

# Nativity School Reopening Planning Guide



2020-2021  
Pandemic Response

Dear Parents, Guardians, and Students,

We hope you all have had a safe and enjoyable summer. The Nativity staff has been busy preparing for our return to school in 2020-2021. As you are aware there are many scenarios and plans that have been “floating” around in many school districts. Nativity has taken a collaborative approach to forge a plan with the assistance and guidelines from the Archdiocese of Cincinnati, the Ohio Department of Education, Cincinnati Public Schools, the American Academy of Pediatrics, the Center for Disease Control and the Ohio Department of Health. We also formed a Task Force of teachers and parents from many occupational fields to help guide us in the development of this plan. It is safe to say that Nativity is a “roll up your sleeves” kind of community.

An important part of this plan is Nativity’s commitment to maintaining a strong, “Catholic Identity.” The Archdiocese of Cincinnati has developed four guiding principles that are essential to meet the specific needs of Catholic Schools:

***Create, Protect, Prioritize, and Operate.***

1. ***CREATE a community centered around Christ that supports the social and emotional well-being of all members.***
2. ***PROTECT students, staff, and families within our school communities.*** Nativity will follow the health and safety guidelines outlined by the Ohio Department of Health and their local health departments.
3. ***PRIORITIZE student learning to ensure all students are learning at grade level and are receiving rigorous instruction focused on essential skills that are necessary for future learning.*** Nativity is prepared to offer instruction in four learning models:
  - a. **Level 1** would be a return to school in a normal manner with no restrictions. This would be initiated if the COVID-19 vaccine is available, and an immunization program is in place.
  - b. **Level 2** is opening the school year with bringing all students back to campus five days a week with restrictions striving for 3 feet of distance between desks. Teachers must maintain 6 feet of distance. Schoolwide safety standards, outlined in this document, would be enforced.
  - c. **Level 3** Nativity would implement a program where half of the student body is here two days (Monday and Tuesday or Thursday and Friday), all students would be remote learning on the three days the students aren’t in the building.
  - d. **Level 4** would be the closure of the building, with all students participating in remote learning.

**NOTE: Students will be permitted to engage in remote learning all five days if they choose, but will be required to adhere to the same standards.**

**4. OPERATE efficiently, collaboratively, and responsibly.** Nativity will be prepared to operate within the health and safety guidelines outlined by the Ohio Department of Health, their local health department, the Ohio Department of Education, and their specific community stakeholders.

Upon careful consideration and planning with the teachers/staff, Task Force, medical experts, Father Eric and myself, **we will begin the school year at Level 2.** This means we will begin the school year with all students and staff participating in face to face instruction with the restrictions that are outlined in this plan. This decision is what we feel is best at this time but is subject to change as circumstances require.

In addition to starting at Level 2, **we are delaying the start of school until September 8th**, from our original start date of August 25th. The extra two weeks will give us much needed time to secure supplies (cleaning and medical supplies, additional cameras, microphones for live streaming, chromebooks and software) that will enable us to start the year in the safest, well equipped environment possible. The extra two weeks will enable us to provide the staff with additional professional development in the areas of technology, health/safety procedures and social and emotional health. September 8th and 9th will also be early dismissal days so we can ease the students into this new environment without all the added stress. We will dismiss at 12:00 pm on both these days. The impact this may have on the schedule for the year will be released when it becomes available.

It is our intent to provide the safest environment for our students and staff. We are committed, with your assistance, to do everything we can to protect them. If we follow the new policies and expectations as established by Nativity and the public health authorities, I am confident that our learning environment will be as safe as possible for all of our students, staff, and families.

This planning guide will help school and the families to plan for each day no matter what Level we are in. It also will give descriptions as to what certain situations may entail, such as masks, etc. Since we are beginning at Level 2, we would like to provide some overall guidelines for our opening on September 8.

The general overall guidelines of opening school at Level 2 are listed below. More in-depth details are presented in the Level 2 section of the planning guide.

1. All staff will be required to wear face coverings throughout the day.
2. Students in grades K-8 are required to wear masks when they are entering and exiting the building. Students in grades 3-8 will be required to wear their masks throughout the day. Mask breaks will be provided by the teachers throughout the day. Please put your name on the mask, and lanyards are recommended.
3. Students with underlying medical conditions or disabilities won't be required to wear the mask.
4. Students should bring a water bottle to school each day.
5. Students will remain in the same room where they will stay throughout the day. This will minimize the risk of transmission. Teachers in grades 4-8 will be traveling from room to room, instead of the students. We will establish at least 3 feet of distance between students and their desks, facing forward. If facing forward cannot be obtained, barriers will be used.
6. Increased cleaning and disinfecting will occur taking into consideration areas that have been used and at what times of the day.
7. A morning Wellness Check will be required by the parent/guardian before sending their child to school. This will include a temperature check and a symptoms check. A phone/device app will be utilized to send your information to school. More details will be forthcoming about the Wellness Check App.
8. Lunch will be in the classrooms or outside. For non-packers, Sycamore Child Nutritional Services will be providing pre-sacked lunches so we may avoid the cafeteria.
9. Teachers will be instructing their students on these general guidelines and how they pertain to school and their particular class.
10. Teachers will be utilizing new technology, stream-lined platforms, and new methods and strategies of teaching in order to create the best learning environment at home and school.

It is important that we all remain flexible in this ever changing environment that we live in. Nativity will continue to monitor the latest data and guidelines that are being presented by our local health departments and the State of Ohio. We are prepared to adjust as needed - moving to fully A & B grouping or full remote learning. We will continue to reach out to our task force and staff for input and feedback, so we may adjust accordingly.

We appreciate your patience and support as we discover and implement new ways to teach and learn. As a community, we can solve our problems and make new initiatives that will not only make us better learners, but a faithful, empathetic group of people that can overcome any adversity that stands in our way. A big "thank you" to Amy Barrett, Emily Bennett, Chris Cain, Rudy Gruenke and Father Eric for serving on the school's Task Force. We'd also like to thank the parents who served on the parent Task Force. Their input and skills have added depth of knowledge, experience and creativity to help formulate this plan. Please continue to pray for our students, staff and families as we venture into the new school year. Regular updates will be available on the Nativity website:

[www.nativity-cincinnati.org](http://www.nativity-cincinnati.org)

Peace and good health,

Dave Arbogast  
Principal

# Planning Guide - Guidelines and Principles

**Daily Wellness Checks:** A morning Wellness Check will be required by the parent/guardian before sending their child to school. This will include a temperature check and a symptoms check. A phone/device app will be utilized to send your information to school. It is important for the parents/guardians to facilitate in this process so we can move students into the building quickly. Students who have not had their morning Wellness Check will be sent to the office where this will be conducted. We need the parents' partnership in this process. This will also help us with attendance and serve as a means of collecting data in an expeditious manner. More details will be forthcoming about the Wellness Check App.

**Physical/Social Distancing:** School staff will make every attempt to maintain 3 feet of social distancing under Level 2 and 6 feet under Level 3. We will take into account and plan for this by:

- Decluttering the classroom.
- Arrange desks in rows with students facing forward.
- Barriers will be used where applicable.
- Develop a schedule and plan to keep the students from exposure to other classes.
- Develop a schedule and plan for specials to visit classrooms.
- Complete a plan to offer recess following health and safety mandates.
- Teachers will maintain 6 feet of distance.

**Face Masks:** Students in grades K-8 are required to wear masks when they are entering and exiting the building. Students in grades 3-8 will be required to wear a mask throughout the day. Mask breaks will be provided by the teachers throughout the day. Please put your name on the mask and the purchase of lanyards is recommended. Messages or images on masks must align with the Catholic Faith and school dress code. Inappropriate images or language will not be permitted. Masks should cover the nose, mouth, stay in place, be cleaned regularly and be in good condition. Students with underlying medical conditions or disabilities won't be required to wear the mask. Teachers will be wearing masks/shields.

**Hygiene:** Hand washing and sanitizing are important to prevent the spread of COVID-19. Nativity will provide opportunities for hand washing and ensure hand sanitizer is available.

**Supplies:** Students should have enough of their own personal school supplies. Shared objects will not be permitted. Students should limit the amount of belongings to school to keep the rooms from being too cluttered.

**Contact Tracing:** Nativity will keep thorough class lists, seating charts, and data from Wellness Checks as a means to quickly identify those at high risk of infection from a positive COVID-19 test from a student or staff member.

**Quarantine:** For Individuals Diagnosed or Exposed to COVID-19: Pursuant to Ohio Department of Health guidelines, families, caregivers and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined. Personnel and students with known exposure to someone diagnosed or presumed to have COVID-19 must self quarantine at home for 14 days. Personnel or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days. Given the likelihood of increased absences due to illness or quarantine, school policies will be adjusted so as not to penalize students and personnel for required quarantine period(s). Remote learning plans should be considered for all students who are absent for a significant time period. This will enable students to continue to engage in learning. Even more significant shifting of instructional approaches most likely will be necessary when a significant number of individuals are required to be quarantined (classroom, school-building or district levels). Nativity will work with our local health departments on COVID-19 surveillance activities by tracking attendance and notifying their local health departments of significant increases in absenteeism. Personnel and students with confirmed or presumed COVID-19 must meet conditions prescribed by the Ohio Department of Health and their local health departments prior to returning to school. These conditions may change frequently, and Nativity will maintain frequent communication with their local health departments regarding these guidelines.

**Social and Emotional Support:** Nativity will utilize small group and individual counseling through our school psychologist, support staff, and community mental health partners. Nativity is fortunate enough to have several parents in medical and mental/behavioral support fields who have offered their expertise through professional

development and classroom support. Parents, students and teachers should notify their teacher or administration as the need arises. The administration will consistently reach out to those families and staff members in need.

**Technology:** Through the CARES Act, Nativity has ordered new cameras and microphones to make live streaming a reality for our teachers and families. In addition, we have ordered chromebooks for students who need a device, so we may have a 1 to 1 ratio. The chromebooks are back ordered and that the delay is a result of CPS decisions in late July on the dispersal of CARES act funds. The teachers have been working on their Google Classroom skills and will have professional development in this area. Teachers will be utilizing fewer platforms and create a more consistent plan that can be utilized across all grades. Google Classroom will now be synched to RenWeb to give real time grading, eliminating grades and assignments that have appeared as "missing." Teachers will identify what barriers exist for each student (internet access, physical disabilities, parental support, etc.) when planning for technology integration into instruction.

**Curriculum, Instruction and Assessment:** Nativity will instruct and support teachers in the knowledge that student-centered instruction is the goal for student learning. In the upcoming year, students may be learning on campus, learning from home, or a combination of both. However, the principles of quality of instruction remain the same: creating a culture of learners, establishing clear learning objectives that are communicated to all stakeholders, using authentic assessments that measure growth, monitor mastery and provide clear and consistent feedback.

- Nativity will ensure that teachers are utilizing Essential Skills that students need for learning, work, and life.
- Teachers will collaborate to promote an understanding of instruction and student learning from the previous grade.
- Teachers will utilize the Archdiocese of Cincinnati's Graded Course of Study.
- Nativity will identify effective and efficient tools teachers should utilize during campus and remote learning in order to provide feedback to students which supports learning.
- Teachers will create a remote learning plan considering the specific resources available.
- Facilitate teacher collaboration around consistency and alignment in grading schedules and remain student centered.
- Use of an assessment plan that emphasizes the use of a diagnostic test in the first month of school to identify student learning needs that will demonstrate subsequent growth throughout the year.

**Remote Learning:** Nativity will offer a remote learning option, in lieu of the traditional classroom learning, such option is designed for COVID-19 related concerns, quarantine, or illness. Parents and students who choose remote learning must commit to the guidelines set forth by Nativity. ***Students will be held to the same grading and performance standards as those students learning in school, and they may be marked absent if not logged at the times designated by the teacher.*** The student will have to remain an at-home learner through an entire trimester, as determined by the school. Students being quarantined or a family situation that mitigates a return to school, are exceptions to this rule. A form of intent for remote learning will be sent out on August 25th.

**Dress Code for Remote Learning:** Students opting for remote learning will be expected to present themselves in a manner conducive to learning. No hats, hoodies, bathing suits, etc. should be worn for class. Students should be seated at a table or desk and not in bed, etc.

**Lunch/Recess:** Lunch will be in the classrooms or outside. For non-packers, Sycamore Child Nutritional Services will be providing pre-sacked lunches so we may avoid the cafeteria. Recess protocol is still in the works, but it is our intent for the students to still have recess. It may be necessary for students to have recess at staggered times in order to maintain social distancing.

**Bathroom Usage:** Teachers will issue a bathroom pass at their discretion. Routines and procedures will be put in place limiting the number of students permitted in the restroom at one time. Handwashing breaks will be scheduled into the day.

**Arrival/Dismissal:** **Students should not arrive before 7:30am. Students should go directly to their homeroom.** Dismissal will take place from the students homeroom upon their name being called. Students who are doing drive thru will not be dismissed from the cafeteria. JCC and Rec Center students will still meet in the cafeteria and practice social distancing.

# Level 1

This level will be for normal all school reopening with no restrictions. All students and staff return for five days of instruction and on a regular school schedule.

# Level 2

This level is a return to school for all students and staff for five days. Restrictions will be implemented that could impact the school daily schedule, calendar, and health and safety protocols.

***\* Remote learning from home is an option for students***

# Level 3

This level will be a hybrid of in-person classes and remote learning. Students with last names beginning with A-K would attend school face to face on Monday and Tuesday. Students with last names beginning with L-Z will attend school face to face on Thursday and Friday. All lessons would be remote learning on Wednesday.

***\* Remote learning from home is an option for students***

# Level 4

All learning will be conducted remotely. The school building is closed and all activities are canceled.

# Level 1

***This level will be for normal all school reopening with no restrictions. All students and staff return for five days of instruction and on a regular daily school schedule.***

**Classrooms, Hallways, Lockers, Common Areas, Playground.**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p data-bbox="110 621 363 646"><b><u>Parents/Caregivers</u></b></p> <ul data-bbox="159 653 792 1094" style="list-style-type: none"><li>● Parents and caregivers should conduct a wellness check including temperature prior to coming to school.</li><li>● Students with a temperature of over 100 degrees should stay home.</li><li>● Parents picking up sick children should come to the front office and the office staff will bring your child to you.</li><li>● It is recommended that visitors wear a mask.</li><li>● School Masses will follow the protocols in place for the parish. Assemblies and large gatherings are limited or canceled.</li><li>● Arrival and dismissal from school will occur as normal</li></ul> <p data-bbox="110 1129 228 1155"><b><u>Students</u></b></p> <ul data-bbox="159 1161 797 1570" style="list-style-type: none"><li>● Wearing a mask will be optional. Please label your mask and lanyards are recommended.</li><li>● Water bottles are recommended</li><li>● Follow all signage</li><li>● Limit items brought to school since access to lockers may be limited.</li><li>● Any student with a fever over 100 degrees must be fever free for 24 hours, before returning to school.</li><li>● Students testing positive must stay home for 10 days, no fever for 72 hrs. and provide a negative COVID test.</li><li>● Students and staff will use the cafeteria.</li></ul>	<p data-bbox="824 621 1117 646"><b><u>Teachers/Assistants</u></b></p> <ul data-bbox="873 653 1511 1129" style="list-style-type: none"><li>● Teachers/assistants should conduct a wellness check including temperature prior to coming to school.</li><li>● Staff members with a temperature of over 100 degrees should stay home.</li><li>● The school nurse and office staff will monitor the isolation room until sick students are picked up.</li><li>● Staff members that have been diagnosed or exposed to COVID-19 must remain at home for 14 days. This is subject to change per the local health department.</li><li>● Staff testing positive must stay home for 10 days, no fever for 72 hrs. and provide a negative COVID test.</li></ul>

# Level 2

***This level is a return to school for all students and staff for five days. Restrictions will be implemented that could impact the school daily schedule, calendar, and health and safety protocols. \* Remote learning from home is an option for students***

## **Classrooms, Hallways, Cafeteria, Lockers and Common Areas**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• A wellness check including temperature must be conducted prior to sending a student to school. Students with temperatures above 100 degrees should stay home.</li> <li>• The wellness check form should be completed each morning. <b><i>Parents/Caregivers failing to complete morning assessments will have their son/daughter report to the office to be checked.</i></b></li> <li>• Provide a mask and/or face shield for your students. Write your child's name on the mask and the purchase of a lanyard is recommended.</li> <li>• Volunteering in the school will be suspended.</li> <li>• Parents/Guardians picking up sick children should come to the front office and office staff will bring your child to you.</li> <li>• Provide your student with a water bottle daily.</li> <li>• Limit items that your child brings to school to include essential materials only.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing masks will be mandatory for students in K-8 while arriving and going to their homerooms. Label your mask and a lanyard is recommended.</li> <li>• Once in homerooms, students in grades K-2 may remove masks. Students in grades K-2 will place a mask on when leaving to go home.</li> <li>• Scheduled mask breaks will be conducted for students in grades 3-8.</li> <li>• Exceptions will be made for students who have underlying medical conditions or special needs that prevent them from wearing a mask.</li> <li>• Students will be arranged to limit face-to-face contact and to maximize social distancing.</li> <li>• Transitions will be minimized as much as possible.</li> <li>• Teachers will move when possible.</li> <li>• School Masses will follow the protocols in place for the parish. Assemblies, field trips, and large gatherings are canceled.</li> <li>• Report immediately to your classroom, upon arrival at school.</li> <li>• Carry a water bottle as water fountain use may be limited.</li> <li>• Follow school signage, stay to the right when traveling down hallways and stairs.</li> <li>• Limit items you bring to school.</li> <li>• Lunch will be in the classrooms or outside.</li> <li>• Students stay in homerooms, teachers will move.</li> <li>• No lockers will be used.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Teachers in the homeroom by 7:30am.</li> <li>• Aides in younger grades report at 7:30am to assist where needed.</li> <li>• Teachers will instruct their students on proper hygiene, cleaning, and disinfecting.</li> <li>• Teachers will monitor students for COVID-19 symptoms and send students to the isolation room for a wellness check. Parents will be notified immediately.</li> <li>• Ensure classroom setup of desks provides physical distancing (minimum of 3ft.) for students.</li> <li>• All staff are required to wear a mask/shield.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers and report expectation violators to office.</li> <li>• Minimize shared classroom materials.</li> <li>• Keep classroom doors and windows open to maximize airflow and minimize touches to door handles</li> <li>• Use supplies provided to spray desks, chairs, and any common materials as needed.</li> <li>• Supervise hallways to ensure students are not congregating.</li> <li>• Supervise lunch in the classroom or outside.</li> </ul> <p><b><u>Disinfecting Needs (Maintenance/Custodians)</u></b></p> <ul style="list-style-type: none"> <li>• Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels.</li> <li>• Disinfect door handles and handrails when applicable.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure classrooms are physically distanced.</li> <li>• Ensure disinfecting is taking place.</li> <li>• Ensure supplies are readily available for staff.</li> <li>• Ensure proper signage is installed.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers regarding frequent violations of rules.</li> </ul>

# Level 2

## Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parent/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Provide a mask for your students</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Wearing masks will be mandatory for students in K-8 while arriving and going to their homerooms. Label your mask and a lanyard is recommended.</li> <li>• Students will be issued a bathroom pass.</li> <li>• Students will be instructed on the routines and procedures that will be put in place limiting the number of students permitted in the restroom at any one time. Handwashing breaks for students will be scheduled into the day.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Assist in the supervision of restrooms, hallways, and common areas.</li> </ul> <p><b><u>Disinfecting Needs (Maintenance/Custodians)</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect restrooms based on the schedule provided by the administration. This includes but is not limited to door handles, toilets, stalls, and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure classrooms are physically distanced.</li> <li>• Ensure disinfecting is taking place.</li> <li>• Ensure supplies are readily available for staff.</li> <li>• Ensure proper signage is installed.</li> <li>• Provide reminders, issue warnings, contact parents/caregivers regarding frequent violations of rules.</li> </ul>

## Dropoff and Pickup

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parent/Caregivers</u></b></p> <ul style="list-style-type: none"> <li>• Provide a mask for your students</li> <li>• Adhere to the drive-thru route and times. Parents may be asked to park and wait for your student to arrive.</li> </ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"> <li>• Students are to remain in the homeroom until their name is called.</li> <li>• Students will exit the building at the designated spot.</li> <li>• Students will maintain safe physical distance while in the hallway and common areas.</li> <li>• Students will have their belongings ready to go when their name is called.</li> </ul>	<p><b><u>Teachers/Assistants</u></b></p> <ul style="list-style-type: none"> <li>• Assist in the supervision of hallways, exits and common areas.</li> <li>• Provide reminders, issue warnings, contact parent/caregivers, and report frequent violators to office.</li> </ul> <p><b><u>Disinfecting Needs (Maintenance/Custodians)</u></b></p> <ul style="list-style-type: none"> <li>• Disinfect restrooms based on the schedule provided by the administration. This includes but is not limited to door handles, toilets, stalls, and sinks.</li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Ensure designated doors are open at arrival and dismissal.</li> <li>• Ensure designated doors are closed after arrival and dismissal.</li> <li>• Ensure proper supervision is in place</li> </ul>

# Level 2

## Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><b><u>Parent/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Conduct a student wellness check including temperature prior to sending a student to school. Students with a temperature of over 100 degrees should stay home. <b>Please call the main office to report an absence and that your child has a fever.</b></li><li>• Ensure your contact information is up to date.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Use designated entrances and exits to the office.</li><li>• Follow physical distancing protocols.</li><li>• Wearing a mask and/or face shield is required if a student is determined to have a fever or other symptoms.</li></ul>	<p><b><u>Nurse/Office Health Aide</u></b></p> <ul style="list-style-type: none"><li>• Wear a mask at all times, and a gown and gloves when working individually with students.</li><li>• Ensure the workplace is kept clean and sanitized.</li><li>• Ensure physical distancing protocols are followed whenever possible.</li><li>• Isolate students who are showing symptoms to a separate area away from other students.</li><li>• Ensure the nurse's office is disinfected immediately following a student who is entering who is exhibiting symptoms.</li><li>• Ensure the doors to the nurse office are open to minimize the use of door handles and to ensure maximum airflow.</li></ul> <p><b><u>Disinfecting Needs (Maintenance/Custodians)</u></b></p> <ul style="list-style-type: none"><li>• Disinfect health station based on the schedule provided by the administration. This includes but is not limited to door handles, toilets, stalls, and sinks, curtains, etc.</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Install barriers as needed to protect employees working in the nurse's office.</li><li>• Ensure proper signage is installed.</li><li>• Ensure regular cleaning and disinfecting is taking place.</li><li>• Ensure the area is properly supervised.</li></ul>

# Level 3

This level will be a hybrid of in-person classes and remote learning. Students with last names beginning with A-K would attend school face to face on Monday and Tuesday. Students with last names beginning with L-Z will attend school face to face on Thursday and Friday. All lessons would be remote learning on Wednesday.

**\* Remote learning from home is an option for students**

**Note: Under Level 3, students, parents, teachers and staff follow all the same protocol under Level 2 for the days they are in the building.**

**Students, teachers and staff will keep 6ft. of social distancing under Level 3.**

**The Remote Learning guidelines for Level 3 are listed below.**

<b>Student and Parent/Caregiver Expectations</b>	<b>Staff Expectations</b>
<p><b><u>Parent/Caregivers</u></b></p> <ul style="list-style-type: none"><li>• Monitor student progress on coursework.</li><li>• Developing a “school schedule” is recommended to keep routines in place for students while working from home.</li><li>• Check for “Livestream Lessons” from the teacher.</li><li>• If a child must miss the live session, the parent should contact the teacher.</li><li>• Communicate questions and concerns immediately to staff.</li><li>• Attendance will be taken.</li></ul> <p><b><u>Students</u></b></p> <ul style="list-style-type: none"><li>• Following a regular “school schedule” is recommended to keep routines in place for students while working from home.</li><li>• Communicate questions and concerns immediately to teachers.</li><li>• Regular grading practices will be used and participation in live Google Meet lessons will be required.</li><li>• Follow remote learning expectations. Participate in virtual lessons with teachers as scheduled, watch lessons provided by teachers, and complete assignments according to timelines.</li><li>• Attendance will be taken.</li></ul>	<p><b><u>Teachers/Aides/Support Staff</u></b></p> <ul style="list-style-type: none"><li>• Create lessons that are engaging for students using a variety of strategies.</li><li>• Google Classroom will be utilized as the platform for assignments, links to resources, etc.</li><li>• Teachers will reduce the number of platforms being used and be consistent with platforms other teachers are using.</li><li>• Work will be graded in a timely manner with the necessary feedback.</li><li>• Support staff will help meet ongoing needs of the students as needed.</li></ul> <p><b><u>Technology Assistance</u></b></p> <ul style="list-style-type: none"><li>• Help Desk assistance will be provided</li></ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"><li>• Ensure that each student has a device at home with internet access.</li><li>• Monitor and assist teachers in the delivery of content for students.</li><li>• Assist students and parents with questions they may have.</li></ul>

# Level 4

All learning will be conducted remotely. The school building is closed and all activities are canceled.

## **Parent/Caregivers**

- Monitor student progress on coursework.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.
- Check for “Livestream Lessons” from the teacher.
- If a child must miss the live session, the parent should contact the teacher.
- Communicate questions and concerns immediately to staff.
- Attendance will be taken.

## **Students**

- Following a regular “school schedule” is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Regular grading practices will be used and participation in live Google Meet lessons will be required.
- Follow remote learning expectations. Participate in virtual lessons with teachers as scheduled, watch lessons provided by teachers, and complete assignments according to timelines.
- Attendance will be taken.

## **Teachers/Aides/Support Staff**

- Create lessons that are engaging for students using a variety of strategies.
- Google Classroom will be utilized as the platform for assignments, links to resources, etc.
- Teachers will reduce the number of platforms being used and be consistent with platforms other teachers are using.
- Work will be graded in a timely manner with the necessary feedback.
- Support staff will help meet ongoing needs of the students as needed.

## **Technology Assistance**

- Help Desk assistance will be provided

## **Administration**

- Ensure that each student has a device at home with internet access.
- Monitor and assist teachers in the delivery of content for students.
- Assist students and parents with questions they may have.