

This is a significantly updated version of our Reopening Plan, last published in September 2020. Please read through each section carefully for the most up-to-date information regarding our response to the COVID-19 pandemic.



THE **Vanguard** School

COVID-19 Response Plan

2020-2021

Version 1.4

January 14, 2021

The Vanguard School Reopening Plan

This document represents The Vanguard School's COVID Response plan as of January 14, 2021. The plan outlines The Vanguard School's protocols, strategies, and expectations for In-person, Hybrid, and Distance Learning postures.

This plan 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 knows, the details of the COVID-19 virus 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 to the 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



Academic Calendar and School Day Schedules

[Click here](#) to view our academic calendar.

Important/No School Dates

January 18 – Martin Luther King Day
January 29 – Staff Work Day

April 16 – Parent / Teacher Conferences
April 19 – April Break

February 12-15 – President’s Day Break

May 10 – Staff Work Day
May 27 – Last Day for K-6 Students

March 5 – Staff Work Day
March 22-26 – Spring Break
March 29 – Staff Work Day

School Day Schedules by Grade Level

K-3: 8:05 A.M. – 3:20 P.M.

Junior High: 8:05 A.M. – 3:00 P.M.

4-6: 8:00 A.M. – 3:15 P.M.

High School: 8:05 A.M. – 3:00 P.M.



Uniform Policy and Dress Code

The uniform policy remains the same in grades K-8, and the dress code remains the same in high school. Students in grades 4-12 are required to wear facial coverings as described in the “Facial Coverings” section on page 7.



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 a 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 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 second semester 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.



Food Service and Hydration

- **As a result of a USDA policy, 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 all grades are welcome to bring their lunch from home.
- **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.
- Please see information on our 7-12 lunch program in the "7-12 In-person Learning" section on page 12.



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.

Health and Sanitation

We are following the guidance of El Paso County Public Health (ECPH), the Colorado Department of Education (CDE), and the state government as we make decisions.

This section contains information regarding health and sanitation, including instructions for daily health screenings, our plan for potential and positive COVID-19 cases, and more.



Daily Health Screenings

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.**



Potential and Positive COVID Cases

Potential Cases

We are following county guidance when handling potential COVID-19 cases.

- **Anyone showing significant symptoms/signs of COVID-19 must stay home for ten days AND must show improving symptoms for three days and be fever free (without the use of medications) for 24 hours before returning to school.**
- Anyone with a fever will be immediately sent home, regardless of whether they are presenting any other symptoms. This is consistent with our fever policy from past years.
- Anyone with symptoms but without a fever will be evaluated by the school nurse, who will decide whether that person should be sent home.
- If anyone showing symptoms/signs of COVID-19 is diagnosed with an illness that gives definitive cause to their symptoms (i.e. strep throat, influenza, etc.) they may be allowed to return to school once their symptoms improve and they have been fever free (without the use of fever reducing medications) for 24 hours.

Positive Cases

We are following county guidance when handling positive COVID-19 cases.

- We will determine which cohorts may have been affected by a positive COVID-19 case through contact tracing. If necessary, we will ask the entire cohort to transition to Distance Learning.
- We will transition the entire school to Distance Learning if deemed necessary according to county guidance.

Quarantines

Students and staff-members who are identified as having been in contact with a probable COVID case will be required to quarantine for up to 14 days from the last date of exposure. Parents of students who are required to quarantine as a result of a school exposure will receive notification via the Executive Director. Parents of students who have been exposed outside of school will receive guidance from our school nurse. Staff members who have been exposed will receive guidance from their building leader.



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 4 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 4 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.
- Please follow these guidelines for mask wearing:
 - Masks should 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.
 - Masks should not have embellishments such as sequins, glitter, three-dimensional art, etc.
 - Masks 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 3 and below are not required to wear facial coverings, they are strongly 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.



Physical Distancing

Measures are being taken to practice physical 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



Cleaning Protocols

We have increased the size of our janitorial staff and have regular cleaning intervals throughout the day, especially focused on bathrooms. We are also deep cleaning every evening, establishing hygiene routines among our staff and students, and equipping each classroom with EPA registered disinfectants and cleaners to be used regularly on desks and other high traffic areas. We have also purchased electrostatic sprayers for cleaning large areas more quickly as well.

The disinfectant that we are using is a product called Q.T.-3. This disinfectant is a product that we have been using in the school on a routine basis for some time and has received approval

from the EPA for its effectiveness against SARS-CoV-2. The solution comes in a concentrated formula and is then diluted to 1 ounce per 1 gallon of water, so it is mild but still effective. Every classroom has a pre-diluted bottle of the disinfectant that teachers will use to spray each desk at the end of instruction and after the student has stood up from the desk. The solution is allowed to sit for a moment and is then be wiped clean with paper towels. This process keeps the bottle of solution away from students and eliminates any contact.



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.
- 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.
- All classrooms have been equipped with two classroom-level air purifiers.

PE Safety:

- All students have class outside as much as possible.
- When outside, students and the teacher may take their masks off if they are able to keep a consistent social distance of 6 feet or greater.
- Whenever students are in a PE class, they stay within their homeroom. There is no mixing of homerooms.
- In the case of bad weather, students may be brought inside to the gym/Multipurpose Room or The Box, but students will wear masks (if age appropriate) and will be put into smaller groups (10 or fewer if possible).
- PE students will not share equipment or have contact with one another.
- Any equipment that is used by any student is sanitized between classes with the provided spray and paper towels.
- Teachers have been given hand sanitizer to have students use frequently during class and before they leave at the end of class.
- Teachers must always stay 6 feet away from students.

Instrumental Music/Band Safety:

- All students must wear masks unless they are playing an instrument where their mouth must be used. In this case, students may lower his or her mask when playing and must replace the mask when not playing.
- Students have the option of buying a separate instrumental music mask that has a slit in the mask where the instrument fits to the mouth.
- Bell or instrument covers are required for all wind and brass instruments.

- Bell or instrument covers must meet all mask requirements (i.e. fit snugly, double layered, fresh or laundered daily, etc.)
- Students must bring paper towels or disposable absorbent pads to each class period if they play an instrument with a spit valve. The paper towel must be held up to the instrument when releasing spit and must be disposed of properly.
- Any objects students touch are sanitized with the provided disinfectant spray and paper towels at the end of every class.
- Students shall not share equipment during class.
- Teachers must always stay 6 feet away from students, so students will be responsible for assembling, tuning, fixing, and disassembling his or her own instrument. Students are socially distanced as well.

Choir Safety:

- Students are socially distanced and must always wear a mask. It is recommended that students have a separate choir mask as it might become wet during class.
- Teachers must always stay 6 feet away from students.



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 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 (spring 2020) 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.

K-6 In-person Learning

Global COVID-19 evidence suggests that younger children play a smaller role in onward transmission of COVID-19. The risk of transmission between young children and from young children to adults is lower than the risk of transmission between or from older children and adults. The risk to children is likely lower than that of yearly influenza. This is why elementary schools have different guidelines than secondary schools. Given the limited role young children likely play in transmission, there likely is minimal benefit relative to the great difficulty of physical distancing young children within a class to prevent COVID-19 spread. [Click here](#) to view an article from the American Academy of Pediatrics supporting this claim. Moreover, physical distancing has the potential to negatively impact appropriate child development in this age

group. Therefore, focus should be placed on other risk mitigation strategies that better complement the learning and socialization goals of children.

Accordingly, Colorado's Safer at Home protocols for elementary grade levels allow for normal class size and do not require social distancing in classrooms or other locations. That said, we have already taken steps to create as much space as possible in all our classrooms. We will continue our focus on cohorting and minimizing the number of adults who have contact with students in each grade level, and we will maintain our emphasis on regular handwashing and daily cleaning throughout the school year.

7-12 In-person Learning

Secondary students will be moving back to full-time, In-person Learning on January 19. Our priority is keeping students and staff safe while allowing all the previously Hybrid Learning students in grades 7-12 to attend a regular length school day, including lunch, for five days a week. This is the best option for the academic progress, social connection, and mental health of our students, and as such, is the desire of the majority of students, teachers, and families. Class sizes will remain relatively small with a maximum class size of 20 and an average class size less than 15. We will continue the safety protocols that have been effective so far, which include:

- Physical distancing
- Frequent hand sanitation
- Daily temperature checks of all students and staff
- Daily self-screening of staff and students
- Ongoing scheduled sanitation of all common areas by our maintenance team
- Improvements to air circulation and purification through building level HVAC adjustments
- Installation of 2 classroom-level air purifiers in all classes
- Staggering class end times to limit the number of students in the hall at one time

Secondary students have all been assigned lockers. Student schedules are designed so that smaller groups of students can access their lockers at specific times each day to limit the number of students accumulating at lockers/in the hall at one time.

Secondary students will have lunch as part of their regular in-person school day. Two lunch periods are built into each bell schedule for junior high and high school. Students will eat their lunch in a dining area composed of large (40x40) tents south of the junior high Dome. The tents are lit, heated, and allow for increased physical distancing while the students have their masks off to eat.

Distance Learning will remain an option for all families. We realize that there are many, various circumstances that make this a better option for some students and families, and we will continue to support those who need this option.

In-person Learning FAQ's

1. How are you socially distancing In-Person Learning?

Cohorting: Cohorting is the act of intentionally arranging a group of students in a way that limits the number of contacts a student has per day / per week.

- K-6 is primarily cohorted by grade-level.
- 7-12 students are cohorted by physical distancing in the classroom. In the event of a positive case of COVID-12, quarantine cohorts are identified through targeted contact tracing.

2. Can I choose for my child to do Distance Learning if I do not feel comfortable with sending my child to school in-person?

Yes. **Any parent may opt for the Distance Learning posture.**

3. How do I change learning postures?

Please email the appropriate Assistant Principal based on your child's grade level to choose this option. All staff and faculty email addresses can be found [here](#).

Hybrid Learning (Not currently in use)

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.**

Hybrid Learning FAQ's

1. Are we currently using the Hybrid Learning posture?

No. Our school is currently open for full-time, In-person Learning at all grade levels, with the option to opt for Distance Learning for any student..

2. How will student placement in either the morning or afternoon session be determined.

Students were randomly assigned to either the morning (Blue Cohort) or afternoon (Gold Cohort) session at the beginning of the 2020-2021 school year. All siblings are assigned the same schedule.

3. How do I know what cohort my child is in?

Your Parent Infinite Campus Portal and your child's Student Infinite Campus Portal both list your family's cohort. If you are having trouble finding your cohort through Infinite Campus, please ask your child's teacher or the appropriate front office staff.

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.

General Information:

- For each grade level K-6, one of our current teachers has been assigned as the Distance Learning teacher for that grade. This teacher will have all distance learners assigned to her class, teach most subjects to the students, and be the primary point of contact for parents and students. Achievement-based groups for reading and math will continue in K-6, as will separate teachers in science for 5th and 6th grade and Latin for 4th, 5th, and 6th grade.

The Distance Learning teachers are listed below:

Kindergarten – Kathne Downey
Grade 1 – Jessica Kauffman
Grade 2 – Chazlyn Lenneman
Grade 3 – Josephine Montoya
Grade 4 – Elya Martinez
Grade 5 – Natasha Rubrake
Grade 6 – Emily Rhoads

- At the secondary level, each teacher is assigned at least one section of Distance Learning for each course they teach. This enables teachers to engage directly with Distance Learning students and answer any questions they may have at a specific time each day.
- **Students are taught only by Vanguard teachers.** We are not using any 3rd party learning platforms, thereby providing consistent instruction to all students, regardless of learning posture.
- **Students are given textbooks and workbooks to keep at home.** We have intentionally structured our Distance Learning to include offline elements.
- **Distance Learning aligns with In-Person Learning when both postures are being utilized.** By its nature, Distance Learning will give students more flexibility in the timing of their school day, but Distance and In-Person Learning will coincide as much as possible in material covered, assignments, and deadlines.
 - This also offers students the ability to stay home for health-related purposes and not fall behind.
- **Attendance will be required and tracked on a daily basis.** [Click here](#) to view the attendance procedure for distance learners.

Technology:

- Instructional videos are recordings of teachers delivering instruction, and these videos may be accessed online at any time.
- **Microsoft products:**
 - **Each student has been given a Microsoft account with a Microsoft A3 student license**, which entitles them to online versions of Outlook (email), Teams, Word, PowerPoint, Excel, etc.
 - **Each student is allowed up to five separate installations of Microsoft Office 365 ProPlus**, which may be installed on any device (desktop, laptop, tablet, smartphone, etc.)
 - **Microsoft Teams is the common platform across all postures of learning** for posting assignments, completing assignments, submitting assignments, etc., giving students and the school flexibility to transition between learning postures.
 - **Microsoft resources are available to all students, regardless of learning posture.** This means that this is an *additional* resource to In-person Learning students on top of traditional class time, and it gives all students the ability to watch instruction and complete assignments online if they have to stay home for health reasons.

- **Live, interactive chats will be implemented as each teacher deems it appropriate.** Students may choose to be on camera during these chats or to keep their cameras off. Students do not need to be in dress code during these chats but should be dressed modestly. Live chats will also be recorded for viewing at a later time.

Distance Learning FAQ's

1. What will Distance Learning require?

- A computer or laptop
- Families should prepare for each of their children to require **4-6 hours of computer access per day.**
 - 3-4 hours of this time will be used for watching instruction, and 1-2 hours of this time will be used for working on homework.
- Microsoft account and Microsoft A3 Student License (provided by the school)
 - Includes online versions of Outlook, Teams, Word, PowerPoint, Excel, and other Office applications.
- A computer/laptop camera (optional, limited use)

2. What devices can I access Distance Learning resources on?

You can access all the Distance Learning resources your child(ren) will need on all types of computers, laptops, tablets, and smartphones, including Chromebooks and Apple products.

3. How will teachers balance their schedules with both In-Person Learning and Distance Learning schedules?

Teachers will be allocated specific time to support distance learners and/or a separate support person will be assigned to the teacher on a case-by-case basis.

4. Where can I get more information on the Distance Learning program?

We have created a Distance Learning webpage to serve as a primary resource for students and parents. [Click here](#) to access our Distance Learning webpage.

5. Where can I get technology support?

Please view our [Distance Learning webpage](#) for technology support.



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 reduced-pricing on “Internet Essentials” to support families affected by COVID-19. Please [visit their website](#) for more information.
- **T-Mobile** is currently offering reduced prices for mobile hotspots and laptops for eligible families. Please [visit their website](#) for more information.

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.

Additional FAQ's

General

1. Can I switch between In-Person and Distance Learning?

Distance Learning is available to all families. Families may request to change between In-person and Distance Learning or vice versa as needed. **If you would like to change your child's learning approach, please contact the appropriate Assistant Principal based on the grade-level of your child**, or email info@TheVanguardSchool.com and your message will be forwarded on to the appropriate person. Changes should be made with the expectation to remain in the new learning posture for at least 30 days.

We will accommodate these switches as possible, however, please allow 1-2 weeks for arrangements to be made.

2. Is the school still offering Innovation Learning or any other before/after-school-care?

Vanguard is working with Innovation Learning to make before and after school care available at a location very close to both campuses. Please [visit the Innovation Learning website](#) or email info@InnovationLearning.com for more information.

3. Where can I find more information?

Please visit our [website](#) and check your emails for official school eBlasts and newsletters for the most current information. You may also visit our [official Facebook page](#).

4. How can I ask additional questions?

Please email info@TheVanguardSchool.com with any additional questions or concerns.

K-6 Specific

1. Will students still be assigned to achievement-based groups?

Yes. Achievement-based groups are an integral part of our K-6 curriculum and will remain a part of our elementary program during this time.

2. Will there be specials (i.e. art, music, and PE)?

Yes. We are still offering art, band, choir, music (K-3), and PE to our K-6 students.

3. Will there be recess?

Yes. We are still offering recess to our K-6 students.

4. Are you still accommodating teacher requests?

Not at this time. We are placing priority on cohorting and sibling alignment.

5. Are K-6 Student Orientation videos still available to view?

Yes. If you have not already, please take time to watch these instructional videos that were presented at our Student Orientation session:

[Teams for Elementary Students and Families](#)
[Using Class Notebook to Work Through Assignments](#)
[Submitting, Checking Grades, and Other Resources](#)
[Submitting Checkouts Using Audio Recordings](#)
[Elementary DL Student Assignment Upload Tutorial](#)

7-12 Specific

1. Are you offering electives?

Yes, we are currently offering electives to all 7-12 students. Online electives are offered for Distance Learning students. Please contact the appropriate front office staff for more information on electives.

2. Are you offering AP classes?

Yes, AP classes are available to students who qualify for them. Please contact your child's teacher for more information on AP classes.

3. Will AP science labs take place in person?

Yes, AP science labs will take place in-person. Attendance is required from all students in the class, regardless of each student's chosen learning posture (In-person or Distance Learning), and proper social distancing and sanitation practices will be carefully followed.

4. Will students still receive college counseling?

Yes. College counseling has always been and will always be a priority at The Vanguard School. Our College Counseling Office sends out a newsletter each quarter, and our College Counselors are available to meet with students and parents, primarily through Microsoft Teams meetings, for scheduled meetings and consultations. Parents and students may also [email our College Counseling Office](#) at any time.

5. Will the school still be scheduling time for the SAT ad PSAT?

Yes. The PSAT is scheduled for sophomores and juniors on January 26, 2021. Please look for more information in our K-12 weekly newsletter and in the College Counseling Office's quarterly newsletter.

6. How can I review information that was previously provided?

For review of earlier presentations, please take time to watch these instructional videos that were presented at our Student Orientation session:

[Welcome Back Vanguard Secondary](#)

[Microsoft Teams for Secondary](#)

[Using Your Class Notebooks](#)

[Accessing and Submitting Assignments in Teams](#)

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.

