, P.E. and Computer.
- The use of lockers, microwaves and water fountains will not be available until further notice per CDC guidelines (Center of Control Disease).
- Cafeteria will be limited to 1 lunch option. These will be communicated as usual in our monthly lunch calendar and webpage.
- Lunch will be held in the classroom and recess will be conducted by scheduled blocks. Sports play has been suspended in patio until further notice.
- We will encourage the use of new hand washing stations which properly labeled for our students. All students will be asked to bring to school hand sanitizer for personal and continuous use.
- Cleaning/sanitizing protocols will be enforced and supervised rigorously.
- After School Program, field trips and extracurricular group activities including clubs has been postponed until further notice.

Other General Announcements:

The referenced safety protocol in each scenario includes more details and considerations not established here for the purpose of this communication.

The school campus is undergoing extensive cleaning in preparations of its re-opening. Protective acrylic barriers will be placed in the most visited areas around the school, such as the Security Station and the Reception in the Administration office. Important markings in hallways and floors will be made in order to facilitate distancing and limit one way walking direction.

For any scenario to work efficiently, we ask for the support of the entire school community, personnel, students and parents. Abiding by such guidelines can help determine the safety and effectiveness of our academic services. For this reason, students who deliberately refuse to abide by these guidelines may face suspension and or will be required to withdraw.

The school calendar will also be published shortly and will be applicable to all scenarios established. Book lists for the new academic year have been sent by mail and have been published in the school website www.cathedralschoolpr.org . We encourage parents to visit the website regularly since we update it with important information not shared via our social media platforms.

Due to the required social distancing guidelines (6 ft) we must continue to provide a safe environment for our students and staff. As such, **enrollment capacity per classroom has been limited**. We urge parents to complete the enrollment process as soon as they feel certain that they would like to continue being part of our ECS community.

Unfortunately, each scenario implies more operational expenses. The limitation of student body means that we cannot offer discounts in enrollment nor tuition. For this reason, all future payments must be made on time. On the other hand, the administration has postponed some fees in order to help with the current economic situation (*please see fee sheet in enrollment packet online*). For example, the Yearbook and Instrument fee have been cancelled.

In either case, the beginning of the school year will be different and we all need to adapt, accept and embrace our new reality. Since COVID-19 remains, extreme discipline and strict adherence to the protocols are of the utmost importance. As always, we continue to ask for your cooperation so that we can protect each other's health and safety.

Faithfully and with sincere gratitude,

The Administration