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**Subject:** Fall 2020 School Kickoff Details  
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Dear CSLA Parents,

We should probably start with a warning; this is going to be a long letter, but it's due to lots of exciting and important information! We are so very thrilled to welcome your children to C.S. Lewis Academy, in some cases for the first time, on Wednesday September 9, 2020.

As we continue to wrestle with new vocabulary words like synchronous and asynchronous, and concepts like cohorts and social distancing, ultimately, it's about our faculty and your children and the wonderful blend they make that creates a CSLA education.

Below we've tried to touch on a lot of key topics. Additional detail will be added at our Orientations. We really thank you for your patience as preparing for CSLA Fall 2020 has been like no other.

## **ORIENTATIONS**

**Elementary School:** The elementary school has already completed their one-on-one orientations.

### **Middle School**

#### **New to CSLA Middle School Orientation**

Tuesday, September 8

9:00 - 10:00 am

9:00 - 10:00 am

## **All Middle School Parent Meeting**

Tuesday, September 8, 2020

6:00 - 6:45pm

### **High School**

Tuesday, September 8 at 7:00 PM

- Parents ONLY (for numbers)
- Bring your own chair
- We will be discussing: the purpose of in-class sessions
- How to support your student for successful on-line learning
- Class schedules
- Meet the teachers
- Question and Answer with teachers

### **CLASS SCHEDULES:**

**Below is additional information on our schedules for the 2-hour limited instruction model and the afternoon Teacher-Led, Learning-at-Home (TLLH) model. The on-campus details for each level could change over next few weeks within the two-hour time block as we solidify cohorts, etc. However, we expect the general time blocks of 8am-10am for MS/HS and 8:15am-10:15am for elementary to remain until such time as we can return to campus full time.**

### **High School**

#### **Morning on campus sessions:**

8:00 - 10:00 AM Monday - Friday

- Each HS class will have one in-person session per week
- Science labs, class discussions, math demonstrations, etc.
- No In-class sessions for 9th and 10th grade on Friday

## **On-line Mandatory Class sessions Via Zoom:**

11:30 - 3:30 Monday - Thursday

- Each class will meet 2x/week
- Rich teacher-led at home learning
- All assignments will be assigned and turned in via Google Classroom

*\*Students will be receiving their specific class schedules on the first day of In-person sessions.*

## **Middle School**

[The Middle school schedule is linked here](#)

## **Elementary School**

8:15-10:15am Monday-Friday

- Elementary students will meet with their classroom teachers every day for cohort activities and instruction.
- All cohorts will have music and PE once a week.
- 3rd-5th will also have lego robotics, and 5th grade will also have an Art class.

11:30 or 11:45 until 2 or 2:15 Monday-Friday

The Teacher-Led, Learning-at-Home portion of the elementary day will be as much like classroom instruction as we can make it.

There will be teaching time, time to do seatwork/individual assignments with the teacher present, and breaks, all within the context of live Zoom meetings. The length of the meeting varies by grade.

*Each elementary grade level will have a slightly different schedule which will be handed out by the individual teachers.*

**ON CAMPUS LIMITED INSTRUCTION**

When on campus, for this 2 hour Limited Instruction, CSLA will be following all Covid-19 related guidelines and restrictions as outlined by the ODE and OHA though the *Ready Schools, Safe Learners* guidance. More information can be found here: [CSLA FALL 2020 PAGE](#)

## **ARRIVAL ON CAMPUS FOR LIMITED INSTRUCTION** ([webpage for map](#))

### **Middle School/High School Students**

- Arrive on campus between 7:45 and 7:55am each day. BEING ON TIME IS VERY IMPORTANT.
- ALL MS and HS students are asked to remain in their vehicles until 7:45am.
- Because we need to screen all students, staff and visitors when they arrive, it's critical that our students arrive during this window so we can properly screen.
- Doors may be locked at class start time, further complicating late arrivals.
- If there is a line waiting for screening, MS will line up down the chain link fencing in front of the office, HS on the sidewalk outside the gym.
- Social distancing and mask wearing during this time is considered mandatory.
- Middle school students will be screened outside the main office, regardless of what classroom they start in.
- High school students will be screened in the courtyard outside the gym.

### **Elementary School Students**

- Elementary 1<sup>st</sup>-5<sup>th</sup> grades will arrive at 8am and be checked in until 8:10am. Being on time is paramount.
- We would prefer that all elementary students check in at the time noted. However, if a family has an older sibling that is being dropped off earlier, and waiting causes a hardship, you may have your elementary student screen with the Middle School students.

- There will be two screening stations located outside the main office.
- Parents of K-2 students should walk their child to the screening for GS students, but are also asked to wear a mask and to use social distancing practices.
- Any developing line will form along the fence line in front of the office. Please enter the line from the West end by Mr. Swanson's office.
- There will be painted Lions for a visual for spacing.
- Social distancing during this time is considered mandatory.
- The student will proceed up the steps of Davis Hall where they will be greeted by a volunteer or someone from the administrative team.
- They will then move down the hallway to their classroom where teachers will be awaiting them.

## SCREENING

- We are asking our parents to avoid a difficult or awkward situation at CSLA by pre-screening their children each morning. Your own confirmation of a lack of symptoms including a temperature of lower than 100.4 will ensure a smooth screening at school. Thank you in advance for taking the time to complete this each morning.
- We understand that symptom screenings will fail to identify some students who have SARS-CoV-2 infection (asymptomatic or pre-symptomatic). Even with this screening some students with SARS-CoV-2 infection, who can potentially transmit the virus to others, will not be identified.
- Note that our symptom screenings will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies.
- None-the-less, we have chosen to implement some simple screening as a basic mitigation procedure.
- As part of the screening there will be a 2 questions and a temperature check. We will not be tracking temperatures, only marking whether or not they were under the 100.4 guideline.
- Face coverings are required for anyone approaching the line up or screening station.
- Again, we would ask that a parent accompany every 1<sup>st</sup> and 2<sup>nd</sup> grade child to screening. For 3<sup>rd</sup> - 5<sup>th</sup> grade a parent or the accompanying

grade child to screening. For 3<sup>rd</sup>-5<sup>th</sup> a parent at the screening is optional if you feel your child can handle the screening themselves.

*If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. A yes answer to the questions or a high temperature will require the student to return home.*

1. Temperature check: needs to be lower than 100.4 degrees Fahrenheit

2. Do you have?:

- A Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

*If yes to above, we will need an explanation of why we shouldn't be concerned that this is Covid-19 related (chronic issues, etc.)*

3. Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 in the past 14 days?

## **FACE COVERINGS**

We ask that each student arrive on campus with their own face covering. We will have backups for a student who needs one during the day due to damage, etc. We will also supply 1<sup>st</sup>-3<sup>rd</sup> grade students with face shields for use during the day, and have additional shields available.

- According to our ODE/OHA guidelines, face coverings are now required for all students in grades kindergarten and above along with all staff.
- Clear plastic face shields remain an acceptable alternative in some instances because they enable students to see whole faces. This

avoids potential barriers to phonological instruction and reinforces social emotional cues.

- What is Required?
  1. Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings. Individuals may remove their face coverings while working alone in private offices.
  2. Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines.

**DEPARTURE FROM CAMPUS FOR LIMITED INSTRUCTION** ([webpage for map](#))

### **Middle School/High School Students**

- School will end at 10am.
- Students will be asked to immediately exit the building and leave the school grounds.
- We are requesting Social distancing until the student gets into a vehicle.
- High school students may proceed directly to their cars, or their ride.
- Middle school students who are awaiting their ride will line up on the fence line.
- Students are asked to utilize one of the three cross walks to go to their awaiting vehicles.

### **Elementary School Students**

- School will dismiss at 10:15am
- Elementary classes will be dismissed by class in the order of 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>.
- The classes will depart with their teachers through the EAST doors and proceed down the fence line.
- 1<sup>st</sup>/2<sup>nd</sup> will be closest to the gym, with 5<sup>th</sup> being closest to College Street.
- Student may enter their awaiting car in the car line at any of the three crosswalks

- Administrators/Volunteers will be in the parking lot to assist.
- Drivers should use both lanes in the carline, being careful to be in the correct turning lane. Please be courteous and allow drivers to move lanes if they should get caught in the wrong one.
- Students will only enter cars in the car line and those few spots closest to the crosswalks. PLEASE do not motion for your children to cross through the parking lot
- No pick ups at the east end of the fence.

## **TEACHER-LED, LEARNING-AT-HOME INFORMATION**

### **Computers**

Each student should be set up with a desktop, laptop or Chromebook computer with a camera and microphone. Good WIFI access will also be needed. While tablets can work in a pinch, our experience last year was that there was a significant drop in effectiveness with these devices.

For those who have requested loaner computers, we are working hard to get them available as soon as possible. We will let you know when we have them ready for pick up.

### **Online expectations**

Students should have a good table or desk from which to work. Zooming in from beds or laying on sofas is not a good work environment. Eating is not appropriate while online in class. If sharing space with others, headphones might be a good idea. Additional expectations will be shared by grade level.

### **WWW access/safety and content filtering**

Please realize that CSLA has no ability to filter content when students are online outside our own WIFI area. Below are some links to organizations with some very helpful information regarding family internet safety.

- [Plugged in-Parents Guide to Today's Technology](#)
- [Connectsafely.org](#)



- [Family Online Safety Institute](#)

## Email Accounts

- All middle school and high school students will have an assigned @cslewisacademy email for their use.
- Students in K-5<sup>th</sup> grade will need to utilize a parent's account. A suggestion is to set up a Google gmail account and use the Google Family Link to set up parental controls.

## TUTORIALS

### Google

- [Google Classroom Tutorial for Parents](#) (6m)
- [How to Use Google Classroom for Parents!](#) (9m)
- [Google Classroom Tutorial for Parents](#) (9m)
- [The Parents Guide to Google Classroom](#) (3m)

### Zoom

- [Parent's Guide to Zoom](#)
- [Zoom for Parents and Kids: 9 Tips and Tricks You Never Knew](#)

## FORMS/DOCUMENTS

### Mandatory Forms

Each year C.S. Lewis is required to have sign off from all parents/guardians on a variety of areas. This form communicates and confirms our policies on **Transportation/Activity Participation, Photo Release, and Acknowledgement and Acceptance of our Parent/Student Handbook and Curriculum Guide**. Thank you for taking the time to complete these form. [These are all included in a single link online and are available HERE.](#) **You must have these forms completed before your child may start class on Wednesday, September 9.**

*NOTE: The 2020-21 handbook and curriculum guide will be updated by September 5, 2020. They are located under PARENT LINKS on our website. Currently you can access the 2019-20 version.*

In addition, for 2020-21, We need all students to file a Covid 19 Release form [pending]....not sure until morning.....

## **OTHER**

### **CSLA Branded Face Coverings**

You can now purchase CSLA branded face coverings! The expected time line is approximately 4 weeks.

Order by Wednesday September 9 to guarantee your masks. Follow this link to order: [CSLA FACE COVERINGS](#)

### **Communication**

You've been receiving a lot of directed email recently. That is because the information we have been sending out has been very directed at current parents and mostly very time sensitive. During the school year, only the biggest announcements utilize this method of communication.

We STRONGLY rely on our CSLA JOURNAL for the school level week-to-week communication, as well as less timely small group communication. It is expected that our current CSLA family is at least looking through this weekly emailed publication for the most recent news. Control over your subscription is available under **PARENT LINKS** at the top of our CSLA website, or at the bottom of each Journal.

### **Volunteers**

Even in these days of Covid-19 Volunteers will play a critical role in the success of C.S. Lewis Academy. From assisting with screenings to sanitation, we will have needs for volunteers. As we get back to a level of normal, the school's ability to offer many activities inside and outside of the classroom depends on volunteer help. While CSLA does not require volunteer hours, each family is strongly encouraged to get involved whenever possible.

Information on volunteering, including the application for the mandatory background check, is located under **PARENT LINKS** on our website.

Thank you for your focus on all these details. We are excited to see our students, excited to teach again, and excited to continue the mission of C.S. Lewis Academy. And once again a special WELCOME to the over 30 new students representing over 20 new families joining our CSLA community.

Serving Him,

Clay Swanson, Principal

Steve Wallo, Administrator

***Preparing Students for Life***

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