

This update (1.3) includes updated language and new information regarding:
4-12 free lunch program and technology support



THE **Vanguard School**

Reopening Plan for 2020-2021

Our Response to the COVID-19 Pandemic

Version 1.3

September 16, 2020

The Vanguard School Reopening Plan

This document represents The Vanguard School's anticipated reopening plan as of September 16, 2020. The plan outlines The Vanguard School's protocols, strategies, and expectations for in-person, hybrid, and distance learning postures.

This plan intentionally aligns with that of Cheyenne Mountain School District 12 and is designed in response to the most recent information and recommendations available from El Paso County Public Health (EPCPH) and the Colorado Department of Education (CDE). It has been developed according to our capacity to meet those recommendations given current resources and limitations.

As everyone is well aware, the details of COVID-19 infection and the responses to that can evolve rapidly. New information or directives from either El Paso County or the State of Colorado may materialize at any time and dictate a rapid shift in the school's approach to keeping students and staff safe, including a change in format in which we provide our instruction. As the situation evolves, we will communicate changes as soon as we are aware. Parents are encouraged to develop contingency plans well in advance that will allow them to support a shift to full distance learning, if required.

The circumstances around the COVID-19 virus have created many unique situations. Among those is the fact that, for us to effectively mitigate the challenges of the virus, everyone must act not only to keep himself safe, but also for the good of the entire community. This plan is intended to support the measures recommended to schools for the effective recovery and return to normalcy of the entire county. Implementing these measures effectively for our school will require patience, perseverance, flexibility, and cooperation of all members of our staff, teachers, parents, and student body. We are grateful for the support we continually receive from all members of our community and are looking forward to continuing to partner with you on behalf of the development of our children in whatever format that takes this year.

General Information



Daily Health Screening and Staying Home

The most important protective practice schools and parents can take is to require students and staff to stay home when they are ill.

Guidance from El Paso County Health recommends screening for all students and staff **before** entering school buildings as the best approach to ensure the lowest risk of virus transmission.

- Self-screening by parents at home with a temperature check and symptom check has been identified as the most effective strategy to achieve this objective.
- Staff and students are expected to self-screen before coming to school each day. **If they exhibit any of the symptoms below or feel feverish, they should stay home, and parents are encouraged to consult with their health care provider regarding next steps:**
 - Fever (100.4 or higher)
 - Cough
 - Shortness of breath
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of sense of smell or taste
 - Gastrointestinal symptoms of diarrhea
 - Vomiting or nausea
- Children who present symptoms at school will be isolated from faculty and students in the health room or other designated safe space, and parents will be contacted immediately to take their child home.
- The school may conduct random classroom temperature checks throughout the year.
- School administration reserves the right to send any student or staff member home if they are determined to be sick.
- **Students who have missed school due to illness must meet with the nurse prior to going to their homeroom class.**



Facial Coverings

The EPCPH Department has indicated that wearing an **appropriate facial covering** helps to significantly reduce virus transmission for appropriately aged and abled students and faculty.

- Facial coverings are required of all students in grades 5 and above, and all K-12 staff as a critical component of mitigation. This is expected at all times unless specifically directed within health guidance.
- **Distance Learning is available for students in grades 5 and above who choose not to wear facial coverings for reasons other than medical or documented educational reasons.**
- Student populations who are unable to wear facial coverings for medical or documented educational reasons must provide appropriate documentation and work with school staff to employ an alternate form of mitigation.
- We are providing staff and families with a lot of latitude regarding facial coverings. We want to make the most of this required situation. Therefore, rather than having a strict policy on facial coverings, we have created the following guidelines for students and staff-members:
 - They adhere **to published guidance from the state** and, as such, must fit each person appropriately, covering both the nose and the mouth.
 - Any solid color and/or pattern is acceptable.
 - Characters (e.g. Mickey Mouse, Paw Patrol, etc.) are acceptable. Please steer away from any facial covering featuring writing, words and/or logos unless it is The Vanguard School logo, colleges or universities, or sports teams.
 - They should not have embellishments such as sequins, glitter, three-dimensional art, etc.
 - They cannot feature political-related content (words and/or images), profanity (words and/or images), or any message and/or image deemed inappropriate or distracting.

The overarching idea is that facial coverings should not create distraction or discord among staff or students. If you have any questions about what to wear, please err on the side of steering clear of anything that could be distracting, controversial, or divisive.

- While students in grades 4 and below are not required to wear facial coverings, they are encouraged to do so.
- Students and staff are not required to wear facial coverings during the school day while at outdoor recess or participating in exercise activities when social distancing can be maintained.



Uniform Policy and Dress Code

- Other than the addition of facial coverings, the uniform policy remains the same in grades K-8, and the dress code remains the same in high school.



Social Distancing

Measures are being taken to practice social distancing to the fullest extent possible. This includes:

- Arranging classrooms to maximize space between students
- Limiting group sizes
- Restricting non-essential visitors
- Adjusted transition periods



Classrooms and Facilities

- Non-essential classroom furniture has been removed to allow for the greatest physical distancing possible.
- The use of shared items is being limited as much as possible. Items that may be shared are placed in bins and sanitized between uses.
- Students are reminded not to share any personal items.
- All classrooms have been provided with hand sanitizer or sanitizing wipes for daily staff and student use, and we have built-in routines for handwashing throughout the day.
- Hallway lockers have not been assigned and are not available for use, at least during the first semester.
- Buildings are utilizing one-way hallway designations whenever possible to increase distancing during transitions.
- Office areas have been equipped with Plexiglass shields to help protect staff, parents, and students.



Parents, Visitors, and Guests

- Non-staff members are significantly limited from entering the building. Visitors entering the building are required to wear facial coverings, will get a temperature check, and will be required to answer general screening questions.
- All parents, visitors, and guests are required to wear facial covering while on school grounds.
- If parents need to drop off items, they may do so by calling the main office once school is in session. We ask that parents be diligent about ensuring their children have all of their necessary materials and lunch (when applicable) to limit this need.
- **Visitors, including parent volunteers, will not be allowed in classrooms, hallways, playgrounds, or other common areas during the school day.**
- Parents are asked to make appointments to meet with school staff, and meetings may be scheduled using teleconferencing, email, and phone calls to help reduce the number of individuals in common areas.

- We ask that parents not loiter on school grounds



Student Drop-off and Pick-up

Please [click here](#) to view our 2020-2021 Drop-off and Pick-up Procedures.



Early Pick-up

If you pick up your child early from school for an appointment or any other reason, you should call the front office upon your arrival. We will retrieve your child from the classroom and bring them out to you. We have several parking spaces designated for this purpose.



Cleaning and Disinfecting

- The school has a comprehensive cleaning plan in place which includes increased janitorial staff, cleaning at regular intervals throughout the day, deep cleaning every evening, and having students wipe down their desks and space. We have also purchased handheld electrostatic sprayers. Due to high demand, we are currently on a waiting list.
- EPA registered disinfectants and cleaners continue to be used with increased frequency in high traffic areas and on high touch surfaces, especially in common areas and shared equipment like technology devices.



Signage

- Increased signage has been placed throughout the school in highly visible locations to promote health etiquette expectations.
- Please look for and abide by all posted signage.



Food Service and Hydration

- **As a result of a recent USDA policy announcement, beginning Tuesday, September 8, all students in grades 4-12 at The Vanguard School are offered free school lunches, regardless of "Free and Reduced" lunch qualification.** This policy will continue until further notice, and these lunches will be provided as "Grab and Go" sack lunches. You **do not** need to fill out a form to take advantage of these free lunches, **however, if you would like to continue receiving free lunches after this temporary policy expires, please complete District 11's [Application for Free and Reduced Price Meals](#).** If you

have any questions regarding this policy or our lunch program in general, please email info@TheVanguardSchool.com.

- Students in grade K-6 are welcome to bring their lunch from home. The 7-12 Hybrid schedule does not include a lunch time.
- **Students are required to bring a personal water bottle each day with their name clearly marked on the container.** Limited bottle filling stations will be accessible, but traditional drinking fountains will be disabled.
- Students are required to sanitize their hands before and after meals.
- Elementary students eat lunch with their cohort groups in designated outdoor spaces, in their classrooms, or in other common areas where proper distancing can be maintained.



Recess and Outdoor Activities

- Students stay with their identified cohort during recess and other outdoor activities.
- Students are allowed time and are required to sanitize their hands both before and after recess and other outdoor activities.
- Students are not required to wear facial coverings while at outdoor recess or when participating in exercise activities where social distancing can be maintained.



Athletics and School Activities

- Any events requiring large in-person gatherings will either be cancelled, modified, or take place in a different format (e.g. online, video)
- The Vanguard School believes athletics and other activities are essential in developing well rounded, healthy, and resilient students. The District and our school support these programs to the full extent that the Colorado High School Activities Association (CHSAA) and the El Paso County Health Department allow.
- School-provided transportation to athletic events and activities may be limited with the responsibility for student transportation to be arranged by parents.
- Field trips, assemblies, class meetings, concerts, performances, back-to-school events, and other large gatherings are not allowed.
- To the extent possible, students are allowed to participate in athletics and other activities that will continue even if our school is in a Hybrid or Distance Learning posture.



Transportation

- All students, regardless of age, and all adults are required to wear facial coverings while riding school-provided transportation.

- School-provided transportation to athletic events and activities may be limited with the responsibility for student transportation to be arranged by parents.



School Forms

- Forms that need to be signed by parents will be sent electronically. Parents will be requested to sign and return electronically.



Social and Emotional Wellness

- We are committed to supporting the social and emotional well-being of all students. If you have concerns about your child's emotional well-being, please contact your child's Assistant Principal who will support you or put you in contact with the appropriate school resources.

Instructional Program Models



Instructional Program

The Vanguard School is committed to providing quality instruction for all students and safely providing in-person learning when feasible and to the greatest extent possible for all students. However, in the event El Paso County Public Health or the State of Colorado encourages or directs us to close a classroom or the entire school, we are prepared to transition any and all grade levels to Distance Learning.

The Vanguard School also understands that parent choice and options are an important facet of helping families navigate many individual circumstances around the COVID-19 pandemic. We recognize that not all parents will feel comfortable sending their children back to school for in-person learning even when it is available, and we will honor all parent choices to enroll in full-time Distance Learning.

Microsoft Teams is the primary learning management platform during both in-person and Distance Learning instruction to provide the most seamless transition to and from various instructional models as needed. This model is a significant improvement from our previous model, and teachers and administrators have been trained in this platform and continue to receive training as the program is updated and modified.

Due to the complexity of cohorting classrooms, aligning siblings, and creating a program that can transition from one posture to another, we are not able to accommodate teacher requests at any grade level.

In-Person Learning

Students attend school in-person, every day according to a traditional start and end time.

- Students are in a traditional classroom setting with the standard number of classmates.
- Students remain in their cohort groups.
- Student schedules are modified as necessary to support the cohorting of students.
- All safety guidelines and COVID-19 procedures are in place.

Hybrid Learning

The Hybrid Learning option is an intermediate format that seeks to maximize student learning and in-person interaction with teachers and other students while following social distancing requirements that restrict the size of gatherings in a building or classroom, among other things.

In the event the school needs to implement a Hybrid model, we will be using a Four Half-Day model.

- Students will attend four days-per-week for a half-day (approximately 16 hours of in-person instruction).
- Students will attend **either** the morning (Blue Cohort) or the afternoon (Gold Cohort) session.
- Allows for interaction with students and teachers **four** days-per-week.
- Allows for four days of in-person guidance on schoolwork and homework.
- Decreased need for extended learning, as students will receive daily in-person instruction from teachers, bring their materials home, and complete their assignments for the day.
- **Full K-12 sibling alignment for the cohort assigned to families according to the guardian as listed in Infinite Campus.**
- **Cohort assignment is listed in Parent and Student Infinite Campus Portals.**

Distance Learning

Distance Learning refers to curriculum and instruction provided by a Vanguard teacher (or teachers) that happens virtually as opposed to in-person. The program will be implemented with all curricular resources and capabilities required for full Distance Learning.

- Students will have access to all curriculum, books, and resources.
- The program is designed to limit the disruption to academic instruction in the event of partial/whole school closure.
- All instruction is facilitated by Vanguard teachers.
- Classroom grading and assignment expectations mirror expectations of in-person learning as much as possible and where appropriate.
- **Regardless of the educational format, the school will offer a full-time distance learning option for families that are not comfortable with their child returning to school.**
- Families should anticipate remaining in their chosen instructional model for the full quarter. Requests to transition between models outside this timeframe need to be made with your child's Assistant Principal.
- We have created a [**Distance Learning webpage**](#) on our website to help guide families in the use of our Distance Learning platform.



Technology Needs

We are here to support you as we navigate together through the challenges of our shared academic experience. We do not intend for due dates and deadlines to place stress and anxiety on our students who are experiencing technical difficulties, and our teachers will extend grace and understanding for missed deadlines due to technological obstacles. As always, please reach out if you encounter an issue that is not easily solved, and we will put you in contact with the right person.

Additionally, below are some how-to guides for activities students and parents will be performing routinely.

- 1) [How to log in to Office and access web and desktop applications](#)
- 2) [Assignments 101 \(not including attachments\)](#)
- 3) [Attaching work to an assignment from your desktop or OneDrive](#)
- 4) [Uploading assignments from a mobile device to a file attachment \(especially helpful for math\)](#)
- 5) [Inserting a photo into the Class Notebook](#)

To effectively participate in our Distance Learning program as well as parts of our hybrid and in-person programs, students will need access to a computer and internet at home. See below for details regarding supported technology platforms.

Supported Technology

Microsoft Teams can run on any web-enabled device either through the web browser or as a stand-alone application. Certain devices such as phones and Apple products may require the use of the stand-alone application as Teams is not supported in the browser. To effectively work on assignments online, we recommend a device with a keyboard, although it is not necessary in all circumstances.

Requesting Laptops for Distance Learners

We are allowing families participating in Distance Learning to check out one laptop during this time. There are a limited number of laptops available, so please only request one if your situation meets one of the following conditions:

1. No computer at home
2. Only computer at home is inoperable/too old for use
3. Computer access is limited by the number of family members using it (e.g. one computer, multiple students, and parent working remotely)

If you would like to officially request a laptop, please fill out this [checkout agreement](#). If you feel your situation requires more than one laptop, please indicate the reason in the comments section. We will accommodate requests as we are able in a method that is consistent for all families.

Internet Access at Home

- **Comcast** is currently offering special support for families affected by COVID-19. Please [visit their website](#) for more information.
- **T-Mobile** is offering heavily reduced prices for mobile hotspots and laptops for eligible families. To register for the program, please [visit their website](#).

Additional Information

For additional information, including a technology FAQ and IT contact information, please visit our website's [Distance Learning webpage](#).



Special Education and Instructional Supports

The Vanguard School remains committed to serving students who receive special education and other instructional support services.

In providing direct services to students, our special education staff is:

1. Working to maintain existing student cohorts where possible.
2. Prioritizing providing special education services in general education classrooms when that model can appropriately meet student needs.
3. Maintaining social distancing when students from different cohorts are brought together for small groups.
4. Wearing a facial covering when social distancing cannot be maintained, in accordance with health and safety protocols.

The school is evaluating all current plans to ensure we are accommodating students with special needs, and our student services coordinator will be reaching out to families directly.

El Paso County Public Health Information



Response to COVID-19 Cases in Schools

Every case or potential exposure will be unique and handled on a case-by-case basis in conjunction with Public Health according to the chart below.

To report a COVID-19 case or potential outbreak, parents are encouraged to contact El Paso County Public Health at 719-578-3220.

