

Rawson Saunders School Coronavirus (COVID-19) Contingency Plan

Updated March 11, 2020

Introduction

The Rawson Saunders Board, Head of School and Leadership Team are actively monitoring the spread of the COVID-19 and are keeping abreast of recommendations from health authorities. As a precautionary measure, the school has developed a contingency plan for how to proceed should closing the campus become either advisable or necessary. Internationally, countries such as France, Italy, Pakistan, Japan, China, and Iran have closed their schools in an effort to better contain the spread of COVID-19. In the U.S., select schools in impacted states have likewise closed. Given the uncertain atmosphere, we believe a contingency plan for a campus closing is an important proactive measure and we have established priorities and expectations, and have adopted a platform for conducting distance learning.

Rawson Saunders School recognizes that virtual learning is not a substitute for the in-person, multisensory instruction our students receive during a typical school day. Nevertheless, the school will make every effort to provide students with the opportunity to continue their studies remotely should the campus close, and we will continue to rely on our partnership with our families to help our students to access the education they deserve. Rawson Saunders will prioritize students' social and emotional needs during an uncertain time by creating opportunities for connection, routine and as much normalcy as we can achieve.

Coronavirus Exposure and Diagnosis

Per the recommendation of the CDC, all students and staff members are reminded to stay home and seek appropriate medical attention if they are ill. For a list of symptoms, please go to <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>. If a student, staff member, or a member of their household is diagnosed with the Coronavirus, please notify Head of School, Laura Steinbach (lsteinbach@rawsonsaunders.org) so that the appropriate arrangements can be made.

Communication of Campus Closing

In the event of a campus closing, notifications, including updates and information about the anticipated duration of the closing, will be sent via email and text.

Classes

If a school closing is necessary and is expected to exceed two school days, we will suspend classes for the first two days to allow faculty and families time to prepare and plan. On the third day, we will begin online instruction.

Rawson Saunders will do its best to:

- Follow a daily schedule that is appropriate for children's ages and independence levels.
- Maximize technology, acknowledging that the necessary increase in screen time is not our ideal
- Establish realistic and clear expectations for student engagement
- Limit after-school work.
- Make the best of extraordinary circumstances.

The school asks families to:

- Dedicate a consistent, distraction-free space (no TV, radios, etc.) in your home for students to "report to school." Preferably, this would include a cleared counter or desk and a chair.
- Encourage your child to dress for school each day to provide a sense of normalcy.
- Support students as necessary in the use of technology and assist students in getting report support from the tech team if/when necessary.
- As age-appropriate, encourage your child to listen, participate and do their best while recognizing this is a new approach for *everyone*.
- Establish a daily routine before and after "school", i.e., consistent wake-up time, lunchtime, break, bedtime, etc.
- Play board games like Chutes and Ladders, Monopoly and other games that incorporate math, logic, and counting.
- Read books as a family.
- Partner with us with patience and understanding as we all learn from our experiences.

Technology and Supplies

In order to benefit fully from the remote learning experience, students will need to be prepared with the following:

- Their iPad or laptop
- Charger
- Headphones with built-in microphone
- A supply of printer paper
- A functioning printer and a supply of printer ink

PRIMARY GRADES

In the event of a campus closing, the primary students (grades 1 and 2) will follow a short schedule of 3 classes daily, Monday through Friday: Math, ALT, and Reading. Hours for the primary students will be from 8:30 a.m. to 10:30 a.m. Teachers, ALTs and students will be using Google Hangouts Meet (Google's conference call solution) to approximate a classroom experience. Google Hangouts Meet can be accessed from the students' iPads or laptops. The faculty will devote some time this week to reminding or instructing students how to access and use this tool. In addition, instructions for using Google Hangouts are included at the end of this contingency plan.

Grades 1-2 Distance Learning Priorities and Expectations

- Comfort, routine and certainty during an uncertain time.
- A daily schedule that is limited to ALT, Math, and Reading.
- Guided and independent practice in reading, spelling, writing, and math, as age appropriate.
- Opportunities to participate in live and/or pre-recorded activities.

Daily Schedule Primary (Grades 1 and 2) 8:30 a.m. to 10:30 a.m.	
8:30 - 8:40	Advisory Check-in and Attendance
8:40 - 9:10	Period 1 - Math
9:10 - 9:50	Period 2 - ALT
10:00 - 10:30	Period 3 - Reading

Expectations for Learning

1. Please make sure your child is dressed in school-appropriate clothes for their virtual classes.
2. Please assist your child in selecting a location at home where they can focus. Please also make sure that your student does not have food or drinks during class periods.
3. Please continue to ensure that your child gets plenty of rest and goes to bed on time. While students will not be physically present at Rawson Saunders, it is important for them to be rested and focused so that they are ready to engage virtually!

GRADES 3-12

Classes for students in grades 3 through 12 will run from 8:30 a.m. - 2:00 p.m., Monday through Friday. The students will follow a slightly condensed version of their regular schedules to the extent possible. Advisors will send out detailed copies of each student's schedule in the event of a closing.

Grades 3-12 Distance Learning Priorities and Expectations

- Comfort, routine and certainty during an uncertain time.
- A slightly condensed daily class schedule, allowing students to benefit from the education they need and deserve, but in an amount of time that we hope is more manageable for them outside of a classroom environment.
- Daily Academic Language Therapy or Writers' Workshop
- Opportunities to participate in live and/or pre-recorded activities.

Expectations for learning:

1. Please make sure your child is dressed in school-appropriate clothes for their virtual classes.
2. Students should select a location at home where they can focus.
3. Please help us make sure that we still treat each day as a normal school day and each night as a normal school night. While students will not be physically present at Rawson Saunders, it is important for them to be rested and focused so that they are ready to engage virtually.

Daily Schedule Grades 3 - 12 8:30 a.m. to 2:00 p.m.	
8:30 - 8:40	Advisory Check-in and Attendance
8:40 - 9:10	Period 1
9:20 - 9:50	Period 2
10:00 - 10:30	Period 3
10:40 - 11:10	Period 4 (Lunch for grade 3)
11:20 - 11:50	Period 5 (Lunch for grades 4 through 12)
12:00 - 12:30	Period 6
12:40 - 1:10	Period 7
1:20 - 1:50	Period 8
1:50 - 2:00pm (10 min.)	Advisory Check out Students with 8th period ALT would check out at 2:00

Distance Learning Platform

The school will use Google Hangouts Meet (all grades) and Google Classroom (which grades) for its distance learning platform. In the event of a campus shutdown, on the second day of following an announcement of the school's temporary closure, all families will receive an email with further information about the platform.

Attendance

Faculty will take attendance during every class, as usual. Google Hangouts Meet also tracks attendance. If your student does not show up for a class meeting, Rawson Saunders will notify you.

Assessments and Grades

Rawson Saunders' top priority in the event of a shut-down is to provide reassurance to students that everything is o.k. We will strive for routine, continuity, consistency, and humor, and, as always, we will rely on parent support. Our focus will be on maintaining and continuing student' learning during unusual circumstances. Assessments will be administered as possible, but as is always the case, teachers will prioritize encouraging students' best efforts.

Distance Learning Working Hours

In the event the school employs its Distance Learning Contingency Plan, all employees will be available for school business between the hours of 8:00 a.m. and 3:00 p.m. During this time, they will be conducting online classes and/or interacting with students, designing lessons, checking email, virtually attending faculty, teacher-team and grade level meetings, professional development sessions, communicating with other employees via Google Hangouts (chat), etc.

How to Access Google Hangouts Meet

Students and Teachers: To JOIN a Hangouts Meet Conference...

1. Open Hangouts Meet
2. Sign in and accept permissions if prompted
3. Swipe up from the bottom of the app (not quite the bottom of the screen) to see your invitations
4. Touch "Join" to join the conference

Options while in a Hangouts Meet Conference: Touch the screen to show options.

- Bottom of screen options:
 - Microphone icon: mute and un-mute yourself
 - Video icon: show and hide yourself from view
 - Middle phone icon: hang up (will see an option to re-join)
- Top of screen options:
 - People icon: shows the other attendees
 - Chat icon: conference chat
 - Info icon: shows how to join
 - Three dots: shows additional options, including "Present screen"

Video Demo coming soon!