

# PUNXSUTAWNEY CHRISTIAN SCHOOL

## PHASED REOPENING DAILY OPERATING PROCEDURES

The phases listed on this schedule coincide with the phases listed on our reopening plan. Remember, Phase 1 is full, in-person instruction, Phase 2 would mean that students rotate one week on, one week off, and Phase 3 is completely online because of a school closure. This document is intended to give parents a better idea of what the student day will look like under each phase.

	Phase 1	Phase 2	Phase 3
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Elementary students will be in their classrooms with desks 6 feet apart. To maintain spacing, 2nd grade will be split into two classrooms and an aid will be assigned. Mrs. Mertz will be responsible for providing all instruction, and the aid will provide reinforcement and practice. When 6 feet of space cannot be maintained, such as for group activities or in-classroom recess time, students and staff will wear plastic mouth guard shields. Sneeze guard barriers will also be used in spaces in which 6 feet of space cannot be maintained.</li> <li>Students in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades, as well as high</li> </ul>	<ul style="list-style-type: none"> <li>Elementary students will be in their classrooms with desks 6 feet apart. To maintain spacing, 2nd grade will be split into two classrooms and an aid will be assigned. Mrs. Mertz will be responsible for providing all instruction, and the aid will provide reinforcement and practice. When 6 feet of space cannot be maintained, such as for group activities or in-classroom recess time, students and staff will wear plastic mouth guard shields. Sneeze guard barriers will also be used in spaces in which 6 feet of space cannot be maintained.</li> <li>Students in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades and high school</li> </ul>	<ul style="list-style-type: none"> <li>The goal of PCS is to remain in the classroom full time and provide in-person learning. This virtual option will only be utilized in the event of a government shutdown of schools.</li> <li>All students will be required to attend daily, online, live instructional sessions following the schedule listed at the end of this document. Attendance will be mandatory and recorded. Parents must provide a written excuse via email if a student misses a session. Students must be attentive during live sessions. Participating in other activities while in the session will result in the teacher closing the child's</li> </ul>

school students will switch classes, and will be assigned to a classroom that is large enough to accommodate the number of students and maintain 6 feet of distance. Shared spaces will be sanitized after each use.

- The gym will be partitioned to provide a larger space when classroom space is not sufficient for maintaining 6 feet.

students will switch classes, and will be assigned to a classroom that is large enough to accommodate the number of students and maintain 6 feet of distance. Shared spaces will be sanitized after each use.

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screen and marking them absent.

- For elementary school, packets to reinforce learning will be available for pickup each Friday and will be due each Friday. Teachers may also choose to assign questions from the textbook to be completed and due each Friday. These assignments will be mandatory and graded.
- For high school, Edmodo (or another platform that students are trained to use) will be used to provide students with online instruction. Students will be responsible for keeping track of assignments and turning them in by the due date.
- Teachers will be available during their regular work hours (Elementary, 8:00-3:15; Middle/High School, 7:45-3:00). Teachers will provide one time slot per week outside of regular hours to answer parent questions.
- Parents, guardians, and/or

			<p>care givers need to set up a place in their home which minimizes distractions for both their own child and the other children in the class. Parents, guardians, and/or care givers must be mindful of what is going on in the background of their child's learning space.</p> <ul style="list-style-type: none"> <li>• If internet access is a consistent, ongoing issue, students will complete work via packets and parents or caregivers may log hours to count as attendance.</li> </ul>
<b>Special Classes (Elementary)</b>	<ul style="list-style-type: none"> <li>• Art, Library, and Spanish will be held in individual classrooms.</li> <li>• Music will be held in the gym.</li> <li>• Computer classes will be cancelled in the computer lab, or students will use the lab spaced every other computer. If enough laptops are available, computer classes will be held in the classroom. Any shared computers will be sanitized after each use.</li> </ul>	<ul style="list-style-type: none"> <li>• Locations for special classes will vary depending on the number of students and the space available.</li> <li>• Computer classes will be held in the computer lab, observing social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• No special classes will be held</li> </ul>
<b>Lunch/ Special Treats from Home</b>	<ul style="list-style-type: none"> <li>• Students will have the option of purchasing hot lunch or packing. There will</li> </ul>	<ul style="list-style-type: none"> <li>• Students will have the option of purchasing hot lunch or packing. There will</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

	<p>only be one option for hot lunch each day.</p> <ul style="list-style-type: none"> <li>• In order to maintain 6 feet of spacing, students will be assigned space to eat their lunch in either the cafeteria or gym.</li> <li>• Microwaves will not be available for student use.</li> <li>• Students may bring special treats for birthdays or holidays, but are limited to individually wrapped, store-bought items only.</li> </ul>	<p>only be one option for hot lunch each day.</p> <ul style="list-style-type: none"> <li>• All students will eat lunch in the cafeteria, observing social distancing guidelines.</li> <li>• Microwaves will not be available for student use.</li> <li>• Students may bring special treats for birthdays or holidays, but are limited to individually wrapped, store-bought items only.</li> </ul>	
<p><b>Phys. Ed. and Recess</b></p>	<ul style="list-style-type: none"> <li>• Because the gym needs to be used for classroom and cafeteria space, phys. ed. will be held outside weather permitting and cancelled during inclement weather.</li> <li>• Recess will be held outside weather permitting and in the classroom during inclement weather.</li> <li>• According to the Governor's order, face coverings must be worn unless 6 feet of distance can be maintained.</li> <li>• High school students may be asked to complete independent assignments to fulfill their phys. ed.</li> </ul>	<ul style="list-style-type: none"> <li>• The gym will be scheduled for phys. ed. and recess time with the option of going outside weather permitting.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no phys. ed. or recess scheduled by teachers. Parents are encouraged to keep their children physically active.</li> <li>• High school students may be asked to complete independent assignments to fulfill their phys. ed. credit towards graduation.</li> </ul>

<p><b>Arrival at School</b></p>	<p>credit towards graduation.</p> <ul style="list-style-type: none"> <li>• To lessen the number of people in the building, parents must drop off their children at either the front door or cafeteria door, but not accompany their child into the building unless there is business they must do at the office or they are scheduled for a meeting with a teacher.</li> <li>• For Preschool and Kindergarten students, parents may use the call function at the front door to notify the office that they are dropping off their child, and an adult will meet the child at the door and escort them to their classroom.</li> <li>• Everyone must wear a face covering to enter the building and any time they cannot maintain 6 feet of spacing. Students may remove face coverings when they get to their designated area.</li> <li>• Every person entering the building will have their temperature screened at the door.</li> </ul>	<ul style="list-style-type: none"> <li>• To lessen the number of people in the building, parents must drop off their children at either the front door or cafeteria door, but not accompany their child into the building unless there is business they must do at the office or they are scheduled for a meeting with a teacher.</li> <li>• For Preschool and Kindergarten students, parents may use the call function at the front door to notify the office that they are dropping off their child, and an adult will meet the child at the door and escort them to their classroom.</li> <li>• Everyone must wear a face covering to enter the building and any time they cannot maintain 6 feet of spacing. Students may remove face coverings when they get to their designated area.</li> <li>• Every person entering the building will have their temperature screened at the door.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
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<b>Dismissal from School</b>	<ul style="list-style-type: none"><li>• All students must be picked up at the cafeteria doors.</li><li>• Parents must arrive no sooner than 3:00 so as not to block access for buses.</li><li>• Students who are picked up by parents will wait in their classroom until parents have arrived. A large print sign with the children's names held up to the windshield will be helpful for making the dismissal process faster.</li></ul>	<ul style="list-style-type: none"><li>• All students must be picked up at the cafeteria doors.</li><li>• Parents must arrive no sooner than 3:00 so as not to block access for buses.</li><li>• Students who are picked up by parents will wait in their classroom until parents have arrived. A large print sign with the children's names held up to the windshield will be helpful for making the dismissal process faster.</li></ul>	<ul style="list-style-type: none"><li>• Not applicable</li></ul>
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## VIRTUAL LEARNING CLASS SCHEDULE

- Remember, the goal of PCS is to remain in the classroom full time and provide in-person learning. This virtual option will only be utilized in the event of a government shutdown of schools. If such a shutdown were to occur, we want to be able to maintain the best quality of education possible for your children.
- This schedule was designed with age appropriate time limits in mind. It is expected that time outside of live virtual sessions will be spent on individual assignments.
- Parents who have no high-speed internet service or a computer in the home need to contact the school, as we are looking into providing equipment, such as hot spots or laptops. If internet access is a consistent, ongoing issue, students will complete work via packets and parents or caregivers may log hours to count as attendance.
- Attendance at virtual learning sessions is mandatory and will be recorded.
- Teachers will be available during their regular work hours (Elementary, 8:00-3:15, Middle/High School, 7:45-3:00), and will provide one time slot per week outside of regular hours to answer parent questions.
- Virtual sessions will either be via Zoom or Google Hangouts, at the preference of the teacher. Each teacher will communicate their method of holding virtual sessions.

### ELEMENTARY

<b>Kindergarten</b>	<b>9:00-9:30 &amp; 10:30-11:00</b>
<b>1st Grade</b>	<b>9:00-9:45 &amp; 10:45-11:30</b>
<b>2nd Grade</b>	<b>10:00-12:00 (10 min. break @ 10:55)</b>
<b>3rd Grade</b>	<b>10:00-12:00 (10 min. break @ 10:55)</b>
<b>4th &amp; 5th Grade</b>	<b>10:00-12:00 (10 min. break @ 10:55)</b>
<b>6th Grade</b>	<b>10:00-12:00 (10 min. break @ 10:55)</b>

(Middle/High School on next page)

### MIDDLE/HIGH SCHOOL

<b>7-12 Bible</b>	<b>Markle/Dunmire</b>	<b>8:00-8:30</b>
<b>7th Math/8th Spanish</b>	<b>Markle/Wilbur</b>	<b>8:35-9:05</b>
<b>7th Spanish/8th Math</b>	<b>Wilbur/Dunmire</b>	<b>9:10-9:40</b>
<b>7th/8th English/Science</b>	<b>Markle</b>	<b>10:55-11:55</b>
<b>7th/8th History</b>	<b>Dunmire</b>	<b>10:20-10:50</b>
<b>Algebra 1</b>	<b>Dunmire</b>	<b>10:55-11:25</b>
<b>Geometry</b>	<b>Troutman</b>	<b>10:55-11:25</b>
<b>Spanish 1</b>	<b>Wilbur</b>	<b>11:30-12:00</b>
<b>Spanish 2</b>	<b>Wilbur</b>	<b>10:20-10:50</b>
<b>9th/10th History</b>	<b>Dunmire</b>	<b>8:35-9:05</b>
<b>Econ/Psych</b>	<b>Dunmire</b>	<b>9:45-10:15</b>
<b>Physical Science</b>	<b>Troutman</b>	<b>9:10-9:40</b>
<b>Physics</b>	<b>Troutman</b>	<b>10:20-10:50</b>
<b>9th/10th English</b>	<b>Markle</b>	<b>9:45-10:15</b>
<b>11th/12th English</b>	<b>Markle</b>	<b>11:30-12:00</b>
<b>Trigonometry</b>	<b>Troutman</b>	<b>8:35-9:05</b>
<b>High School Health</b>	<b>Wilbur</b>	<b>Tues./Thurs. 12:05-12:35</b>