

Dear Erie Day School Community,

As we sweep the finishing brush stroke on the first quarter, it is impressive to see the colorful canvas we have painted together. Maintaining the health, safety and education of our children has been a collective priority and we can all take pride in what we have accomplished as a school community. From parents that have kept children home with a cough to teachers that have gone the extra mile with distance learning, we have accomplished much in the name of the *Common Good*. Thank you for your role in a successful first nine weeks.

As we begin the second quarter it has become increasingly important that we revisit and *repurpose* some of the procedures in place based on the first nine weeks of experience with synchronous/asynchronous instruction and children out whether traveling/sick. Moving forward, please keep in mind the following guidelines:

**\*Early Childhood, Lower and Middle School Travel** – If your family is traveling, please fill out the *Travel Disclosure* and submit it to the office upon return. We continue to strongly request that you follow the state guidelines regarding interstate travel found at: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx#:~:text=If%20You%20Travel,-During%20your%20trip&text=Avoid%20close%20contact%20by%20staying,eyes%2C%20nose%2C%20and%20mouth.>

Also, if traveling your child can only receive *asynchronous instruction* (uploaded information) through Seesaw and Teams. We have found that it is too difficult to maintain the *Standards for Academic Integrity* with the *synchronous learning* (real-time instruction), per Re-Opening Plan, p. 9 shown below. Moving forward, if you are traveling, your child is welcome to utilize Seesaw and Teams for remote BUT NOT synchronous instruction via Zoom. Informing your child's teachers of the upcoming travel absences will lead them to contact you directly with specific information pertaining to the class(es).

#### **Standards for Academic Integrity during Synchronous Instruction (via Zoom)**

**Lower and Middle School ONLINE students are expected to...**

- Engage in the online environment with a set-up for learning (i.e. writing platform/desk, comfortable chair, webcam and microphones for multi-modal classroom participation including audio-visual engagement)
- Maintain camera view (i.e. keep the screen image on)
- Have assignments/papers/books, etc. ready for the period/lesson
- Have a strong internet signal through a laptop or desktop computer (not a cell phone)
- Sit up straight
- Take notes when needed
- Listen attentively
- Participate by raising hand using online feature or other method established by the teacher
- Be a respectful, non-distracting member of the school community (e.g. mute the microphone as appropriate to minimize remote dialogue with others and background noise)
- Complete original work
- Submit assignments when or before due (including tests that may be due in real-time)

**Lower and Middle School students are expected NOT to...**

- Wear inappropriate clothing
- Lay down (and be under covers)
- Eat when others are not
- Walk around holding devices with limited or jostled screen view (e.g. cell phones)
- Play video games; watch YouTube; IM; chat; text
- Plagiarize; copy from students/parent
- Include parent participation in the classroom environment (unless solicited)

**\*EC, LS, and MS Social Isolation/Quarantine** – There are increasing numbers of parents that plan to have children stay home between Thanksgiving and the new year due to travel or family visits. In addition, there are others taking precautions due to exposures or questionable health that are making a thoughtful decision to keep children at home.

If returning from travel, please refer to the EC, LS, MS Travel guidelines provided.

If you have chosen to have your child isolate/quarantine between Thanksgiving and the new year, or find that you need to otherwise, please notify your child's teacher and the school office immediately. Teachers need 48 hours' notice to plan for your child's remote learning experience with an extended absence. Materials need gathered and assignments need to be reworked with an understanding that your child may not be involved in the group work, etc. An adjustment can be made for the synchronous (via Zoom) and asynchronous (via Seesaw or Teams) instruction, December 1<sup>st</sup> – 22<sup>nd</sup> and otherwise.

**\*EC, LS and MS Sick Child/Staying Home** – If you have a child that is home because s/he is ill, please email or call the office and your child's teacher(s) so that we can adequately maintain records. S/he is welcome to log into Teams or Seesaw to find asynchronous instruction when feeling well enough to work on school assignments.

If your child is home sick more than 48 hours, s/he is welcome to participate in synchronous, online learning via Zoom. Parents need to email the teacher(s) to indicate that your child will participate remotely on the third day of the absence. The faculty appreciates the notice giving time to prepare the materials your child will need for the remote experience. Likewise, we appreciate time you take to provide a suitable workspace. *Keep in mind, children that are too sick for school any number of days are welcome to finish coursework without synchronous instruction.*

Once again, on behalf of all the faculty and staff of Erie Day School, we thank you for your ongoing commitment to the health, safety and education of our children. Please be sure to visit School Speak to sign up for a Parent-Teacher Conference scheduled November 24<sup>th</sup>.

Yours in education,

A handwritten signature in black ink, appearing to be 'K. Kelly'.