



# RVGS REUNIFIED: Student Guidelines

## General Classroom/School Procedures

**We have a respectful and attentive student body, so we don't anticipate problems observing these procedures. Any students proving unwilling to comply consistently will transition to fully virtual instruction.**

**1. STAY HOME IF YOU MAY BE ILL.** You can always attend classes online to be safe.

### **2. Student Arrival/Transit/Seating**

- Students will enter through the **front door (any arrival prior to 8:00 a.m. & bus arrivals) or back door (drivers & parent drop off after 8:00)**. Health screens will be conducted.
- **Health Screening:**
  - In the last 24 hours have you experienced:
    - Cough
    - Shortness of breath or difficulty breathing
    - Fever/chills
    - Sore throat
    - Drainage/congestion
    - New loss of taste or smell
    - Fatigue/Muscle or body aches
    - Nausea/Vomiting/Diarrhea
  - Have you been exposed to someone being testing for COVID-19?
  - Are any members of your household on quarantine for exposure to COVID-19?
  - **Temperature check: Fever = 100° F**
- **Students will maintain 6 foot distancing while at RVGS (in the building or outside).**
- Students will proceed directly to their classroom to drop off backpack etc.
- Students will wash/sanitize hands after dropping off backpack at desk.
- Students will sit at the same desk every day. **Your teacher will establish seating charts and lab spaces will correlate to your desk location – please comply with these seating locations.**
- Students will not sit at lab tables or any seat other than their own unless directed to.
- **Bathroom capacity is limited to two at a time.**
- Hallways are for travel only. Students will maintain single file, distanced, on the right side of hall while moving through the hallways. **Halls are not a place for socialization.**

### **3. Masks**

- All students will wear face-covering (over nose and mouth, non-vented) any time they are in the school building. Students unable/unwilling to wear masks will attend classes virtually.

### **4. Attendance**

- Students are expected to be on time and present for all classes unless a valid reason exists.

- A student will still be considered present if they watch the class recording and complete that day's work within 24 hours. No excuse or parent contact is required for a single instance, but **if this will be necessary consistently, your parent/guardian needs to email your teachers, Mr. Levy, Mrs. Buch, and Mrs. Sebolt.**
- No distinction is made between students who typically attend in-person or virtually on the roster. Students are free to transition between primarily attending in-person or virtually at any point. Primarily in-person students can attend virtually on particular days because of transportation issues, illness, etc.
- **Students are NOT permitted to attend in-person on any day that is not assigned to them. The teacher does NOT have the discretion to allow students to change their attendance day, even if extra space is available, they need to make up a test, etc. Levy is the only person able to give a student permission to attend on a day that doesn't match their scheduled attendance days.**

## 5. **Socializing before class**

*The guidelines below are subject to change if students prove unable to follow the procedures. Students should understand that opportunities for socialization outside of class time are available to allow some sense of normalcy, but if they create challenges to health protocols the opportunity will be removed.*

- Students will not sit or congregate in hallways.
- Students are free to socialize **in classrooms** prior to 8:25/12:55, but must maintain distancing, wear masks, and follow all guidelines below.
- Students can visit another room prior to the start of class, but will not sit at a desk that isn't theirs.
  - Students can bring 'their chair' from their classroom so long as it doesn't create congestion and the chair is carried appropriately (no dragging, chair is controlled).
  - Student still cannot sit at a desk that isn't theirs or at a lab table
  - Students will promptly respond if a teacher expresses concern about chair location or possible congestion.
- No more than 10 students will be in a room unless it is their assigned class. Visitors will vacate the room to meet this number as students in the class arrive. **Students will self regulate or opportunities for socialization will be more tightly controlled.**

## 6. **Cell phones**

- Caddies will not be used for cell phones this year. All phones will be powered off or set on silent and placed in the students' backpacks during class. If a phone is out during class, it will be collected and sent to Mr. Levy.
- The same expectations are in place for at-home students.

## 7. **Student Breaks**

- The student lounge will be closed and drink/snack machines will not be used.
- Students should bring pre-filled water bottles and snacks with them to school.
- At least one 10 minute break should be provided each day (2.5 hr schedule).
- Efforts will be made to avoid considerable overlap of breaks to avoid crowding.

- Students may go outside if supervised by a teacher.
- 6 foot distance will continue to be maintained when outside, but students may remove masks while outside and distancing is being maintained. The teacher will instruct students to replace masks if the class isn't in compliance.
- Students will not take breaks where they are easily visible by students in class (consider 108, 110, and 102 in particular).
- Patio area may be used and students can sit on brick wall and patio furniture if students maintain appropriate distancing.

## 8. **Eating and Drinking**

- Students may drink or eat small snacks during class time if they only require temporary adjustment of mask (sips of water, crackers, etc).
- Eating that requires extended/repeated removal of mask (sandwich, bag of chips) will wait for break time outside.
- Students will wash/sanitize hands before and after eating snacks.

## 9. **Classroom doors, air flow, and classroom access**

- Classroom doors will remain propped open at all times for air flow and to prevent need to touch door handles.
- Each room will have an air purifier. The air purifier is intended to supplement other air flow efforts such as open doors and HVAC filtration.
- Students should arrive in the mornings to an open classroom door. Students will report directly to class in the morning and are permitted to enter even if the teacher is not yet in the classroom (*note- departure from normal procedures*).
- **Students are trusted to conduct themselves safely, respectfully, and appropriately under these conditions. Students who prove they cannot be trusted in these conditions will transition to virtual attendance.**

## 10. **Classroom materials and sanitization**

- Students are responsible for bringing their own laptop (RVGS issued or otherwise) to class each day with their charger, and microphone headset.
  - Computer carts will not be used. A limited number of clean loaner computers are available.
- No shared materials will be used and 'class supply' stations of scissors, rulers, dry erase markers will not be made available. Exception: electric stapler (doesn't require students to touch to use).
- **Students should bring their own 'class supply' items.** A limited supply of items will be available to each teacher. These items become the student's property when given out.
- Students can get locker access from Mrs. Sebolt to store materials if needed.
- When a desk has been sanitized, the location of the chair will be reversed (facing away from front of room). When chairs are used during class time, they should be left facing the front of the room (not placed back as found) to signify which desks need to be sanitized.

# Learning and Class Guidelines

1. **Please understand and respect that your teachers are doing their best to provide you with high quality learning experiences during this challenging time. Please show patience and grace when issues arise.**
2. **Expectations for students attending virtually:**
  - a. The textbox below represents expectations we will have for students when they attend virtually. Read these expectations carefully and observe them.

## **Expectations for students attending virtually:**

1. Select a work-space with minimal distractions.
2. Log into class at least five minutes before the official start time. If a student is not logged into class by the official start time, then they are “tardy.”
3. For students with internet quality issues or significant technology problems, watch lessons within 24 hours. Not watching a lesson within the 24 hour window will be considered “absent” for the class.
4. Students are expected to attend class in real-time except in the case of technology issues or legitimate time conflicts (e.g. watching younger sibling at parent request). Students are not permitted to decide to watch recordings in place of attending class at their own discretion.
5. Be actively engaged in class and take notes as if in a traditional classroom.
6. Be prepared to speak in class daily. Students should promptly turn on their microphone and speak when requested. Not participating or responding during class time without explanation may result in attendance being changed to “absent”.
7. If students do not have a working microphone, RVGS will provide one.
8. Be prepared to share video with classmates (note: students are encouraged to create a backdrop with either a sheet/tablecloth/poster board to maintain privacy of one’s personal space; household background, family members, etc. should not be visible).
9. If students do not have a working webcam, notify RVGS and one will be provided.
10. Indicate if there are technological difficulties to the teacher immediately. Students should be proactive in communicating with the teacher and not wait for the teacher to notice that the student is experiencing issues.
11. Notify the teacher if the teacher’s audio is no longer working or if the screen is not being shared properly.
12. Breakout room discussions need to be school-appropriate. Breakout chats are captured in the session recording.
13. Cell phones will be put away unless directly permitted for class-related use (such as to notify teachers of technology-related issues through Remind).

### **3. Integration of virtual students into Hybrid classrooms:**

- Teachers will provide opportunities for collaborative work between students at home and students in the classroom.
  - This will help provide more equitable experiences for students at home and will allow interaction with students on opposite attendance cycles.
  - This is necessary to make sure all students are able to participate. Please keep in mind how valuable this is for your at-home partner and take a positive attitude regarding any delays or inconveniences.
- All class sessions will be recorded. Please assist your teacher with remembering to turn on recording.
  - When students are working in breakout groups on an activity or lab, one of the groups work in the 'main room' instead of a breakout. This will allow one group's discussion/activity to be captured by the session recording for students who cannot attend in real-time.
  - Sometimes recording will turn off after ended breakout sessions – remind your teacher to check. If multiple recordings are present in Moodle for a session, check each of them – this is likely due to an interruption in recording.
- Computer audio in the classroom will play through the active board speakers instead of the teacher's headset so at-home questions and comments can be heard by students in the classroom.

### **4. The transition from Moodle to Canvas:**

- At some point later in the year, the school may transition to using Canvas in place of Moodle. This transition is delayed to maintain existing systems with which the students and staff have experience.
- Students should expect training and assistance prior to a transition in software.

### **5. Tutoring:**

- As always, students are encouraged to seek extra help from their teacher before or after school when needed.
- Please request these arrangements in advance. Understand that a request the night before or morning of may not be able to be honored, based on obligations the teacher may already have scheduled - be proactive.
- Tutoring can be offered virtually for students attending online. These sessions will be limited to times when conventional tutoring would take place.
- Virtual tutoring at alternate times will be provided on a regular basis by a retired RVGS teacher, free of charge.

### **6. Academic Integrity:**

- Students are expected to maintain the same level of academic integrity that would be observed under normal conditions.
- RVGS continues to have no tolerance for academic dishonesty, and will address these issues with the normal seriousness.

- Students should ensure they are clear regarding teacher expectations for assignments and assessments. In particular students should be attentive of expectations for group work and appropriate assistance from peers.
- Students may be asked to take certain steps to ensure integrity, such as turning on their webcam, meeting time requirements, or following particular formats with their answers.

## 7. **Additional Instructional Information:**

- Hybrid day lessons will always be synchronous and live-streamed (some exceptions may exist for portions of independent work, while students are trading off on lab work etc).
- The longer class periods on Hybrid days will often mean the teacher is covering more than one lesson of material per day (class is twice as long each day). This will challenge your attention and retention. Prepare yourself for this by coming to class prepared, getting enough sleep, taking good notes, and studying the material after class to help transfer from short to long-term memory.
- 100% Virtual Wednesday classes may feature asynchronous work without teacher present throughout class, but assume you will meet during scheduled class time unless you are specifically informed otherwise.
- Teachers will limit homework approximately 20 minutes per day. If you find your work for a particular class is taking longer than that, make your teacher aware. Note: If you are working longer than that due to inefficient homework/study habits, you should seek help from Mrs. Sebolt.
- Your teacher is developing an academic calendar that aims to cover material as close to the normal as possible. Expect a robust experience in our courses and commit to your education just as much as you would under normal conditions.

## **Labs and Hands-on Activities**

### 8. **All students will be active participants in all labs and hands-on activities**

#### **Expectation:**

All students, whether attending virtually or in-person, will be active participants in **all** labs and hands-on activities.

#### **Suggested strategies:**

- A. To perform synchronous labs, students at home will be grouped with students present in the classroom using Collaborate.

- The student physically present in the classroom can demonstrate how to use the equipment
  - The students at home can direct the student in the classroom on how to use the equipment using lab directions as reference
  - One student group will use the main room (while others are in break-out sessions) so the lab can be recorded
  - Students can share screens to show digital data collected in real time.
- B. To allow every student the opportunity to complete labs safely, students may alternate between working on an assignment while other students are working with equipment.

## **9. Safety precautions for labs and hands-on activities**

### **Expectation:**

In addition to existing laboratory safety considerations, additional precautions will be implemented to prevent the spread of COVID-19.

### **New laboratory practices:**

- Every student will be issued a personal pair of safety goggles by the school. It is the student's responsibility to have the safety goggles during labs in science, math, and elective classes.
- Students will wash hands before each lab and before using shared equipment. (Students already wash hands at the end of each lab.)
- Disposable gloves will be provided and students will be trained in the proper use by the teacher. Gloves will be used during any lab activity when students may use common materials or work spaces (even when sanitized between uses).
- Shared equipment will be kept to a minimum and only one student will use the shared equipment at a time. This equipment will be sanitized between uses.

## **10. Use of virtual labs**

### **Expectation:**

Implement meaningful virtual labs that can enhance or replace existing lab experiences.

### **Strategy:**

- Virtual labs will be employed when the school is on a 100% virtual schedule to substitute for lab experiences that would normally be included in the curriculum.
- Virtual labs may also be helpful while the school is on the RVGS REUNIFIED schedule to facilitate labs that are difficult without shared materials or to support equity for at-home students.