

# CHARLOTTESVILLE WALDORF SCHOOL

## COVID-19 FAMILY HANDBOOK

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## GOALS

Create and implement strategies that:

- Promote behaviors that reduce the spread of COVID-19
  - Maintain healthy environments and operations
  - Prepare for and act when someone gets sick and/or presents symptoms of the virus.
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## GENERAL INFORMATION

The Main Office is open 7:45am - 3:45pm Monday through Friday.

Visitors are required to report directly to the Main Office. It is not permitted to visit any part of campus this year unless you have been cleared to do so from the Main Office.

**Main Office Phone** 434-973-4946

**Main Office Fax** 434-973-4109

**Main Office Email** [cwsoffice@cwaldorf.org](mailto:cwsoffice@cwaldorf.org)

**School Address** 120 Waldorf School Road Charlottesville, VA 22901

## DEVELOPMENT OF CWS COVID-19 MITIGATION PLAN

### Back to School in Safety Task Force (COVID 19 Team)

**Membership:** Amanda Tipton (School Director), Bethany Craig (Faculty Chair), Summer Anderson (Grade School Dept. Chair), Sue Horne Lim (Early Childhood Dept. Chair), Chris Russ (Board Representative)

Since May 2020, a group representing the Faculty, Board, and Administration has been organizing our reopening plan. The group has identified the following four focuses for the Charlottesville Waldorf School's planning process:

- **Partnership with local authorities:** CWS leadership will defer to the local health department and the CDC for best practices in mitigating the spread of COVID-19. We will also continue to seek guidance and advice from the Department of Social Services, other private school leaders (CAIS group), the Center for Nonprofit Excellence, AWSNA (Association of Waldorf Schools of North America), WECAN (Waldorf Early Childhood Association of North America), and independent school consultants.
- **Focus on the wellbeing of our students, families, faculty & staff:** In our efforts to preserve physical health, we must also keep in mind the emotional wellbeing of

our community by promoting healthy and clearly communicated guidelines and avoiding situations that restrict children’s movement, artistic expression, and human connection, overextend our faculty and staff, or create extra stressors for parents.

- **Financially viable planning:** Our approach has to take into account our financial restrictions and be realistic about how we address reopening protocol, tuition, and staffing. While we know we cannot cut corners, we are required to create innovative solutions to possible financial restrictions.
- **Constant, clear communication.** To protect our community, the school and families must cooperate and “be on the same page” with prevention measures, plans for isolation and pick up should your child become sick, and social distancing practices, just to name a few. To ensure this, the school is committed to clearly communicating as the pandemic continues to unfold.

### Who to Contact with Questions

If you have a question about...	Contact...
COVID-19 mitigation strategies like mask wearing, social distancing, and sanitation	Amanda Tipton, School Director
Handwashing and daily safety measures in the classroom	Class Teacher
Class schedules and curriculum	Class Teacher
Concerns regarding tuition agreements and financial aid	Amanda Tipton, School Director
Returning to school after an illness, including COVID-19	Main Office

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## COVID-19 COMMUNICATION PROTOCOLS

### Student Illness

#### PARENT/GUARDIAN RESPONSIBILITIES

Submit electronic (if available) daily health screening questionnaire before reporting to health screening station or be prepared to answer health screening questions for your child at drop-off.

Keep your child at home and report the absence to the main office by 9:30am if your child:

- Has a temperature of 100 or higher
- Displays any of the following symptoms:
  - Shortness of breath or difficulty breathing
  - Coughing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Recent loss of the sense of taste or smell
  - Gastrointestinal symptoms which may include diarrhea, nausea or vomiting
- Has had close contact to a COVID-19 case

*NOTE: Attendance is taken daily by 8:30am and if there is a child listed whose parents have not contacted the school by 9am, a representative from the administration will call to verify the reason for the absence.*

Present a doctor's note permitting a child to return to school if your child has COVID-19 symptoms caused by an illness other than COVID-19.

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Notify school immediately of a positive COVID-19 test in your household. We are also asking that each family sign a HIPAA waiver to allow school to access COVID-19 related information involving your family from the health department to support contact tracing efforts.

Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.

## SCHOOL RESPONSIBILITIES

### *Positive COVID-19 test in the school community*

Should an individual test positive in our school community, we will work with the local health department to determine on-campus exposure and send school families the corresponding stock letter provided by the Virginia Health Department that specifies that on-campus exposure happened or if exposure happened elsewhere.

### *Student or Staff Member Sent Home with Symptoms*

If someone is sent home with COVID-19 symptoms, we will issue the stock COVID-19 letter developed by the VA Health Department to the school community and keep in communication with the local health department for further developments or instructions.

### *School Outbreak*

If the Health Department determines that our school is experiencing an outbreak, we will communicate the recommended closure time and our distance learning schedule (for Grade School) or the make-up dates (for Early Childhood) to parents.

Sanitary measures will be taken during the closure to ensure a healthy learning environment.

Complete cooperation with the local Health Department will help us determine our re-opening strategy.

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# PROMOTING BEHAVIORS THAT REDUCE THE SPREAD OF COVID-19

## HEALTHY HYGIENE

### Hand Washing

- Daily rhythm (EC) and Grade School schedule will provide for ample time for additional hand-washing.
- Automatic hand sanitizer dispensers will be positioned throughout the campus.
- Automatic soap dispensers will be installed in all bathrooms.
- CDC handwashing signs will be hung in every bathroom.

### Face Masks *(edited 8/24/20, AT)*

CDC recommends that people wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

Masks may help prevent people who have COVID-19 from spreading the virus to others

Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

Masks should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. *(This means that masks will not be used during nap in the EC.)*

Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others (source control).

Microfiber cowls or neck gaiters are not considered effective and should not be worn as masks in school.

### CWS Face Mask Expectations

- **Faculty and staff** will wear masks at a minimum when indoors and when groups are gathered in close proximity outdoors.
- **Grades 1-4 and Middle school students** will wear masks at a minimum when indoors and when groups are gathered in close proximity outdoors.

- **Early Childhood students** will wear masks when indoors. Please note that it is not possible to guarantee that young children will be able to keep their masks on at all times when in group settings, or that they will be able to use them appropriately. Our faculty will make every reasonable effort to model and enforce proper mask wearing practices while the children are indoors.
- **All adults and children over the age of 2** who come onto campus will be required to wear a face mask unless they have been health screened and are participating in an outdoor activity.

*Feasibility & Adaptations*

CWS recognizes that wearing masks may not be possible in every situation or for some people. In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. We have considered the following adaptations and alternatives to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

Feasibility Challenge	Adaptations & Alternatives
Younger children (e.g., preschool or early elementary aged) may be unable to wear a mask properly, particularly for an extended period of time.	<ul style="list-style-type: none"> <li>● Early Childhood classes will only be required to wear masks indoors.</li> <li>● Faculty is planning for as much outdoor classroom time as possible.</li> <li>● We strongly recommend that parents provide children with a proper-fitting mask and at-home practice and education before the first day of school.</li> </ul>
People who are engaged in high intensity activities, like running, may not be able to wear a mask if it causes difficulty breathing.	<ul style="list-style-type: none"> <li>● Movement classes and singing exercises will be held outside.</li> <li>● Masks will not be required during recess except by students who are not able to maintain reasonable social distancing.</li> </ul>
Mask wearing makes it difficult to read emotions and provides barriers to comprehension in the classroom.	<ul style="list-style-type: none"> <li>● We are working on providing clear face masks that are also safe for our teachers to wear in the classroom, especially in the Early Childhood program.</li> <li>● Outdoor classrooms will allow for physical distancing necessary for</li> </ul>

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teachers to be able to remove masks during lessons if they feel comfortable to do so.

### *A Note About Face Shields (from the CDC)*

A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.

However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:

- Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:
  - Face shields that wrap around the sides of the wearer’s face and extend below the chin.
  - Hooded face shields.
- Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
- Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.
- Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following CDC face shield cleaning instructions .

### **Staying at Home when Sick**

If a faculty/staff member or student has symptoms of COVID-19, a note clearing the individual to return to school will be required from a healthcare provider before returning to school.

Healthcare providers will be looking for the following criteria to issue a return to school clearance in the event of a positive COVID-19 test result:

- 
- at least 10 days have passed since onset of symptoms
  - at least 24 hours fever free without taking fever reducing medication
  - reduction in the severity of symptoms

## Physical Distancing

### *Changes to Drop Off & Dismissal*

We are implementing the following strategies to avoid large gatherings at drop-off and dismissal and limiting the number of people in our classroom spaces each day.

## Early Childhood

- **Drop Off:** After students complete their health screening in the lower parking lot, parents will drop off their children in the designated outdoor play area and will not come into the classroom. Teachers will have a wagon to collect children's backpacks and personal belongings on the play yard to avoid parents being inside the classrooms.
  - Nursery: Little Red House Play Yard
  - Kindergarten: Upper EC Playground

**NOTE:** Separation anxiety is normal and can be expected in the first few weeks of school for our youngest students. While we want to limit exposure on our campus, we also understand if parents need to stay on the playground for a while until their little one feels more secure. As such, we welcome parents to stay for this purpose. We just ask that everyone be mindful about the strategies we have put in place to keep our school as safe as possible during the pandemic and limit your stay as much as possible.

- **Dismissal:** Students will be walked to the lower parking lot at dismissal.

## Grade School

**Drop Off:** After students complete their health screening, they will report to their class' designated outdoor recess area where they will be supervised by our full-time specialty teachers from 7:50-8:10.

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**Dismissal:** Class Teachers will stay with students in the classroom until Specialty Teacher notifies of parent arrival via walkie-talkie.

### *Changes to Classrooms & Content*

#### **General:**

- Morning handshake will be suspended.
- Space between desks will be increased.
- Classes will be moved outdoors when possible.
- No shared food or food preparation will be permitted in class.

#### **Grade School Schedule Changes**

Specialty classes will now be taught in 4-6 week block rotations to limit exposure for both students and teachers.

In Phase 3, students will only have up to 3 teachers per day.

In Phase 2, students will only have 2 teachers per day and be dismissed early at 1pm.

For specific questions about your child's schedule, please consult your class teacher.

#### *Isolating classes*

To allow for a sense of normalcy, we are considering each classroom an isolated pod in which students can be social according to basic guidelines set forth by the teacher at the beginning of the school year. In order to do this responsibly, we have taken the following measures:

- Classes will not mix throughout the day. Each classroom:
  - has its own assigned bathroom and entrance
  - is assigned an area on the campus for outdoor learning and recess.
  - will have a limited amount of teachers visiting their classroom on any given day.
- Each child will be screened for symptoms before being admitted to the classroom.
- Masks will be required (G5-8) or strongly encouraged (EC-G4) when indoors and when social distance cannot be achieved

## Carpools

We understand that many parents rely on carpools to get their children to school each day.

- When carpooling, it is recommended to plan on every child in the carpool and the driver wearing masks for the entire trip.
- Notify the Main Office of your carpooling cohort so that we can support contact tracing efforts should that become necessary.



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### *Suspending Aftercare*

To continue to ensure class isolation, we will not be offering aftercare this year. There is no good way for us to bring groups together at the end of the day after we have made so many accommodations to keep them separate to minimize the probability of exposure. We will continue to assess the situation and communicate with the parent body when aftercare seems safe to reinstate.

For Early Childhood, we will be extending the day for 1 hour that parents can sign up for like aftercare.

**IMPORTANT:** Because there will be no aftercare, it is very important that children are picked up by their dismissal time each day. Late pick-ups will incur a charge of \$20 that will be added to your school account.

- EC: 3pm
- Grades 1-8: 3:10pm
- Extended care for EC: 4pm

### **SANITARY SUPPLIES**

- Each classroom will always be equipped with disinfectant wipes and spray (approved for use to combat COVID-19) to allow for regular wipe-downs of frequently touched surfaces. Supplies will be checked biweekly by administrative staff to avoid running out.
- Professional cleaning service will be provided on Tuesdays and Thursdays for all classrooms and common areas.
- CINTAS will provide hand sanitizer and hand soap on a regular basis to ensure that we always have an adequate supply.

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# A HEALTHY SCHOOL ENVIRONMENT

## HEALTH SCREENING PROTOCOL

### Faculty & Staff

Faculty and staff will be required to report to the main office between 7:30am and 7:50am to get a temperature reading and to complete their health screening questions. Faculty & staff with children will also have their children screened at this time.

### Early Childhood Students

Early childhood students will report to the health screening station in the lower parking lot staffed by an administrative team member (Sarah Pevehouse) from 7:50am - 8:30am. Anyone arriving after 8:30am should drive to the upper parking lot and call the main office to notify staff that they have arrived and require a temperature scanning and health screening. Once the student has been cleared, they will be issued a tardy slip\* to show to the teacher upon entering.

### Grade School Students

Grade School parents will pull up to the drop-off curb to allow the students to exit the vehicle and stand 6 feet apart on the sidewalk to wait for the administrative team member (Amanda Tipton) to scan for their temperature and ask the health screening questions. This curbside service will be available from 7:50am until 8:15am. Anyone arriving after 8:15am should park and call the main office to notify staff that they have arrived and require a temperature scanning and health screening. Once the student has been cleared, they will be issued a tardy slip\* to show to the teacher upon entering.

\*We are working on acquiring an app that would allow for health screening questions to be answered electronically to save time at drop-off and to allow for immediate communication to teachers that health screening has been completed. This would also eliminate the need for tardy slips.

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## Follow Up to a Fever Reading

A student or staff member who has a fever and at least one other symptom of COVID-19 will be required to present a doctor's note in order to return to school/work.

If a parent or faculty member disputes a high temperature, they will be asked to park (or stand outside) and wait 5-10 minutes for a second scanning.

## HEALTHY VENTILATION

Our classrooms in the main building are each equipped with an individual HVAC system, meaning that air is not circulated between classrooms.

In our Music & Arts building, we have an ERV unit that constantly exchanges air from inside to outside and vice versa.

We plan to make use of our large campus and open air pavilion to host outdoor classes as much as possible. Our Early Childhood program plans to alter the daily rhythm to extend outdoor time to include snack and circle, as well as some artistic activities which were typically held inside.

Faculty will keep doors and windows open as much as is reasonably possible when they have to be inside.

## COMMUNITY CONSIDERATIONS

### Festivals & Events

We are approaching our festivals and events on a case by case basis to determine how best to support our community and keep everyone safe.

- Our first event of the year is our parent orientation and we have decided to do that virtually.
- Teachers will have class evenings just with their class parents leading up to the first day of school.

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- The Rose Ceremony is the first festival of the year and we plan to do this before school starts with just the 1st and 8th grade students and parents and broadcast it to the wider community.

## Field Trips

We are approaching field trips on a case-by-case basis, taking into consideration the nature of the trip, transportation to and from the destination, and the importance of the trip to the school curriculum. Many of our field trips are outdoor excursions and if we can limit the amount of students in each vehicle and ensure mask wearing in the vehicle, we will consider approving such field trips. However, trips to museums or theatres will be put on hold until these activities are deemed lower risk by the CDC.

## Volunteers and Visitors

We will not be permitting non-essential individuals onto our campus during the school day.

Visitors will be allowed under the following circumstances and only during Phase III:

- **A child's birthday celebration.** Only up to 2 adults will be permitted to attend, no siblings.
- **A student visit for admissions.** In order to be cleared for a student visit during the school year, the family applying must confirm that they have not traveled within the previous 2 weeks and be able to pass the basic health screening questions.
- **Faculty evaluations.** Throughout the year, our faculty will be evaluated by external parties. We will limit evaluators to be within driving distance and require that they confirm that they have not traveled in public transportation and pass the health screening to visit classrooms.

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# PROTECTING VULNERABLE COMMUNITY MEMBERS

## STUDENTS

### COVID-19 DISTANCE LEARNING FOR AT RISK FAMILIES

For families who are required to keep children home to protect the health of their family during the COVID-19 pandemic and to accommodate for any prolonged absence a student may experience due to contracting or being quarantined because of COVID-19, the faculty of the Charlottesville Waldorf School will provide instruction to students based on the plan communicated here.

***NOTE: In order to take advantage of our distance learning program for at risk families, the school will require a doctor's note that includes a recommendation for distance learning due to health risk.***

### SYNCHRONOUS LEARNING

**MAIN LESSON:** Main lesson will be broadcast live via Zoom during the regularly scheduled time (8:15 - 10:15am, unless otherwise indicated.) This Zoom broadcast will be recorded and shared later in the day for anyone who is not available during or who opts out of the synchronous learning offering.

**SPANISH & MIDDLE SCHOOL MATH:** Spanish and Middle School Math will be broadcast live via Zoom during the regularly scheduled time (to be determined by grade) and recorded to be shared later in the day.

**PRACTICAL ARTS:** The practical arts curriculum (Woodworking, Handwork, Gardening) will provide a schedule of zoom classes in which new skills are being shared.

**ORCHESTRA:** Orchestra classes will not be broadcast live, but students will be expected to tune into their related sectional class.

***NOTE: In the event that a class is held outside with limited internet access, the lesson will be recorded and sent later in the day.***

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## LEARNING PACKETS

**MAIN LESSON:** Skills classes taught by the main lesson teacher (such as math and language arts) will be delivered to stay at home students through skill-building worksheets and activities provided in a packet that will be available for pick-up as needed but no more than every other week.

**SPANISH & MIDDLE SCHOOL MATH:** Practice sheets and textbooks may be sent home.

**PRACTICAL ARTS:** Materials necessary for ongoing projects will be sent home when possible.

**ORCHESTRA:** Music sheets if applicable.

## GOOGLE CLASSROOM

**MAIN LESSON:** Zoom recordings of live classes, written content when available (i.e. stories, circle songs and activities), photos of main lesson pages

**SPANISH:** Zoom recordings of live classes, written content when available (i.e. stories, circle songs and activities), photos of main lesson pages

**MIDDLE SCHOOL MATH:** Zoom recordings of live classes, worksheets

**PRACTICAL ARTS:** Zoom recordings of live classes, links to instructional videos

**ORCHESTRA:** Zoom recordings of live sectionals, music sheets, practice logs.

## ACCESS TO TEACHER

**CLASS TEACHER:** One 45-minute block per week\* for a call with parents, caregiver/instructor, and/or student. Email during business hours.

**SPECIALTY TEACHERS:** Email during business hours.

*\*This time block could change if the number of at risk students per class increases to make 45 minutes per family unrealistic for the teacher.*

*Teachers will make every effort to respond to emails within 24 hours.*

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## **FACULTY & STAFF**

Our faculty & staff have decided to return to teaching and supporting our school despite the risks involved with contracting COVID-19 in a group environment. The reasoning behind this varies per person, but the truth remains that they are providing a great service to our students and families.

### **You can help keep our faculty & staff safe by considering the following guidelines:**

Provide accurate information for the health screening and arrive on time in the morning to allow for the slower drop-off procedures
Wear a mask when entering the campus
Educate your child on the importance of mask-wearing especially when inside and teach them how to properly adjust them, take them off and store them when not in use.
Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, and coughing.
Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) mask) and things to do when you return home (like washing hands immediately and washing masks).
Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.
Because we are going to great lengths to keep our classrooms separate, consider limiting your child's in-person out-of-school interactions to children in the same class or to activities where physical distancing can be maintained.

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## **PREPARING FOR WHEN SOMEONE GETS SICK**

### **ISOLATING INDIVIDUALS WITH SYMPTOMS**

If a student comes down with symptoms during the school day, they will be sent directly to the School Director's office, where they will be kept in isolation in the modular under the supervision of the School Director until they can be picked up. If they require immediate medical attention, an ambulance will be called.

If a child is isolating in the modular, the School Director will hang an "Occupied" sign on the modular door to notify teachers that the workroom is not available until proper sanitation can be performed.

### **FACILITATING SAFE TRANSPORTATION**

Students who become ill are required to be picked up by someone on their authorized pick-up list within 30 minutes of the school contacting guardians. Guardians will need to notify the school if it will take them longer than 30 minutes to arrive and give an estimated time of arrival.

### **CLEANSING & DISINFECTING PROCEDURES FOR AREAS USED BY SICK INDIVIDUALS**

Any classroom in which a child has been sent home with symptoms should move the class outdoors for the remainder of the day. In the event of inclement weather, the class should coordinate with the Main Office to find an indoor area that has not been used by another classroom that day or that has been sanitized to move into.

Classrooms are routinely wiped down at the end of each day by the teacher. On Tuesdays and Thursdays they will also be professionally cleaned.

The School Director will be responsible for wiping down the modular classroom that was used to isolate the student and will keep the door open to allow for ventilation.

# INITIATING CHANGES TO SCHOOL SCHEDULE & OPERATIONS

## REDUCTION IN IN-PERSON CLASS SIZE

Conditions that would result in the reduction of class-size are as follows:

- A backtracking to Phase II in our region
- Recommendation from the Health Department
- The addition of a common flu to the COVID-19 concerns

***Note: Our Early Childhood classes are capped at 10 in the nursery and 16 in the Kindergarten and we would only divide them into 3 pods if it was recommended by the Health Department or the Department of Social Services to do so.***

## Plan for Reduced Class Sizes

### Grade School Schedule

- Reduction to 2 teachers per class
- Classes divided into two groups by grade level (Pod 1 & 2)
- Early dismissal at 1pm (This will be for both Grade School and Early Childhood classes to allow for proper sanitization of classes.)
- Classroom and outdoor areas assigned to each class pod - no mixing between classes.
- See campus map for class locations.

COVID 19 Restricted attendance					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Arrive at school. Put belongings away. Greet each other.				
8:10 - 10:10	Gr 1 ML - with class teacher Gr 2 ML - with class teacher Group A - Gr 3 - 8 ML with class teacher	Gr 1 ML - with class teacher Gr 2 ML - with class teacher Group A - Gr 3 - 8 ML with class teacher	Gr 1 ML - with class teacher Gr 2 ML - with class teacher Group A - Gr 3 - 8 ML with class teacher	Gr 1 ML - with class teacher Gr 2 ML - with class teacher Group A - Gr 3 - 8 ML with class teacher	Gr 1 ML - with class teacher Gr 2 ML - with class teacher Group A - Gr 3 - 8 ML with class teacher

	Group B Gr 3-8 have Extra main and specialty class	Group B ½ Gr 3-8 have Extra main and specialty class	Group B ½ Gr 3-8 have Extra main and specialty class	Group B ½ Gr 3-8 have Extra main and specialty class	Group B ½ Gr 3-8 have Extra main and specialty class
10:10 - 10:45	Snack and Recess				
10:50 - 12:15	Gr 1 Extra main - with class teacher Gr 2 - Extra main - with class teacher  Group A Gr 3-8 have Extra main and specialty class	Gr 1 Extra main - with class teacher Gr 2 - Extra main - with class teacher  Group A Gr 3-8 have Extra main and specialty class	Gr 1 Extra main - with class teacher Gr 2 - Extra main - with class teacher  Group A Gr 3-8 have Extra main and specialty class	Gr 1 Extra main - with class teacher Gr 2 - Extra main - with class teacher  Group A Gr 3-8 have Extra main and specialty class	Gr 1 Extra main - with class teacher Gr 2 - Extra main - with class teacher  Group A Gr 3-8 have Extra main and specialty class
	Gr B - Gr 3 - 8 ML with class teacher	Gr B - Gr 3 - 8 ML with class teacher	Gr B - Gr 3 - 8 ML with class teacher	Gr B - Gr 3 - 8 ML with class teacher	Gr B - Gr 3 - 8 ML with class teacher
12:15 - 12:45	Lunch, Jobs				
1pm - 1:15	Dismissal				

## A COMPLETE SCHOOL CLOSURE

Conditions that would result in a school closure are as follows:

- A backtracking to Phase I in our region.
- Recommendation from the Health Department
- A significant spread of COVID-19 in the community

### Early Childhood Plan for School Closures

We have extended the school calendar to provide up to 3 weeks of make-up time should the hours offered drop below 990. The calendar currently has 1100 hours.

### Grade School Plan for Distance Learning

#### Goals of Distance Learning

As we consider the goals of our school's approach to distance learning, we must keep in mind what sets us apart as an independent school and stay true to our values and identity.

- Our students need to be nurtured in mind, body and spirit.

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- Our school is a community hub and should be a strengthening presence for our families.
  - We allow teachers freedom in teaching, but within our shared agreements.
  - We are focused on human relationships.
  - We work together to find solutions.

*(Based on AWSNA's guiding principles.)*

### **Grade School Distance Learning Objectives**

- Provide appropriate forms of connection for the children with their teacher. (Principle 3)
- Provide quality academic content and materials to continue programming to the best of our ability. (Principles 4, 5 & 7)
- Provide community for students. (Principles 2 & 3)
- Provide community for parents both formally (book studies, focused conversations) and informally (group zoom calls, forums for sharing) (Principles 1 & 2)

### **A Balance of HEAD (thinking), HANDS (willing) & HEART (feeling)**

#### ***Academics (thinking)***

In a distance learning model, academics comprise the majority of our program for the Grade School.

#### ***Movement, Scheduling, and Practical Skills (willing)***

While this will be the most challenging to ensure, Will provides the foundation for our students to be able to meet this crisis with grit and purpose. Even if we can't enforce schedules, we should be providing a structure as a resource to our families. Expectations need to be clear and behavior standards maintained.

#### ***Art, Connection, Community (feeling)***

We cannot overlook the need for meaningful connection and social opportunities woven into every day. How this is done will vary according to the child's age but we are called upon to define what meaningful connection looks like from the youngest toddlers to our 8th graders and even on to our parents and wider community.

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Artistic expression is health-giving.

### Elements of a Coherent Program

Defined methods of communication between both teacher and parent and teacher and student.

#### Teacher and parent

- Weekly update sent via email to parents outlining virtual class schedules when applicable, upcoming assignments, and any other pertinent updates. Sent either over the weekend or by Monday morning. Teachers of grades 5 - 8 will also send this update to students.
- Virtual class meetings as necessary
- Up to 45 minutes per week per family of correspondence either by phone or email.
- Google Classroom posts

#### Teacher and student

- **Grades 1 - 4:** Phone calls, Google classroom posts, and messages via materials packets. Zoom meetings may be used depending on teachers' discretion.
- **Grades 5 - 8:** Phone calls, emails, Google Classroom posts, Zoom meetings, messages via materials packets.

#### Main lesson content

- **Grades 1 - 4:** Learning packets will be distributed bi-weekly that include main lesson pages, written instructions for parents, and any other necessary materials. Lessons will also be posted to the Google Classroom.
- **Grades 5 - 8:** Zoom class schedule will be distributed upon school closure and learning packets will be available bi-weekly to provide needed materials. Lessons and supporting material will be posted to the Google Classroom
- **Each student will have a mentor.** The specialty teacher who has been paired with the class teacher will be appointed to check in with students and offer support to complete work. A check-in schedule will be provided on the Google Classroom.

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## **Project Based Learning**

Faculty will be making plans for a major project for each block that students can work on independently in the event of distance learning. This will be available for both Main Lesson and specialty classes and the student's mentor will assist them through the process.

### **Maintaining connection**

#### *Community building strategy for students per class*

- **Grades 1 - 4:** Letter writing, phone calls. Zoom meetings upon teacher discretion.
- **Grades 5 - 6:** Weekly class Zoom meeting, letter writing, phone calls.

#### *Community building strategy for parents.*

- Parent Council Zoom Happy Hours: Monthly
- Parent Education: Every other month