



# 2020-2021 PLAN

JULY 23, 2020

CURRENT LEVEL:  
SAFER AT HOME  
AND IN THE VAST, GREAT OUTDOORS



# Table of Contents

Summary .....	5
Introduction .....	5
Plan-at-a-Glance .....	5
The Basics .....	5
Health and Safety .....	6
I. Facility.....	8
Facility readiness .....	8
Food service.....	8
Classrooms .....	8
Hallways.....	9
Health Room.....	9
Lockers .....	9
Recess/Playgrounds .....	9
Restrooms .....	9
Drop-off & Pick-up .....	9
Athletics.....	11
Extracurriculars .....	11
Visitors .....	11
II. Health and Safety .....	12
Increased cleaning and hygiene protocols .....	12
Care for staff and students who become ill at school .....	13
Care for students with chronic conditions .....	13
Protection of vulnerable populations .....	14
Revised Attendance Policy .....	14
Travel Policy.....	15
III. Instructional plan.....	16
Diagnose learning and communication gaps from spring 2020 .....	16
Scheduling .....	16
Scheduling scenarios:.....	16
Level 1: Stay at Home – Full Distance Learning/School building closure .....	17
Level 2: Safer at Home and in the Vast, Great Outdoors –Regular Cohort Model in Lower School/Reduced Cohort Model in Upper School.....	17
Level 3: Protect our Neighbors – Full Cohort Model/Four or five days a week.....	18

Student Services .....	19
Special Education .....	19
Gifted and Talented .....	19
English Language Learners (ELL) .....	19
Expectations.....	19
IV. Student Well-being .....	20
Building community at the beginning of the school year .....	20
Social-Emotional Plan .....	20
Mental Health .....	20
V. Family Support.....	21
School-Family engagement and communication.....	21
Accessing instruction.....	21
Accessing resources.....	21
VI. Communication.....	22
Communication with families.....	22
Appendix A: Distance Learning .....	23
I. Full Distance Learning Plan.....	23
Introduction .....	23
Structure and Format .....	23
Google Classroom.....	23
Zoom Classes .....	24
SmartMusic .....	24
Office Hours.....	25
Expectations.....	25
Supplies .....	25
Computer.....	25
Printer.....	26
Scanner .....	26
Compliance and Exceptional Student Services (ESS) support .....	26
Accountability and Evaluation .....	26
Grading.....	26
Attendance: .....	26
Culture and Community .....	27
Communication .....	27
Students:.....	27

Parents:.....	27
Teachers .....	27
Website.....	27
Safety and Security .....	28
Zoom: .....	28
Google Classroom: .....	28
II. Hybrid Distance Learning Plan .....	30
Introduction .....	30
Structure and Format .....	30
In-person .....	30
Google Classroom.....	30
Zoom Classes .....	31
SmartMusic .....	31
Expectations.....	31
Supplies .....	32
Computer.....	32
Printer.....	32
Scanner.....	32
Compliance and Exceptional Student Services (ESS) support.....	32
Accountability and Evaluation .....	32
Grading.....	32
Attendance: .....	33
Communication .....	33
Students:.....	33
Safety and Security .....	34
Zoom: .....	34
Google Classroom:.....	34
III. Optional Distance Learning Plan .....	35
Introduction .....	35
Structure and Format .....	35
Google Classroom.....	35
Zoom Classes .....	36
SmartMusic .....	37
Academic Support.....	37
Expectations.....	37

Google Classroom: .....	37
Zoom Rules .....	37
Supplies .....	37
Computer .....	37
Printer .....	38
Scanner .....	38
Compliance and Exceptional Student Services (ESS) support .....	38
Accountability and Evaluation .....	38
Grading .....	38
Attendance .....	38
Communication .....	39
Students: .....	39
Safety and security .....	39
Zoom: .....	39
Google Classroom: .....	40

## Summary

### Introduction

Thomas MacLaren School's planning is guided by national, state, and local health guidelines. While there is no such thing as zero risk, current research makes clear that risk reduction is feasible and achievable. With that in mind, we seek to balance health and safety with normalcy, social interaction, and optimal in-person learning. See these resources for ongoing updates:

- Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/>
- The Colorado Department of Education (CDE) <http://www.cde.state.co.us/planning20-21>
- Colorado Charter School Institute (CSI) <https://resources.csi.state.co.us/coronavirus/>
- El Paso County Public Health (EPCPH) <https://www.elpasocountyhealth.org/>

Please be aware that this is a living document. We will all—MacLaren staff, parents, and students—need extraordinary flexibility as the guidelines shift in response to this ever-evolving situation.

In the plan below, we refer to the Lower School as *LS* and the Upper School as *US*.

### Plan-at-a-Glance

#### The Basics

- **Back to School:** We will follow state guidance which outlines different plans depending on what phase of opening or closure is recommended at the state or local level:
  - **Level 1: Stay at Home**
  - **Level 2: Safer at Home and in the Vast, Great Outdoors**
  - **Level 3: Protect our Neighbors**
- *At this publishing, Colorado and El Paso County are in*



#### ***Level 2: Safer at Home and in the Vast, Great Outdoors.***

- While in all phases, students will receive instruction five days a week. **While currently in Level 2, Safer at Home, here are the basics:**
  - Lower School:
    - We will begin with a hybrid model of four day a week in-person classes.
    - Friday will be a distance learning day.
    - Lower School students may attend in-person on Fridays if families have an urgent need for childcare.

- Upper School:
  - We will begin with a hybrid model of 2 days a week.
  - The other 3 days will be distance learning days.
  - Sections will be aligned by siblings and carpools as much as is feasible.
- Optional Distance learning: Should families not feel safe sending their children back to school, there is an option for full-time distance learning.
- Cohorts: During Levels 2 and 3, students will be grouped in cohorts during in-person learning.
- Food Service: While in session, students will pick up lunch from cafeteria; all students will eat lunch in the classroom or outside with their cohort.
- Visitors: Volunteers, visitors, or non-employees (including parents) will not be allowed to enter the building during the school day; this policy will be re-evaluated throughout the year. See *Visitors* below for more information.
- Drop-off/Pick-up: These schedules remain very consistent to previous years, allowing siblings to arrive at school at the same time.
  - Until further notice, there is no longer Before School Care or After School Study Hall.
- Athletics will follow state, local, and CHSAA guidelines; extracurriculars are suspended until further notice.
- Expectations: Parents, students, and staff are expected to adhere to all public health guidelines, protocols, and procedures.

#### Health and Safety

- Social distancing will be implemented in all common areas between cohorts and between all adults in the building.
  - While in Level 2, social distancing will be maintained between Upper School students within a cohort, but not between Lower School students within a cohort.
- All Staff are required to wear a face covering unless exempted due to a medical condition.
- All students in grades 1-12 are required to wear a mask unless exempted due to a medical condition. Students in Kindergarten are encouraged but not required to wear a mask.

- All students and staff will have regular symptom screenings at home before arriving at school.
- Regular hand washing will be scheduled throughout the day.
- Shared items and materials will be reduced and regularly cleaned.
- When possible, we will increase access to fresh air, including conducting classes outdoors.
- Large gatherings will follow state and local health guidelines.
- Scheduled cleaning of building will be increased.



## I. Facility

### Facility readiness

- MacLaren will follow state and local guidelines for cleaning and sanitizing the school building.
- We have created a new cleaning schedule to align with the revised schedule.
- Signage for hand-hygiene and social distancing is posted throughout the building.
- Plexiglass panels for offices and lobby areas have been installed.
- A new student cell phone cubby system is in place for US students so that student cell phones are separated.
- Ventilation:
  - MacLaren's ventilation was updated in 2017; all ventilators were cleaned or replaced and any air conditioning that was available was repaired. This HVAC system pulls fresh air from the outside into the entire building. The level of fresh air in all rooms is the same. Some rooms feel stuffy when it is warm without air conditioning. This is due to the air temperature, not due to air quality. The filters we use are the highest-level filter possible, and are above code.
  - Classrooms that have a window may open these to increase air circulation. Certain doors will be allowed to be propped open.

### Food service

- Students will continue to eat lunch in shifts.
- Social distancing will be implemented when students pick up lunch.
- The cafeteria will follow all health guidelines in food preparation and delivery.
- Students will eat lunch in their classrooms or outside with their cohort; the cafeteria will be closed until further notice.
  - Students with food allergies will be given alternate eating spaces as needed. The nurse will work with these families on an individual basis.

### Classrooms

- Instructional scenarios will use cohort models.
  - The exceptions to the cohort model will require cleaning between cohort use (for more on cohorts, including exceptions, see *Instructional Plan*, below).
- LS Music and P.E. classes will be held outside when weather permits; in inclement weather, alternate activities will be offered to decrease risk for aerosol transmission of the virus.
- Classroom ventilations, see *Facility Readiness* above.
  - Classes may be held outside; cohorts to be designated a space on campus.
  - Students are encouraged to have a travel umbrella or hat/visor here at school with their supplies should class be held outside without shade.
    - These accessories may not have any political, religious, or pop culture references. (Sport references are permissible.)

- Students are allowed to bring sunscreen. Students must apply sunscreen themselves without staff assistance. Sunscreen must not be expired and must be labelled with student name with a black marker. Sunscreen use does not require a doctor's note, but does require a parent note giving permission for the student to use sunscreen at school. Parent notes should be directed to the school nurse at [nurse@maclarenschool.org](mailto:nurse@maclarenschool.org). Students may not share sunscreen with one another.
- Supplies are organized so that they are not shared or are cleaned between use (e.g., art supplies).

### Hallways

- In general, cohorts will stay in the classroom; teachers will come to students. For exceptions, recess, outdoor classes, etc., see *Instructional Plan*, below.
- Student movement through hallways will be staggered.
- Cohorts will move in single-file.

### Health Room

- Both infirmaries have a restroom; an isolation room has been identified.

### Lockers

- LS students will continue to use cubbies.
- US student lockers will be replaced by cubbies in classrooms.

### Recess/Playgrounds

- Recess will occur with student cohort; areas around campus will be designated to various cohorts.
- LS schedule will remain the same.
- US will add morning and afternoon breaks to allow for additional opportunities to get fresh air and to wash hands.
- Playground may be used by small groups.

### Restrooms

- Restrooms are designated for each cohort.
- Signage marking space for social distancing have been placed in and near restrooms.
- Restroom faucets are in the process of being converted to touchless.
- The facility team will check to ensure there is adequate soap in the restrooms.
- The cleaning schedule for the restrooms has been increased.
- Toilet lids have been added to all but ADA toilets.

### Drop-off & Pick-up

- Drop-off times stay the same. Families are encouraged to arrive in staggered arrival within drop-off window; monitors will be stationed to direct students using social distancing.
  - US drop-off is 7:20-7:40 a.m.

- US students will enter through the **West Gate** and then will be directed to enter the school building using one of three entrances.
- LS drop-off is 7:40-8:00 a.m.; LS students with US siblings or who carpool with US students may arrive as early as 7:20 a.m.
- LS students will enter the campus through the **East Gate** and then will enter the school building using the Main Entrance.
- We are no longer able to accommodate early access to the building or Before School Care. Staff will be ready to greet students at 7:15 a.m. Doors open at 7:20 a.m.
- Parents should not accompany their children into the building. Kindergarten parents may safely drop off their students in a designated area.
- Pick-up:
  - LS students without US siblings (or US carpool) will be dismissed at 3:10 p.m. Parents should arrive 3:10-3:20 p.m.
  - LS students with US siblings or carpool will be dismissed at 3:20 p.m. Parents should arrive 3:25-3:40 p.m.
  - Kindergarten students will be brought out to a designated area to be united with parents/guardians.
    - Morning kindergarten students will be picked up at this designated area 11:10-11:25 a.m.
  - US students with LS siblings will be dismissed by pod beginning at 3:25 p.m. Parents should arrive 3:25-3:40 p.m.
  - US students without LS siblings dismissed at 3:40 p.m. Parents should arrive 3:45-4:00 p.m.
  - Early dismissal on Friday pending resumption of 5-day in-person learning.
  - All students will be assigned a lineup order in the pick-up lane; students in the same carpool should not gather together; rather, parents should stop at each station that has a child for that car.
  - Each family will be given laminated signs to put on dashboard to expedite pick-up process (using last name of student). Families who carpool together should notify the school so that appropriate signage can be made.
  - We are not able to provide After School Study Hall or After School Care. All Lower School students must be off campus by 3:45 p.m., and all Upper School students must be off campus by 4:00 p.m. At 3:45 p.m. (LS) or 4:00 p.m. (US), any student who is not picked up will be taken inside to wait in the Lower Commons using social distancing. Parents will need to park and come to the Main Entrance to pick up their children. Parents will need to announce student names through the speaker and wait on the main door steps for students to come out. The school will charge a \$1/minute late fee.

## Athletics

- MacLaren will follow state, local, and CHSAA guidelines.
  - We are awaiting guidance for middle and high school fall soccer, cross country, middle school volleyball, and Landsharks. Please look for future communication.

## Extracurriculars

- MacLaren will follow state and local guidelines
  - No extracurriculars until further notice (until cohorts can be mixed).
  - Clubs may appeal to the appropriate Head of School if seeking permission to meet remotely.

## Visitors

- Only staff and students are allowed in the building during school hours. This policy will be reevaluated throughout the year.
- Vendors will be directed to the docking doors to drop off items.
- Parents who need to drop something off or pick up a sick child while school is in session should
  - Notify the school before arriving at school.
  - Go to the South Door (this door faces the drop-off/pick-up lane).
  - Ring bell and wait for staff at the South Door.

## II. Health and Safety

### Increased cleaning and hygiene protocols

- Cleaning protocol: the facility will have increased cleaning throughout the day. Any space or supplies that are shared will be cleaned in between use.
- Staff or students who are sick should stay home. See [MacLaren Illness Guidelines](#) here.
- The cleaning and sanitizing schedule has been increased.
- Students and staff will wash their hands with soap and water for 20 seconds during the morning and afternoon break, before eating, and after using the restroom.
- Face coverings/masks
  - All staff are required to wear a mask; exceptions for medical reasons require medical documentation.
  - Students in grades 1-12 are required to wear a mask or face covering; exceptions for medical reasons require medical documentation.
    - *Although the Governor's order only mandates masks for students 11 and older, given that the Full Cohort Model does not have social distancing within Lower School classrooms, masks will be an important level of protection.*
    - All student masks need to be labeled with student name.
    - We recommend that students practice wearing a mask in the weeks leading up to school.
  - Students in Kindergarten are recommended but not required to wear a mask.
  - Staff and students will be trained in proper use, removal, and washing of face coverings.
  - Student masks may be removed during outside recess and exercise activities where appropriate distancing can be maintained.
  - Students under 10 are encouraged not to wear head-strap style masks to improve the ability of these student to remove their own mask.
  - In some circumstances, masks may be removed when outside using social distancing.
  - Staff and student masks may not have religious, political, or pop-culture references on them.
- Wellness screening: staff and students
  - Staff will be trained in self-screening at home.
  - Student health screenings will also occur at home.
    - We will provide training to parents on home health-screenings.
    - Parents who are not able to perform a screening at home may contact the Main Office; staff will be available to screen in the lobby for these students.
  - If a student has symptoms requiring exclusion from school, the student will wait in the infirmary until the parent can pick them up.
- Social distancing while entering the building:

- LS students will be lined up in the plaza using social distancing to enter at the main lobby.
- US will have three entrances, lining up in the breezeway using social distancing as needed:
  - Grades 6 & 7 will use the middle doors.
  - Grades 8 & 9 will use the north doors.
  - Grades 10-12 will use the Impractical Arts building entrance. (*Grade 10 will have an alternate entrance until modular buildings are ready.*)
- Once students enter, students will
  - Drop off cell phones in cell phone cubbies,
  - Wash their hands or use sanitizer, and then
  - Proceed directly to their classroom. US students will have a “home” room with cubbies instead of lockers.
- If there is a positive case of COVID-19 at MacLaren (staff or student; does not include family members)
  - MacLaren will work with El Paso County Public Health to determine if closure is necessary and if so, the length of closure.
  - In some cases, only certain cohorts may be excluded; in others, the whole school may close.
  - The purpose of a closure, if necessary, is twofold:
    - To provide opportunity for environmental cleaning and disinfection;
    - To provide opportunity to coordinate the public health response with respect to case investigation, contact tracing, isolation, quarantine, etc.

#### Care for staff and students who become ill at school

- Anyone who becomes ill at school will go to the infirmary. If the health team determines that isolation is necessary, the student or staff will be placed in a designated isolation room.
- Confidentiality will be preserved as much as is feasible.
- The health team has been trained on health protocols.
- Families have up to 60 minutes to pick up a sick child; if parents/guardians are not able to come within that timeframe, staff will call emergency contacts.

#### Care for students with chronic conditions

- All health plans and 504's are reviewed annually; after review, health needs and plan will be confirmed per health room protocols.
- Exemptions will be granted for wearing masks for certain chronic health issues, such as asthma.

## Protection of vulnerable populations

- Students and staff at high risk for COVID-19 include, but are not limited to, those with lung disease, moderate to severe asthma, heart disease, immune deficiency, diabetes, and anyone over 60 years of age.
- During the 20-21 school year, parents will be allowed to make the best decision for their family regarding in-person attendance.
  - Optional distance learning is available for these students. See *Distance Learning Plan* in Appendix A, below.

## Revised Attendance Policy

Attendance is critical for both student engagement and accountability. In general, our attendance policy remains the same for standard absences. However, we understand that 1) some families may have reasons for keeping their children home during these uncertain times, and that 2) the school might need to shift to distance learning on and off throughout the year.

If a family does not feel safe sending a child back to school due to the pandemic, no doctor's note is required, but families should notify the school in writing so that we have documentation of the parent request (contact information below). Once it has been established that a student is moving to optional distance learning, all protocols for attendance regarding distance learning apply. Families who opt in to distance learning are committing to this model for at least a quarter of the year. Families will notify us before Registration of their intent at the beginning of the year. Several weeks before the first quarter, we will survey parents again to see if they are returning or opting into distance learning. **At the beginning of the year, families will be sent a survey; this replaces contacting the school in writing.**

For the 2020-21 school year, in response to COVID-19 and the flexibilities made available by the state, the Board of Directors expands its definition of "educational process" to include:

- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by educators

For distance instruction, calculations for contact time may be based off of academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning. Additional information about how teacher-pupil instruction will occur during remote learning days as well as a bell schedule equivalency statement shall be further detailed in the *Parent-Student Handbook*.

Detailed attendance guidelines for distance learning are outlined in the *Distance Learning Plan* in Appendix A. Please note that attendance must be tracked daily.

To opt into distance learning, please contact

- LS: Mary Valentine, LS Academic Coordinator, at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org), copying Nico Alvarado, Head of Lower School, at [nalvarado@maclarenschool.org](mailto:nalvarado@maclarenschool.org)
- US: Kathryn Maslow, Assistant Head of Upper School, at [kmaslow@maclarenschool.org](mailto:kmaslow@maclarenschool.org), copying Benjamin LaBadie, Head of Upper School, at [blabadie@maclarenschool.org](mailto:blabadie@maclarenschool.org)

### Travel Policy

Families of students who travel out of state should contact their appropriate Head of School; any travel within the last 14 days should be reported. The Head of School will check with the school nurse on any travel restrictions that might require that student to remain in quarantine before returning to in-person learning.



### III. Instructional plan

#### Diagnose learning and communication gaps from spring 2020

- LS: Acadience Reading (formerly DIBELS)/NWEA MAP/Singapore Math diagnostics will be used.
- US: NWEA MAP (grades 6-10) and internal math diagnostic (grades 11-12) will be used.
- The school will create an action plan with targeted families for future communication.
- The school will create a check-in schedule as needed.

#### *Cohort Models*

- Full Cohort Model
  - Under a full cohort model, classes are created to minimize crossover among children and adults within the school; for example, 3A or 7<sup>th</sup> Grade Girls Alpha—that is, sections already established in the school operations—would be a “cohort.”
  - Cohorts are scheduled to minimize contact between cohorts during the day.
  - In general, teachers will move to the students, but the students may also move to the location of the course (e.g., LS students may go outside for PE).
- Reduced Cohort Model
  - When required by state or local mandates, MacLaren may need to decrease the number of students in the building. At that time, this Reduced Cohort Model will be implemented. This Reduced Model is based on the Full Cohort Model, but each cohort is reduced to allow for social distancing in the classroom.
  - Reduced Cohort sections will be confirmed on a case-by-case basis to ensure siblings and carpools attend on the same day when feasible.
  - Reduced Cohorts attend school on the following schedule:
    - “A” cohort attends on Monday and Tuesday.
    - “B” cohort attends on Wednesday and Thursday.
    - The classroom will be cleaned between cohorts (Tuesday night) and on Friday.
  - Students will have synchronous/live instruction on the days they attend school; they will be given assignments to complete on the days they work from home; occasionally synchronous/live instruction will happen via Zoom on days they work from home as well.

#### *Scheduling*

Scheduling scenarios: The exact size of the cohorts described above may vary; this may depend on local or state health department guidance. Scheduling scenarios are aligned to the three phases of opening designated by the state. **Colorado is currently in Level 2: Safer at Home.**



Level 1: Stay at Home – Full Distance Learning/School building closure

- See *Distance Learning Plan, Appendix A*



Level 2: Safer at Home and in the Vast, Great Outdoors –Regular Cohort Model in Lower School/Reduced Cohort Model in Upper School

*Lower School Schedule –Full Cohort Model/4 Days a Week*

- In general, the LS schedule remains the same, that is, with a Full Cohort Model. Students will leave their classroom for P.E. and music, which will be held outside as much as possible. Art will occur in the classroom and in the Art room.
- Students who need academic or behavioral intervention might work in a separate space. These spaces will be cleaned before used by another small group.
- Classes may be held outside.
- This model allows students to attend school 4 days a week, Monday-Thursday. While there will be some inconvenience to keeping students home one day a week (Friday), we believe the benefits outweigh the downside. Depending on teacher determination, Friday distance learning days will be a mix of small group work over Zoom and assigned work to complete at home.

**We will implement this plan for the first four to six weeks, and reevaluate at that time.**

- Benefits of this schedule include the following:
  - *Additional academic support:* While we will be able to implement some small group cohorts in the school day, some portion of our academic intervention and support will not be implemented, at least at the beginning of the year. Fridays will allow for small groups in need of academic support to meet over Zoom.
  - *Preparation:* Implementing distance learning days once a week helps ensure that all families and students have what they need for distance learning should we need to quickly pivot. All students will be familiar with Google Classrooms and Zoom protocols. We will ensure that families have the technology needed to use distance learning so that everyone is fluent if and when health conditions change.

- *Student well-being:* The beginning of the year may feel somewhat regimented. Having one day at home a week allows for the potential to learn in a more relaxed environment. It also provides an opportunity at the beginning of the year to finish work on Friday going into the weekend. We hope that this starts the school year with a real balance between rigor in school and overall well-being of our students.
- Parents of students in grades K-5 who urgently need childcare may request to have their children be part of a Friday cohort. These students would be in a different cohort than their regular Monday-Thursday cohort. Pick-up and drop-off routines will be determined when we know how many students this entails.
  - To request Friday in-person learning, please contact Mary Valentine at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org).

#### *Upper School Schedule – Reduced Cohort Model/2 Days a Week*

- Students will be assigned to an A or B cohort. This cohort will be approximately half of their “section” to allow for social distancing in the classroom.
- Students will spend the bulk of their day with their cohort in an assigned “home” room.
- Students may move to separate rooms for the following classes:
  - Orchestra
  - Drama
  - Art Studio
  - Modern Language
- Students in high school may occasionally have mixed cohorts for modern language, orchestra, art, and drama.
- Modern Languages might be taught remotely.
- Students will have regular breaks to use the restroom, wash hands, and get fresh air.
- Students who need academic or behavioral intervention might work in a separate space. These spaces will be cleaned before used by another small group.
- Classes may be held outside.



#### *Level 3: Protect our Neighbors – Full Cohort Model/Four or five days a week*

- This model allows all students to attend school 4-5 days a week. The schedule depends on the ability to do small group intervention (which requires some mixing of cohorts). The more that is restricted, the more we need Friday as a distance learning day to ensure all students are receiving academic support.

- The schedule for the Lower School would mirror the schedule outlined above in Level 2.
- The schedule for the Upper School would allow for the all students in a section to attend on the same day as a Full Cohort. This cohort would continue to socially distance from other cohorts within the school. Exceptions to this might include
  - Orchestra
  - Drama
  - Art Studio/Art History
  - Modern Languages

## Student Services

### Special Education

- Any student on an IEP or 504 Plan will be assured a high-quality education and equitable access.
- Even in the event of distance learning, all students will be afforded the best possible delivery of services.
- All small group and 1:1 sessions that occur over distance learning will be logged and tracked.

### Gifted and Talented

- Identification of gifted students will continue, even in the event of distance learning.
- Enrichment opportunities will be available to students should distance learning occur.

### English Language Learners (ELL)

- Administration and the Student Services team will review the impact of school closure on ELL students.
- As needed, we will create communication plans with families of English Language Learners.

## Expectations

- MacLaren will continue to follow and implement the code of conduct as outlined in the *Parent-Student Handbook*.
  - If a MacLaren student is participating in any form of distance learning, the code of conduct applies as well.
  - If a MacLaren student is participating in any form of distance learning, all dress code issues apply as well: hair color and cut, jewelry, make-up, etc.

## IV. Student Well-being

### Building community at the beginning of the school year

- Students will begin the year with Orientation sessions, addressing everything from handwashing protocols to schedules to MacLaren culture.
- As much as possible, Morning Assembly and other opportunities for building culture and community will continue.

### Social-Emotional Plan

- The Social-Emotional Learning (SEL) plan has been reviewed and modified for distance or hybrid learning and in light of anxiety due to the pandemic.
- Strong teacher-student relationships will be built and maintained.
- If distance learning is in place, we will continue small group and 1:1 check-ins.
- A big brother/big sister program will continue remotely if needed.

### Mental Health

- Stakeholders will be kept informed about the mental health team.
  - Staff have been trained towards awareness in trauma and mental health needs.
- Colorado Crisis Services offers free, confidential, professional, 24/7 support.
  - Call 1-844-493-8255
  - Text “TALK” to 38255
- The Disaster Distress Helpline offers help and support for any distress you or someone you care about may be feeling related to a disaster.
  - Call 1-800-985-5990
  - Text “TalkWithUs” to 66746
  - TTY for Deaf / Hard of Hearing: 1-800-846-8517
  - Spanish-speakers: Text “Hablanos” to 66746
- Anonymous reporting can be made at <https://safe2tell.org/>

## V. Family Support

### School-Family engagement and communication

- The school will provide clear attendance and health screening guidelines.
- We recommend students practice wearing a mask in July to ease transition in August.

### Accessing instruction

- Families will be provided a plan for accessing materials needed for distance learning.
- Families will be provided with clear instructions on use of Google Classroom and Zoom as well as communication protocols with the teacher.
  - We will provide supports for families who do not speak English or who need tech support.

### Accessing resources

- Parents will be kept informed about up-to-date resource information (childcare, meals, mental health, and health needs) on the website.
- We will continue to identify families experiencing high mobility and homelessness so that we can provide supports to these families.

## VI. Communication

### Communication with families

We have created a page on the website dedicated to COVID-19 planning, updates, and resources: [http://www.maclarenschool.org/c\\_o\\_v\\_i\\_d-19](http://www.maclarenschool.org/c_o_v_i_d-19)

- We will continue to solicit feedback throughout the year; usually feedback will be sought using targeted surveys.
  - The School Accountability Committee will play a key role in formulating surveys.
- Families should contact the following staff for these concerns:

<b>Concern</b>	<b>Contact &amp; Title</b>	<b>Contact Information</b>
Health	Tammie Chasteen School Nurse	<a href="mailto:nurse@maclarenschool.org">nurse@maclarenschool.org</a>
Class/Course concern	Class or Course Teacher	<a href="http://www.maclarenschool.org/contact_us">http://www.maclarenschool.org/contact_us</a>
Lower School General Questions	Nico Alvarado Head of Lower School	<a href="mailto:nalvarado@maclarenschool.org">nalvarado@maclarenschool.org</a>
Upper School General Questions	Benjamin LaBadie Head of Upper School	<a href="mailto:blabadie@maclarenschool.org">blabadie@maclarenschool.org</a>
Lower School Distance Learning	Mary Valentine Lower School Academic Coordinator	<a href="mailto:mvalentine@maclarenschool.org">mvalentine@maclarenschool.org</a>
Upper School Distance Learning	Kathryn Maslow Assistant Head of Upper School	<a href="mailto:kmaslow@maclarenschool.org">kmaslow@maclarenschool.org</a>

See here for local Covid-19 testing location information: <https://covid19.colorado.gov/are-you-sick/testing-for-covid-19>

## Appendix A: Distance Learning

During the 2020-21 school year, there are three scenarios under which a student might participate in Distance Learning:

1. Full Distance Learning – School Building Closed  
This scenario will be used when the state or local health department recommends school closure.
2. Hybrid Distance Learning  
This scenario will be used anytime students have class in-person some days and distance other days.
3. Optional Distance Learning  
This scenario will be used by families who do not want to send students back to school even if in-person learning is available.

### I. Full Distance Learning Plan

#### Introduction

If at any point in the school year the state or El Paso County move to Level 1: Stay at Home, requiring that schools close and return to distance learning, we will implement the following plan.

#### Structure and Format

##### Google Classroom

*Upper School:* All Upper School teachers will have their own classroom pages. This page will allow regular communication between the students and teacher; the teacher will post and collect all assignments through this page. They may also post lessons, video lectures, and other resources. This platform allows for students to post questions and for there to be a classroom chat. Teachers will use this platform differently depending on the course, but will always post assignments for a particular day by 5:00 p.m. the day before. Parents will receive step-by-step instructions on how to access Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Lower School:* All Lower School classroom teachers will have their own classroom page. This page will allow regular communication between the students and teacher; the teacher might post resources or a video lesson. Parents will receive step-by-step instructions on how to access Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Weekly packet:* In the Lower School, the virtual classroom serves as the repository for the weekly packet. This packet provides the primary means of moving the school year forward.

The packet is a PDF that is posted to Google Classroom by the classroom teacher every Friday for the following week.



Print the packet and complete as assigned. If you are unable to print the packet, please notify Mary Valentine, the Lower School Academic Coordinator, at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org), and we will make a hard copy available to you.

The packet follows this rough outline:

*Plan:* A daily outline of projects and assignments for the week: e.g., *3<sup>rd</sup> grade plan, 9/30/20 to 10/3/20.*

*Activities:* Worksheets, activities, problem sets, reading selections, project descriptions, resources, links to documentaries, directions to videos of lessons taught by the teacher—i.e., the meat of the packet, all the activities outlined in the plan.

*Checklist:* A digital (Google Form) one-page weekly checklist of tasks to be completed and initialed by parent/guardian. This both provides clarity around the question “Am I done?” and allows for the parent to have a primary vehicle for submitting work to the school. Depending on the week and the class and the grade level, the checklist may serve as the sole “assignment” to submit for the week, or it may be accompanied by other assignments.

Lower School teachers may also use the Google Classroom to direct students to certain online platforms (Reading Horizons phonics, Math Playground, etc.).

#### Zoom Classes

*Upper School:* Every class will meet at least once a week on Zoom to allow for in-person lessons. Literature & Composition, Humane Letters, Math, and Physics will meet the most often. We have built a schedule trying to minimize the overlap of Zoom sessions between multiple grades, however some grades will have Zoom sessions at the same time. In middle school there will be an average of 2 hours a day of synchronous/live learning, 4 days a week; in high school, there will be 3 hours a day of synchronous/live learning, 4 days a week. If you do not have enough devices for your children, you may request to check out Chromebooks through the school. See below under *Supplies*. Links to join Zoom sessions will be posted on the Google Classroom pages.

*Lower School:* All grade levels will meet daily over Zoom for a maximum of two hours for in-person lessons. These lessons are mandatory. The priorities are reading, writing, math, and social interaction. MAP classes (Music, Art, and P.E.) will meet regularly, but these lessons are not mandatory; instead, they are offered as enrichment. In addition, teachers and TA’s may use the medium for small-group intervention sessions as well as optional social time for students. Links to join Zoom sessions will be posted on the Google Classroom pages.

#### SmartMusic

*Upper School:* Orchestra lessons will be conducted through the online platform SmartMusic when possible. Other material will be delivered through Google Classroom and through Zoom classes.

Orchestra teachers will send out instructions for SmartMusic through their Google Classroom pages. Orchestra teachers will create a plan for bass players on a case-by-case basis.

#### Office Hours

*Upper School:* Some teachers will be available at least an hour a week for office hours in addition to the time available on the Google Classroom page. Teachers will post their hours to their Google Classroom page. Office hours may be a required part of some courses. Google Classroom pages will specify expectations.

*Lower School:* Classroom teams will be available at least two hours a week for office hours and homework help. Office hours can be conducted with students or with parents. Teachers will post their hours to their Google Classroom page.

#### Expectations

By using these platforms, students agree to abide by the following expectations:

*Google Classroom:* Students use the classroom pages only for school purposes, not social purposes.

- Students use comments only to ask necessary questions, not to chat with classmates.
- Students do not use casual/chat language or emojis when posting comments.
- Students do not use their school Google account to create chat documents, etc.
- Students do not use the Classroom page for personal invitations.

*Zoom Rules:* Students treat Zoom class times with the professionalism we expect at school

- Student's name appears in one of the following formats: Last Name, First and Last Name, or First Initial and Last Name.
- Student's video is turned on during Zoom classes.
- Dress code: students wear a uniform shirt or Spirit Shirt and follow all handbook guidelines with respect to make-up, hair, jewelry, etc.
- Students do not use virtual backgrounds.
- Student's phone is in a different room during Zoom classes, unless it is being used to join the Zoom call.
- Students do not have other tabs or programs open on their computer while in a Zoom class.
- Students do not eat during Zoom classes.
- Students should stay in one place during Zoom classes.

#### Supplies

##### Computer

For the platforms above, a computer, Chromebook, or similar device that has a video camera is required—a smartphone works as well. Families who do not have enough devices for their students may check out Chromebooks from the school. We do have a limited supply of Chromebooks; these devices are only for families who do not have enough devices for their students. To request a device, please contact

- Lower School: Mary Valentine [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org)
- Upper School: Kathryn Maslow [kmaslow@maclarenschool.org](mailto:kmaslow@maclarenschool.org)

## Printer

*Upper School:* A printer is helpful for Upper School students to print worksheets and assignments. However, teachers will work with students who do not have printers to complete assignments another way.

*Lower School:* A printer is helpful for Lower School students to print their packet independently. The school will also print copies of every packet and make them available to families if requested. To request a packet, please contact Mary Valentine at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org).

## Scanner

If students and families can take a picture or a scan of student work with a smartphone, no separate scanner is necessary. (*Adobe Scan* and *Genius Scan* are free scanning apps that works with all smartphones.)

## Compliance and Exceptional Student Services (ESS) support

All students on an IEP, 504, or ELL plan will receive modifications, accommodations, and services as appropriate. The case manager will be working directly with these families.

## Accountability and Evaluation

### Grading

*Upper School:* Students are accountable for attending all Zoom sessions and submitting all work assigned through Google Classroom. All Zoom sessions, daily work, assignments, and assessments will be evaluated towards a student's final grade.

Teachers will assess students regularly in a variety of ways, ranging from formative assessment (spot-checks of whiteboard work, for example) to quizzes built in Google Forms to normal evaluation of written work. The format of assessments will depend on the course.

*Lower School:* Students are accountable for submitting both the weekly checklist of assignments and the specific assignments being collected by each classroom team—not to exceed five assignments per week.

Teachers will assess students regularly in a variety of ways, ranging from formative assessment (spot-checks of whiteboard work, for example) to quizzes built in Google Forms to normal evaluation of written work. Any assessment given is for the purpose of gauging mastery of the material or to practice skills being taught.

### Attendance

Distance learning offers some flexibility regarding when and where students complete coursework. Nevertheless, students are held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be **recorded daily** to ensure the school is properly calculating and adequately monitoring that students complete the required hours of class time.

These hours are accumulated through a variety of methods including:

- Completion of lessons
  - assigned through Google Classroom and
  - documented with student login and lesson participation;
- Completion of offline work documented by parent or teacher;
- Course progress in curricular assessments;
- Attendance at a synchronous live session;
- Online assessments such as MAPs accessed through student accounts.

In general, parents and students can expect the following to be the regular method of attendance:

*Upper School:* Attendance is recorded daily by teachers for each course. Any day a course holds class over Zoom, teachers will take attendance there. If a course is not meeting over Zoom, students will show attendance by turning in their daily assignment on Google Classroom. Students must submit all daily work by midnight to be counted present for that day.

*Lower School:* Attendance is twofold. Each day teachers will take attendance at the mandatory Zoom lesson. During the week, completion of packet work is recorded by parents and logged by midnight each Sunday for the previous week onto a Google Form on Google Classroom.

### Culture and Community

The community of learners is central to the project of Thomas MacLaren School. Despite the challenges posed by the pandemic, we will continue to build a culture marked by the pursuit of good, truth, and beauty and a community characterized by kindness, friendliness, and peace. While we will continue to do Morning Assemblies in some form, our faculty and staff are brainstorming other ways to continue to keep people connected and foster community.

### Communication

**Students:** Students can post comments on particular assignments in Google Classroom to ask questions. Students can also email their teacher directly with questions.

**Parents:** Parents will be invited to their child's Google Classroom pages as *Guardians*, which will allow teachers to email parents easily. Parents who opt to join as guardians will also receive a weekly email report of all your child/ren's classes, listing upcoming and missing assignments. Parents can also email teachers directly at any time with questions.

**Teachers:** Teachers will check email and Google Classroom pages daily between 8:00 a.m. and 5:00 p.m., Monday through Friday to respond to questions from students and parents. Teachers will post assignments for each day by 5:00 p.m. the day before.

**Website:** We will also continue to update our website with resources. There is now a tab on the homepage titled COVID-19 where we will house all COVID-related information.

During any period of distance learning, please do stay in touch. Let us know how you are doing, how your kids are doing, and how these platforms work.

## Safety and Security

### Zoom

Links to Zoom meetings are only published on Google Classroom pages; only students who have been issued a password from the school and co-teachers of the course have access to this link. No personally identifiable information is necessary to join the Zoom class.

Zoom continues to update its platform with new security measures. We are using the most updated version of Zoom. Most significant for our classes are the following security measures:

- The *waiting room* feature is enabled for all Zoom sessions. When students join a Zoom session, they will need to wait until the teacher allows them entry. Teachers will use this to ensure they are not alone with a student and that no one can join the session who is not a student.
  - Teachers have been instructed to not admit a user if they do not recognize the name. Please see above under *Expectations* for name guidelines.
  - A student's video camera must be turned on at all times. Parents should contact teachers directly if there is a reason their child cannot have video turned on.
- All Zoom sessions are automatically password protected.
- We have disabled the ability for private chats on Zoom, which means that students are not able to chat with each other privately during a Zoom session.
- Screensharing may be done by the host only; no one can share anything inappropriate with the class as the teacher has control of this feature.
- Recording: There are pros and cons to recording. After weighing these, we have directed our staff to record only in instances where students or co-teachers might be missing a key lecture. Once recorded, classes will only be posted on the classroom page, so only those assigned to that class have access to the videos. *Students should not download these videos to personal devices.*

Small group/one-on-one Zoom sessions:

- For academic support, such as a small group class or academic hour, parents/guardians have given consent by allowing their child/ren to join that "Classroom."
- For other small groups (such as a session with the Counselor), we will directly ask parent/guardian permission.

### Google Classroom

The school will generate login information, which will be sent to parents through our Secure File Delivery system.

- No one else has access to login info.
- The school-generated account means that no use of a personal email account is necessary.

- Each course has at least two teachers assigned to provide oversight and accountability. Communication between students and teachers can happen through the classroom page.
- No private communication between students is possible.
- Even “private” comments made by students and the teacher responses can be seen by all teachers on course.

## II. Hybrid Distance Learning Plan

### Introduction

If the school is ever on a hybrid model, students will have a mix of in-person and distance learning days each week. (Both the Full Cohort and the Reduced Cohort Models include hybrid learning.)

### Structure and Format

#### In-person

On the days that students are learning in-person, time in the classroom is the primary form of synchronous/live learning. By contrast, distance learning days will typically consist of independent work. However, some classes may meet over Zoom on distance days, and teachers may use distance days to provide academic and small group support over Zoom.

#### Google Classroom

*Upper School:* All Upper School teachers will have their own classroom pages. During distance learning days, teachers may post assignments, updates, and announcements on this page; however, teachers will primarily assign and collect work when students are in-person. Parents will receive step-by-step instructions for accessing Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Lower School:* All Lower School classroom teachers will have their own classroom page. This page will allow regular communication between the students and teacher; the teacher might post resources or a video lesson. The teacher will make clear on distance learning days that are part of a hybrid schedule what is due on the day that students are at home. Parents will receive step-by-step instructions on how to access Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Weekly packet:* In the Lower School, the virtual classroom serves as the repository for the weekly packet. This packet provides the primary means of moving the school year forward.

The packet is a PDF that is posted to Google Classroom by the classroom teacher every Friday for the following week.

Print the packet and complete as assigned. If you are unable to print the packet, please notify Mary Valentine, the Lower School Academic Coordinator, at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org), and we will make a hard copy available to you.

The packet follows this rough outline:

*Plan:* A daily outline of projects and assignments for the week: e.g., *3<sup>rd</sup> grade plan, 9/30/20 to 10/3/20.*

*Activities:* Worksheets, activities, problem sets, reading selections, project descriptions, resources, links to documentaries, directions to videos of lessons taught by the teacher—i.e., the meat of the packet, all the activities outlined in the plan.

*Checklist:* A digital (Google Form) one-page weekly checklist of tasks to be completed and initialed by parent/guardian. This both provides clarity around the question “Am I done?” and allows for the parent to have a primary vehicle for submitting work to the school. Depending on the week and the class and the grade level, the checklist may serve as the sole “assignment” to submit for the week, or it may be accompanied by other assignments.

Lower School teachers may also use the Google Classroom to direct students to certain online platforms (Reading Horizons phonics, Math Playground, etc.).

The packet contains assignments for the entire week, including both in-person and distance learning days. On a hybrid model, parents will use the packet to access assignments for distance days.

### Zoom Classes

*Upper School:* Classes and small groups may meet over Zoom during distance days. The schedule and links for any Zoom sessions will be posted on the Google Classroom page of the particular course. If you do not have enough devices for your children, you may request to check out Chromebooks through the school. See below under *Supplies*.

*Lower School:* Classes and small groups may meet over Zoom during distance days. The schedule and links for any Zoom sessions will be posted on the Google Classroom page of the particular course. If you do not have enough devices for your children, you may request to check out Chromebooks through the school. See below under *Supplies*.

### SmartMusic

*Upper School:* On distance days, orchestra lessons may be conducted through the online platform SmartMusic. Orchestra teachers will send out instructions for SmartMusic through their Google Classroom pages. Orchestra teachers will create a plan for bass players on a case-by-case basis.

### Expectations

By using these platforms, students agree to abide by the following expectations:

*Google Classroom:* Students use the classroom pages only for school purposes, not social purposes.

- Students use comment abilities only to ask necessary questions, not to chat with classmates.
- Students do not use casual/chat language or emojis when posting comments.
- Students do not use their school Google account to create chat documents, etc.
- Students do not use the Classroom page for personal invitations.

*Zoom Rules:* Students treat Zoom class times with the professionalism we expect at school

- Student’s name appears in one of the following formats: Last Name, First and Last Name, or First Initial and Last Name.
- Student’s video is turned on during Zoom classes.



- Dress code: students wear a uniform shirt or Spirit Shirt and follow all handbook guidelines with respect to make-up, hair, jewelry, etc.
- Students do not use virtual backgrounds.
- Student's phone is in a different room during Zoom classes, unless it is being used to join the Zoom call.
- Students do not have other tabs or programs open on their computer while in a Zoom class.
- Students do not eat during Zoom classes.
- Students should stay in one place during Zoom classes.

## Supplies

### Computer

For the platforms above, a computer, Chromebook, or similar device that has a camera is required—a smartphone works as well. Families who do not have enough devices for their students may check out Chromebooks from the school. We do have a limited supply of Chromebooks; these devices are only for families who do not have enough devices for their students. To request a device, please contact

- Lower School: Mary Valentine [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org)
- Upper School: Kathryn Maslow [kmaslow@maclarenschool.org](mailto:kmaslow@maclarenschool.org)

### Printer

*Upper School:* A printer is helpful for Upper School students to print worksheets and assignments. However, teachers will work with students who do not have printers to complete assignments another way.

*Lower School:* A printer is helpful for Lower School students to print their packet independently. The school will also print copies of every packet and make them available to families if requested. To request a packet, please contact Mary Valentine at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org).

### Scanner

If students and families can take a picture or a scan of student work with a smartphone, no separate scanner is necessary. (*Adobe Scan* and *Genius Scan* are free scanning apps that works with all smartphones.)

## Compliance and Exceptional Student Services (ESS) support

All students on an IEP, 504, or ELL plan will receive modifications, accommodations, and services as appropriate. The case manager will be working directly with these families.

## Accountability and Evaluation

### Grading

*Upper School:* Students are accountable for attending any assigned Zoom sessions and submitting any work assigned through Google Classroom. While teachers will primarily collect work and give formal assessments when students are in-person, all Zoom sessions, daily work, assignments, and

assessments assigned during distance days will be evaluated towards a student's final grade. Work will need to be submitted daily during distance days.

*Lower School:* Students are accountable for attending any assigned Zoom sessions and submitting any work assigned through Google Classroom. While teachers will primarily collect work and give formal assessments when students are in-person, all Zoom sessions, daily work, assignments, and assessments assigned during distance days will be evaluated towards a student's final grade. Work will need to be submitted daily during distance days. Friday distance day work may be submitted by Sunday at midnight.

### Attendance

Distance learning offers some flexibility regarding when and where students complete coursework. Nevertheless, students are held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be **recorded daily** to ensure the school is properly calculating and adequately monitoring that students complete the required hours of class time.

These hours are accumulated through a variety of methods including:

- Completion of lessons
  - assigned through Google Classroom and
  - documented with student login and lesson participation;
- Completion of offline work documented by parent or teacher;
- Course progress in curricular assessments;
- Attendance at a synchronous live session;
- Online assessments such as MAPs accessed through student accounts.

In general, parents and students can expect the following to be the regular method of attendance:

*Upper School:* Attendance is recorded daily by teachers for each course. Any day students are in-person, teachers will take attendance in class as usual. For distance learning days, students will show attendance by turning in their daily assignment on Google Classroom. Students must submit all daily work by midnight to be counted present for that day.

*Lower School:* Any day students are in-person, teachers will take attendance in class as usual. During distance learning days, completion of packet work is recorded by parents and logged by midnight each Sunday for the previous week onto a Google Form on Google Classroom.

### Communication

*Students:* As always, email is the best way to communicate with us. Older students may email their teachers with questions; teachers will respond in a timely manner. Students may also post questions on the Google Classroom. These posts will be directed to teacher email accounts; teachers will respond in a timely manner.

*Parents:* Parents are welcome to email teachers directly at any time with questions.

## Safety and Security

### Zoom

Links to Zoom meetings are only published on Google Classroom pages; only students who have been issued a password from the school and co-teachers of the course have access to this link. No personally identifiable information is necessary to join the Zoom class.

Zoom continues to update its platform with new security measures. We are using the most updated version of Zoom. Most significant for our classes are the following security measures:

- The *waiting room* feature is enabled for all Zoom sessions. When students join a Zoom session, they will need to wait until the teacher allows them entry. Teachers will use this to ensure they are not alone with a student and that no one can join the session who is not a student.
  - Teachers have been instructed to not admit a user if they do not recognize the name. Please see above under *Expectations* for name guidelines.
  - A student's video camera be turned on at all times. Parents should contact teachers directly if there is a reason their child cannot have video turned on.
- All Zoom sessions are automatically password protected.
- We have disabled the ability for private chats on Zoom, which means that students are not able to chat with each other privately during a Zoom session.
- Screensharing may be done by the host only; no one can share anything inappropriate with the class as the teacher has control of this feature.
- Recording: There are pros and cons to recording. After weighing these, we have directed our staff to record only in instances where students or co-teachers might be missing a key lecture. Once recorded, classes will only be posted on the classroom page, so only those assigned to that class have access to the videos. *Students should not download these videos to personal devices.*

Small group/one-on-one Zoom sessions:

- For academic support, such as a small group class or academic hour, parents/guardians have given consent by allowing their child/ren to join that "Classroom."
- For other small groups (such as a session with the Counselor), we will directly ask parent/guardian permission.

### Google Classroom

The school will generate login information, which will be sent to parents through our Secure File Delivery system.

- No one else has access to login info.
- The school-generated account means that no use of a personal email account is necessary.
- Each course has at least two teachers assigned to provide oversight and accountability. Communication between students and teachers can happen through the classroom page.
- No private communication between students is possible. Even "private" comments made by students and the teacher responses can be seen by all teachers on course.

### III. Optional Distance Learning Plan

#### Introduction

If a family does not feel safe sending a child back to school due to the pandemic, no doctor's note is required, but families should notify the school in writing so that we have documentation of the parent request (contact information below). **Families will notify us via the school survey before Registration of their intent at the beginning of the year.** Once it has been established that a student is moving to optional distance learning, all protocols for attendance regarding distance learning apply. Families who opt in to distance learning are committing to this model for at least a quarter of the year. Several weeks before the first quarter, we will survey parents again to see if they are returning or opting into distance learning.

To opt into distance learning, please contact

- LS: Mary Valentine, LS Academic Coordinator, at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org), copying Nico Alvarado, Head of Lower School, at [nalvarado@maclarenschool.org](mailto:nalvarado@maclarenschool.org)
- US: Kathryn Maslow, Assistant Head of Upper School, at [kmaslow@maclarenschool.org](mailto:kmaslow@maclarenschool.org), copying Benjamin LaBadie, Head of Upper School, at [blabadie@maclarenschool.org](mailto:blabadie@maclarenschool.org)

#### Structure and Format

##### Google Classroom

*Upper School:* All Upper School teachers will have their own classroom pages. Teachers will post major assignments or assessments (anything the student needs a paper copy of) on the Google Classroom page. Students can upload their work to Google Classroom. Homework assignments, etc. will not be posted if the assignment was given in class and does not need to be turned in. Parents will receive step-by-step instructions on how to access Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Lower School:* All Lower School classroom teachers will have their own classroom page. This page will allow regular communication between the students and teacher. Parents will receive step-by-step instructions on how to access Google Classroom; passwords will be delivered through our Secure File Delivery (the same way we send evaluations).

*Weekly packet:* In the Lower School, the virtual classroom serves as the repository for the weekly packet. This packet provides the primary means of moving the school year forward.

The packet is a PDF that is posted to Google Classroom by the classroom teacher every Friday for the following week.

Print the packet and complete as assigned. If you are unable to print the packet, please notify Mary Valentine, the Lower School Academic Coordinator, at [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org), and we will make a hard copy available to you.

The packet follows this rough outline:

*Plan:* A daily outline of projects and assignments for the week: e.g., *3<sup>rd</sup> grade plan, 9/30/20 to 10/3/20.*

*Activities:* Worksheets, activities, problem sets, reading selections, project descriptions, resources, links—i.e., the meat of the packet, all the activities outlined in the plan.

*Checklist:* A digital (Google Form) one-page weekly checklist of tasks to be completed and initialed by parent/guardian. This both provides clarity around the question “Am I done?” and allows for the parent to have a primary vehicle for submitting work to the school. Depending on the week and the class and the grade level, the checklist may serve as the sole “assignment” to submit for the week, or it may be accompanied by other assignments.

Lower School teachers may also use the Google Classroom to direct students to certain online platforms (Reading Horizons phonics, Math Playground, etc.).

#### Zoom Classes

*Upper School:* Students engaging in optional distance learning will attend their classes virtually during the day through Zoom; in the case of technical difficulty, students will be directed by the teacher (for example, they might watch a recording of class and/or submit an assignment). Students are expected to attend class for 4+ hours of the day if the school is in Level 3/Full Cohort model and 3+ hours a day if in Level 2/Reduced Cohort model. Exceptions are Orchestra, Art, and Drama. For Orchestra, Art, and Drama, teachers will let students know which days they should attend class, and on the other days, students will do independent work. If parents do not have enough devices for their children, they may request to check out Chromebooks through the school. See below under *Supplies*.

*Lower School:* Students engaging in optional distance learning will attend their classes virtually during the day through Zoom; in the case of technical difficulty, students will be directed by the teacher (for example, they might watch a recording of class and/or submit an assignment). Students are expected to attend class for Math, Literature & Composition (which may include phonics, phonemic awareness, and reading group time), and History. This will average 2-3+ hours of Zoom a day. For other subjects, students will receive a packet of enrichment activities. If parents do not have enough devices for their children, they may check out Chromebooks through the school. See below under *Supplies*.

## SmartMusic

*Upper School:* Orchestra lessons will be conducted through the online platform SmartMusic when possible. Other material will be delivered through Google Classroom and through the live classroom at school. Orchestra teachers will send out instructions for SmartMusic through their Google Classroom pages. Students will keep up with the pieces their class is working on through this platform. Orchestra teachers will create a plan for bass players on a case-by-case basis.

## Academic Support

Academic support can be provided on a case by case basis. Students struggling should reach out to teachers directly to request extra help.

## Expectations

By using these platforms, students agree to abide by the following expectations:

**Google Classroom:** Students use the classroom pages only for school purposes, not social purposes.

- Students use comments only to ask necessary questions, not to chat with classmates.
- Students do not use casual/chat language or emojis when posting comments.
- Students do not use their school Google account to create chat docs, etc.
- Students do not use the Classroom page for personal invitations.

**Zoom Rules:** Students treat Zoom class times with the professionalism we expect at school

- Student's name appears in one of the following formats: Last Name, First and Last Name, or First Initial and Last Name.
- Student's video is turned on during Zoom classes.
- Dress code: students wear a uniform shirt and follow all handbook guidelines with respect to make-up, hair, jewelry, etc.
- Students do not use virtual backgrounds.
- Student's phone is in a different room during Zoom classes, unless it is being used to join the Zoom call.
- Students do not have other tabs or programs open on their computer while in a Zoom class.
- Students do not eat during Zoom classes.
- Students should stay in one place during Zoom classes.

## Supplies

### Computer

For the platforms above, a computer, Chromebook, or similar device that has a camera is required—a smartphone works as well.

Families who do not have enough devices for their students may check out Chromebooks from the school. We do have a limited supply of Chromebooks; these devices are only for families who do not have enough devices for their students. To request a device, please contact

- Lower School: Mary Valentine [mvalentine@maclarenschool.org](mailto:mvalentine@maclarenschool.org)
- Upper School: Kathryn Maslow [kmaslow@maclarenschool.org](mailto:kmaslow@maclarenschool.org)

## Printer

*Upper School:* A printer is helpful for Upper School students to print worksheets and assignments. However, teachers will work with students who do not have printers to complete assignments another way.

*Lower School:* A printer is helpful for Lower School students to print their packet independently. The school will also print copies of every packet and make them available to families.

## Scanner

If students and families can take a picture or a scan work with a smartphone, no separate scanner is necessary. (*Adobe Scan* and *Genius Scan* are free scanning apps that work with all smartphones)

## Compliance and Exceptional Student Services (ESS) support

All students on an IEP, 504, or ELL plan will receive modifications, accommodations, and services as appropriate. The case manager will be working directly with these families.

## Accountability and Evaluation

### Grading

*Upper School:* Students are accountable for attending class each day and completing all major assignments and assessments given in the course. For closed-note assessments, students will either take them live over Zoom with their class or have a parent proctor.

*Lower School:* Students are accountable for attending class each day and submitting both the weekly checklist of assignments and any major assignments being collected by each classroom team. For closed-note assessments, students will either take them live over Zoom with their class or have a parent proctor.

### Attendance

Distance learning offers some flexibility regarding when and where students complete coursework. Nevertheless, students are held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be recorded daily to ensure the school is properly calculating and adequately monitoring that students complete the required hours of class time.

These hours are accumulated through a variety of methods including:

- Completion of lessons
  - assigned through Google Classroom and
  - documented with student login and lesson participation;
- Completion of offline work documented by parent or teacher;
- Course progress in curricular assessments;
- Attendance at a synchronous live session;
- Online assessments such as MAPs accessed through student accounts; and/or
- In-person attendance by logging into live class remotely.

In general, attendance for a student engaged in optional distance learning will be assessed as follows:

*Upper School:* Attendance is recorded daily by teachers for each course. Any day a course holds class over Zoom, teachers will take attendance there. If a course is not meeting over Zoom, or if the student is watching a recording of the class, students will show attendance by turning in their daily assignment on Google Classroom. Students must submit all daily work by midnight to be counted present for that day.

*Lower School:* Attendance is twofold. Each day teachers will take attendance at the mandatory Zoom lesson. During the week, completion of packet work is recorded by parents and logged by midnight each Sunday for the previous week onto a Google Form on Google Classroom.

### Communication

*Students:* As always, email is the best way to communicate with us. Older students may email their teachers with questions; teachers will respond in a timely manner. Students may also post questions on the Google Classroom. These posts will be directed to teacher email accounts; teachers will respond in a timely manner.

*Parents:* Parents are welcome to email teachers directly at any time with questions.

### Safety and security

#### Zoom

Links to Zoom meetings are only published on Google Classroom pages; only students who have been issued a password from the school and co-teachers of the course have access to this link. No personally identifiable information is necessary to join the Zoom class.

Zoom continues to update its platform with new security measures. We are using the most updated version of Zoom. Most significant for our classes are the following security measures:

- The *waiting room* feature is enabled for all Zoom sessions. When students join a Zoom session, they will need to wait until the teacher allows them entry. Teachers will use this to ensure they are not alone with a student and that no one can join the session who is not a student.
  - Teachers have been instructed to not admit a user if they do not recognize the name. Please see above under *Expectations* for name guidelines.
  - A student's video camera should be turned on at all times. Parents should contact teachers directly if there is a reason their child cannot have video turned on.
- All Zoom sessions are automatically password protected.
- We have disabled the ability for private chats on Zoom, which means that students are not able to chat with each other privately during a Zoom session.
- Screensharing may be done by the host only; no one can share anything inappropriate with the class as the teacher has control of this feature.



- Recording: There are pros and cons to recording. After weighing these, we have directed our staff to record only in instances where students or co-teachers might be missing a key lecture. Once recorded, classes will only be posted on the classroom page, so only those assigned to that class have access to the videos. *Students should not download these videos to personal devices.*

Small group/one-on-one Zoom sessions:

- For academic support, such as a small group class or academic hour, parents/guardians have given consent by allowing their child/ren to join that “Classroom.”
- For other small groups (such as a session with the Counselor), we will directly ask parent/guardian permission.

Google Classroom

The school will generate login information, which will be sent to parents through our Secure File Delivery system.

- No one else has access to login info.
- The school-generated account means that no use of a personal email account is necessary.

Each course has at least two teachers assigned to provide oversight and accountability.

Communication between students and teachers can happen through the classroom page.

- No private communication between students is possible.
- Even “private” comments made by students and the teacher responses can be seen by all teachers on course.