

PREPAREDNESS PLAYBOOK



FLEXIBLE INSTRUCTIONAL DAYS
VIRTUAL LEARNING DAYS
COVID PROTOCOLS



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WHAT IS THE DIFFERENCE?

	FLEXIBLE INSTRUCTION DAY	VIRTUAL LEARNING DAY
NUMBER OF DAYS	Maximum of 5 school days	Limited to approval as needed
WHEN	<ul style="list-style-type: none"> -Building Emergencies -Weather Emergency Days -Unexpected Emergencies -Other 	<ul style="list-style-type: none"> -Building Shutdowns due to COVID-19 -Weather Emergency Days
CONTENT EXPECTATIONS	<ul style="list-style-type: none"> -Packets sent home ahead of time -Pre-planned assignments for all content Areas 	<ul style="list-style-type: none"> -Virtual meetings via Zoom or Google Meet for live teacher instruction from 8:40 a.m. until 12:30 p.m. -Independent assignments will be completed in the afternoon.
STUDENT EXPECTATIONS	<ul style="list-style-type: none"> -Students have up to five days to complete assignments or activities and submit via Google Form sent by principal -Submitted form and work samples will count as attendance 	<ul style="list-style-type: none"> -Physical attendance in the virtual classroom (Zoom or Meet) is required from 8:40 a.m. to 12:30 p.m. to count as being in attendance -Students should wear the school uniform -Camera must be turned on -Independent assignments must be completed and submitted to the classroom teacher.
STAFF EXPECTATIONS	<ul style="list-style-type: none"> -Must be available by email from 9:00 a.m. – 3:00 p.m. to assist with questions. 	<ul style="list-style-type: none"> -Must plan and communicate with students and families -Take & submit student attendance. - Must be available by email from 1:00 p.m.-3:00 p.m. to assist with questions.
BENEFITS	<ul style="list-style-type: none"> -Engage in enrichment activities -Allows for flexibility of completed assignments -Counts as a school day that doesn't need to be made up at later date. 	<ul style="list-style-type: none"> -Provides continuity of education when away from in-person learning for an extended time period. -Counts as a school day that doesn't need to be made up at later date.

DIRECTIONS

FLEXIBLE INSTRUCTIONAL DAY

Once SACS establishes a Flexible Instructional Day, parents will receive an email with the matrix grid (see sample below).

01 This grid will be filled with many activities that will allow our students to learn by engaging in activities that will allow them to be creative and have fun.

Students will be asked to complete five activities off of the

02 matrix grid. One activity will be chosen for them so we know that the element of our Catholic Faith is included.

Students do not need to complete all five assignments/activities immediately. These assignments can be

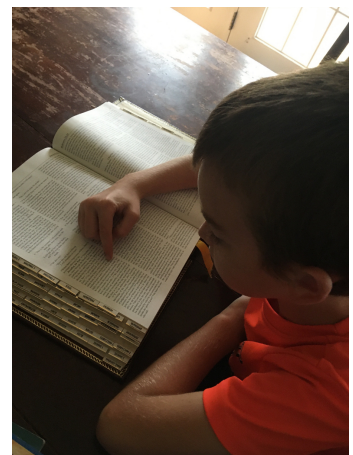
03 completed over a five day period. The day is completely flexible so that students can enjoy family time or even a nice snow fall.

Students and parents are encouraged to take photos and/or

04 keep work samples. Please send evidence of activity completion to your child's classroom teacher via email.

Once assignments are completed, students or parents should

05 fill in the provided Google Form which will then be kept on file to show that your child was in "attendance" on our FID.



SAMPLE FLEXIBLE INSTRUCTIONAL DAY

Students must complete 5 activities to receive full credit for the day. Simply fill in the provided google form with completed activities by Email pictures, work samples, etc. to your child's classroom teacher. All teachers and staff will be available by email from 9:00 a.m. - 3:00 p.m.

RELIGION	READING	WRITING	MATH	SCIENCE
Pray the rosary, read a bible story, or learn about a saint. (MANDATORY CHOICE)	30 minutes of independent reading. Younger students may visit this link to have stories read aloud. https://storylineonline.net/	It's raining, it's pouring but our day doesn't have to be boring. Write an opinion piece telling us whether you like rainy days. Be sure to give lots of details for your opinion.	Graph the rain totals. Use a rain gauge or weather channel to track how many inches of rain falls per hour. Create a graph either on the computer or with your artistic skills to show the data. Write about your findings.	Visit this site to choose one fun rainy day science project. https://fun-science.org.uk/5-rainy-day-science-activities/
TEAM WORK Create a scavenger hunt around the house. Include the whole family in on the fun.	PROBLEM-SOLVING Put together a challenging puzzle. You may get help from the whole family.	SERVICE Clean your bedroom or playroom. Make sure it is neat and tidy.	SERVICE Plan and prepare a meal for your family. Use ingredients that you have in your household. This could be for lunch or dinner.	SERVICE Choose an alternative service act.
WELLNESS Participate in a physical activity for 30 minutes. Doesn't matter the activity, just keep moving!	ART Make a Pop-Up Paper Zoo. Click the link below for directions. https://tinkerlab.com/pop-up-paper-zoo/	MUSIC Make a musical instrument using items around the house. Play along to the sounds of the rain and wind.	TECHNOLOGY Gr.2-8 only: Spend 30 minutes on IXL. Students can work on math and/or language arts skills. https://www.ixl.com/	LIBRARY/THEATER Act out your favorite book. You can make characters, use stuffed animals, or use your own acting skills.

DIRECTIONS

VIRTUAL LEARNING DAY

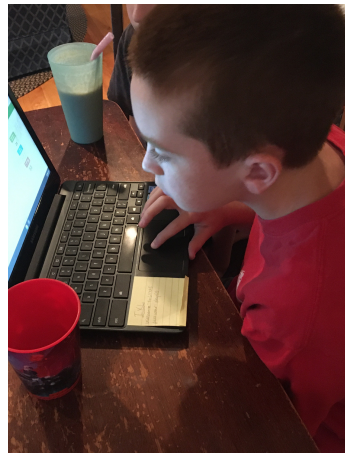
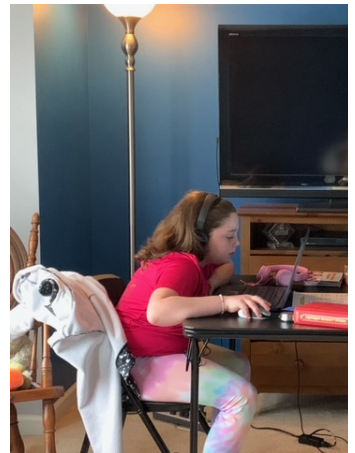
01 Once SACS establishes a Virtual Learning Day, parents will receive an email from the principal. Typically the school community will know a day in advance so that learning materials can be sent home in preparation.

02 Students need to login to Mrs. Salmon's Announcement Page on Google Classroom at 8:40 a.m. Morning prayers and announcements will take approximately 10-15 minutes. See [page 9](#) for directions for accessing Google Classroom.

03 Following prayers and announcements, students should login to their teachers virtual meeting link (zoom or meet) by 9:00 a.m. Attendance will be taken and submitted as a normal in-person instructional day.

04 Students will be provided with LIVE teacher instruction between 9:00 a.m. and 12:30 p.m. in core subject areas. Students must remain in the virtual classroom for the full duration or attendance will be altered to absent. Specials classes will not be posting assignments on these days unless otherwise announced.

05 The afternoon will be reserved for independent activities between 1:00 p.m. – 3:00 p.m. Teachers may meet with small groups or individuals (with parent permission) to work on assignments together. All staff will be available to answer emails during this time frame as well.



INCLEMENT WEATHER PROCEDURE

SACS will always follow the decisions of WASD regarding closures or delays related to the weather. Once the district notifies our office staff, we will use the Admin Notify system to call, text, and email the announcement of the change in our schedule. We will also have the notification posted on our website, Facebook, and Instagram pages. Look for weather related announcements to be made prior to 6:30 a.m.

In addition to the closing announcement, the principal will also notify families whether the students will participate in an FID or VLD. Flexible Instructional Days will be used first and any remaining closures will default to Virtual Learning Days.

If SACS would have a two-delay, our school day would begin at 10:40 a.m. Before School Care would start at 9:00 a.m. and regular drop-off would start at 10:15 a.m. Additionally, we will also ask that all students pack a lunch on days that we have a delayed start.

In the event that SACS would need to dismiss early, we would follow the same protocol to notify families. When there is an early dismissal, After School Care will be closed.



COVID PROTOCOLS



WHAT TO DO IF MY CHILD BECOMES COVID-19 POSITIVE?

The parent/guardian needs to...

- Keep the sick individual and siblings home from school.
- Notify Mrs. Salmon at lsalmon@saintandrewschool.org.
- Provide a list of symptoms exhibited by child/children.
- Provide the date of the onset of symptoms.
- Allow ill students to rest.
- Arrange for learning materials to be picked up.
- Keep in contact with classroom teachers regarding school work.

The ill student(s) can return to school and end isolation once the following criteria are met...

- **5** days out from the onset of symptoms, followed by **5** days of strict mask usage, if asymptomatic and fever free for 24 hours without fever reducing medicine, **OR**
- **10** days out from the onset of symptoms, if symptom free and fever free for 24 hours without fever reducing medicine.

The school principal or liaison will...

- Identify & notify "close contacts."
- Report the positive case to the State, Diocese, & School Community on Wednesdays.
- Ensure school work is prepared for pick-up.

Note:

Siblings that **do not** develop symptoms during the initial **5** day isolation period should contact Mrs. Salmon to discuss family specific scenarios along with a timeline for a return date.



WHAT TO DO IF MY CHILD LIVES WITH A COVID-19 POSITIVE INDIVIDUAL?

The Parent/Guardian needs to...

- Notify Mrs. Salmon at lsalmon@saintandrewschool.org
- Keep their child/ren home from school or arrange for students to be picked up from school.
- Isolate the sick individual away from healthy household members.
- Monitor child/ren's symptoms.
- Contact the school should their child/ren begin to exhibit symptoms of COVID-19.
- Keep in contact with classroom teachers regarding school work.

Student(s) can return to school and end quarantine once the following criteria are met...

- **5** days out from last exposure and **5** days of strict mask usage, without exception, **OR**
- **10** days out from last exposure if masking is not possible, **AND**
- Symptoms do not develop during the quarantine.

The school will..

- Provide a return-to-school date.
- Notify the classroom teacher.
- Ensure work and materials are prepared for parent pick-up.
- Begin contact tracing in the event that symptoms develop.

Note:

If a student has been vaccinated and s/he has come in close contact with a COVID-19 positive person, the learner does not need to quarantine.

**Giving proof of vaccination status is a personal choice, but a copy is required if the child is to be excused from quarantine. Vaccination cards will be kept confidential in the student's medical records.*

COVID PROTOCOLS



WHAT TO DO IF MY CHILD IS IDENTIFIED AS A CLOSE CONTACT AT SCHOOL OR ELSEWHERE?

The school will..

- Excuse the student(s) from their classroom.
- Provide the student with a mask as soon as possible.
- Take student to supervised isolation area.
- Notify the parent or guardian and make arrangements for student to be picked up from school.
- Ensure learning materials are packed up to go home.

Student(s) can return to school and end quarantine once the following criteria are met...

- **5** days out from last exposure and **5** days of strict mask usage, without exception, **OR**
- **10** days out from last exposure if masking is not possible, **AND**
- Symptoms do not develop during the quarantine.

The Parent/Guardian needs to...

- Arrange student(s) to be picked up.
- Monitor child/ren's symptoms.
- Contact the school should their child/ren begin to exhibit symptoms of COVID-19.
- Keep in contact with classroom teachers regarding school work.

Note:

If a student has been vaccinated and s/he has come in close contact with a COVID-19 positive person, the learner does not need to quarantine.

**Giving proof of vaccination status is a personal choice, but a copy is required if the child is to be excused from quarantine. Vaccination cards will be kept confidential in the student's medical records.*



WHAT IS EXPECTED OF MY CHILD DURING QUARANTINE AND/OR ISOLATION?

The school will..

- Gather textbooks and materials and send to the office.
- Provide details for assignments and where to find information while out of school.
- Keep in touch with parents and student(s).

The Parent/Guardian needs to...

- Arrange pick up of materials.
- Allow children to rest.
- Encourage work to be completed once the child is feeling better.
- Keep in contact with the child's teacher.
- Arrange for extra help once the student returns, if needed.

Note:

SACS is not providing live streaming of instruction at this time. This would only occur if a whole class or large group of students were in quarantine at one time.

Individuals should use this time to rest and recover as any other illness in the past. Work can be completed once feeling better.



RESOURCES

HOW TO ACCESS GOOGLE CLASSROOM

When SACS would establish a Virtual Learning Day, most teachers in grades 2 and up use Google Classroom to communicate and post assignments. If you are unfamiliar with this learning platform or need a refresher, watch these three short videos below. In order to access your child's Google Classroom, you will need to know your child's gmail (@saintandrewschool.org) and gmail password. Your child's teacher should have that information readily available if needed.

[PART 1](#)
[PART 2](#)
[PART 3](#)

TIPS FOR A SUCCESSFUL VIRTUAL LEARNING DAY

Do's of Live Instruction

- Join your class a couple minutes early
- Use only your name & picture when logging in
- Mute yourself except when talking
- Make sure you are in a location where you can be seated at a table or desk
- Dress appropriately, uniform from the waist up is required
- Turn on the video so your entire face can be seen
- Log in from a place that is free from distractions
- Raise your hand and wait for the teacher to call on you
- Eat a well-balanced breakfast before class begins
- Pay attention and be ready to participate

Don'ts of Live Instruction

- Don't eat during a live instruction session
- Don't take live instruction into a private area such as the bathroom
- Don't share the classroom link with anyone outside of your class
- Don't walk around with your computer/Ipad during live instruction
- Don't lay on a couch or bed during instruction
- Don't sleep during live instruction

LEARNING LINKS

<u>IXL</u>	<u>National Geographic Kids</u>	<u>Storyline Online</u>
<u>SUMDOG</u>	<u>History for Kids</u>	<u>Noodle Tools</u>
<u>Spelling City</u>	<u>World Book Online</u>	<u>Code Monkey</u>
<u>Cool Math Games</u>	<u>Read Works</u>	<u>Typing Agent</u>
<u>Brain Pop</u>	<u>Atlanta Zoo Webcam</u>	<u>Epic!</u>
<u>Time for Kids</u>	<u>National Aquarium</u>	<u>PBS Kids</u>
<u>NASA Kids Club</u>	<u>ABCya</u>	<u>Star Fall</u>

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