



**Hope Partnership for Education
Middle School Reopening Plan 2020 – 2021**

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Introduction

Our Mission:

Hope Partnership for Education Middle School's (HPE) mission is to provide each student with a secure, supportive, learning environment that will enlighten their minds and enrich their character. Hope supports students in developing academic skills and emotional habits of mind necessary to become caring and responsible individuals who make positive contributions to their local communities and to the world.

Six core values are the foundation of our daily practice and guide our long-term strategic actions: Academic excellence, respect, compassion, hospitality, hope and joy.

HPE opens on September 9th for the 2020-2021 School Year. The middle school's small class sizes and personalized approach to teaching and learning can be adjusted to support individual student growth through a variety of program models (i.e., in-person, remote or hybrid) that may be required during the time of the COVID-10 pandemic. As of the date of this reopening plan, HPE plans to implement a Hybrid Schooling Program.

Reopening Planning:

The HPE Administrative Team, in concert with the Board of Trustees COVID Task Force, have developed a re-entry strategy that recognizes the School must remain flexible, not only to support the diverse needs of Hope families and staff, but to be able to respond to the changing situation that continues to evolve due to the COVID Pandemic.

This Re-Entry Plan reflects our thinking as of August 4, 2020. Our goal is to provide the very best educational experience possible for our students while also ensuring the Health and Safety of all members of the community. We have worked with a medical professional to address what we must do to provide in-person or Hybrid instruction. When that is not feasible, we will provide remote instruction for students with a commitment to fostering the health and well-being of each student while promoting high academic achievement, engagement and individualized support.

Our decisions are also informed by statistics/data/guidance from the Center for Disease Control (CDC), Environmental Protection Agency (EPA), Pennsylvania State Departments of Health (PoH) and Education (PaDOE), Philadelphia Department of Health, Nativity Miguel Coalition of Schools, National Association for Independent Schools (NAIS) and the Pennsylvania Association of Independent Schools (PAIS). In addition, Hope Partnership for Education Administration and Staff participated in a variety of COVID-19 related webinars and courses provided by the *American Red Cross*, the *Association for Supervision and Curriculum Development (ASCD)*, the *Association for Middle Level Education*, *One Schoolhouse*, *Philadelphia Public School District*, and numerous additional national education, health and government organizations.

The HPE COVID Task Force that includes a medical professional and Board members has concluded that Hope Partnership Middle School is able to execute the health and safety procedures needed to support students and employees.

Members of the Hope Partnership for Education Task Force:

Sharon DuPree – Head of School
Jim Gutknecht – Business Manager
Brittany Holiday – Director of Graduate Support
Stephanie King – Director of Adult Education and Grants
Robert Martin – Facilities Committee, Board of Trustees
Rose Martin – Executive Director
Maureen Oblea – 5 & 6th Grade Lead Language Arts Teacher
Brenda Ridley – Office Manager/Admissions Coordinator
Frederick Sandstrom – Legal Advisor, BlankRome, Philadelphia
Mary Lou Zwaan – Board Trustee, Human Resources Advisor
Marianne McCormick, M.D., Medical Advisor

Guiding Principles for Program Practice

- It is important to acknowledge that the novel coronavirus will continue to exist through the 2020 – 2021 School Year. That fact will require the reintroduction of stricter control measures, possibly with very little notice, which will demand significant flexibility from our community. **It is critically important to have updated contact information for middle school students at all times. Families must immediately review and respond to all information coming from Hope Partnership for Education Middle School.**
- In-person learning requires all community members to follow health and safety procedures and protocols, including physical distancing, wearing personal protective equipment, personal hygiene, sanitation of facilities and health screening and monitoring
- Information from the CDC, state and local departments of health and national medical associations will guide/inform Hope's health and safety policies and procedures
- All students will have access to the technologies and support needed to participate in any of Hope's learning program models

Education and Community Commitment

Belonging to a community is essential for our students' social and emotional well-being. The ways we have come together for partnership and celebration will be different in the 2020 – 2021 School Year, but HPE Middle School is committed to ensuring that our core mission of empowerment through education continues to be the foundation for our actions and decisions throughout this unpredictable time.

HPE's COVID Task Force has created a plan to enable students and employees to return to our building on September 9, 2020. We understand that the City of Philadelphia and/or the Governor of Pennsylvania may mandate a transition to 100% remote learning at any time. Our new schedules, specifically created with flexibility of instructional mode in mind, will enable a more seamless transition between Hybrid and Remote learning when necessary. Since a

learning model shift may happen quickly, all students, parents/guardians and staff will attend mandatory remote learning trainings sessions on the Google Learning Management system and platforms that will be used as instructional materials. "Go Bags," will also be created for each student that contains supplies and technology they may need for remote instruction.

HPE Middle School Instructional Models:

Hybrid/In-person:

Preparing for Hybrid/In-person schooling to resume in September requires consideration for both the academic classroom experiences and operational activities (i.e., personal care needs, meal distribution and physical exercise). Students learning in-person will continue to benefit from engagement with their teachers and classmates as well as co-curricular activities (Specials classes).

In order to facilitate teaching and learning safely during the COVID Pandemic, students will be grouped into 5th & 6th, and 7th & 8th grade Pods. Each grade level will work primarily with their homeroom teacher, grade level subject teacher and one Specialist teacher. A Learning Support Teacher may also be assigned to a Pod if necessary. The adults in each Pod take responsibility for enforcing health and safety protocols while providing a challenging academic program that includes social and emotional learning components. We've also adjusted our schedule to for staggered transition and dismissal times to avoid cross-traffic between grade level cohorts.

Fifth and seventh grade students would attend school in-person on Monday and Wednesday and participate in remote learning on Tuesday and Thursday. Sixth and eighth grade students will attend school in-person on Tuesday and Thursday and participate in remote learning on Monday and Wednesday. All students will attend school remotely for half a day on Fridays.

From Monday through Thursday, students will have lunch in grade level cohorts, socially distanced in the cafeteria. Daily, each grade level cohort will participate in a staggered, socially distanced, 20 minute recess period in the gym or in the front courtyard when weather permits. Lunch will be served in grade level cohort classrooms on Noon Dismissal Fridays.

To aid in reducing the spread of Corona and other viruses, all students and HPE employees will wear properly fitting masks throughout the day, except when eating. Students will not share materials or supplies. All students will be provided with a Chromebook for in-person, Hybrid or remote learning use so that technology is not shared. A diverse range of digital instructional materials have been added to our middle school program which reduce the number of books and physical materials that students use on a daily basis. Students will be instructed to not bring personal items to and from school. Sharing food or treats will also be strictly prohibited until further notice.

Students will be taught how to keep a safe physical distance from others while in school. Upon arrival, they will enter the building through the PAL entrance, where a staff member will take their temperature and orally administer a short health screening. Middle schoolers will then be directed to their homeroom class by hall monitors. Floor rugs for reading and soft seating will be removed from all classrooms until further notice. Student desks will be placed at a distance from each other to the maximum extent possible. Floor markings and highly visible signage will help remind students of social distancing guidelines.

Entry to Hope Partnership will be limited to employees and students. Family members and other visitors will follow a safe procedure for dropping off/picking up their children outside of the school building, following physical distancing markers in the school's courtyard and outside the school gates. Specific procedures for arrival and dismissal, along with COVID Safety Procedures will be shared with families using a variety of medium (i.e., e-mail, Zoom grade level meetings). Outside contractors or repair persons will visit the school during after school hours whenever possible and follow all COVID Safety Procedures.

Please Note: Out of an abundance of caution and to promote safe distancing, HPE's Afterschool Enrichment Program has been suspended. In addition, all in-person major events and extracurricular activities have also been suspended until further notice. Regular virtual meetings and celebrations will keep our school community connected and safe during the COVID Pandemic.

The small size of Hope Partnership Middle School allows us to continue to offer in-person, learning options for our students despite the COVID Pandemic. However, we are prepared to work with families and students who may wish for their child(ren) to remain remote for an additional period of time due to compromised health risks. To support these families, HPE Middle School will offer a Remote Learning option. Families who need to consider this option should immediately notify the Head of School (sdupree@hope-partnership.org) .

Remote:

At some point during the 2020 – 2021 School Year, stay-at-home orders may be imposed by Governor Wolf or the City of Philadelphia. In the event that such policies are mandated, HPE Middle School is ready to move immediately to our Remote Learning Program. All of the major academic subjects, in addition to art, music and health education are included in Hope's Remote Learning Program. Science, Social Studies and Advisory will be implemented through a Project-based Learning approach. HPE Middle School has purchased a diverse range of digital instructional materials to ensure students are receiving timely and engaging instruction regardless of remote program model.

Students must attend and participate fully in all aspects of any of Hope Partnership Middle School's program models and all work must be submitted in order to be prepared to advance to the next grade the following year. HPE will continue our Chromebook loan program for all students who require support. Families and students will be provided with schedules for Hope's Remote Learning Program if and when implemented.

Social and Emotional Learning:

A daily Advisory period provides students with time to do a simple check in as a class and focus on mental health awareness, social and emotional learning activities and to discuss current events that affect our community.

As we continue to work together to educate our middle schoolers while navigating the COVID Pandemic, we want to thank our Hope families for partnering with the School in support of your children. We appreciate your ongoing support and feedback throughout this process. I

encourage you to call (215-232-5410 x102) or e-mail the Head of School at sudpree@hope-partnership.org if you have questions or concerns.

Family and Community Connection

Our partnership with Hope families is an essential component of the middle school program. Though not allowed inside the school building at this time, there will be many opportunities to build community. The following family support structures will be put into place for the 2020 – 2021 School Year:

- Sending the HPE Reopening Plan to families via e-mail and posting it on the organization's website
- Update Hope's Family and Faculty Handbooks to reflect new policies/procedures in the Reopening Plan and make it available to be read by all members of the Hope community as well as notifying all constituents of any updates
- Notify Hope families and employees of school closures and/or significant changes to safety protocols
- Alerting Hope families, employees and public health officials of positive cases of COVID-19 in the Hope community
- Posting visible signs throughout the school that promote personal hygiene, physical distancing and other safety practices
- Schoolwide virtual meetings throughout the year (i.e., Back to School Night, Report Card Conferences)
- Community-wide virtual workshops and program events (i.e., COVID-19 Health and Safety Procedures, Google Classroom and Digital Platforms Workshop)
- Hope Family Advisory Committee Meetings each trimester
- Short videos of student activities/work from teachers and administrators
- Frequent e-mail/letter updates that keep constituents informed (particularly about COVID-19)
- Social media community announcements and celebrations (i.e., Facebook, Instagram)
- Monthly MS Zoom Family Meeting around topics of interest/concerns

In addition, members of the HPE COVID Task Force will continue to convene regularly to monitor changes regarding the health and safety of the Hope community, always referring to local, state and federal guidelines. Therefore this Reopening Plan may change as new information is discovered and health authorities update their guidelines for a safe community.

HPE COVID Health and Safety Plan

The safety of our students, families and employees is of the utmost importance. Hybrid/In-person learning requires that all community members follow appropriate procedures and protocols. HPE Middle School Health and Safety procedures have been developed in accordance with the Pennsylvania Department of Education (PaDOE) Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools. The Health and Safety Plan consists of four main components: Hygiene Practices for students, teachers and staff, Physical Distancing, COVID Monitoring, and Health and Safety Plan Communications.

The following are a summary list of safety measures that will be in place, regardless of alert level:

Hygiene Practices for Students and Staff	
<i>Face Coverings</i>	All students, faculty, staff and visitors are required to wear proper fitting face coverings throughout the day except while eating or during teacher monitored mask breaks. Students will be provided with facemasks if needed. Employees will be provided with face masks and face shields if needed.
<i>Handwashing & sanitizing</i>	Students and faculty will follow regular effective hand-washing and sanitizing routines throughout the school day. Portable hand sanitizing stations are available on both the first and second floors.
<i>Enhanced Cleaning and Disinfecting</i>	Daily cleaning and disinfectant routines/practices are compliant with CDC recommendations, including the types of cleaning products used. Special attention will be paid to cleaning high touch surfaces throughout the day. No touch technology (i.e., light switches) has been installed in student and adult bathrooms on first and second floors.
Physical Distancing	
<i>Grade level Pod/Cohorts</i>	Program schedules are designed to keep students in small, consistent groups of grade level students during the day. This reduces the risk of viral transmission and allows for grade level quarantine in the event of infection without requiring the entire school to close and shift to remote learning.
<i>Physical Distancing</i>	Movement in the school building is controlled and directed to reduce the mixing of students outside of cohorts. In classrooms, students are spaced 6ft apart to minimize transmission risk. Supervised, coordinated bathroom breaks have been incorporated into the program schedule.
<i>Enrichment and Field Trips</i>	In order to limit the number of people in the School building at any given time and therefore reduce exposure to COVID-19, Hope's afterschool enrichment program has been suspended until further notice. All field trips/outings have also been suspended until further notice.
<i>Large Gatherings</i>	All in-person, large group gatherings, including Back to School Night, Student Showcases, Science Fair, will be cancelled or held virtually for the 2020 – 2021 School Year. Admissions events will take place virtually or by individual family appointments outside of school hours.
<i>Lunch and water breaks</i>	Students will be served lunch in their grade level cohorts in a socially distanced cafeteria. Students will not be allowed to share food or drinks and no shared snacks will be distributed amongst students or employees. Supervised, coordinated water breaks will occur a minimum of twice daily (morning before lunch and afternoon after lunch). All students should bring a labelled, clear water bottle from home.
COVID-19 Monitoring	
<i>Health Screenings</i>	Daily screenings (including temperature checks) for symptoms will be completed by all employees. Upon arrival to school, Hope staff will conduct oral screenings for middle schoolers. Students with symptoms will be isolated from other students and their parent/guardian will be called and required to pick up sick students from school within

	60 minutes of being notified. Hope families and employees are also asked to monitor their household members for symptoms of COVID-19 and stay home if sick.
<i>Visitors to Hope Partnership</i>	Families will be invited into the building by appointment only, except when picking up a sick child. Outside visitors (i.e., mail person, delivery people, etc.), will be screened upon arrival and limited to designated spaces in the building.
<i>Self-care and well-being</i>	A daily Advisory period provides students with time to do a simple check in as a class and focus on mental health awareness, social emotional learning activities and discuss current events that affect our community.
<i>Travel</i>	All Hope families and employees should consult the CDC website before making travel plans. The School reserves the right to require students and employees to self-quarantine if they have travelled to an area deemed unsafe by the CDC.
	Health and Safety Plan Communications
Communication	Hope Partnership will communicate our health and safety plans and procedures, changes in risk for COVID-19 spread, and developmentally appropriate resources to educate students on hygiene and safety practices. We will respond to pandemic concerns from the community in as timely a manner as possible.
	Ventilation and Physical Plant Improvements
	Filters in our HVAC system has been cleaned and a schedule for replacing them is in place. Windows will be safely kept open whenever possible, rather than using air conditioning. Portable fans will be used where applicable for increased air flow.

Hope Partnership for Education Color-Coded Phases

Philadelphia/PA Phase	General Conditions	Hope Partnership for Education Phase	Learning Plan
Green: Low to No Risk	<p>Local and State infections remain low.</p> <p>No known COVID-19 cases in Hope Community.</p> <p>Faculty, staff, students, families strictly adhere to health and safety procedures and policies.</p>	Green: Low or no risk	<p>Hope is open according to the school calendar.</p> <p>In-person/Hybrid academic program following health and safety procedures.</p> <p>Teaching and Learning in Pods/grade level Cohorts</p>
Yellow: Moderate Risk	<p>Infections in the Philadelphia area are low, but increasing.</p> <p>Higher risk of cases in at Hope.</p> <p>Faculty, staff, students and families strictly adhere to health and safety protocols.</p>	Yellow: Moderate Risk	<p>Hope is open according to the school calendar.</p> <p>High risk students' families may ask for remote learning option.</p> <p>Hybrid teaching and learning happens in grade level cohorts.</p>
Yellow: Heightened Risk	<p>Infections in the Philadelphia region are increasing</p> <p>Higher risk of cases in the Hope community</p> <p>Non-compliance with health and safety protocols by some Hope community members</p>	Yellow: Heightened Risk	<p>Hope is open all school days according to school calendar.</p> <p>Hybrid Learning Program Model implemented in grade level cohorts as environmental conditions allow. Remote learning may be required for periods of time within grade level cohorts or the entire school community.</p> <p>Stricter control measures may be introduced with very little notice.</p>
Red: High Risk	<p>The City of Philadelphia or the Commonwealth of Pennsylvania imposes a stay-at-home order and closes all schools.</p>	Red: High Risk	<p>Hope Partnership is closed except for essential employees</p> <p>HPE Remote Learning Program is immediately implemented.</p>

Community Expectations

Shared Responsibility

In order to keep our community as safe as possible, Board Trustees, Board Committee Members, administrators, faculty, staff, parents/guardians and students must remain committed to strictly following the safety protocols outlined in this Reopening Plan and in any further health and safety communications updates.

Therefore, all members of the HPE have a shared responsibility for the health and safety of our community and agree to the following:

- Federal, State and Local Mandates - All Hope employees and families must adhere to the directives from the CDC and state and local departments of health for reducing the spread of Coronavirus
- Face Masks - Hope employees and students will wear face masks while in the building, except when eating, drinking or during teacher supervised mask breaks. Face masks must be worn and used properly. Washable face masks must be cleaned after each use and disposed of properly
- Hygiene – Hope employees and students will practice and reinforce good hygiene habits while at school (i.e., effective handwashing techniques)
- Students' Personal Items – middle schoolers are discouraged from bringing items that are not required for learning (i.e., fanny packs/purses, toys, games)
- Sharing – Hope middle school students will not share any food or drinks. Middle school students will be provided with water breaks twice a day and during lunch. Communal water fountains will not be accessible to anyone in the building
- Communication – HPE middle school families are required to update the School with all information relevant to the health and safety of the Hope community
- Staying Home if Sick – All Hope employees and students must stay home if they are sick. Families/guardians should notify Brenda Ridley (215-232-5410 x100) or bridley@hope-partnership.org if a child is sick
- Stay Home if Exposed – All families must notify either Sharon DuPree or Brenda Ridley (215-232-5410) if someone in the home has been exposed to COVID-19
- COVID-19 Testing and Notification – All families must notify Sharon DuPree or Brenda Ridley if they or a member of their household(s) tests positive for COVID-19.
- A student or family member must alert the School if notified by the state or local health departments that they or a member of their household has been exposed to an individual with COVID-19
- Dismissal of Sick Students – Families will pick up their child promptly (within 60 minutes) if the child shows signs of illness and needs to go home
- Travel – It is advised that all families consult the CDC before making travel plans to another state. Please keep the School updated about travel that might require quarantine of Hope students/family members in the same household

Social Media Agreement

The following policies will apply during Hybrid/Remote Learning:

- Teaching and learning will continue through Google Classroom, Zoom, and limited other digital platforms used by Hope Partnership Middle School
- Students should stay actively engaged with their teachers and check email at least two or three times a day at minimum
- Google Meet/Zoom meetings between teachers and students may be recorded by the teacher to be shared with other students or staff members as necessary. Recordings will be deleted after they are no longer needed. Students, parents and guardians are not permitted to record class meetings or take screenshots of meetings or class materials shared in a videoconferencing format
- Parents/guardians may help their students troubleshoot technology problems but should not sit in on classes conducted via videoconferencing for the privacy protection of the other students in the classroom
- Students and parents/guardians may not post materials to any social media platform from a Hope class. This includes screenshots, photos, videos, or files of any type. This is to protect community members' privacy
- One-to-one teacher-student communication will occur primarily through email; however, teachers may use Goggle Meet as well. Google Meet is a videoconferencing application.
- Students should always submit original work. This includes parents and other family members. Any questions regarding what constitutes appropriate "help" should be directed to the teacher or the Head of School
- Personal messaging via text or other social media, calls or other personal communications, and other distractions (other web pages, games, music, etc.) should not occur during video-conferencing just as it should not happen in the actual classroom

Additional expectations for students and teachers for video conferencing via Google Meet/Zoom:

- Ensure that the surroundings are free from noises and distractions
- Wear attire appropriate for school
- Students should enter the room with video turned on and microphone turned off. Do not use virtual backgrounds or other names besides your own in video identification.

Teachers will provide other guidelines at their discretion regarding use of the chat and hand-raising feature, and may communicate other expectations regarding participation.

HPE Middle School does not promise or guarantee any particular program, mode of delivery, curriculum, employee, or student enrollment level. HPE Middle School retains the right to change its programs, curriculum, mode of delivery, or workforce at its discretion.

COVID-19 Monitoring

Monitoring Symptoms and History of Exposure

Daily participatory health screening each school day morning through an online form is required for HPE employees in order to enter the school building. No student or employee will be allowed in the building if the screening has not been completed. Hope students' will participate in an oral health screening upon arrival and their temperature will be taken before entering the building. Any student with a temperature of 100.4 or higher will be isolated and parent/guardian called for immediate pick-up.

Persons who exhibit any symptoms of COVID (i.e., fever, cough, shortness of breath, lack of smell or taste, sore throat, and/or chills), will be asked to immediately quarantine and consult their personal physician or urgent care facility. HPE Middle School families should report all students/families in quarantine because of illness or suspected illness to Brenda Ridley (215-232-5410 x100) and keep her informed of their or their family member's health status.

Reminders and reinforcement of health and safety preventive procedures and the symptoms of COVID will be posted in highly visible locations throughout the school building. Our monitoring system is supported by frequent communication to constituencies about health and safety protocols and the importance of staying home when sick. All disclosures and communications of a diagnosis or possible exposure to COVID will be done through a confidential process led by Brenda Ridley.

Showing signs or Symptoms at School

Community members must stay home if they are sick. If a student or employee becomes sick while in school, they will be taken to the isolation room where they will be assessed for any symptoms of COVID using a standard checklist of signs and symptoms of the illness. The isolation room is equipped with sufficient supplies to serve symptomatic individuals. Parents/caregivers of middle school students will be contacted immediately, informed of HPE procedures and given instruction about their child's return to school. Students with symptoms must be picked up from school within 60 minutes of being notified by the HPE. Failure to adhere to the requirements for picking up sick children will result in consequences up to and including exclusion from HPE Middle School. If a student is required to self-quarantine, they may participate in HPE Middle School's remote learning program.

Returning to School after Quarantine or Illness

HPE monitors the most recent guidelines on when students and adults can return to campus after having symptoms for COVID and/or testing positive for COVID. The school will follow, at a minimum, the CDC and local and state departments of public health's most up-to-date guidelines for safe return to the school building. Families and employees must work with the

School to create the schedule for re-entry to In-person or Hybrid Learning. A certificate from a health care provider may be required for return to school.

Conclusion

The policies/procedures provided in this plan have been established based on current evidence and information available at the time of publishing. HPE's Reopening Plan will be regularly reviewed to ensure it reflects the most recent information and evidence. Our plan is intended to mitigate, not eliminate risk. No single action or set of actions can completely eliminate the risk of COVID transmission, but implementation of several coordinated interventions can greatly reduce risk.