Iona Preparatory School
PK – 12 Reopening Plan
31 July 2020

Iona Preparatory School sits on 37 acres located at 255 Wilmot Road (Upper School campus) and 173 Stratton Road (Lower School campus) in New Rochelle, N.Y. Iona Preparatory is an all-boys, private, K-12 Catholic school inspired by the charism of Blessed Edmund Rice as expressed in the Essential Elements of a Christian Brothers Education. We develop young men into moral and ethical leaders who are dedicated to Christian service and who strive for spiritual, intellectual, and physical excellence.

RESPONSIBLE PARTIES:

Members of the administration of Iona Preparatory consulted and collaborated in the creation of this plan and constitute “responsible parties” including the following:

- Bro. Thomas R. Leto, Ed. D. – President
- Mr. Kieran Daly – Upper School Principal
- Mrs. Deirdre Mone – Lower School Principal
- Mr. Jessie Martinez – Chief Financial Officer
- Dr. Anthony Casella – Academic Dean
- Mr. Ryan Mahoney – Dean of Students
- Mr. Christopher Scarella – Dean of Freshmen, Director of Student Success
- Mr. Joseph Blanco – Director of eLearning
- Mr. Sean D’Alfonso – Director of Campus Ministry
- Mr. Mark Hogan – Chief Advancement Officer
- Mr. Terence Houlihan – Director of School Counseling
- Mr. Bernard Mahoney – Director of Athletics
- Mr. Kevin O’Meara – Director of Technology
- Mr. Chad Somerville – Director of Facilities
- Mrs. Barbara Robertson – Director of Admissions

Mr. Joseph Blanco will take on the responsibilities of coordinating all COVID-19 related information between Iona Preparatory School and all other outside agencies including, but not limited to: NYSED, NYSDOH, CDC, and NYS Board of Regents.
CAPACITY:

As of this writing, our enrollment totals are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>13</td>
</tr>
<tr>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>32</td>
</tr>
<tr>
<td>7</td>
<td>39</td>
</tr>
<tr>
<td>8</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>200</td>
</tr>
</tbody>
</table>

Currently, we can accommodate 100% of our **Lower School** enrollment maintaining social distancing by utilizing all classrooms, cafeteria, gymnasium and library spaces. In the limited instances where desks may not be spaced 6 feet apart, each student desk in that class will have a Personal Space clear desk divider attached to the desk. Dividers may not even be required if parents of a few students in the grade-level cohorts opt for their son to learn remotely. All classrooms will be equipped with cameras for remote learning, so parents will have the option (by marking period) of keeping their son home for remote learning if they desire. During homeroom period, attendance will be taken daily for all students whether they are in-seat or virtual.

Should we go completely virtual, the following schedules will be followed for our **Lower School** students.
# Iona Prep Lower School - Distance Learning Schedule - Grades K-5

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 – 9:00 AM</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
</tr>
<tr>
<td>9:00-9:40 AM</td>
<td>Reading/LA**</td>
<td>Reading/LA**</td>
<td>Reading/LA**</td>
<td>Reading/LA**</td>
<td>Friday Morning Check-up time**++</td>
</tr>
<tr>
<td>9:45 – 10:25 AM</td>
<td>Math**</td>
<td>Math**</td>
<td>Math**</td>
<td>Math**</td>
<td></td>
</tr>
<tr>
<td>10:30 – 10:55 AM</td>
<td>Religion</td>
<td>Religion</td>
<td>Religion</td>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>11:00 – 11:25 AM</td>
<td>PK/K – Art†</td>
<td>PK/K – Spanish†</td>
<td>PK/K - Technology†</td>
<td>PK/K - PE†</td>
<td>PK/K - Music†</td>
</tr>
<tr>
<td>11:00 – 11:25 AM</td>
<td>1st - Music†</td>
<td>1st - Art†</td>
<td>1st – Spanish†</td>
<td>1st – Technology†</td>
<td>1st - PE†</td>
</tr>
<tr>
<td>11:00 – 11:25 AM</td>
<td>2nd - PE†</td>
<td>2nd - Music†</td>
<td>2nd - Art†</td>
<td>2nd - Spanish†</td>
<td>2nd - Technology†</td>
</tr>
<tr>
<td>11:00 – 11:25 AM</td>
<td>3rd/4th - Technology†</td>
<td>3rd/4th - PE†</td>
<td>3rd/4th - Music†</td>
<td>3rd/4th - Art†</td>
<td>3rd/4th - Spanish†</td>
</tr>
<tr>
<td>11:00 – 11:25 AM</td>
<td>5th – Spanish†</td>
<td>5th - Technology†</td>
<td>5th - PE†</td>
<td>5th - Music†</td>
<td>5th - Art†</td>
</tr>
<tr>
<td>11:30 – 1:00 PM</td>
<td>Lunch and Recess</td>
<td>Have a healthy lunch and enjoy some relaxed time. Try to get outside or do some physical activity away from screens.</td>
<td></td>
<td></td>
<td>11:30 – 12 noon Class lunch and social time Meet session</td>
</tr>
<tr>
<td>1:00-1:45 pm</td>
<td>Science**</td>
<td>Social Studies**</td>
<td>Science**</td>
<td>Social Studies**</td>
<td></td>
</tr>
<tr>
<td>2:00-2:30 pm</td>
<td>Extra help by invitation or appointment</td>
<td>Extra help by invitation or appointment</td>
<td>Extra help by invitation or appointment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The prayer, pledge, and general announcements will be recorded for each day and available in a Google Class. Teachers will play it for their classes on a Meet so the students can participate.

**Teacher may only be conducting a lesson for the first part of the block. The block contains time for questions and answers and for formative assessment (classwork/homework). The teacher may also split students into two sections with one class meeting during the first half and the other during the second half.

+Special classes will have one live class and one “remote” class on Google Classroom each week. The remote class may be completed at leisure, but before the class meets the following week.

++This is a time to catch up on work and for teachers to work with small groups of students.
On our **Upper School** campus, we have three distinct plans to address different scenarios:

1. **100% in seat** if allowed by New York State without social distancing requirements which is highly unlikely

2. **Completely virtual** – no students on campus which could prove detrimental to the overall welfare of all students. We will use this option if and when required to by New York State authorities. If we are fully virtual, teachers will be given the option of teaching from their classroom to provide for a more "in seat experience." In the event of a completely virtual environment, the following schedule will be followed:

### Iona Prep Lower School - Distance Learning Schedule - Grades 6-8

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 – 9:00 AM</td>
<td>Prayer, Pledge, General, Announcements, Attendance, and Class Announcements*</td>
<td>Math 6 (2)</td>
<td>Art 6 (1)</td>
<td>Math 6 (2)</td>
<td>Group Guidance 6 (1)</td>
</tr>
<tr>
<td>9:00 – 9:40 AM</td>
<td>6th Technology 6 (1)</td>
<td>Math 6 (2)</td>
<td>Art 6 (1)</td>
<td>Math 6 (2)</td>
<td>Group Guidance 6 (1)</td>
</tr>
<tr>
<td></td>
<td>7th English 7</td>
<td>Technology 7 (2)</td>
<td>English 7</td>
<td>Group Guidance 7 (1)</td>
<td>Religion 7 (2)</td>
</tr>
<tr>
<td>9:45 – 10:25 AM</td>
<td>8th Social Studies 8 (1)</td>
<td>Science 8 (1)</td>
<td>Religion 8 (1)</td>
<td>Social Studies 8 (1)</td>
<td>Science 8 (1)</td>
</tr>
<tr>
<td></td>
<td>6th Social Studies 6 (2)</td>
<td>Math 6 (1)</td>
<td>Religion 6 (2)</td>
<td>Math 6 (1)</td>
<td>Group Guidance 6 (1)</td>
</tr>
<tr>
<td></td>
<td>7th Spanish 7 (2)</td>
<td>Art 7 (1)</td>
<td>Spanish 7 (1)</td>
<td>Social Studies 7 (1)</td>
<td>English 8</td>
</tr>
<tr>
<td></td>
<td>8th English 8</td>
<td>Science 8 (2)</td>
<td>English 8</td>
<td>Art 8 (2)</td>
<td>Religion 8 (1)</td>
</tr>
<tr>
<td>10:30 – 11:10 AM</td>
<td>6th English 6</td>
<td>Science 6 (1)</td>
<td>English 6</td>
<td>Social Studies 6 (1)</td>
<td>Group Guidance 6 (1)</td>
</tr>
<tr>
<td></td>
<td>7th Social Studies 7 (1)</td>
<td>Math 7 (1)</td>
<td>Religion 7 (1)</td>
<td>Math 7 (1)</td>
<td>Group Guidance 7 (2)</td>
</tr>
<tr>
<td></td>
<td>8th Technology 8 (1)</td>
<td>Group Guidance 8 (1)</td>
<td>Group Guidance 8 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:15 AM – 12:00 PM</td>
<td>6th Social Studies 8 (1)</td>
<td>Science 6 (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7th Social Studies 8 (2)</td>
<td>Mathematics 8 (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8th Social Studies 8 (1)</td>
<td>Group Guidance 8 (2)</td>
<td>Religions 8 (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 – 12:40 PM</td>
<td>Lunch and Recess</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45 – 1:25 PM</td>
<td>6th Spanish 6 (1)</td>
<td>Group Guidance 6 (2)</td>
<td>Religion 6 (1)</td>
<td>Social Studies 6 (2)</td>
<td>PE – 6 (1)</td>
</tr>
<tr>
<td></td>
<td>7th Social Studies 7 (2)</td>
<td>Math 6 (2)</td>
<td>Spanish 6 (1)</td>
<td>PE 7 (1)</td>
<td>PE 7 (2)</td>
</tr>
<tr>
<td></td>
<td>8th PE – 8 (1)</td>
<td>Math 7 (1)</td>
<td>Science 8 (1)</td>
<td>Math 8</td>
<td>Religion 8 (2)</td>
</tr>
<tr>
<td>1:30 – 2:10 PM</td>
<td>6th Social Studies 6 (1)</td>
<td>Technology 6 (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7th Technology 7 (1)</td>
<td>Science 7 (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8th Spanish 8 (1)</td>
<td>Algebra</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:15 – 3:00 PM</td>
<td>Extra help by appointment or invitation Math and Science</td>
<td>Extra help by appointment or invitation Social Studies, English, Spanish</td>
<td>Extra help by appointment or invitation Religion, Science, and Technology</td>
<td>Extra help by appointment or invitation Math, Social Studies, and English</td>
<td>PE – 8 (2)</td>
</tr>
</tbody>
</table>

### Remote Lessons, Assignments, Activities

- Students can expect a remote lesson, assignment, or activity for Math, Science, and Religion on Mondays
- Students can expect a remote lesson, assignment, or activity for English, Social Studies, and Spanish on Tuesdays
- Students can expect a remote lesson, assignment, or activity for Math and Science on Wednesdays
- Students can expect a remote lesson, assignment, or activity for English, Religion, and Spanish on Thursdays
- Students can expect a remote lesson, assignment, or activity for Math, English, and Social Studies on Fridays

*The prayer, pledge, and general announcements will be recorded for each day and available in a Google Class. Teachers will play it for their classes on a Meet so the students can participate.

In addition to the live classes for Art, PE, and Technology students should expect a remote lesson, activity, or assignment during the week for each class.
A hybrid model will allow anywhere between one-third and one-half of student enrollment with social distancing and other precautionary measures in place. The following schedule will be followed for the hybrid model:

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 AM</td>
<td>GIF*</td>
<td>GIF</td>
<td>GIF</td>
<td>GIF</td>
<td>GIF</td>
</tr>
<tr>
<td>8:30-9:00 AM</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period F</td>
<td>Period E</td>
</tr>
<tr>
<td>9:05-9:35 AM</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period F</td>
</tr>
<tr>
<td>9:40-10:10 AM</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
</tr>
<tr>
<td>10:15-10:45 AM</td>
<td>Period D</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
</tr>
<tr>
<td>10:50-11:20 AM</td>
<td>Period E</td>
<td>Period D</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
</tr>
<tr>
<td>11:25-11:55 AM</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period C</td>
<td>Period B</td>
</tr>
<tr>
<td>12:00-12:30 PM</td>
<td>Period G</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period C</td>
</tr>
<tr>
<td>12:35-1:05 PM</td>
<td>Period H</td>
<td>Period G</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
</tr>
<tr>
<td>1:15PM Test Block 1</td>
<td>HISTORY</td>
<td>SCIENCE</td>
<td>THEOLOGY</td>
<td>MATH</td>
<td>LANGUAGE</td>
</tr>
<tr>
<td>2:15PM Test Block 2</td>
<td>PHYS ED</td>
<td>SPECIAL***</td>
<td>ENGLISH</td>
<td>GG**</td>
<td>HALF YEAR</td>
</tr>
</tbody>
</table>

*GIF – Prayer, Pledge, & Announcements **GG - Group Guidance (pre-recorded) ***SPECIAL - Mass, Praise Service, House Activity, etc.

**VIRTUAL SCHEDULE**

- Class periods will be 30 minutes and attendance must be taken.
- English, History, Math, Science, and World Language classes will have 5 classes a week. Live classes are preferred, but one or two may be virtual (pre-recorded).
- Theology & Half Year courses will have 4 classes per week. Live classes are preferred, but one may be virtual (pre-recorded).
- Fine Arts Classes will have 2-3 live sessions (minimum) as well as Project-Based Instruction per week.
- Each subject should have one main assessment (test/quiz) per week at the same time using ExamSoft (or Turnitin/Kami when applicable) during their assigned Test Block.
- Counseling will be by appointment (as it would be in-seat).

**STANDARDIZATION:**

- All teachers required to post assignments in PlusPortals AND Google Classroom.
- All faculty should have 1 hour of live office hours per week by appointment.
- All Live Classes must be through Google Meet (connected through Google Classroom) & recorded.
- To promote grade integrity – ExamSoft/Turnitin/Kami programs must be used for quizzes & tests.
- All written assignments and assessments must be submitted through Turnitin and/or Google Classroom. AP subjects may use AP Classroom (provided by College Board).
- All Virtual Lessons must be instructed by Iona Prep faculty member (videos like Khan and YouTube should only be supplemental).

3.) A hybrid model will allow anywhere between one-third and one-half of student enrollment with social distancing and other precautionary measures in place. The following schedule will be followed for the hybrid model:
## 2020-2021 IONA PREP HYBRID LEARNING SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
<th>Day 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM*</td>
<td>GFL*</td>
<td>GFL</td>
<td>GFL</td>
<td>GFL</td>
<td>GFL*</td>
<td>GFL</td>
<td>GFL</td>
<td>GFL</td>
</tr>
<tr>
<td>8:40-9:19 AM</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
</tr>
<tr>
<td>9:20-10:05 AM</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
</tr>
<tr>
<td>10:15-10:51 AM</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period G</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
</tr>
<tr>
<td>10:56-11:37 AM</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
</tr>
<tr>
<td>11:45 AM-12:23 PM</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
</tr>
<tr>
<td>12:30-1:09 PM</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
<td>Period D</td>
<td>Period F</td>
<td>Period E</td>
</tr>
<tr>
<td>1:16-1:55 PM</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
</tr>
<tr>
<td>2:02-2:41 PM</td>
<td>Period H</td>
<td>Period G</td>
<td>Period C</td>
<td>Period B</td>
<td>Period A</td>
<td>Period H</td>
<td>Period G</td>
<td>Period C</td>
</tr>
</tbody>
</table>

*GFL: Classroom will take place in first period class to minimize traffic in the hallway.

## HYBRID SCHEDULE
- Full rotation of days and periods (as pictured above).
- Classes are 39 minutes long with 7 minutes of reprieve in between. Social distancing measures (outlined in handbook) will be strictly enforced for those in-seat.
- Classes will drop as usual for Science labs, Physical Education and Group Guidance. Times assigned on student schedules.
- Class attendance is mandatory.
- There will be designated “Gael Days” for community activities (Masses, Prayer Services, Club Meetings, etc.), please see schedule on right. These will be virtual socialization times each week.

## STANDARDIZATION:
- All teachers required to post assignments in PlusPortals AND Google Classroom.
- All students are expected to attend, whether in-seat or at home (synchronously).
- Classes will be broadcast via Google Meet (connected through Google Classroom).
- Attendance will be recorded for every class.
- To promote grade integrity — ExamSoft/Turnitin/Kami programs must be used for quizzes & tests.
- All written assignments and assessments must be submitted through Turnitin and/or Google Classroom. AP subjects may use AP Classroom (provided by College Board).
Considering these three models, we are planning instruction based on the hybrid of synchronous in-seat and virtual instruction. Social distancing will allow us to accommodate one-third to one-half of our student enrollment by utilizing 32 classrooms, one gymnasium, and one library for instructional space. Iona Preparatory Upper School operates a six-house system with a near equal number of students in each house. Two or three houses will form two or three different cohorts and each cohort will report for “in-seat” instruction on alternating weeks attending on campus classes. The remaining cohort(s) will attend classes synchronously while remaining at home. We will insure that students from the same household will be attending in the same cohort. Attendance will be taken daily for all students whether they are in-seat or virtual during homeroom period and in each class thereafter.

On either campus, parents may elect to have their son remain at home and receive synchronous instruction virtually. All academic work will be maintained, posted and updated on our LMS, Plus Portals. Parents and students will be instructed on the use of Plus Portals for communicating with teachers, counselors, etc. on academic or SEL issues.

SOCIAL DISTANCING:

As previously mentioned, social distancing will be maintained whenever and wherever possible. Currently, we have two grades on our Lower School campus that may not allow for a six-foot separation between each student. In those cases, we will provide see through plexiglass (or other see through material) barriers per DOH suggestions on every student desk. With the option of keeping a student at home, this may not be necessary depending on specific numbers electing in-seat instruction.

All classrooms on the Upper School campus will conform to social distancing – six feet buffers around each individual.

During lunch periods, the Lower School students will remain in their assigned classrooms. Upper School students will be directed to the cafeteria and one of our gymnasiums that will have individual desks and chairs six feet apart from one another.

Physical education classes will take place outdoors, weather permitting. All Physical Education activities will be conducted in accordance with NYSED specifications. In the case of inclement weather, Lower School students will remain in their assigned classroom while their Upper School counterparts will be assigned to one of our two gymnasiums that will already be set up for social distancing.

PPE AND FACE COVERINGS:

Iona Preparatory School will provide all members of the staff with proper face coverings and require them to be worn, including during instruction. Various departments will have the option of purchasing and wearing plastic face coverings when necessary for instructional purposes. All school personnel will be provided proper PPE according to their role on campus. However, a cloth face covering or other acceptable surgery style mask is preferable. Students will be instructed in proper wearing of the mask and reminded periodically as needed. Parents will be
reminded that student masks must be clean and ask them to check with the manufacturer as to how and how often to clean them.

Students will be required to come to school wearing acceptable face coverings and keep them on throughout the day. We will have a supply of masks readily available for those students who do not have appropriate face coverings. We are requesting that parents insure that their sons arrives on campus appropriately attired (in spring dress code which is easily laundered), which includes acceptable face coverings.

Furthermore, any person visiting our campus or making any sort of delivery, any vendor, or tradesperson will be required to wear acceptable face coverings prior to entering any of our buildings.

OPERATIONAL ACTIVITY:

As previously mentioned, parents will have the option to keep their son at home with virtual synchronous instruction. We are in the process of installing teacher-controlled webcams in each of the classrooms to allow for synchronous instruction on each grade level with instruction being age appropriate. We are also equipping our two gyms on the Upper School campus to serve as additional instructional space as well as for lunch time activity.

Students will arrive at appointed times between 7:30 and 8:15 at the Upper School and between 7:45 and 8:15 at the Lower School each morning. Historically, we do not have large groups arriving at any one time.

At Lower School drop-off, each grade level will have a designated area for drop off where students will remain socially distant and be supervised by a teacher until each group is called for a temperature check and entry into the building. Only one class of students will be permitted to be in the hallway at a time and, when in the hallways, students must wear face coverings and remain socially distant. Students should only leave a classroom unaccompanied by a teacher in case of emergency. A teacher must check the hallway before any student leaves the classroom. A teacher must accompany any group of students when they are in the hallway. If exiting the building, the teacher will lead a class to the nearest exit to the outside. At dismissal, after students taking buses are dismissed, students will be dismissed by grade level and will return to their class’ designated drop-off area for dismissal, be supervised by their teacher and remain socially distant until picked up.

Prior to their arrival, parents will complete a questionnaire asserting their son is physically well and exhibiting no signs of illness, especially those symptoms associated with COVID-19. Each parent will be asked to validate that his/her son’s temperature is below 100 degrees. Trained staff, with proper PPE, will be present at the student entrance with infrared thermometers available to scan students as they enter the building. Students who exhibit any symptom will be sent to the nurse’s office and if necessary, placed in a quarantined area (Lower School bookstore, Upper School Room 402) and their parents contacted to come and take their son home. Similarly, any student who shows any symptom of COVID-19 will be quarantined, his parents summoned, and he will be taken home.
All **Lower School** students will be able to participate in full-time, in-person instruction in a grade-level cohort. A cohort will consist of one or two classes on a grade-level. If a cohort consists of two classes, the two classrooms will be located next to or near each other. Students will have an assigned desk in their classroom for all classes and the teachers will move between classes. In a cohort consisting of two classes on a grade level, if students need to move to attend their English or math grouping, the desks will be sanitized at the time when the students switch rooms.

Lower School recess and lunch will utilize the doors in the back of the building leading out to the playing field. These will be wiped down between periods. Recess spaces will be designated on the field for each cohort to play in. The playground will be rotated one day a week each for the lower grades so there will be 24 hours between uses.

At our **Upper School**, students will be arriving for school between 7:30 and 8:15 in the morning. Due to the large number of zip codes that we draw from, detailing an exact arrival schedule is not easily done. The **Upper School** has a large portico area at the entrance to the student lobby that will be used to control any influx of students arriving or departing so that social distancing can be maintained. There will be appropriate signage reminding students to stay socially distant as they wait to enter the school building. All students will enter the main building through one set of doors. The main student doors open into a very large lobby area where students will be met by staff members. As with our **Lower School**, parents will complete a questionnaire asserting his/her son is physically well and exhibiting no signs of illness, especially those symptoms associated with COVID-19 prior to coming to school on any given day. Each parent will validate that their son’s temperature is below 100 degrees. Staff will be present with infrared thermometers available to scan students as they enter the building. If necessary, students will be directed to a waiting area should the temperature scan show an anomaly. Students who exhibit any symptom will be sent to the nurse’s office and if necessary, placed in a quarantined area and their parents contacted to come and take their son home. Similarly, any student who shows any symptom of COVID-19 will be quarantined, his/her parents summoned, and he will be taken home.

Our hybrid model at the **Upper School** will follow our regular class schedule outlined above with additional time for the safe movement from one classroom to another. Students will be dismissed from classes on a set schedule to minimize congestion in our hallways. Lockers will be available at designated times. Each of these times will be staggered to minimize congestion.

On our **Lower School** campus, students will remain in their assigned classrooms for lunch and when finished, will be allowed, under strict supervision, to proceed outdoors for a bit of recess time appropriate to their age. **Upper School** students will be asked to have their lunch in one of two places: the school cafeteria or our Heffernan Gym. Both spaces will be configured to maintain social distancing.

Our **Lower School** and **Upper School** Libraries will be utilized for instructional purposes as additional classrooms to maintain appropriate social distance.
For the foreseeable future, we will not allow field trips nor any larger gatherings where students cannot be socially distant. Assemblies will be held virtually, with students remaining in their assigned instructional spaces. There will be no shared materials utilized. Students will bring or be provided with materials to use for their classes.

During our student orientation sessions, staff members will instruct all our young men in Covid-19 prevention strategies prior to the actual beginning of classes.

Iona Prep will conduct standard fire (evacuation) and lockdown drills as required by education law and other regulations for the safety of all members of the school community. Fire and evacuation drills will be held within two weeks of our formal opening and will continue throughout the year. Lockdown drills will be scheduled within the first three weeks and continue throughout the course of the academic year.

- **SIGNAGE**
  - We are installing arrows on the hallway floors in order to create one way foot traffic throughout the school. We will post social distancing signs on the walls throughout the school in order to remind everyone of maintaining social distances. Signs in bathrooms will remind people to wash their hands frequently especially after using the bathroom. Signs will also be put up throughout the building reminding students and staff to wash hands frequently and/or utilize the many hand sanitizing stations throughout both campuses. Exterior doors will have signage reminding people that when they enter the building they will be required to wear a face mask and keep socially distant while inside the building.

Similarly, any person visiting our campus or making any sort of delivery, any vendor, and any tradesperson will be required to enter the building though our Main Office doors, sign a form stating they are COVID-19 symptom free and must have acceptable face coverings prior to entering any further into our buildings.

**RESTART OPERATIONS:**

Our planned reopening date is scheduled for August 31, 2020. This date will be designed for faculty and staff professional development. We have scheduled our opening meetings to take place in our Tully Gymnasium which will allow for all staff members to be socially distant. Also, all staff members will undergo trainings detailing Covid-19 prevention strategies prior to the actual beginning of classes. In anticipation of our opening, we will be doing the following:

- **VENTILATION**
  - Ventilation through outdoor air intake is the primary infectious disease control strategy. Outdoor air through air conditioning unit dampers provides dilution of air around a source and removal of infectious agents. This strategy is simply increasing the rate of outside air intake into the return side of the air handler unit. Typically, outside air dampers are open to permit 10 - 15% of the total air to be outside air. Our goal is to have 25 - 30% outside air introduced into the space. In rooms that do not have HVAC, we will rely on opening windows to maintain natural ventilation. We are also in the process of looking at different types of air
purification systems. If necessary, we will add portable air purification to critical rooms, where windows can’t be opened.

- **FILTRATION**
  - Filters:
    - We will be using an air filter with a Minimum Efficiency Reporting Value rating between 8 and 11 for the smaller AC units in order to adequately remove airborne contaminants. We will be using a filter with a higher MERV rating of 12 or 13 for even greater contaminant removal for larger AC units such as roof top units with belt driven fans. It’s important to remember that filters with a higher MERV rating must be replaced at least every three months to avoid restricted air flow and negative effects on your equipment performance. Changing our filters regularly and using the most efficient filter possible is the best way to control the air quality and maximize the lifetime of our heating and cooling unit. Our best effort is being made to replace the existing filters with a MERV 13. MERV 13 will capture larger particles well; however, are not designed to capture smaller particles such as bacteria, viruses, etc.
  - Ultra Violet:
    - We are currently reviewing the feasibility of integrating UV light filtration systems in our existing HVAC.

**HYGIENE, CLEANING and DISINFECTION:**

In order to streamline the disinfecting process we have ordered several misting machines to cover larger areas of both campuses in a shorter period of time. The chemical that we will be using in these machines is a product called Morning Mist Neutral Disinfectant Cleaner. It is EPA approved with registration number 1839-169-70627. It is a chemical that works with a dilution machine that properly dispenses the correct amount of chemical into each machine, a 5-gallon bucket, or anything else in which you need to place the chemical. We will also use a product called Virex, EPA registration number 1839-83-70627. It comes in a pre-measured, one quart, spray bottle that we will use on individual spots during the day when necessary. This is a product we can put in every classroom and office, providing every room the option of disinfecting a desk, a chair, a doorknob, or anything else necessary during the school day. We also utilize Clorox Clean-up, EPA registration number 67619-17. This product is sold in pre-measured quart bottles and used primarily to disinfect bathrooms.

Every room will be strategically cleaned every night to ensure the cleanest possible facility for our students. Bathrooms will be cleaned throughout the day, wiping down sinks and counters and stall doors.

We have also purchased 70 portable hand sanitizer stations that will be placed throughout our school buildings, giving everyone easy access to keeping hands sanitized. Disposable wipes will be available in each classroom allowing for teachers and students to wipe and clean desks, seats and other areas where necessary.

All maintenance personnel will be trained in the proper use of all EPA approved cleaners, disinfectants and sanitizers on all surfaces throughout all buildings on both campuses.
Additionally, all maintenance will be issued and trained in the proper PPE to insure their safety and the safety of others.

We have installed many water bottle filling stations on both campuses so neither staff nor students will have to touch the water fountain in order to get a drink of water. Students will be required to provide their own water bottles or they can purchase a new water bottle from the campus store.

**EXTRACURRICULARS:**

All extracurricular activities will be conducted virtually until such time as practicable.

Currently, interscholastic athletics are not allowed. Should this change, Iona Prep will follow all of the recommended guidelines.

**BEFORE AND AFTERCARE:**

We will not have any before care programs. Students will arrive at school (on either campus) at their regularly scheduled time – staggered where necessary.

We are now exploring aftercare. Should there be a need for an aftercare program, all students and staff members will remain socially distant with face coverings required in one single room. Our maintenance staff will ensure proper cleansing of all spaces utilized. A strict timetable will be adhered to for the pick-up of students.

**VULNERABLE POPULATIONS:**

As a private, Catholic school, we do not have large numbers of students with disabilities that put them at increased risk for severe COVID-19 illness. For students who are at increased risk, they will have the option of remaining at home and doing their respective course work remotely in synchronous fashion with their classmates. For those staff members who are categorized as vulnerable, we will arrange for them to complete their responsibilities from home wherever possible. Where necessary, other accommodations such as additional PPE, social distancing modifications etc., will be available. Our primary objective is to minimize COVID-19 exposure for all populations.

Students with a hearing impairment will continue to receive preferential seating and use of an FM system if one is designated on their learning plan and provided by the school district.

Students in our PK-4/kindergarten learning environment will each have his own learning station with a table, chair and shelf with individual supplies such as books, crayons and markers, manipulatives, blocks etc. When conducting whole-group instruction, there will be circles on the floor to indicate where students should sit or stand to remain socially distant. Communal play centers/areas will be removed from the classroom. Students will be given more time to exercise and play outdoors.

**TRANSPORTATION:**
Parents will be encouraged to drop their children off at school to avoid having their child interact with students from other schools or in different cohorts.

Parents whose children ride a school bus will be given the guidelines for a health screening at home and be asked to conduct one daily for their child.

**Bus Capacity**
Eight Iona Prep buses can fit 4 students without any type of physical barrier in place. This number becomes 8 if we use safe plastic guards between rows so students can sit behind one another. Five Iona Prep buses can fit 5 students without any type of physical barrier in place. This number becomes 10 if we use safe guards between rows so students can sit behind one another. We are placing a plastic safeguard onto each seat which can significantly lower exposure to COVID-19.

**Guidelines**
Iona Prep transportation buses will carry allowable numbers in order to meet social distance protocols.
- Bus operators will perform daily self-health assessment for Covid-19 related symptoms before work shift and will wear masks at all times when inside bus.
- Designated seats will be marked to enhance social distancing (window seats only).
- Students must bring their own masks and wear them at all times when inside the bus.
- When outside temperature is above 45 degrees, windows will be slightly open to increase air flow.
- Students shall enter bus (back to front order) and vice versa when exiting bus.
- Handrails will be wiped down after each use.
- Buses will be sanitized before and after use every day.
- Bus operators will practice routine infection control precautions including proper hand hygiene.
- Bus Operators will undergo online trainings to help with Covid-19 prevention strategies utilizing an online company GCN, which also facilitates our sexual harassment prevention training.

Students riding transportation provided by their local home school district will be subject to the rules/guidelines in place for transportation in the home school district. Administration will check with each school district to ensure that they have proper protocols in place to transport our students to and from Iona Preparatory School.

**FOOD SERVICE: Iona Preparatory Upper and Lower School Cafeteria Guidelines**
Students will be encouraged to bring their own lunch from home, and may not share any items from their own lunch with other students. Students will not have the opportunity to refrigerate or heat up their lunch. When weather permits, cohorts may be offered the opportunity of eating outside socially distanced. There will be signage reminding students of proper hygiene and not to share food or drinks.
- Cafeteria staff will wear masks and gloves at all times.
• Cafeteria staff will perform daily self-health assessment for Covid-19 related symptoms before their work shift.
• Cafeteria staff will undergo online trainings to help with Covid-19 prevention strategies and will practice routine infection control precautions (proper hand hygiene, etc.).
• All cafeteria equipment will be cleaned and sanitized on a daily basis according to Department of Health regulations and hand sanitizing stations will be placed at the entrance of the cafeteria and the gymnasium.

Students will pre-order and pay for their lunch meals on a weekly basis via an online platform (cash will not be accepted during lunch periods). At the time of order, parents will indicate any food allergies as a reminder to food service staff. Self-service refrigerator and buffet style food serving will NOT be available during lunch periods on either campus. Students must bring their own bottles and use Iona Prep’s water stations. Food service personnel at the Lower School will prepare, package, label, and deliver individual meals to classrooms for students who have ordered. All meals for Upper School students will be prepackaged, prelabeled and will be picked up in the cafeteria using “Grab and Go” stations. Belt barriers will be used inside the cafeteria to direct traffic and meet social distancing protocols as students enter cafeteria to pick up meals. All cafeteria supplies (lunch trays, utensils, plates) used during lunch periods will be disposable.

Students at the Upper School will eat in the gymnasium and/or cafeteria in order to meet social distancing protocols while Lower School students will remain in their classrooms.

Tables, chairs and desks will be cleaned and sanitized after each use on a daily basis.

MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS:

Utilizing classroom settings, individual meetings and small groups, school counselors will reach out to all students and assist them in acclimating back to Iona Prep’s campus after being away since mid-March of 2020. It is hoped that through counselor interaction with students of each grade level, students’ resiliency skills will increase, allowing them to successfully navigate Iona Prep’s new hybrid educational environment. Prior to actual class time, orientation sessions will take place to introduce the “new normal” in school life.

Iona’s School Counseling Program is comprehensive and developmental, focusing on students’ academic, emotional, post-secondary and social successes. At our Upper School, each student is assigned a school counselor who remains with him during the student's time at Iona Prep. This allows individual counselors to build a unique relationship with each of his/her counselees. During the first marking period, we will arrange for developmental school counseling lessons to help alleviate any anxieties student may experience surrounding a return to school and the impact of COVID-19. For students experiencing greater needs, more targeted interventions can be provided, such as individual or group sessions, or even a referral to a local mental health professional. On our Lower School campus, our school counselor works with students in each grade level offering a myriad of opportunities for students to work through any problematic situations that may arise.
Our school social worker works with students in all four years at the Upper School campus. The social worker NYSEDs outreach to make students aware of the services available to them. Any student struggling with the transition back to school has a resource in the school social worker who can provide one-on-one and small group counseling for students who may have been referred.

The school has in place a Pupil Personnel Team (PPT) consisting of administrators, counselors, mental health personnel and the school nurse which meets regularly. This group reviews referrals from teachers, staff and parents to identify interventions and review outcomes. The PPT will prioritize referrals related to COVID-19 (sickness, stress, etc.) and along with occasional needs assessments. Identifying interventions and reviewing outcomes will help inform the school counseling in the delivery of services.

Additionally, during our staff orientation sessions, faculty will be provided certain tools with which to speak with students regarding the COVID-19 pandemic. Teachers and staff members will be given information on how to cope with the pandemic as well as being able to identify any student who may show any symptoms of the virus.

As a Catholic school, we have a long history of and a rich tradition in our faith life. Our Campus Ministry Program provides opportunities for students to live out its guiding principle: to develop and strengthen student awareness of the presence of God in their lives. Peer Ministers are upperclassmen who are dedicated to working with their peers in many different ways. The main focus of the Peer Minister is in the areas of faith development and service, while also making valuable contributions to the well-being of all our students.

COMMUNICATION:

Since the beginning of March, 2020, when it became apparent that COVID-19 was going to have a great impact on all our lives, Iona Prep has continued to communicate with all our constituencies, most especially our parents and students. During the compilation of this plan, we consistently apprised our faculty and staff of updates and sought clarification where necessary. We have also held professional development sessions over the past six weeks providing updates to our reopening as well as workshops on various technological tools that will be employed this coming academic year for all faculty members.

We already have a sophisticated communication system in place through which we can rapidly alert parents and guardians of any important updates. We have the capability to email, text and telephone all parents when necessary. All COVID related communications will be generated through the President’s or Principal’s offices.

Over the past few weeks we have already alerted our parents as to our preliminary plans for reopening in September. Just recently, we surveyed our parents in order to find out how many families would keep their son at home and take advantage of our hybrid model by opting for virtual learning. We have already alerted them to the following:

- Hybrid model of education and the opportunity for students to learn remotely from home
  - Parental choice to either send student to school or keep him home
  - Students at home will attend classes synchronously with in school classmates
Students must be properly attired whether at home or in-seat
- Technological requirements necessary for virtual/remote instruction
- In-seat instruction will continue as long as possible
  - Upper School – one third to one half of enrollment every other week
  - Lower School – possibly, 100% of students accommodated
- Social distancing will be absolutely necessary when on campus
- Face coverings must be worn at all times – appropriate breaks will be given and parents are responsible for providing necessary face coverings
- If the student is ill in any fashion, he must stay home
  - Proper education of parents will commence so they are very much aware of the signs and symptoms of COVID-19
- Students must practice proper hygiene utilizing hand sanitizers when soap and water are unavailable.

We will consistently apprise our parents of every stage of our reopening plan using our own communication system as well as social media. Once finalized, our complete plan will be clearly posted on our website and a link sent to all our constituents including parents, alumni and students. All updates will be posted to a special section earmarked for COVID-19 Reopening Plan. Our website will have special alert pop-up to show where to find our most up to date information regarding reopening. Additionally, we will supply all parents with any updates to our plan and provide them with the latest symptoms of COVID-19 to watch for as well as information necessary to contact the local Board of Health in Westchester County, Rockland County, Orange County, New York City, and Fairfield County, CT, all areas from which we draw our students.

**MONITORING:**

Our first line of defense is parental awareness of the symptoms of the virus and how to determine if any member of a family has displayed such. Also, parents must be informed that their son must remain at home if any member of the family has any symptoms or was in close proximity with anyone who has the virus. Parents will be required to have their son tested should he exhibit any of the symptoms of COVID-19 as well if any family member has any symptoms. Each family must complete an online checklist before bringing their son to school each day. In fact, each member of the staff will complete the form as well. The checklist will include the following:

<table>
<thead>
<tr>
<th>Basic Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been tested for COVID-19 since your last day of school/work?</td>
<td></td>
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</tr>
<tr>
<td>Have you tested positive for COVID-19 in the past 14 days?</td>
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<tr>
<td>Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?</td>
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</tbody>
</table>
Have you traveled outside of NYS in the past 14 days? (If yes, staff will contact the appropriate Principal, if a student, parents will contact the Dean of Students of the Upper School or Principal of the Lower School prior to coming on campus.)

Where to

Dates of travel

According to NYS Executive Order 205 (6/24/20), you may be required to quarantine for 14 days upon return to NYS. (Restrictions are subject to change depending on infection rates in the US and abroad). International travel requires a 14-day quarantine upon return.

Since your last day of school/work, or last visit here (within the past 14 days), have you had any of these symptoms that are not attributable to another condition?

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever (Temp ≥ 100 F) or chills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cough</td>
<td></td>
<td></td>
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<tr>
<td>Shortness of breath or difficulty breathing</td>
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<tr>
<td>Fatigue</td>
<td></td>
<td></td>
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<tr>
<td>Muscle or body aches</td>
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<tr>
<td>Headache</td>
<td></td>
<td></td>
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<tr>
<td>New loss of taste or smell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
<td></td>
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<tr>
<td>Congestion or runny nose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td></td>
<td></td>
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<tr>
<td>Diarrhea</td>
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</tbody>
</table>

As mentioned earlier, students will be greeted each morning by staff members and temperature checks will take place. Any student registering a temperature of 100 degrees or higher will be referred to the school nurse. If the temperature remains high, the student will be quarantined and sent home immediately.

During the course of the 2020 – 2021 academic year, members of the Iona Prep school community will be monitored carefully.

1.) All persons arriving on campus must complete the above cited declaration before being granted access to any other part of our buildings where students or staff members are engaged in any instruction or other activity.

2.) Temperature checks will be taken each day utilizing CapScann medical scanner and technology.

3.) Any student exhibiting any symptom of COVID-19 will be detained in a special quarantine area: Room 402, Deans Office, Nurse’s Office on the Upper School Campus;
Bookstore and Nurse’s Office on the Lower School Campus until such time as a parent or guardian can come to pick up a student. In the case of an adult, he/she will be discreetly asked to leave and immediately report their symptoms to a medical professional.

a. Parents will be given instructions to call the Main Office when they arrive on campus and are outside waiting for their son.
b. The school nurse or other authorized adult will accompany the student to the car of the waiting parent or guardian.
c. Parents will be urged to seek immediate medical attention for their son including testing for COVID-19. Results of the testing should be shared with school authorities.
d. Any adult person on campus exhibiting COVID-19 symptoms will be advised to seek immediate medical attention including testing. Results of the testing should be shared with school authorities.
e. Any area where the person exhibiting symptoms of COVID-19 was in close proximity with others will be vacated and remain so until properly cleaned and sanitized.

4.) Should Iona Prep become aware of a positive COVID-19 diagnosis, all parents of students and any adult who was in close proximity will be alerted.

a. Any person in close proximity will be told to remain at home and cannot return until completely cleared by a medical professional as outlined by NYS DOH policy.
b. Our local Board of Health will be advised of action taken.
   i. With the Department of Health, Iona Prep will begin the process of contact tracing as stipulated by New York State Department of Health of all necessary individuals.
   ii. Proper procedures will be recommended to all parties for COVID-19 testing of any person within close proximity of the affected person.
c. All areas of the school where an infected person was in close proximity with others will be closed off, cleaned and disinfected immediately according to DOH recommendations.
d. We have a designated coordinator who will contact Westchester DOH in the event a suspected or actual case develops and we will work with them on determining who needs to stay home and for how long.

5.) Return to school after COVID-19

a. Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days. In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed.

CLOSURE:

In the event that COVID-19 cases increase dramatically and New York State authorities decide to limit on-site education, Iona Preparatory School will move all instruction online and remain remote and virtual until such time as on site, in seat instruction may resume. That schedule was already presented in the opening paragraphs under CAPACITY.
Additionally, if the numbers of cases sharply rises in our school community, we will work with the Westchester Department of Health to determine the need to close on-site instruction and for how long.

**MOVEMENT AND COMMERCE:**

Student arrivals and dismissals will be detailed and instructions sent to parents prior to reopening.

**Lower School:**
1.) Students will enter through the designated student entrance and dismissed through the same portal.
2.) Deliveries will be made through the side doors opening to the cafeteria and gymnasium hallways.
3.) Teachers and staff members will enter and leave through the Main Office doors.
4.) Visitors, if not able to do so virtually, will be limited each day and enter and leave through the Main Office doors.

**Upper School:**
1.) Students will enter the school building through the student Lobby entrance under the portico and dismissed through the same portal where there is a large portico that will be used to control any influx of students so that social distancing can be maintained.
2.) All visitors, if not able to do so virtually, and office deliveries, will utilize the Main Office doors for entering and leaving.
3.) Food deliveries will be directed to the school’s loading dock around the back of the building opening up to the school’s cafeteria kitchen.
4.) Maintenance supply deliveries will be directed just beyond the cafeteria loading dock to the Maintenance Department off-loading area.
5.) Faculty and staff will utilize the Main Office doors or the doors at the end of the Senior Hallway if they park at that end of the building.

Respectfully submitted:

*Bro. Thomas R. Leto, Ed. D.*  
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