



# St. Leo Catholic School

## Preparing for 2020-2021



Dear Friends,

We continue to pray for you in these extraordinary times and we look forward to fully returning to campus next month. We here at St. Leo fully understand how concerned parents are for the health and safety of their families. We believe the faith, growth, social interaction and synchronous learning that happens when our students are together is essential. Model A, which is what we are implementing in August, allows us to open our school to all St. Leo students.

There will be many changes to the normal routines here at St. Leo and I ask that parents understand that these changes, even though they may be temporary, will make things more inconvenient for parents at times but the safety of the children and the staff needs to be my greatest concern. As I am releasing these plans to parents, I am hoping to soon offer zoom sessions with each grade level to answer whatever questions there may be.

As the Diocese of Charlotte stated, the mission and needs of Catholic schools do differ from our public school brothers and sisters. We will review and seek to adhere as closely as possible to guidance provided from the North Carolina Department of Education for public schools, but we look to these as recommendations. (For example, our school populations are relatively small, so adherence to social distancing measures is easier for some of our schools.) Please be assured that we will open in a manner that is most conducive to the particular needs of our school community within the parameters of public health standards set forth by the CDC, American Academy of Pediatrics, and state and local health officials.

We at St. Leo are committed to the following priorities in our plan:

- Safe Schools – Providing school environments conducive to learning that take into account appropriate social distancing, best practices in sanitization, the emotional needs of our students and families, and continued education in good hygiene.
- Academic Excellence in Schools - Keeping our school physically open as much as possible because this supports our parents, provides consistent schedules, maximizes the highest quality instruction, and delivers a program that ensures holistic progress for our students.
- Mission-connected Schools - Providing tangible expressions of the Catholic faith to our students that advance our mission of preserving school traditions and charisms in physical and remote environments, ensuring liturgical celebrations and strong connections to the faith community, and advancing our emphasis on integrating our Catholic faith in all aspects of school life.

You are the primary educators of your children, and we at St. Leo's value your collaboration and the trust you place in us. We will continue to deliver an unmatched education where our priority is placed on the interactions between students, their faculty, and each other, and the continued spiritual growth of every member of our school family.

Yours Sincerely,  
Gary Callus

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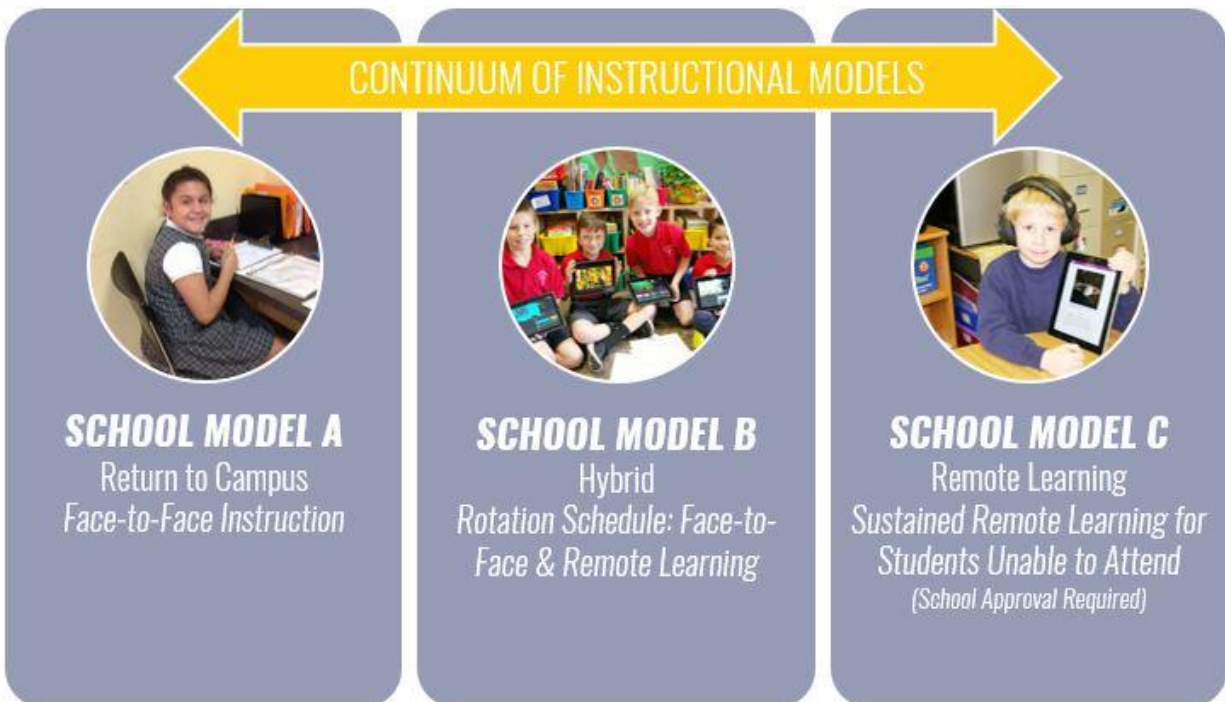
## **Continuum of Instruction**

Any decision to shift instruction throughout the year is made after consultation with the Chancery and in light of the mandates by the governor of North Carolina. The variability of the school year ahead requires that we be effectively prepared for changes to the instructional environment. The

models of instruction include our optimal preference of Face-to-Face instruction. This level will incorporate reasonable social distancing measures to reduce health risk. The hybrid model pairs Face-to-Face and remote learning instruction to increase social distance measures. The final model of instruction through remote learning provides safety from home. The continuum of instructional models are designed to be responsive to changes in health protocols and determined by the diocese, state, and local health officials.

#### Things of Note

- We will be utilizing recommendations from CDC, DHHS, and American Academy of Pediatrics
- We are committed to Health and Safety for everyone, working together in community, and academic excellence
- We are all in this together. We need your prayers and the prayers of your family, especially now.
- Make it a priority to connect with God during these times to feed your spiritual growth.



## Model A - Face-to-Face Instruction

St. Leo students thrive in our enriching faith-filled classrooms. Research has shown the importance of face-to-face instruction for the development of the whole child. We will continue to prepare with the guidelines below, a safe and conducive learning environment for our students with minimal social distancing.

### Front Office

- Visitors and volunteers will not be allowed in the school until further notice.
- Parents may only enter the front office for official business and **with an appointment**.
- Parents **MUST** call the front office if you are dropping off or picking up your student outside of normal drop off and pick up hours.
- No students will be allowed to enter the building after 10am with the exception of a medical appointment.
- **\*For the time being, parents cannot have lunches delivered to school from outside companies or vendors.\* They will not be allowed into the school.**

### Mask/Face Covering

Knowing the sensitivity and importance of face coverings, requirements for various grade levels are detailed below. At this time, students in grades K-8th will be required to wear a face covering upon arrival to school for screening to help reduce the risk of spread should someone be asymptomatic. Following screening and once inside the school building, during the course of the school day when social distancing cannot be maintained according to CDC and AAP, and following the June 24<sup>th</sup> mandate requirements from the Governor, face coverings are required for grades 6 and above. It is not required that students wear a face covering during class or throughout the school day when social distancing measures have been established. Staff/faculty members are required to wear a face covering when social distancing measures cannot be maintained. Clear face shields are suggested as students take many cues from staff's non-verbal communication. The requirements regarding face coverings - may be revised, up to the beginning and through the end of the school year, based on information provided by the above entities, DHHS, applicable federal and state laws, and local agencies. If the Governor of North Carolina mandates that public schools resume the school year in a remote learning model or all students are required to wear a mask to school, we will re-evaluate our face covering policy for all stakeholders.

### Mask/Face Covering Continued

- Students may wear any face coverings as long as they **ONLY** cover the mouth and are deemed appropriate by teachers and school administration.
- We will teach and reinforce use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded

not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#).

- Note: [Cloth face coverings](#) should **not** be placed on:
  - Children younger than 2 years old
  - Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

### **Signs and Messages**

- We will post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#))
- The school will broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.

### **Nurse Visits**

St. Leo does not have a nurse on staff. Our designee will continue to distribute medications to students who need medication to sustain attendance, students who have chronic health problems, or students with special needs as well as provide daily care for those who become sick or injured.

### **Nurse Visits Continued**

Students or staff will be screened for COVID-19 prior to entering the health room, the number of students in the health room at one time will be limited to ensure safe, social distancing. If necessary, students will line up safely distanced outside the health room and will wash their hands or use hand sanitizer upon entering or leaving this space.

If a student or staff is deemed symptomatic, they will be isolated in a designated area and safely distanced from other students or staff that may also be in this designated area. If the student presents with fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting and diarrhea, the parent will be notified for immediate pick up. If feasible and developmentally appropriate, the student will be asked to wear a face covering while waiting for pick up.

Once a student has left the health room, it will be closed off and thoroughly cleaned and disinfected once deemed safe to minimize the risk and exposure by the employee to respiratory droplets.

- Common areas and high touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and DHHS guidelines.
- Classrooms and high touch surfaces will be sanitized at the end of each day.
- For middle school, all surfaces in classrooms and instructional areas thoroughly cleaned between class periods

### **Symptomatic Response**

If a student or staff member tests positive for COVID-19 or has been in close contact with someone who has tested positive, the school designee will contact the local health authority. The designee will be involved with contact tracing in conjunction with the local health department to prevent the spread of infection. Contact tracing involves identifying people who have an infectious disease and those they may have exposed. A COVID-19 close contact is defined as anyone who was within 3-6 feet of an infected person for at least 15 minutes, starting within 48 hours of symptoms onset, up until the time the patient was isolated.

Parents will be informed of any positive tests while respecting the privacy rights of the individual. The school will follow all guidelines in place by the local health authority, including the possibility of closing the school until the health threat is resolved.

### **Protocol Screen for COVID 19**

#### **No Flags (No symptoms, No Exposure)**

- Proceed to school

#### **Exposure, no symptoms**

- Cannot go to school - Home for 14 days

### **Diagnosis, no symptoms**

- Cannot go to school - Home for 10 days since first positive COVID–19 test

### **At Least 1 symptom**

- Cannot go to school - Amount of time will be determined soon by the Diocese of Charlotte

### **Hand Hygiene and Respiratory Etiquette**

- We will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer).
- We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### **Homerrooms/Classrooms**

We've prepared our classrooms as directed by the CDC and State requirements for appropriate social distance seating. Upon arrival to the classroom each morning, teachers will wash their hands and students in K through 5th grades will sanitize their hands and store personal use items for all subject areas in desks or lockers. Students in middle school will not be assigned lockers for the time being and will store personal belongings and books in their backpacks.

- Students and teachers will wash their hands at key points of the day (i.e. before and after lunch and snack) and use hand sanitizer under supervision where appropriate throughout the day.

### **Homerrooms/Classrooms Continued**

- Each classroom is equipped with an ample supply of hand sanitizer, soap, and paper towels and each student has a personal supply of all items for classes and personal hygiene.
- A schedule is in place to perform frequent cleaning throughout the day of high touch surfaces and allows time for cleaning and disinfecting between activities/classes.
- Visitors are not allowed in the classroom as we are limiting those in and out of the classroom to essential personnel.
- \*For middle school all surfaces in classrooms and instructional areas thoroughly cleaned between class periods.\*



## **Specials**

All students will continue to have specials throughout the week. Some specials will move to the student's classrooms and some classes will move to the specialist's classroom

Social distancing will take place in all classes with specialist

**Art** - Students will still receive art once a week and students will go to the art room as it has been set up to maintain social distancing at all times.

**Spanish** - For the time being, the Spanish teacher will continue to come to the classrooms to teach Spanish. When it is deemed safe, Ms. Pestana will have her own room to teach Spanish.

**Fitness** - Fitness will be held outdoors whenever possible and will include individualized activities such as jump rope, agility activities, personal fitness, etc.

- Students will not share equipment or participate in activities that require physical contact between individuals and social distancing will be enforced.
- A schedule would be put in place for frequent cleaning of any individual use equipment used in PE class should we return to using individual equipment.
- If indoor PE is required, face coverings will be worn only if social distancing cannot be maintained.

**Music** - Students will still receive music once a week and students will go to the music room as it has been set up so social distancing can be maintained at all times. If any equipment is used in music, it must be immediately sanitized before use by another class.

## **Specials Continued**

**Guidance** - Students will still receive guidance once a week and students will stay in their homerooms so social distancing can be maintained at all times.

**Technology/Library** - Students will still receive library/technology once a week and students will go to the library/ tech lab as it has been set up so social distancing can be maintained at all times. If any equipment is used in class, it must be immediately sanitized before use by another class.

## **Drop Off**

Until further notice, there is no before school care. The goal in keeping everyone safe and healthy is to reduce cross contamination in the school as much as possible.

- Students in grades K through 8th grade must wear a face covering before reaching the school screeners. Morning drop-off will now begin at 7:30.
- Students in kindergarten, 1st and 2nd grades must enter the building via the front door of the school.
- Students in grades 3rd through 5th will enter the parking lot between the school and the church and drop their children off at the door near the kindergarten classroom and exit the rear parking lot onto Georgia Avenue.
- Middle school students will enter the rear parking lot from Georgia Avenue and drop their children off at the door outside the gym.

There will be staff members at each door screening students and taking the temperature of every student that enters the building.

- Please do not leave until your child has actually entered the school building.
- Any student with a temperature above 100.4 will not be permitted into the school and will be sent back to their car.
- Cannot go to school - Students **MUST** home until: 10 days since first symptom, no fever for 3 days without fever medicine, 3 days of symptom improvement, including coughing and shortness of breath

Once a student is admitted into the school, they will go directly to their classrooms. Teachers will determine when students may go to their lockers to insure proper social distancing at all times.

### **End Of School Day Pick Up Plan**

Due to precautions that must be taken to keep our students and staff safe in the wake of the Covid-19 pandemic, our afternoon student pick-up procedures will be changed until further notice.

Students in grades Kindergarten through 5th grade will be packed up and seated in their classrooms by 2:50 pm. Middle school students should be packed up by 2:50 and teachers will escort their classes into the gym where they will sit quietly and social distance themselves from each other. Students will wait till

### **End Of School Day Pick Up Plan Continued**

their names are called via walkie talkie to be dismissed. When their names are called by staff members in the carlines, students will go directly to their cars.

Kindergarten and 1st graders will still be picked up in front along with older siblings. 2nd through 8th graders will be picked up in the back carline.

**To make this process run more efficiently, parents must have a placard in their car visible for the teachers to see so they can call students from their classrooms.**

### **End Of School Day Pick Up Plan Continued**

As always, no car may leave the carline until all the students are in their cars. Once that group is all accounted for, they may exit the school grounds and let the next set of parents in to pick up their children.

### **Before School Care**

Until further notice, St. Leo will not be offering a Before School option  
(See drop off plan)

### **After School Care**

After School Care will remain in the same two places as this past year. Middle school students along with 5th grade going to after school care will be dismissed by the middle school staff from the gym or the 5th grade classroom. Middle School Students will exit the building via the gym entrance and walk safely to the parish center where they will sit ONLY with students from their grade level while keeping a social distance from each other. 5th grade students will be dismissed from their classroom to the parish center. Students who consistently don't adhere to our social distancing policy will be reinstructed as to the policies and may be asked not to attend after school care if policies are not adhered to.

Students from Kindergarten through 5th grade will line up outside the kindergarten classroom while maintaining social distance until they are walked to the aftercare classroom in the old Pre-K building.

Students will be allowed to go outside during after-school care but must constantly maintain social distance.

Pick up procedures will remain the same as last year except when parents come to pick up their children, they will not be permitted into the buildings. Parents will park, knock on the doors and ask for their children. My staff will get the student and release them from the building.

Some things will be subject to changes based on the number of students from each grade that need to attend after-school care.

### **Bathrooms**

All students and teachers will receive training on proper handwashing upon the start of the school year. Bathrooms will be marked for appropriate social distancing, the number of students in the bathroom at the same time will be limited, and high touch surfaces will be cleaned frequently.

- Schedules will be followed by teachers to allow for bathroom breaks to avoid having more than one class using restrooms at the same time.
- Students and staff must wash their hands after using the bathrooms.

### **Cleaning**

- Common areas and high touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and DHHS guidelines.

- Classrooms and high touch surfaces will be cleaned at the end of every day and sanitized at the end of each day after everyone has left the building.
- For middle school, all surfaces in classrooms and instructional areas thoroughly cleaned between class periods.
- Bathrooms will be sanitized at the end of each day
- [Clean and disinfect](#) frequently touched surfaces (e.g playground equipment, door handles, sink handles) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) , including storing products securely away from children. Use products that meet [EPA disinfection criteria](#)
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **Water**

- St. Leo will be installing 3 water filling stations so students may fill their water bottles throughout the day.
- Our water fountains will not be accessible to students.
- Students should bring a water bottle to school every day
- Students cannot share their water bottles with other students.

### **Recess**

- This school year our recess schedule was created to allow for proper social distancing between students and prevents the mixing of classes. A schedule is in place for frequent cleaning of swings and structural equipment if we choose to allow students to use the structural equipment. No individual items such as hula hoops and jump ropes will be used by students at recess.
- Teachers and staff will monitor games and activities to make sure that students adhere to social distancing guidelines and will prevent student gatherings and/or games that require physical contact.
- Students will not be using items such as balls or frisbees for the time being.
- If indoor recess is required, face coverings will be worn only if social distancing cannot be maintained.

### **Dining Hall**

- Students will use the cafeteria as we can practice safe social distancing between each person.

- Tables will be cleaned between each use.
- Hot lunch service will maintain all health and safety guidelines.
- For students ordering food, all food will be pre-packaged before it arrives at the school
- Floor marking will be placed in the dining hall so students can maintain social distancing while in line waiting for food.
- Students may use the restrooms but teachers will monitor the number of students using the restroom so we can maintain social distancing.
- St. Leo's lunch program will continue to provide lunch service for our students.
- Both employees of the catering companies and our school will comply with COVID-19 safe food handling and distribution as determined by the CDC and DHHS guidelines.
- No outside shared treats will be allowed.

### **Snacks**

- During daily snack time, all students will bring their individual snack from home.
- Students may not share snacks with other students.
- Snacks should be eaten at times designated by their teachers.

### **Mass/Sacraments**

Father Gober, St. Leo's new pastor will make decisions regarding the ability to have a student Mass on Fridays and preparation for Holy Sacraments. As soon as those decisions are made, I will share it with the school community.

### **Use of School Facilities for non School Events**

For any non-school events that may take place within the school, all cleaning and sanitizing protocols will be followed at all times.

### **Clubs/Tutoring**

#### **Tutoring**

- There will be no outside tutors allowed in the school.
- One on one or small group tutoring between a St. Leo teacher and student/s is allowed as long as social distancing is adhered to.
- Students and staff must use their own personal materials and supplies in tutoring sessions.
- All spaces will be cleaned before and after every tutoring session.

#### **Clubs**

- No extra curricular clubs such as band or taekwondo will be allowed to have face to face classes with students in the building.

## Model B - Hybrid

The shift to a hybrid approach for instructional delivery would include rotation schedules with Face-to-Face and remote learning components. There would be an emphasis on the need for increased social distancing. The school can only be at 50% capacity each day. Schedule of the day determined and sent out. We will continue to prepare with the guidelines listed in Model A, a safe and conducive learning environment for our students with **increased** social distancing.

The St. Leo Model B Schedule would be as follows:

- The classes would be separated into two sections - An A and B section consisting of 50 percent of each class.
- The A section would attend full day classes on Mondays and Thursdays
- The B section would attend classes on Tuesdays and Fridays

- Wednesday would be a flex day where teachers can assign work to do at home
- The school would receive a deep cleaning on Wednesdays
- Middle school will go to block schedules to extend teaching time for the core subjects.
- Middle school students will discontinue to have live specials other than Spanish.
- K through 5th grades will maintain their normal schedules

## Model C- Remote Learning

There may be shifts in time throughout the year that we will have to navigate to remote learning. Thoughtful considerations, evaluation of resources and feedback has helped us create a framework for remote learning moving into the 2020-2021 school year. We are better equipped to meet the learning needs of our students here at St. Leos. Flexible lesson planning with the incorporation of instructional tools that assist students in both face-to-face and remote learning environments will help ensure we are providing a high-caliber and rigorous level of education to all students.

### **Model C - Continued**

Sustained remote learning for students unable to attend due to general health concerns including anxiety and/or compromised immune systems within the family is an acceptable

option. School approval is required for a student to enter into sustained remote learning. Consultation with the family that confirms the inability for the school to make accommodations for the safety of the student would result in the decision to implement the model of remote learning.

### **Remote Learning Tuition**

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## **REMOTE LEARNING EXPECTATIONS**

### **Administration and Staff Expectations**

Friends

When school closed in March of this past school year, St. Leo was up and running with a remote learning plan and implemented that plan within a week of the school closing. Comparatively, it took some schools a month to put a plan into action and in some cases those plans did not include live video instruction. Our teachers, including kindergarten, included live video instruction immediately. I feel very comfortable that we can take the plan we implemented in March, use data from the surveys our parents filled out and make improvements to the plan.

I fully understand that each family dynamic is completely different. Some families have one child, some have 5. Some families might not have the technology at home to accommodate all of their children at the same time. Some families were fortunate to have at least one parent at home to make sure their children were on task and keeping up with their work while some

### **Administration and Staff Expectations Continued**

families had to hire a tutor or babysitter. Those dynamics make learning a challenge for many of our families.

We cannot fully accommodate the needs of every family but our staff will be as flexible as necessary to make sure we do everything possible to make remote teaching as manageable as possible for every family. As they were in the past, schedules will be created to keep our instruction as organized and structured as possible.

### **Parent Expectations**

- Support the community and prayer life of the school.
- Set up a workspace and work time for your child, consistent with the school's schedule.
- As part of a conscious effort to continue to develop your child's life skills, be sure your child makes positive contributions to household work and family life. Schools will be reinforcing the students' need to make positive contributions at home.
- Expect guided activities which may include any subject area, including specials' classes.
  - Expect up to two hours of activities a day for pre-K – 1<sup>st</sup> grades.
  - Expect up to three hours of activities a day for 2<sup>nd</sup> – 5<sup>th</sup> grades.
  - Expect up to five hours of activities a day for middle school grades.

Students are expected to attend all live classes and/or sessions. During these live sessions, students will be required to turn on their device's camera so the teacher is able to see the student during class. Students



need to check-in to class as specified by the teacher no later than 5 min into the class or they will be marked absent.

Students MUST remain signed into the class for the entire block or until the teacher releases them to do class/group work.

- If a student leaves in the middle of a class, the student (or parent) MUST notify the teacher by email that he or she is leaving the session and why. A parent email must follow to report the absence.
- Continue to report absences per your school's guidelines.
- If a student is not able to attend a scheduled live class and/or session, then the parent needs to consider this as an absence and report it to the school accordingly.
- If a student is absent for a live class and/or session, then he or she is expected to watch the recording of the live session and complete the work as soon as possible.
- Please refer to your school's policy regarding excused and unexcused absences.
- Schools' absence make-up policies apply to Remote Learning.

#### **Parent Expectations Continued**

- Behavior considered to be distracting to class meetings and/or other students or not following the directives for virtual classroom management by the teacher, can be written up for classroom disruption or insubordination per the school's code of conduct and discipline policy. Parents will be notified if there is a discipline issue with a student.
- Work with your teacher on developing a routine for your child.
- Appropriate and consistent bedtimes, meal times, and school work times are very important to success.
- If you are struggling with developing a routine for your child, please reach out to your child's teacher for suggestions and help.
- School policies for homework and academic integrity still pertain.
- Don't take over your child's work for him/her.
- School policies on student original work and academic honesty will still apply.
- Please presume the best of the teachers and school leaders. Follow the appropriate chain of command if an issue arises. Please contact your child's teacher first with any concerns. Matthew 18:15 "If your brother\* sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother."
- If you have multiple school-aged children, stagger their work times as much as possible.
- Be sure your child gets exercise daily.
- Schools are not expecting faculty/staff to share personal cell phone numbers.
- Please contact your child's teacher through school provided contact information.
- If contacting the teacher after their scheduled office hours, allow time for the teacher to respond.

- We're here to work with you. We are all in this together.

Pray. We need your prayers and the prayers of your family, especially now. Make it a priority to connect with God during these times to feed your spiritual growth.

### **Student Expectations**

- Support the community and prayer life of the school.
- Adhere to your school's Honor Code/Handbook.
- Set up an appropriate workspace and work time for yourself.
- Approach Remote Learning sessions as if you were in the classroom.

### **Student Expectations Continued**

- Your workspace should be in a quiet area of your home and include a desk or table. It should be void of distractions (ie, food, toys, pets, television, etc.).
- Follow your school's dress-down policies when attending live sessions.
- You are expected to attend all live classes and/or sessions. During these live sessions, you will be required to turn on your device's camera so the teacher is able to see you during class. Check-in to class as specified by your teachers no later than 5 minutes into the class or you will be marked absent. You **MUST** remain signed into the class for the entire block or until the teacher releases you to do class/group work.
- If you leave in the middle of a class, you **MUST** notify the teacher by email that you are leaving and why. A parent email must follow to report the absence.
- Absences will still be recorded by the school. If you are not able to attend a scheduled live class and/or session, then your parents need to report your absence to the school per school guidelines for reporting absences. If you are absent for a live class and/or session, then you are expected to watch the recording of the live session and complete the work as soon as possible. Please refer to your school's policy regarding excused and unexcused absences.

### **Schools' absence make-up policies apply to Remote Learning.**

- Complete and submit your work on time.
- Obey the 4<sup>th</sup> Commandment – Honor your mother and father. As part of a conscious effort to continue to develop your life skills, be sure to make positive contributions to household work and family life. School will be reinforcing your need to make positive contributions at home.
- School policies for homework and academic integrity still pertain.
- Communicate if you have any questions or concerns. Ask for help if you need it.

- Be considerate of others in online discussions.
- Behavior considered to be distracting to class meetings and/or other students, or not following the directives for virtual classroom conduct by your teacher, can be written up for classroom disruption or insubordination per your school's code of conduct and discipline policy.
- Continue to follow your school's Acceptable Use Policy and be exceptional digital citizens.
- Remain hopeful knowing your teachers are doing all they can to move your education forward in an excellent manner.
- Obey the 3<sup>rd</sup> Commandment - Honor the Sabbath day.

### **Student Expectations Continued**

- Remember you are not "at home" during Remote Learning but "in school". Your job is to learn. This is an opportunity to learn a new skill set and grow in responsibility in this new model of learning.
- Assuming you are not using your cell phone as the classroom device, it should be silenced and put away during Remote Learning. Limit your distractions.

Pray. We need your prayers and the prayers of your family, especially now. Make it a priority to connect with God during these times to feed your spiritual growth.

### **Screening tool to be used every day**

### NCDHHS SCREENING TOOL FOR STUDENTS, EMPLOYEES, AND VISITORS

**ANY "YES" ANSWER OR CIRCLED SYMPTOM BELOW REQUIRES EXCLUSION FROM CAMPUS.**

- **Check the individual's temperature.** If the individual's temperature is above-normal, do not allow that person to enter school buildings. If already on campus, direct that individual to the appropriate health room.
- **Ask:** Have you or any of the children you are bringing to campus had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
  - YES: The individual and/or child should not be on campus. The individual may return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
  - NO: The individual may enter buildings if he/she is not experiencing symptoms.
- **Ask:** Do you or ANY of the children you are bringing to campus have any of these symptoms?
  - Fever
  - Chills
  - Shortness of breath or difficulty breathing
  - New cough
  - New loss of taste or smell

\*If an individual has any of these symptoms, they should go home, stay away from other people and call their health care provider.
- **Ask:** Since last on campus, have you or any of the children you are bringing to campus been diagnosed with COVID-19?
  - Yes
  - No

\*If an individual is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be on campus and should stay at home until they meet the criteria in the NCDHHS "Screen for Covid-19 Flow Chart."