



# CARIBBEAN SCHOOL, INC.

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August 3, 2021

Dear Panther Community –

Since January of 2019, earthquakes and a global pandemic have taught us the valuable lesson of being flexible in adapting to challenges placed before us. Here at Caribbean School we have met the challenge with success in providing quality educational opportunities while supporting our students throughout this journey.

Given the current guidelines published by the Puerto Rican Health Department, we have reviewed and revised our plan for us to welcome all our students, faculty and staff back to campus. Our priority continues to be two-fold: providing a quality educational experience for our students, while caring for the health, safety, and wellbeing of all our community members.

## Community Expectations and Commitments

We speak of Panther Pride, knowing that our home-school partnership is vitally important to the success of our students. We understand that school, parents, and students all play an important role in assuring we provide a safe and secure learning environment for our students to reach their full academic potential. Together, we continue to provide the very best, Panther style!

Please remember that the Pandemic requires us to remain flexible and resilient as we adapt and adjust, not only to the new protocols presented in this document, but also to any future changes in protocols that are deemed necessary by the school or the Department of Health.

## Our commitments as

### Parents

- Practice and promote adherence to all protocols adopted by the school, including but not limited to: mask wearing, social distancing, temperature checking, vaccinations and testing, and reporting COVID-positive results or possible exposure concerns.
- Remain flexible and supportive in adapting to any changes in regulations and the impact these have on School Protocols.
- Vaccinate our children as soon as they become eligible.
- Communicate with your children's homeroom teacher when you have any concerns or questions. It is best to speak directly with your child's primary advocate in the school.

### Students

- Take care of self and be a model for others by following all COVID-related, and non-COVID procedures and routines, including but not limited to mask-wearing, social distancing, and handwashing.
- Adapt and adjust to changes required in these extenuating circumstances – remember, taking responsibility for self is for the common good of all.
- Communicate any health concerns to your parent, teacher, or school nurse.

### School Faculty and Staff

- Promote a safe, secure environment by modeling the adherence to all protocols adopted by the school and actively intervening when observing noncompliance from another member of the community (parent, student or colleague).
- Report any health concerns to the school nurse.

- Communicate with the home when parent support or intervention is needed to make sure we are addressing any behavioral, academic, health concerns as soon as they arise.

### COVID Vaccinations and Testing

**All faculty and students will be required to submit a negative COVID antigen or PCR test.** To facilitate testing, **we will provide testing services on Saturday, August 7<sup>th</sup>, from 8:00 a.m. – 3:00 p.m. in the school cafeteria.** You will need to bring with you a copy of your insurance card and an ID.

- All staff and students 12+ must have proof of vaccine + proof of a negative test to enter campus and begin classes.
- Student under 12, must present a negative test to enter campus and begin classes.

Please enter this link to sign up for an appointment:

[LINK](#)

- If done at school the nurse will directly receive copies of the negative test.
- If you choose to do elsewhere, each student will need to bring a copy of the negative test on the first day of classes to leave with the nurse before being dropped off.

**PK and K Orientation Monday:** Parents will need to present a vaccination card or a negative test to the nurse at the parking lot entrance to permit entrance. You may also present your child's negative test at this time for our nurse's records. Any questions regarding extended Daycare can be addressed in this orientation.

**7<sup>th</sup> Orientation Monday:** Please have your students bring a copy of their negative test on Monday. If they do not have a negative test, they cannot enter the campus.

### Uniform

- We expect all students to arrive in uniform starting Tuesday.
- Thursday, Aug. 5 (9:00-3:00): parents who ordered uniforms can pick up and anyone who has not ordered can do so that day.

### Morning Arrival

- **FOR TUESDAY FIRST DAY OF CLASSES ONLY:**
  - We will have Elementary students enter starting at 7:00 a.m. and classes begin at 8:00.
  - Upper School students will enter starting at 8:00 a.m. and classes begin at 9:00.
  - Please bring copy of negative COVID test if you DID NOT do it on school campus on Saturday, Aug. 7.
  - Please send a digital copy of your vaccination card to [vaccine@caribbean.school.org](mailto:vaccine@caribbean.school.org)
- **REGULAR ARRIVAL:** Gate opens at 7:00. Classes begin at 8:00.
- Students' temperatures will be taken before students exit cars.
- Entry through walk-in gate: For those students who enter through the stairs but did not drive to school, parents must accompany them to the entrance and remain until the student's temperature is taken and she/he is clear to enter the campus.
- Hands will be disinfected, and students will continue directly to his/her assigned classroom or lunchroom if eating breakfast.

### Breakfast, Recess, and Lunch

- PK-K-1: a link will be provided via email for parents to **order lunch the prior evening**, so the staff has the lists bright and early to prepare the orders.
- All other students will place order during 1<sup>st</sup> period class.
- Sandwiches should be ordered before 8:00 in the cafeteria.
- Breakfast: students go directly to the cafeteria to eat.
- Microwaves will be available for use.
- Recess will be assigned to each group during the week so students have opportunities for outdoor time.

- CS faculty will supervise our students during recess and lunch times.
- Students will wash hands after recess and lunch times before returning to the classroom. The school has 2 additional wash stations on each floor of the LS and Upper Court Yard areas.

**Lockers availability will be informed.**

**Afternoon Dismissal**

Student dismissal times will be by families and depend on the **OLDEST SIBLING** in the family

**Release Times:**

- If oldest child is PK-K: 2:30 pick up
- If oldest child is in grades 1-6: 2:45 pick up
- If oldest child is in grades 7-12 (and PK-6): 3:00 pick up

**Release procedures:**

We need to provide our cleaning staff ample time to deep clean the school for the following day, so we all must adhere to the pick-up time out of respect for all.

- Family identification numbers will be used to release students by families. If you were assigned a family number last year, you will keep the same number. If you do not have a number, you will be issued a number. You **MUST** have the family number visible through the front window of your vehicle.
- Any parent arriving 30 mins. later than the dismissal times more than 3 times: you will be charged a fee.

**After School Activities**

- **Sports:** Current team try-outs will be held this week for Jrs. and Srs. More information forthcoming.
- **Clubs:** To Be Announced
- **Organized PM Group Tutoring:** will be available starting week 2. More information to come. Repeat misbehavior in PM events or pick up area may lead to a student being suspended from remaining on campus during afterschool hours.

**Student Safety Tips**

- Use a clean face mask daily.
- Carry in your backpack
  - a personal bottle of hand sanitizer to use when changing spaces, after using the bathroom, when returning to the classroom from another space, and after touching any surfaces outside your designated space.
  - a small baggie with 1-2 extra masks
  - disinfectant wipes will be provided in each classroom and cafeteria
- Bring a reusable water bottle that can carry enough water to hydrate during the day
- Avoid touching other classmates, sharing school materials or personal belongings.
- Keep your hands away from your face.

**Safety Protocols and Guidelines**

**Physical Distancing and Movement**

- Students are grouped in cohort groups during school hours, and will have assigned seats for daily use (grades 9-12 have exceptions)
- 3 feet of space between individuals is expected at all times (indoors and outdoors)
- Desk placement in all classrooms are at a distance of 3-4 feet
- Floor markings indicate direction of traffic flow, including one-way stairwells.

**Cleaning and Disinfecting**

- Hand sanitizer and wipes will be available in all the classrooms and lunch areas.
- High contact surfaces will be cleaned frequently during the day, and the whole school will be cleaned at the end of each day.

- Because Upper School grades 10-12 have different combinations of students in each course, they will alternate between 2 sets of classrooms (odd and even classes throughout the day) to allow for a special disinfection of classrooms between use.
- Maintenance has been trained in the use of special cleaning products and procedures.

#### **Elementary Guidelines**

- Face masks always required.
- 3-4 feet distance kept while in classroom and while circulating outdoors.
- Students kept in cohort groups throughout the day (during class-recess-lunch-PE).
- Teachers rotate to the groups
- All students are required to bring their laptop charged and ready for a day of use.
- PK students have personal nap mats
- Backpacks remain next to each student's desk in their personally assigned space
- Close contact limited to under 15 minutes.
- Materials will not be shared.

#### **Upper School Guidelines**

- Face masks always required.
- 3-4 feet distance kept while in classroom and while circulating outdoors.
- Grades 7-8 and 9 (except for elective class)
  - Students kept in cohort groups throughout the day (during class-recess-lunch-PE).
  - Teachers rotate to the groups
- Grades 11-12 (because each course has a different mix of students): Alternate rooms to allow time for maintenance to disinfect rooms between use.

**Travel Guidelines:** Puerto Rico Government port of entry requirements will be respected by CS. The current requirements for you or anyone staying in your household who traveled outside Puerto Rico are to provide the government officials with:

- Unvaccinated: a negative COVID-19 test result
- Vaccinated: a valid vaccination card

Should the name of any member of your family appear on the bio-portal for any reason, our school nurse will be in contact to discuss further steps.

#### **Visitors**

**In adhering to our priority of maintaining** a safe and healthy learning environment, and recognizing that our younger students are unvaccinated, non-essential visitors will be restricted. All services will be provided through telephone, email or virtual options.

We expect these protocols to remain in place until all children become eligible for vaccinations. We also understand that our success depends on the contributions of each of us, so we ask that all members commit to our part in keeping us **Panther Strong!**

Warm regards,

Cindy Pieterick