



St. Ignatius School

REOPENING PLAN

August 6, 2020

INTRODUCTION:

When we left school Friday, March 13th none of us thought that would be our future for the rest of the school year, and we certainly couldn't have imagined that it could still be a possibility for our next school year. The uncertainty of this upcoming year is difficult for all of us. At the start of May, the faculty and staff established committees to plan for three possible reopening scenarios: full in-person, hybrid, or remote teaching and learning. Last month we sent around a survey to families, faculty and staff to gauge the comfort level of adopting each of those three scenarios for September.

Based on our understanding of the available information and the conditions we face, **St. Ignatius School will begin the 2020-2021 school year teaching and learning remotely.** Our decision is grounded in our care for each person in the community and informed by the most recent guidance from the New York State Department of Health (NYSDOH), the New York State Education Department (NYSED), the Centers for Disease Control (CDC), and the New York State Association of Independent Schools (NYSAIS).

We plan to work remotely throughout the first quarter, which concludes on October 30th, while continuing to monitor the situation and adjusting as necessary. We will provide you all with an update on how we plan to proceed in mid-October. Guided by the spirit of care for the whole child (*cura personalis*) we will challenge our students with a rigorous academic curriculum and support their social and emotional well-being in a new format this fall.

PLAN OVERVIEW:

Fall 2020 marks the beginning of a new chapter in our remote learning. In the spirit of our culture of high expectations, we will commit to a full schedule of live instruction classes and daily work in all academic subject areas. As always, we consider our work an equal partnership between school and family as well as a balance of academic and social emotional support. During this period of remote learning, the academic classes will be delivered synchronously, which means students and teachers meet online at the same time.

Students will meet with all subject area teachers in a Zoom room four days each week (Mon, Tues, Thurs, Fri). Students will be required to complete class work, as well as some homework each day. All work must be handed by 4:00pm on the day it is due. Wednesday will be dedicated to advisory classes and study hall.

Student Expectations

Scheduling

- Students must log into their designated Zoom room by 8:45am for homeroom and attendance. Students will be in classes from 9:00am-11:35am and from 12:40pm-1:55pm. Students will also attend a study hall daily from 2:00pm-3:00pm. All work is due by 4:00pm the same day. Students in good standing will not have classes on Wednesdays, however will be required to meet with their advisors.
- Students will take classes in the following subjects:

- Reading
- Writing
- Science
- Social Studies
- Math
- Religion
- If a student is unable to complete work by 4:00pm, the student must communicate with the teacher **before the work is due.**
- If a student's work is not submitted on time, the teacher will issue a missing assignment recognition on OTUS, our student data and management system, which can be viewed by the student, the family, and all SIS faculty and staff.

Attendance

- If a student is sick or unable to engage in remote work due to a power/internet disruption, parents/guardians should email the Head of School (rdarrell@sis-nativity.org). The student may be required to email their teachers to make them aware of an absence. The student may be marked as absent in OTUS for that day. Faculty should provide extensions or exemptions as needed per their usual practice regarding absences. If faculty become aware of a student who does not have regular access to the internet at home, they should alert the Head of School.

Uniform

- All students will be required to wear a school issued uniform t-shirt daily (t-shirts will be provided to families before the school year begins).

Family Expectations

- *Set a schedule* - students will need to log onto their designated Zoom room by 8:45am daily. Students should be awake, well-rested and ready to start the day well before class begins. We strongly urge families to consider a bedtime that allows their student to sleep for 8-9 hours and wake time on school days. Remember, it is best to have students sleep *without* their phones to minimize distraction.
- *Agree on a workspace for your student* - classes will include mandatory live instruction between 8:45am and 3:00pm. Students will need a space that is free from distractions during class time. Live classes are essential for student success, and we appreciate family partnership in setting up a distraction-free workspace. Please see Live Class Expectations below for more details.
- *Understand your student's schedule* -
 - 8:45am-9:00am - Students meet in their Zoom classroom for attendance and homeroom
 - 9:00am-11:35am - Students will attend various academic classes
 - 11:35am-12:40pm - Break for lunch
 - 12:40pm-2:00pm - Students will attend various academic classes
 - 2:00pm-3:00pm - Students attend study hall to complete and submit their homework
 - 4:00pm - All student work is due
- *Family - Student Accountability* - Check OTUS to see grades updated weekly
- *Teacher availability* - teachers will be available via email to answer your questions from 9:00am-3:00pm.

Live Class Expectations for Students:

- *Communicate with your family ahead of time.* For example, "Mom, I have class today. Can I please use the living room as my quiet space for work?"
- *Come to class prepared.* Know what materials you need for each class and make sure you have them handy.
- *Choose your workspace carefully.* Ideally you will have a quiet workspace where you are alone. Communicate with your families to make sure this happens. Use these helpful tips to minimize distractions:
 - Work together to turn off tv and music in the background

- Ask a sibling or parent to watch any siblings or cousins you might be taking care of
- Have a wall or door as your background
- *Be on time to class sessions.* Remember if you're early, you're on time. If you're on time, you're late.
- *Center yourself in the middle of your screen.* Your teacher should be able to see your head and shoulders in the middle of your screen for the duration of the class meeting. The logo on your school t-shirt should be visible when you are on camera. **Your camera must be on the whole time in order for your attendance to count.**
- *Mute yourself unless you are speaking, as to not distract the class and is best virtual classroom practice.*
- *Remember Live Classes are mandatory.* If you are too sick to attend or are having a family emergency, your family must reach out to Mr. Darrell, Ms. Reyes, Mrs. Ludlow or your teachers.

Teacher Expectations

- Teachers will prepare New York State standard aligned lessons for live daily classes as well as independent practice.
- Teachers will log into their homeroom Zoom links by 8:45am to take daily attendance and report it in OTUS, our student management system.
- OTUS gradebooks should be updated on Tuesdays and Sundays.
- In the event that a teacher is not getting a response from a student, teachers will alert the Head of School or Assistant Head of School to have them contact the family.