



NEXT STEPS: 2020-21 CONTINUOUS LEARNING PLAN

*Updated: August 6, 2020 at 1:00 p.m.
Based on current guidance and subject to change*

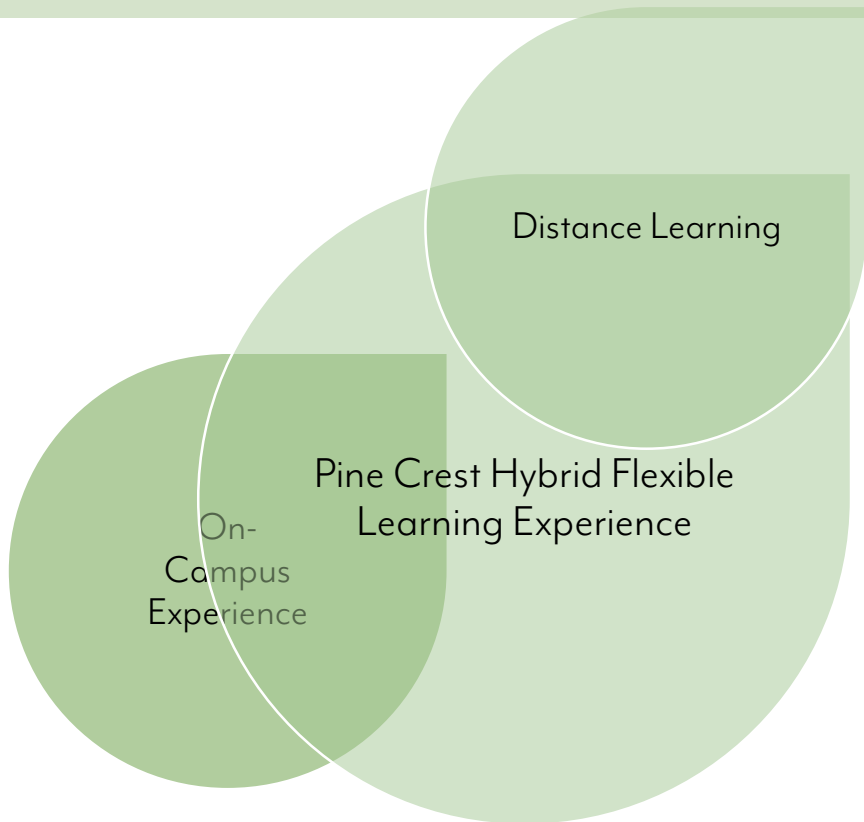


Does Pine Crest plan to open in August?

Throughout the summer, Pine Crest's COVID-19 Planning Team gathered advice from public health, medical, and education experts, and conferred with local and state government officials. These conversations have helped shape our thinking for the coming months as we prepare for the start of school. At this time, it remains our intent to welcome Pine Crest students to campus for the first day of classes on Wednesday, August 19, 2020. (8/5/2020 Update: All students will begin the first day of classes on August 19 in distance learning with a staggered arrival based on grade level beginning Thursday, August 27. Refer to the August 5 email for details.)

We approach the 2020-21 school year with a heightened sense of adaptability, agility, and flexibility:

- **Instruction will include both on-campus and distance learning.**
- **Families who wish to keep their children home have the option to select distance learning in three-and-a-half (for the first quarter) or nine-week (all quarters) increments.**



As we prepare for the start of school, we want to ensure you have the information your family needs to help guide your decisions. This Next Steps: 2020-21 Continuous Learning Plan builds upon the original [Plan](#) and includes:

- Campus and classroom modifications;
- Campus health and safety protocols;
- On-campus and distance learning plan highlights, and;
- Next steps for families to begin making choices for the start of the school year.

It is important to note that information may change based on developments with the virus, the advice of public health experts, or orders by government agencies. To safely and effectively open our campuses, the COVID-19 Planning Team will continue to assess information, act decisively, and develop guidelines and procedures in service of our School community. Our focus will be on keeping our School community safe, and we will keep you updated as circumstances require us to adjust.

How have Pine Crest's campuses been prepared for on-campus teaching and learning?

Pine Crest's classrooms, buildings, and common areas are being modified to maximize space for social distancing, promote hygiene, and enable thorough sanitation:

Social Distancing

Construction is well underway to expand outdoor learning and dining spaces, and additional outdoor picnic tables are already in place.

Unnecessary furniture has been removed from all classrooms and common areas on both campuses.

Plexiglass shielding has been installed as dividers in classrooms and offices where needed.

Modular classrooms will be installed on the Fort Lauderdale campus for some Middle and Upper School classes.

Exterior doors have been added to Egan Library so students may use the outdoor patio area during open study halls.

Signage has been placed throughout both campuses to encourage proper social distancing protocol.

Traffic patterns for hallways and common areas have been altered to allow for social distancing. Green and white panther paws have been painted on walking paths to serve as a visual reminder of social distancing protocols.

Hygiene

Additional handwashing sinks and hand sanitizer dispensers have been installed throughout both campuses. Portable restrooms have been added to supplement existing restrooms on the Fort Lauderdale campus.

Observation rooms have been constructed for students and employees who develop COVID-19 symptoms during the day.

Sanitation

Cleaning crews have been equipped with electrostatic backpack sprayers to clean, disinfect, and sanitize high-touch areas throughout the day and following dismissal.

What health protocols will employees, parents, and students need to observe for employees to work and students to learn on campus?

To make in-person teaching and learning possible, the School community—employees, students, and parents—must work together and follow Pine Crest’s health protocols, at home and on campus.

- Before arriving each morning, employees will and families will answer COVID-19-related screening questions using an app available through the School’s electronic medical record system. Employees and student(s) with symptoms will be required to stay home. More information about the app, including a link and instructions, will be shared in August.
- On-campus screening will take place for all students during the first class period of the day. Screening includes checking for a temperature of 100.4 degrees or higher.
- Face coverings will be required for all employees. (NEW 8/5/2020) We will begin the year requiring face coverings for all students (PK to 12). As the infection rate data improves, we will explore the possibility of transitioning to the alternative of face shields for our youngest students, as we had originally hoped to do. Students who arrive without a face covering will not be permitted to be on campus.
- Students and faculty will be prompted to clean their hands every two hours, and everyone will clean their hands before entering and leaving a room. Handwashing protocol posters have been placed in every restroom on both campuses.

Pine Crest Health Office

healthoffice@pinecrest.edu

954-492-4170 Fort Lauderdale

561-852-2828 Boca Raton

On-Campus: Health Protocols

What happens when a student or employee becomes sick while at school or after being on campus?

Pine Crest's process and protocols are designed to mitigate the spread of COVID-19 on our campuses. However, we have procedures in place to manage individual cases and periodic waves of infection, along with other illnesses that regularly occur on a school campus.

All students and/or employees will be required to self-report to the Health Office if they test positive for COVID-19 or if they experience any symptoms associated with COVID-19. Students and employees who have been in "close contact" with any person with COVID-19 symptoms or who has tested positive for COVID-19 must also report to the Health Office.

If a student or employee becomes ill while on campus, a School nurse will make an assessment. If COVID-19 symptoms are present, the nurse, who will be in personal protective equipment (PPE), will accompany the individual to an observation room until they can be driven home. Pine Crest's Health Office will provide instructions regarding requirements for staying home and developing a plan for a safe return to campus.

If a student or employee with symptoms of a positive COVID-19 diagnosis is home but had recently been on campus, the Health Office will communicate remotely to coordinate a safe return to campus. Students who are at home due to illness or symptom monitoring will be enrolled in the School's distance learning program until the Health Office has cleared them to return to campus.

Upon discovering that an employee or student has tested positive, the Health Office will contact the Broward or Palm Beach County Health Department as required for reporting, contact tracing, and instructions. Decisions on a plan of action for the infected individual and any other individuals who had been in contact with that person will be based on direction from the County Health Department, proximity to and the duration of time that the infected individual spent with other people, and Centers for Disease Control (CDC) and Florida Department of Health guidelines.

Following the CDC's revised guidance (July 22, 2020), individuals *with symptoms* (whether or not they have tested positive for COVID-19) will be required to self-isolate until all of the following conditions are met:

- At least 10 days have passed since symptoms first appeared;
- At least 24 hours have passed since last fever without the use of fever-reducing medications, and;
- Other COVID-19 symptoms have improved.

Individuals *without symptoms* who test positive for COVID-19 will be required to self-isolate until:

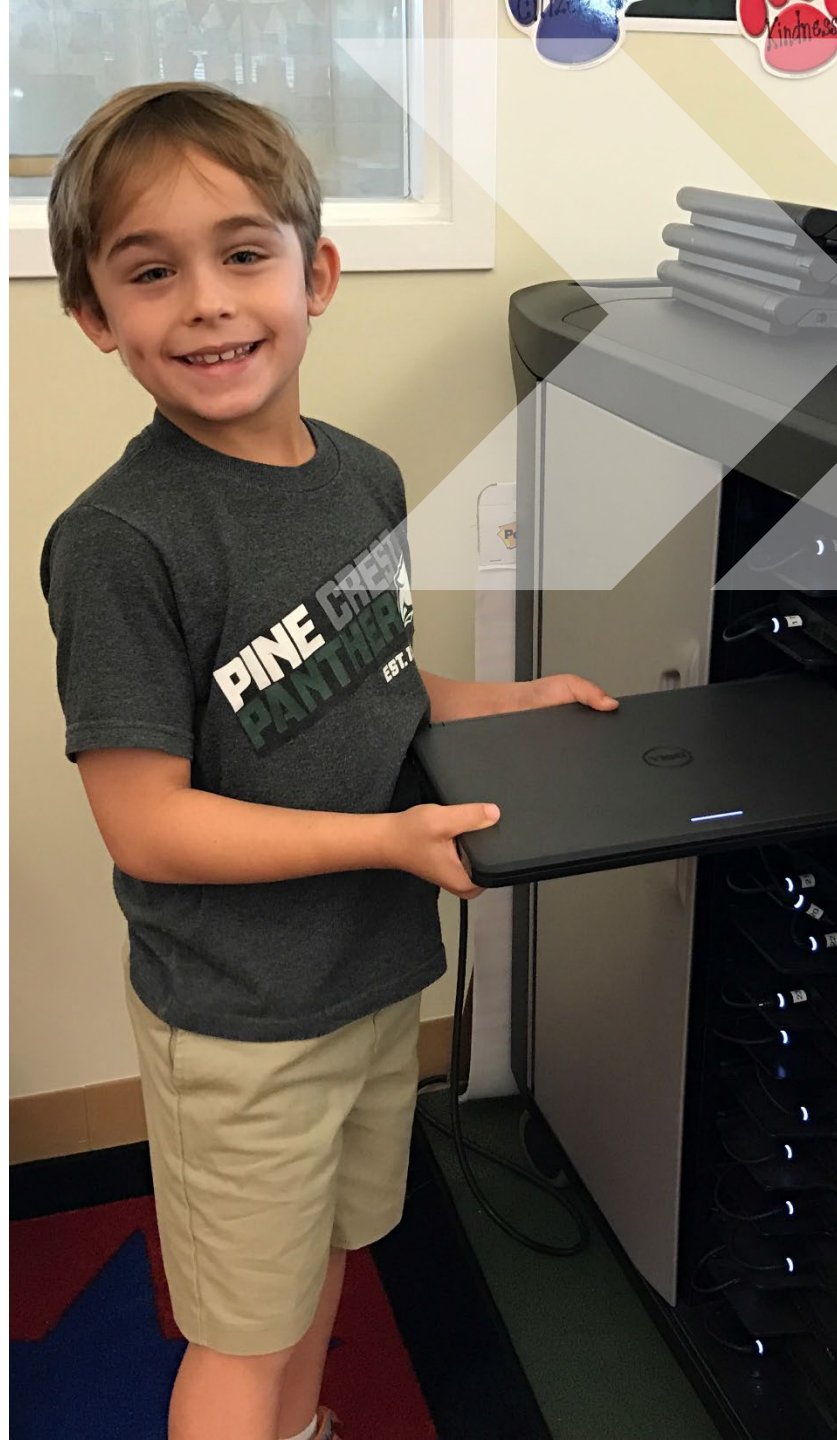
- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

How and when are families going to choose between on-campus and distance learning for their child(ren)?

Pine Crest's faculty have developed lessons and classroom activities to serve the needs of their students who are learning on campus and those who are learning from home.

Each family's decision on whether to choose on-campus or distance learning is personal and complex. Recognizing that what works for one family or child may not be best for another, Pine Crest families may elect between on-campus and distance learning in three-and-a-half (for the first quarter) or nine-week increments (remaining quarters).

To help families make informed decisions, we highlight on the next several pages of this document various aspects of our on-campus and distance learning programs. We recommend that you review this information with your family and ask questions of your Division Head or the Health Office as needed so that your family can reach a unified decision. Instructions on the next steps for making your selection for the start of the school year were emailed on June 24, 2020.



On-Campus and Distance Learning

Sample Schedule

On-Campus Classroom	Virtual Classroom
Parents conduct health screening using the app. Information is submitted to the Health Office. Students with symptoms and/or a fever of 100.4 are instructed to stay home.	N/A
Drop-Off At School (Meet at assigned socially distanced drop-off area)	Access Schoology to review hand-outs and Zoom links for the day.
Morning Meeting, Advisory, or First Period (Students enter the classroom, wash hands, and once in their seats, temperature checks will begin.)	Log in to first period. Participate in Morning Meeting, Advisory, or First Period virtually. (Lower School will use the same Zoom link for the entire day. Middle and Upper School will use a separate link for each class period.)
Reading Workshop or Second Period (Wash Hands)	Log in to second period.
Math or Third Period (Wash Hands)	Log in to third period.
Word Study or Fourth Period (Wash Hands)	Log in to fourth period.
Recess or Open Study Hall or Spark Break (Wash Hands)	Take a break, and enjoy the outdoors.
Music or Fifth Period (Wash Hands)	Log in to fifth period.
Lunch (Wash Hands)	Lunch
Writing Workshop or Sixth Period (Wash Hands)	Log in to sixth period
PE (Wash Hands)	Access the recorded video for PE activity
Social Studies or Seventh Period (Wash Hands)	Log in to seventh period
Art or Eighth Period (Wash Hands)	Log in to eighth period
Lower School Staggered Dismissal Begins or Ninth Period	Log in to ninth period

What will my child's schedule look like?

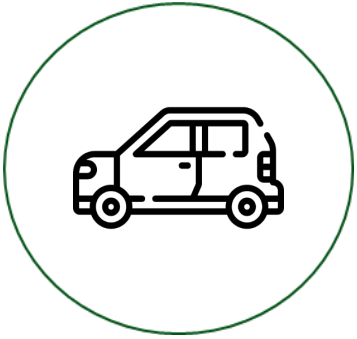
Students who learn from home will follow the same schedule and hear/see the teacher at the same time as students who learn on campus.

The on-campus schedule will be adjusted for morning temperature checking and frequent handwashing.

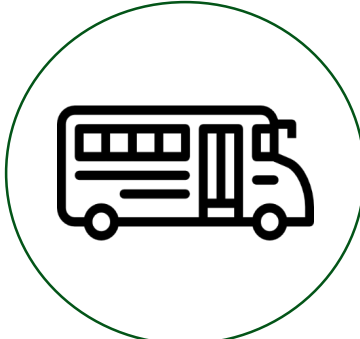
This is a sample schedule. Grade-level schedules will be provided by the Division Heads before the start of school in August.

On-Campus Option: Adjustments to Daily Procedures

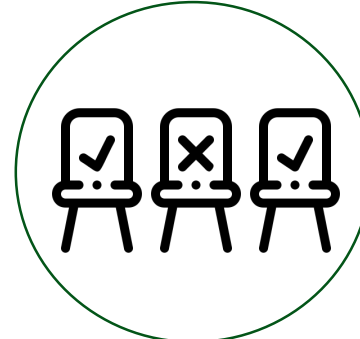
Under the guidance of teachers, administrators, and Health Office nurses, students who participate in on-campus learning will follow daily health and safety procedures, varying by grade level. The core on-campus instructional program will remain the same. However, we are considering some adaptations to the structure of the day to minimize transitions, incorporate time for handwashing and disinfecting classrooms, and ensure time spent outdoors.



Carline procedures will include guidelines for proper social distancing.



Bus riders board their assigned bus after completing the home screening. Routes and seating arrangements are modified.



In-person class sizes may be reduced, depending on how many families choose virtual learning for their child(ren).



Lower and Middle School students will be grouped in small grade-level cohorts whenever possible.

On-Campus Option: Adjustments to Daily Procedures



Dismissal of classes in the Upper School will be staggered to allow for physical distancing and classroom cleaning.



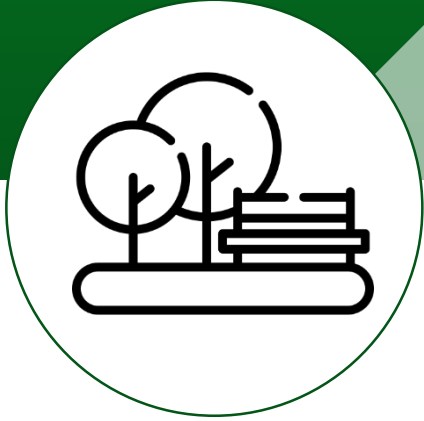
Students in the Lower School on both campuses will eat lunch in their classrooms and outdoors (weather permitting). Boca Raton Middle School students will eat lunch in the Mazer Family Dining Hall with social distancing protocols observed and outdoors (weather permitting). Fort Lauderdale Middle and Upper School students will have takeout options from the main dining hall and will eat lunch in outdoor dining areas, classrooms, and Stacy Auditorium.



Specials teachers in the Lower School, e.g. science, art, music, library, and Spanish, will conduct lessons virtually for the first weeks of the school year.



On-Campus Option: Adjustments to Daily Procedures



Outdoor play schedules have been created to minimize the number of students in one area at the same time. Playground equipment will not be used during the first nine weeks of school.



On-Campus Option: Extended Day

Pine Crest School's Extended Day Program will be open to students from pre-kindergarten through eighth grade.

- Students' temperatures will be checked upon their arrival to Extended Day.
- Families will have two options for student pick-up: 5:00 p.m. or 6:00 p.m. Dismissal will be conducted through a carline.
- Students will be separated into cohorts of 10 to 15 students.
- There will be a separate cohort for daily drop-ins.
- Whenever possible, students will utilize outdoor spaces on both campuses.
- Each cohort will have designated outdoor spaces for play and homework time.
- Handwashing will occur frequently, before snack time, and between transitions.
- Staff will disinfect surfaces following each use.
- All health and safety policies and procedures, including face covering guidelines, followed in school will also be observed in Extended Day.
- Additional details and registration will be available in August.



On-Campus Learning: Extended Day

Distance Learning Option: The Virtual Classroom

Pine Crest's teachers have built flexibility into the learning plan for families who prefer to keep their children home and engaged through distance learning.

Classes for students whose families select distance learning will be offered synchronously, enabling students to maintain direct and consistent connections with their teachers and classmates each day.

Students will follow their regular daily schedules, including all academics and specials, in real-time with teachers and peers.

To accommodate these students (and prepare for intermittent transitions to distance learning for all students throughout the year), new video conferencing technology devices will be used to extend the reach of the classroom beyond the physical space of the campus, providing real-time access to students who are learning remotely.

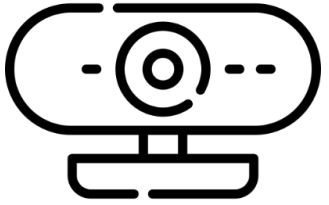
From home, every student will be able to view the whiteboard, Smartboard, and any other classroom resource that their teacher deems essential for learning. In addition, students at home will be able to comfortably participate in classroom discussions, contribute to group work, submit assignments, and take assessments simultaneously and with the same deadlines as their on-campus classmates.

Our goal is to develop students into independent learners in their virtual learning environment.

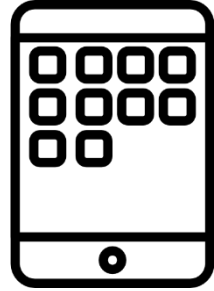
Lessons and classroom activities will be planned to serve the needs of students in the on-campus and virtual classrooms.



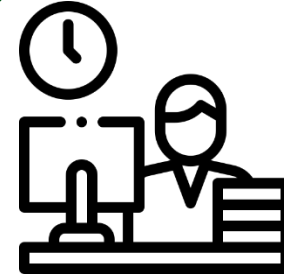
The Virtual Classroom: Highlights



Logic Tech MeetUp and Meeting Owl Pro video conferencing equipment will be used in classrooms as needed.



Lower School students will be issued an iPad or Chromebook for home and classroom use. Devices will be pre-loaded with the necessary apps and software.



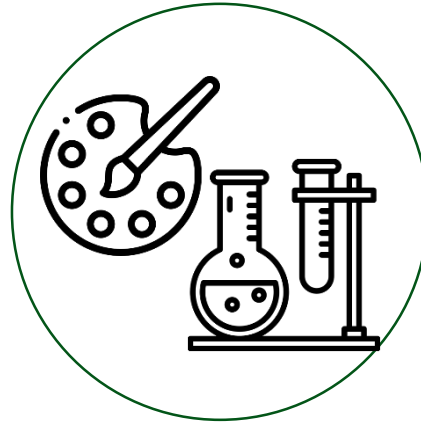
Teachers will communicate regularly with students and families through Schoology, the School's learning management platform.



Teachers will offer extra help, office hours, and small group instruction online.



The Virtual Classroom: Highlights



Supplies needed for at-home learning will be provided.



Students and parents will receive technology training to review all software used in the virtual classroom.



Students will participate in learning activities side-by-side with students who are learning on campus.

After-School Enrichment Programs

During the first nine weeks of school, after-school enrichment programs will be conducted virtually. Enrichment activities will run Monday through Friday. Details and registration will be available in August.

Athletics

At this time, we anticipate that students who are enrolled in on-campus learning may participate in tennis lessons during the school day; there will be no tennis lessons after school at the start of the school year. For the first three-and-a-half weeks of the school year, swim lessons will not take place on campus during the school day.

Coaches will provide individual, specialized, and small group training for Middle and Upper School students. Like many independent school and collegiate teams, Pine Crest will not participate in Middle and Upper School competitive sports in the fall at this time.

College and Academic Advising Office

The College and Academic Advising Office will continue to provide the same high level of advising and counseling expertise to all students, delivering all programs in an online format when necessary. Individual advising sessions will continue as one of the hallmarks of our program with direct and frequent communication with students and families remaining a top priority. Details regarding ACT and SAT exams will be sent to seniors next week.

Fine Arts

Lower School music classes and Fine Arts programs, and Middle and Upper School courses, electives, and extracurricular Fine Arts opportunities will take place on campus and virtually. Fall performances will be watched by audiences virtually.

New Student Information – Virtual Preview - Thursday, August 13

Pre-kindergarten to eighth grade students who are new to Pine Crest will attend Preview **virtually** on Thursday, August 13, 2020. The program will help our new students become familiar with curriculum, teachers, and life of the school. Times and details will be provided soon.

Meet the Teacher/Student Registration - Monday, August 17 and Tuesday, August 18

On Monday, August 17 and Tuesday, August 18, 2020, Lower School Meet The Teacher and Middle and Upper School Student Registration will take place virtually. Division Heads will communicate specifics in early August.

Social and Emotional Education

The social and emotional health of our students remains a top priority, particularly as we navigate the uncertain times ahead of us. The School will ensure that students and teachers have time and space to connect, reflect, and process their experiences. Students will have real-time access to teachers on campus with health and safety protocols in place to support the highest level of student-teacher engagement. Pine Crest School Counselors are also ready to support our students and families as we return to school both in-person and virtually.

Transportation

Bus schedules are being adjusted consistent with social distancing protocols, which will affect the allowable number of passengers on each bus. These modifications, in addition to road construction, rider enrollment, and time constraints, may require us to alter our routes for 2020-21 and create centralized hubs for pickup and drop-off. Updates will be posted to www.pinecrest.edu/transportation and sent in an upcoming communication to families.

Upper School Student Parking

Details, including an enrollment application and instructions, will be sent to juniors and seniors next week.

Upper School New Student Preview and Panther Camp

Upper School Preview for new students and Panther Camp for freshmen will take place in the days before the first day of school. Details will be emailed in August.



We are

Pine Crest School

We are

#PCFutureReady

NOTE: Answers to frequently-asked questions will continue to be updated on Pine Crest's COVID-19 webpage ([click here](#)). Updates and details will be shared in the weeks preceding the first day of classes.