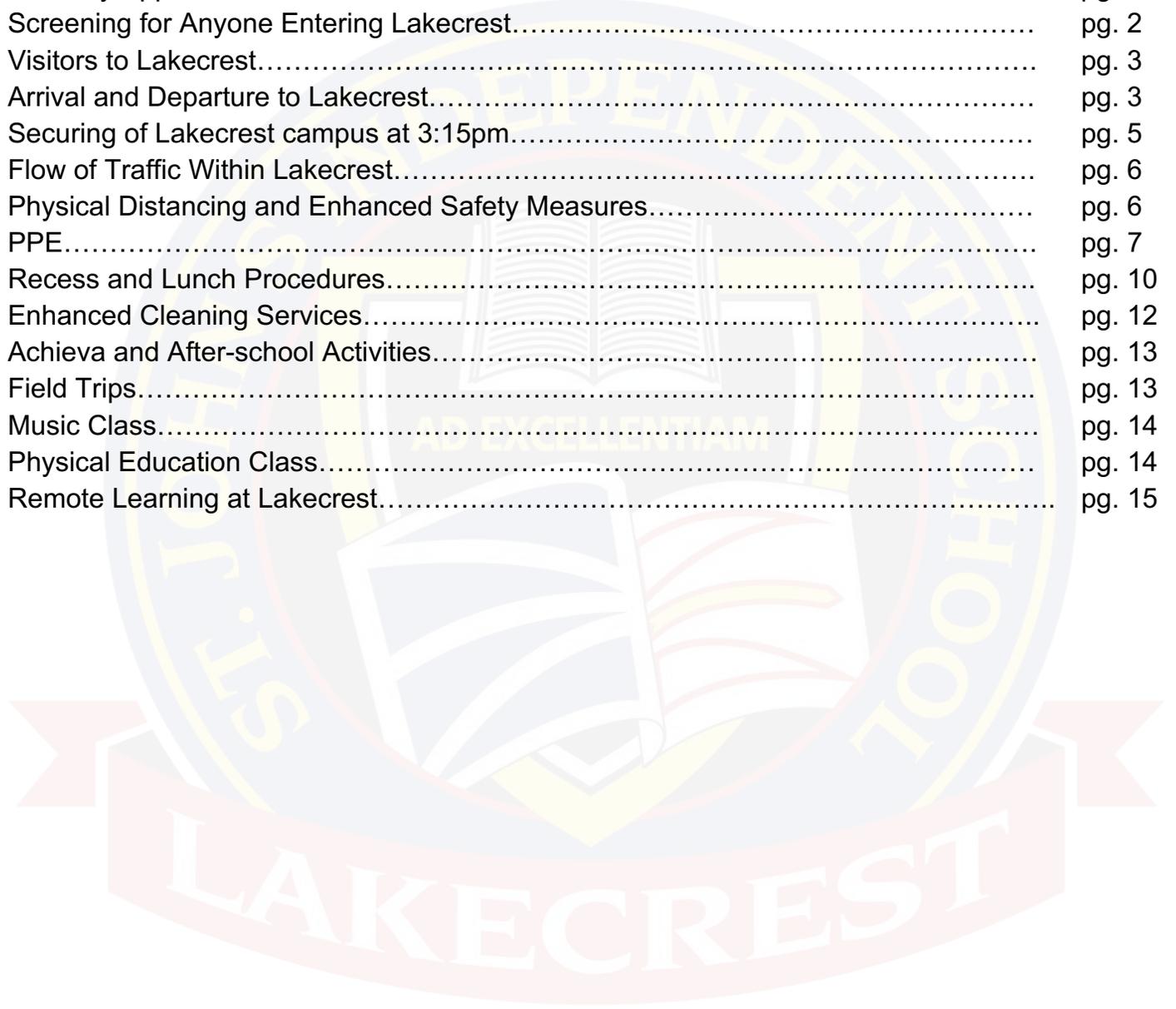




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SCHOOL OF CHOICE

## Introduction

Lakecrest is dedicated to ensuring a safe learning environment for all its staff and students. The information contained in this handbook was a collaborative effort between the Senior Leadership of Lakecrest, the Chair of the Board of Directors, and the Medical Task Force, along with feedback from our teaching staff. The following document outlines the new procedures and protocols to be followed for the 2020-2021 academic year. Please note this is a living document, and parents will be notified as updates occur during the school year. This handbook represents our best planning for the upcoming year, and as reflective practitioners, we will continue to modify our plans based on the most current information available. Our Medical Task Force stands ready to aid us in making the best decisions while we navigate the uncertainty of the 2020-2021 academic year. A copy of our Medical Task Force recommendations can be found on our website:

[Lakecrest Medical Task Force Recommendations](#)

## Re-entry Application for all Staff and Students

All staff and students planning on entering the Lakecrest campus during the 2020-2021 academic year must complete the online Re-entry Application for EACH child prior to the first day of school on Tuesday, September 8th, 2020. This document outlines the requirements that will be followed by any parents of the Lakecrest community seeking to have their child(ren) attend face-to-face instruction this year, as well as any staff members teaching at the school. The form is based on the recommendations from our Medical Task Force and digitally signing this document indicates you have read and agree to follow all of the guidelines for Re-entry to Lakecrest, including what is outlined in this Re-entry Handbook.

A link to the Re-entry Application can be found below:

Link: [Lakecrest Re-entry Application 2020-2021](#)

## Screening for Anyone Entering Lakecrest

Lakecrest takes the health and safety of its community very seriously. Anyone who enters Lakecrest will be required to submit a daily screening form to indicate they have no symptoms and have not travelled outside the Atlantic Bubble recently (or had contact with anyone who has symptoms or has travelled recently). Parents must submit this form daily for EACH child attending Lakecrest. It can be accessed through the link below, and will eventually be incorporated into the Lakecrest app:

Link: [Lakecrest Daily Screening Form](#)

Failure to submit this form, or any false information submitted on this form, may result in your child attending remote learning until the school can confirm he or she is safe to return to in-class instruction at Lakecrest.

In very rare cases, the Government of Newfoundland and Labrador may grant an exemption to self-isolation for individuals who meet a very specific set of criteria. Any families who apply and receive this exemption must notify the school so these can be tracked, and the Medical Task Force can be informed. Lakecrest has no control over the granting of exemptions as these are solely the responsibility of the Government. Granting of a

travel exemption to NL for a parent does NOT mean an exemption from Lakecrest's daily screening form for their child(ren). More information can be found on the Government's website:

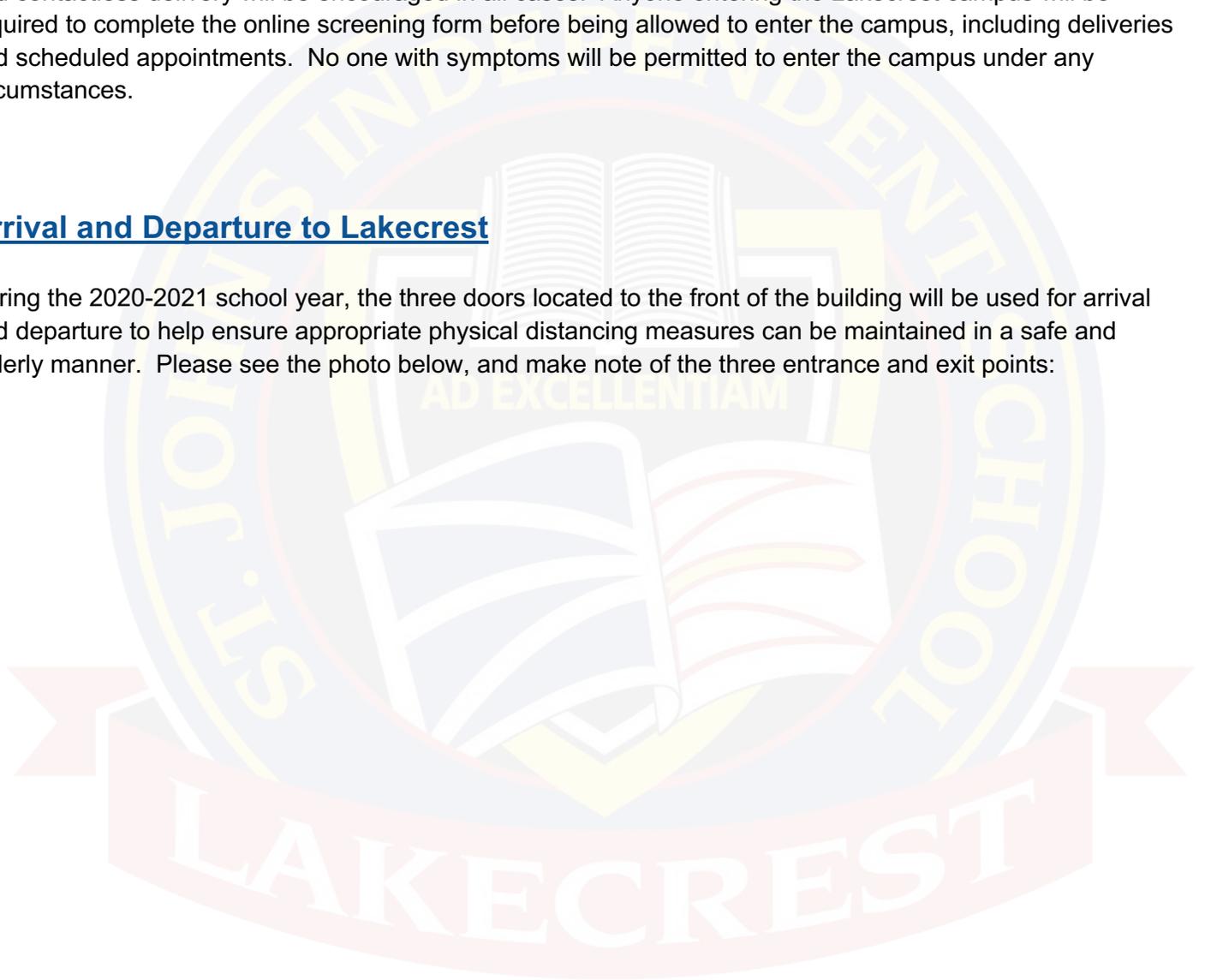
[NLife with Covid-19](#)

## **Visitors to Lakecrest**

Visitors to Lakecrest (including parents) will not be allowed during the 2020-2021 academic year unless pre-approved by the Head of School or Ms. Gillingham, with a scheduled appointment made in advance of the visit. In almost all cases, visits (including prospective new parents) will take place after school hours once all students have left for the day. Deliveries will also be scheduled to arrive after school hours whenever possible, and contactless delivery will be encouraged in all cases. Anyone entering the Lakecrest campus will be required to complete the online screening form before being allowed to enter the campus, including deliveries and scheduled appointments. No one with symptoms will be permitted to enter the campus under any circumstances.

## **Arrival and Departure to Lakecrest**

During the 2020-2021 school year, the three doors located to the front of the building will be used for arrival and departure to help ensure appropriate physical distancing measures can be maintained in a safe and orderly manner. Please see the photo below, and make note of the three entrance and exit points:



SCHOOL OF CHOICE

Our student body will be divided into 2 groups based on the arrival and dismissal time given and then subdivided into 3 sub groups based on the assigned door. Families were organized based on student allotment for each entrance and exit points to allow for physical distancing and consideration of the age and age range of the students accessing the entrance and exit points at each designated time. Parents may walk their child to their designated door, however, they will not be permitted to enter the school. It is imperative that your child arrive within your designated time for arrival and dismissal to ensure that these high traffic times run safely and smoothly. Upon entering the building, all students and staff will be expected to sanitize or wash their hands. Any students who arrive after their scheduled time will wait until 8:35am and be let in by the Head of School or Ms. Gillingham, and be marked late.

### Staggered Arrival Times and Entrance Points for Lakecrest Students

	Door 1	Door 2	Door 3
Group 1- 8:00-8:10am	Students with surnames beginning with "B, P, R"	Students with surnames beginning with "F, G,I,J, W"	Students with surnames beginning with "K, L, M, O, Y"
Group 2- 8:15-8:25am	Students with surnames beginning with "C, T "	Students with surnames beginning with "A, E, N"	Students with surnames beginning with "H, S"

### Staggered Dismissal Times and Exit Points for Lakecrest Students

	Door 1	Door 2	Door 3
Group 1- 2:45-2:55pm	Students with surnames beginning with "B, P, R"	Students with surnames beginning with "F, G,I,J, W"	Students with surnames beginning with "K, L, M, O, Y"
Group 2- 3:00-3:10pm	Students with surnames beginning with "C, T "	Students with surnames beginning with "A, E, N"	Students with surnames beginning with "H, S"
<b>3:15pm Campus secured and all students have left the building except for those enrolled in Achieva.</b>			

Upon entry, all students proceed to the "Up" stairwell (located by the Kindergarten and Grade 1 classrooms). Junior high students are permitted to remove their outdoor shoes, and proceed through the gym to their foot lockers, prior to proceeding up the "Up" stairwell. Upon dismissal, all students will travel down the "Down" stairwell and proceed to their designated door for dismissal.

Students with siblings in Kindergarten or Grade 1 are asked to please designate one child per family who will be permitted to walk their younger sibling to their classroom upon arrival and collect them from their Kindergarten or Grade 1 classroom at dismissal time should they be unsure of these procedures and require some additional help. Staff will be available to oversee and guide those Kindergarten and Grade 1 students who do not have older siblings that attend Lakecrest to help ensure that their arrival and dismissal times run smoothly. At the beginning of the year, teachers will take great care in modelling and guiding students through these new protocols and procedures to help ensure an effective and smooth transition into the 2020-2021 school year.

Lakecrest is a community of learners that work together. Throughout the coming school year, we ask that all families respect the designated arrival and dismissal times provided in order to help protect the health and safety of all of our families. Adherence to your time will also assist with physical distancing measures that have been put in place, will allow for smoother transitions throughout the building and locker areas, and will also allow for minimal disruption to instruction time.

### **Kindergarten Arrival on the First Day of School**

Due to the unique needs of our youngest members of the Lakecrest community, we will be providing an opportunity for Kindergarten students and their parents to visit Lakecrest before the first day of school to walk the entrance they'll be using, and also visit the classroom and teacher they'll be with this year. On Friday, September 4th from 12:00pm-3:00pm, we will open up optional scheduled 10-minute blocks for Kindergarten parents to briefly visit the school and classroom in anticipation of the first day of school. The 10-minute blocks will be strictly adhered to, and masks will be worn by students, parents and staff during this time. A signup link will be provided to Kindergarten parents to reserve their times.

On the first day of school, Kindergarten students will have two options for arrival. Students with siblings in older grades may arrive together and be escorted to the Kindergarten classroom by their sibling, or they may choose to wait at the designated collection point in front of the school for a special welcome at 8:40am. Students without siblings may wait with their parents at the collection point in front of the school at 8:40am. At 8:40am, students already in the Kindergarten classroom will be escorted to the collection point to meet up with their fellow classmates. After a brief welcome by the Head of School and the Kindergarten teacher, all students will then proceed together to their classroom.

The Kindergarten teacher can provide a 1<sup>st</sup> day of school picture from the classroom for parents upon request. All Kindergarten parents will be able to take 1<sup>st</sup> day of school pictures in front of Lakecrest at 8:40am.

### **Securing of Lakecrest Campus at 3:15pm for Deep Cleaning**

In order to accommodate the daily deep cleaning which will occur at Lakecrest, the campus will be secured at 3:15pm every day, and be closed to students and parents at this time with the exception of students participating in the Achieva program. Parents and guardians must ensure they have picked up their children or arranged alternative transportation by 3:15pm each day. Students will not be permitted to remain at Lakecrest after 3:15pm in order to maintain the full sanitation that must occur nightly. Students participating in the Achieva program will be isolated in the indoor gym or designated outside areas, with Achieva staff being responsible for the sanitation of all resources used.

## Flow of Traffic Within Lakecrest

Proper flow of traffic will be essential this year to maintain physical distancing measures that are in place.

Students will be required to stay to the right of the hallways when travelling and flow to the left upon return if needed. Arrows and floor markings will help guide students and staff with this.

The designated “up” and “down” stairwells will be imperative to the flow of traffic. Students will be guided in the first weeks of school on how to travel through the halls both as a class and also as an individual. Trips to specialist teachers as well as trips to the bathroom will be practiced and discussed so as to help students ease into the expected flow of traffic to curb interactions with others throughout the day when in the hallway.

Arrival to and departure from the school will be important to keep students moving quickly and efficiently so that the next group of students can enter the school. This is outlined further in the sections for both arrival and departure to Lakecrest.

Students will enter the gym using the front entrance by Ms. Gillingham’s office and will exit the gym using the doors closest to the foot lockers.

Junior and High School students will remain in their classes with specialists rotating through, instead of the students changing locations.

## Physical Distancing and Enhanced Safety Measures

As per the guidelines of the Medical Task Force, students’ desks will be spaced 1.5 meters apart to allow for physical distancing. When this is not possible, they will be seated in Collaboration Stations with plexiglass dividers. Further information can be found in the PPE section of this document.

Example of a physically distanced classroom:



In a physically distanced classroom, parents can expect:

- Desks to be placed 1.5m apart
- One or more Collaboration Station(s) per class
- Individualized resources and materials for each student

Students will be able to share books within the classroom library with the stipulation that they sanitize before taking a book from the class library and after they replace a book in the class library.

Where possible, students will have access to individual sets of items (i.e. manipulatives for math, etc.). Books will be grouped per student, not per subject. For example, a student's books will all be in one place where they can access them and be able to retrieve them for themselves.

Lockers will be one per student with no sharing of space, and lockers will only be able to be accessed upon arrival in the morning, before going outside, and before departing in the afternoon. Lockers will not be allowed to be accessed during the school day outside of these times.

In Kindergarten and Grade 1, students will each be assigned a cubby space within their classroom which will separate each student's items from other students.

When in the hallway students will be expected to stay on the correct side of the hallway as indicated by the markers on the floor, wear a face mask, and maintain a distance of 1.5m from other students. When visiting the bathrooms, there should not be more than the indicated number of students in the facilities at a time.

While outside students will play within their class groups with no mingling of other grades. When entering the school upon the end of recess the students will enter grade by grade with social distancing in mind as they enter the building.

## **PPE at Lakecrest**

### **Availability of PPE**

PPE kits will be available in every classroom, and include:

- Hand sanitizer
- Face masks
- Gloves

Every teacher will be issued a personal PPE kit which will include the above items, as well as a reusable face shield.

All PPE kits will be topped up regularly throughout the year.

The isolation room, which will be used if anyone displays symptoms, will contain enhanced PPE kits which include:

- Hand sanitizer
- Masks

- Face shield
- Full Gown
- Gloves
- Forehead thermometer

### **Wearing of PPE at Lakecrest**

Following the guidelines of the Department of Education, face masks will be required in all common areas of the school, however they are optional within the classrooms. This means all students and staff must wear masks for arrival and departure to school, as well as when they are in the hallways of Lakecrest. Masks will not be required during recess, though will be required when transitioning to their designated recess area (Kindergarten and Grade 1 will be exempted as they will not pass any cohorts on their way out, and their doors are located next to the exit to the playground). Though optional within the classroom cohort, anyone choosing to wear a mask will be fully supported and respected.

Movement within the school will be minimized and teachers will rotate through classes instead of students moving location as much as possible, to minimize cohorts coming into contact with each other. This includes the Middle and High School classes.

Students arriving at Lakecrest must wear a mask until they arrive in their classroom, and students departing Lakecrest must wear a mask until they have departed the campus and are in a safe location. Physical distancing will occur at both these times in addition to the wearing of masks.

Parents must ensure they have sufficient masks and uniforms for their child(ren) to allow them to be laundered appropriately during the school week. Parents should also pack an extra mask in their child(ren)'s backpack in a sealed plastic or paper bag in case the first mask is soiled or damaged during the school day.

Face masks or reusable face shields will be required by teachers who come into contact with multiple cohorts of students (ex. French, Music, PE and Junior High teachers).

Proper use of non-medical masks are essential to mitigate the risks of spreading Covid-19. Many organizations have publications on their proper use.

A video demonstration of the proper use of non-medical masks can be found here:

#### [How to Wear a Fabric Mask](#)

A brief overview can be found on the following page.

# HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

## DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

## DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

## DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

## DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



## Physical Barriers and Collaboration Stations

As per the guidelines of the Medical Task Force, in cases where 1.5m of physical distancing cannot be maintained, physical barriers may be used. To accommodate this, as well as provide opportunities for collaboration and group work for our students, each classroom will be equipped with at least one Collaboration Station from Kindergarten up to Grade 7. Larger classes, as well as Kindergarten, will contain more than one Collaboration Station as a part of the total number of desks located in the room:



Collaboration Stations provide both students and teachers with the opportunity to engage in collaboration while still adhering to the Medical Task Force guidelines. Use of these stations and rotation of students to these desks will be determined by the classroom teacher depending on the learning engagement, class dynamics and various other factors. Collaboration Stations form part of the total number of desks in a classroom, so students will be assigned a seat in these stations for a set length of time, with the teacher determining how often students change seats. Younger students will likely rotate less often, while older students may change more often. All desks and surfaces will be sanitized before a new student uses it.

Parents who do not feel comfortable with their child using a Collaboration Station may contact their child's teacher.

## Recess and Lunch Procedures at Lakecrest

### Lunch

Due to the lack of space in our school cafeteria, students will eat lunch in their homerooms for the 2020-2021 academic year. Regular sanitation of classrooms will occur twice a day. Food deliveries from outside vendors or parents to Lakecrest will not be permitted this year. Students will bring packed lunches, and parents should

be conscious to not pack any nut or seafood items. Students will not have access to the microwave on the 3rd floor this year.

Long Lunch on Wednesday will resume for this academic year, with students being allowed to leave campus provided they follow all health and safety recommendations while off campus (ex. physical distancing, masks in indoor spaces, etc.). As in past years, it will run from 11:50am-12:50pm. Students who are leaving the building for lunch will be dismissed through their assigned dismissal doors. Parents are asked to wait outside these exit points for their child to arrive, while ensuring they maintain physical distancing. ALL students will re-enter the building using the main entrance (Door 2) upon returning to school. Students will be expected to sanitize or wash their hands prior to proceeding to the locker area or classrooms.

Parents of students in Primary (Kindergarten to Grade 3) will be required to notify the teacher via email if they plan on picking their child up for Long Lunch by Tuesday night. If there is a change of plans after this point, the parent must call the school Wednesday morning (or email the main office if the telephone is not answered) to notify the school of the change. This is to ensure the teacher knows which students need to be brought out to their parents and which will remain in class. If no email is received by Tuesday night the assumption will be that the student will remain at school for Wednesday Long Lunch.

Our regular catered lunch program will not be possible this year, however Lakecrest will trial a pizza day on Friday, October 2, 2020. Contactless delivery to the school will occur with individually packaged pizzas, which will then be delivered to homerooms. Based on the success of this first trial pizza day, Lakecrest will aim to continue pizza days on Fridays, with the potential to add in another food option on a different day of the week later in October. Further information will be sent out once plans are confirmed.

### Lunch Recess

Where possible lunch recess will be held outside for all students. For this reason, it is imperative that ALL students have clothing that is acceptable for a variety of Newfoundland weather. While outside, the Medical Taskforce has determined that physical distancing within a class cohort does not need to be encouraged however physical distancing measures should still be encouraged between various cohorts. For this reason, our outdoor areas will be divided into 4 distinct spaces (*playground field, playground structure with tables and benches, middle area between the field and play structure with bars and spinning toys, and front yard*) that can be utilized when needed. Students will rotate between the various play spaces every day. A sample schedule is provided below:

Junior Lunch Recess Sample Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Play Structure, tables and benches	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4
Playground Field	Grade 4	Kindergarten	Grade 1	Grade 2	Grade 3
Middle Area	Grade 3	Grade 4	Kindergarten	Grade 1	Grade 2
Front Yard A	Grade 2	Grade 3	Grade 4	Kindergarten	Grade 1
Front Yard B	Grade 1	Grade 2	Grade 3	Grade 4	Kindergarten

### Senior Lunch Recess Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Play Structure, tables and benches	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
Playground Field	Grade 9	Grade 5	Grade 6	Grade 7	Grade 8
Middle Area	Grade 8	Grade 9	Grade 5	Grade 6	Grade 7
Front Yard A	Grade 7	Grade 8	Grade 9	Grade 5	Grade 6
Front Yard B	Grade 6	Grade 7	Grade 8	Grade 9	Grade 5

### Morning Recess

Morning recess will continue to be held in the classroom. At Lakecrest, we prioritize building friendships, social connections and feelings of acceptance. Many of these things happen during unstructured play times and leisure activities. While physical distancing measures will continue to be encouraged during indoor recess time, our teachers are devising creative ways that students can engage with one another in a safe and conducive manner during the morning recess period. Only items that can be properly cleaned after use will be permitted to be used during playtime. Individual activity centers may also be provided to help manage the usage of frequently touched objects.

### Enhanced Cleaning Services and Facility Modifications at Lakecrest

Lakecrest has employed full-time cleaning staff to work throughout the day in addition to the regular deep cleaning that will occur every evening beginning at 3:15pm. Cleaning staff will be provided with PPE to wear throughout the school day.

As the deep cleaning will begin at 3:15pm each day, the campus will be secured and closed to all students and parents at this time, with the exception of students participating in the Achieva program as they will be isolated in the indoor gym. This area will be sanitized by Achieva staff at the completion of their program each day.

The daily cleaning will focus on high traffic areas and high touch surfaces, with a rotation through key areas of the school that will be aligned with our timetable (ex. cleaning the playground after each lunch recess).

An electrostatic cleaner has been secured to aid in the cleaning of the school, along with a supply of cleaning agents that are safe to use on food surfaces and are approved by the Medical Task Force.

Hand sanitizer and hand wash stations will be located throughout the school, with their use being incorporated into the daily routine of students.

Water fountains will be replaced with touchless fountains and faucets, to minimize contact during the school day. Students are encouraged to fill their water bottles at home before coming to school every day in order to minimize traffic in the hallways.

## Achieva and After-school Activities

Lakecrest acknowledges that after-school activities provide a much-needed service to our community, as well as valuable opportunities for our students to develop skills in an area of interest. After-school activities will not start when the school opens in September, but will be discussed with our Medical Task Force on a case-by-case basis to determine which ones are able to be run safely for our students. What is offered will also depend on the current Alert Level and situation in St. John's. There is a possibility that after-school activities may not occur for the entirety of the academic year.

Achieva after-school care will continue to be offered at Lakecrest, with the company complying with our Medical Task Force's recommendations. Students will be housed in the indoor gym to allow ample room for physical distancing, and all resources used will be sanitized at the end of the session. Parents can expect contactless pickup of their children as they will not be allowed onto the Lakecrest campus. Guidelines on what Achieva sessions will look like, as well as pickup information for students, will be sent directly to families who have enrolled with Achieva Education. For further information, please contact Achieva Education:

**Link:** [Achieva Education](#)

**Achieva Office Phone Number:** 709-237-8393

**Lakecrest Achieva Contact:** [lisa@achievaeducation.ca](mailto:lisa@achievaeducation.ca)

## Field Trips

Lakecrest acknowledges the importance of field trips and experiential learning as an integral part of an holistic education, however these will not be possible in most cases for the 2020-2021 academic year. Virtual field trips and Zoom calls with guest speakers will be explored in order to provide students with opportunities to learn when possible. Depending on the request and the current Alert Level, field trips that do not involve travel and are able to maintain physical distancing may be considered on a case by case basis, and a proposal can be submitted to the Medical Task Force for approval (ex. a local walk to a park for a Science class). In order to maintain our cohorts and not introduce extra persons into our students' grade-level bubble, transportation by parent volunteers will not be used during the 2020-2021 academic year.

## Music Class

Music education is an important part of the holistic development of students at Lakecrest, and will continue next year with modifications:

- Students will be socially distance at 1.5 metres as per the recommendation of the Medical Task Force in both the music and drama rooms
- Both classrooms have windows for air circulation
- Classes may alternate between the music and drama rooms to allow the air to clear in the space between periods
- All instruments used in class will be sanitized before used by another group
- All students will be provided with the materials and instruments they need for practice both in class and at home
- Junior high classes will take place in the gym to allow for social distancing

## **Chamber Choir**

While extra-curricular activities will not begin in September at Lakecrest, we will be continuing our Chamber Choir as a pilot program within the guidelines of the Medical Task Force:

- Chamber Choir will be held in the indoor gym to allow maximum social distancing
- The program will be run during the last period of the week on Friday to give the indoor gym ample time to air out
- Chamber Choir is an auditioned activity for students in Grades 4-9, so parents/students may choose not to participate
- Chamber Choir will follow the guidelines of the provincial government and not involve singing until deemed safe by the Chief Medical Officer

Some non-singing examples of Chamber Choir may include:

- Melody/harmony and humming
- Rhythmic concepts
- Sign language for music
- Movement/choreography for music
- Sight-reading skills
- Study of the languages in pieces being studied
- Study of musical elements in choral pieces
- Virtual choir presentations throughout the year

## PE Class

Physical Education will continue three periods a week throughout the 2020-2021 academic year. There will be modifications to the program to accommodate physical distancing when possible, however the mandate of the Medical Task Force is that physical distancing rules are flexible during PE class due to the nature of the class as well as needs of the students.

Contact sports are unlikely to happen, and PE classes will be encouraged to use outdoor spaces as much as possible. During the winter months, the indoor gym will provide ample space to accommodate the students, and after-hours rentals of school facilities will no longer happen for the upcoming school year.

### **Changing of PE Clothes for Junior High and High School Students**

Students in the upper grades will be permitted to wear their PE clothes during the day for any days they have PE class. Students will also be given the option to change before and after PE class, provided they maintain physical distancing in the location they use. Students may use the regular change rooms, or any of the bathrooms on the 3rd floor.

### **Remote Learning at Lakecrest**

In order to accommodate students who are ill or need to self-isolate during the year, Lakecrest will offer remote learning in place of face-to-face learning as needed. In the event a student or staff member at Lakecrest tests positive for Covid-19, the entire school will move to remote learning for a period of 7 days in addition to the recommendations from the relevant Health authorities.

Remote Learning at Lakecrest will be a combination of synchronous and asynchronous learning. Classes will not be live-streamed, but rather will ensure students are able to continue the learning remotely. Students who are remote learning will follow a modified schedule with live sessions scheduled as appropriate, based on the Grade level and needs of the class and student. The importance of socialization and social interactions will be maintained as much as possible, with remote learning students collaborating with face-to-face students when possible.

Teachers will strive to provide resources and learning engagements that are accessible to students whether at home or at Lakecrest.

### **Overview of Remote Learning while Onsite Classes Continue:**

- Best practices will be followed at all times. As a result, changes may occur throughout the year to ensure that student well-being and learning are always at the forefront of what we are doing at Lakecrest.
- Remote learning will not be a regular class day and activities and teaching may be condensed or include a prioritized curriculum.
- Live Zoom sessions will be offered 2-4 times per day. Remote learning students will be provided with the opportunity to work in collaborative groups with other students, participate in mini lessons, and various community building experiences during these times. Remote students will also be provided with built in times throughout their day to complete assigned work independently (work will be posted on Seesaw, Google Classroom or through provided materials). Remote learners will have flexibility when they choose to complete their daily work, however the expectation is that work will be completed for the next school day or due date (unless they are experiencing symptoms that make them too ill to complete it).
- Weekly Zoom schedules will be provided by Sunday at 5:00pm. As we will be providing instruction in two very diverse domains, it is imperative that all stakeholders accept the fluidity of the Zoom schedule so that classroom teachers can optimize learning opportunities that may occur for both groups of students. It is suggested that parents review the remote learning schedule with their child prior to the morning check in to make sure that there have been no changes made.

**Expectations for Remote Learning**

<b>Parents</b>	<b>Teachers</b>	<b>Students</b>
<p>Set up a work space for their child conducive to learning</p> <p>Provide a headset with microphone for remote learners</p> <p>While parents or guardians need to be close by during Zoom sessions to ensure their child's safety, creating independent learners is one of our priorities. We ask that parents provide students with space to problem solve and engage in lessons on their own.</p> <p>Display a positive mind-set surrounding the situation especially in front of the children</p> <p>Communicate with teachers especially when there may be a concern around their child's learning</p> <p>Contact the head of school or classroom teacher if there is a valid reason why your child or family is not comfortable with having the camera turned on during Zoom sessions.</p>	<p>Consistency amongst the staff when creating our remote learning set-up based on grade levels</p> <p>Essential agreement surrounding the scheduling and day to day teaching when in a remote setting</p> <p>Be prepared to transition to remote learning at any time</p> <p>Preparation from day one to get the students ready to go remote</p> <p>Tools and technology need to be considered when in a remote setting</p> <p>Choose and understand the model from which we will be teaching in a hybrid or remote setting</p>	<p>Students need to be comfortable and prepared for their time when in remote learning</p> <p>Appropriate clothing must be worn at all times</p> <p>Accountability for their work and actions when online will be important</p> <p>Students are expected to have their cameras turned on during Zoom sessions (please see note in parent sessions).</p>

SCHOOL OF CHOICE