



SMART. SAFE. TOGETHER.

2020-2021 RETURN TO SCHOOL PLAN



LAKE HIGHLAND
PREPARATORY SCHOOL

SMART. SAFE. TOGETHER.



We strive to balance the community's need for information with the uncertainty of the evolving COVID-19 pandemic. This plan is based on the most recent information available as of June 19, 2020.

CONTENTS

Message from Admiral Harms

In-Person & On-Campus Learning

- Lake Highland's Health Plan for Campus Reopening

LHPS Digital Campus

- Digital Campus Opt-In
- Lower School Digital Campus
 - Curriculum
 - Resources
 - Connections
- Middle School & Upper School Digital Campus (7th-12th Grade)
 - Curriculum
 - Resources
 - Connections

Mandated All-School Distance Learning

- Key Distance Learning Enhancements per Division
 - Lower School
 - Middle School & Upper School

Digital Platforms & Resources



A MESSAGE FROM ADMIRAL HARMS

WELCOME BACK!

It is with great excitement and optimism that Lake Highland Preparatory School announces its plans for reopening the school for the 2020-2021 school year. We pride ourselves in being able to quickly adapt to changing situations while providing the best possible overall learning experience for the fantastic students who grace the halls of our great school. Following weeks of research and detailed analyses by eight special task forces (Health, Safety, Facilities, Technology, Communications, Academics, Student Social/Emotional Well-being, and Return to School) informed by nationally reputable medical, academic, and commercial experts, we have tailored a flexible and comprehensive plan to safely resume normal operations on campus with a full schedule of academic and co-curricular activities starting in August 2020. Additionally, we have developed a rigorous Digital Campus option for those students who might not be comfortable with returning to campus at this time. In either case, we will be ready to welcome our magnificent students back for a premier quality Highlander learning experience.

Formulation of this plan considered the needs of faculty, staff members, and of course, our students who have very different needs and abilities to comply with changing behavioral norms depending on their age. When considering the typical school day, there are several high-risk occasions where students and faculty/staff gather in close proximity, including arrivals, departures, all-school assemblies, lunchtime, and group-based extracurricular activities. Within the context of pandemic recovery, it is essential to carefully manage these situations, including strictly controlling in-class activities and student movement, and limiting assembly-type gatherings in order to reduce the likelihood of spreading an infectious disease.

All of our efforts and plans will follow federal, state, and local laws and regulations as a legal basis for resuming school operations and associated educational activities. Furthermore, we expect this to be an evolving plan as we learn more about COVID-19 and how to reduce its spread. This plan will involve helping educate our employees, students, and family members on how to safely operate in this environment. It will also include adopting personal protective equipment policies—in alignment with CDC guidelines—for protecting staff members, teachers, and students, and especially our school nurses who may need to interact with symptomatic individuals. Finally, we are still determining specific operational and administrative protocols to keep everyone safe and how to effectively respond to symptomatic students and staff—or those who have been in contact with someone known to be ill or who have tested positive. Whereas we expect our policies and procedures to evolve, we remain convinced that strict adherence to a few simple basics will produce the best outcomes for everyone in the Highlander extended family. These steps include:

1. Pay close attention to social distancing guidelines (~6').
2. Frequently wash your hands (soap and water or hand sanitizer).
3. Minimize touching, hugging, or any close personal contact.
4. Wear a mask whenever possible, especially indoors or if unable to maintain proper social distancing (~6').
5. Stay/go home if your temperature reaches or exceeds 100 degrees F.

The information contained in this brochure is current as of June 19, 2020, and is based on the best information available at this time. Updates and changes will be communicated on the 1st and 15th day of the month throughout the summer. Any additional questions may be directed to the appropriate school Director. Answers not yet confirmed will be addressed in future updates or individually, as necessary. All relevant updates will be posted to the Lake Highland website at lhaps.org/covid-19updates.



IN-PERSON ON-CAMPUS LEARNING

Lake Highland plans to resume on-campus, in-person teaching and learning for the 2020-2021 school year beginning August 13, 2020. The School will adhere to the guidelines and recommendations from the CDC and the Lake Highland Health Task Force as outlined in [Lake Highland's Health Plan for Campus Reopening](#). This plan is evaluated weekly by Lake Highland's Health Task Force. Any modifications to the plans and policies will be communicated in future updates.

Key Health & Wellness Protocols



Social
distancing



Masks
provided
for all
employees



Daily health
screenings



Registered
nurses on
campus



100 hand
sanitizing
stations



"High touch"
surfaces are
sanitized
every 2
hours



Classrooms
are cleaned
and
disinfected
nightly



Electrostatic
sprayers
used nightly



Restrooms
cleaned on
a 2 hour
rotation



UV sterilization
system
for all air
conditioning
units



LAKE HIGHLAND DIGITAL CAMPUS

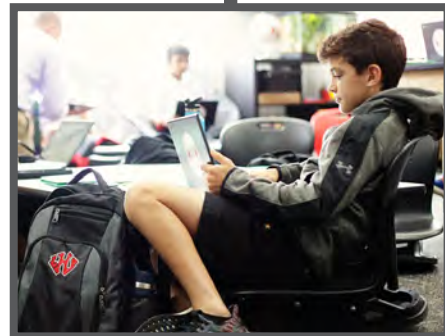
All grade levels at Lake Highland will have a Digital Campus option for 2020-2021.

Lake Highland Preparatory School plans on returning to traditional on-campus instruction as its primary mode of operation for the 2020-2021 school year. However, students/families may “opt-in” for LHPS’s Digital Campus option if they are uncomfortable in returning to the primary on-campus learning modality. Once choosing the Digital Campus option, Lower School students must remain in this option for at least one semester. Middle and Upper School students may return to on-campus learning when they feel comfortable in doing so. Tuition and fees will be identical for either the on-campus or Digital Campus options.

Digital Campus Opt-In

Families who wish to elect the Digital Campus learning option for the 2020-2021 school year must notify the school by July 10, 2020, via this [Digital Campus Opt-In Form](#). If we do not hear from your family by July 10, we will prepare for your child’s return to campus on August 13. For COVID-related needs, students may transition from in-person, on-campus learning to the Digital Campus at any time.

A Digital Campus orientation meeting will be held prior to the start of the school year to help prepare students and parents with the steps necessary to be successful in a distance-learning environment.



LAKE HIGHLAND DIGITAL CAMPUS

Lower School Digital Campus

Curriculum

Daily live instruction with your teacher in all core content areas.

In the Lake Highland Digital Campus, Lower School students will engage in live face-to-face meetings with dedicated Digital Campus teachers who will guide the students along their virtual learning experience.

Consistent schedule for all students enrolled in the Digital Campus.

Consistent meeting times every day.

Weekly Schedules and Checklists to outline the learning objectives for the week and help model time management, organization, and prioritization of learning tasks. (These schedules and checklists will be posted in the Canvas courses, as well as emailed to student and parent email accounts on a weekly basis.)

Curriculum and instruction are aligned with on-campus classes.

Faculty members of the on-campus and Digital Campus options collaborate and plan regularly to ensure continuity of instruction and expectations.

The Digital Campus will have an assigned Lower School Administrator who will assist with alignment and support.

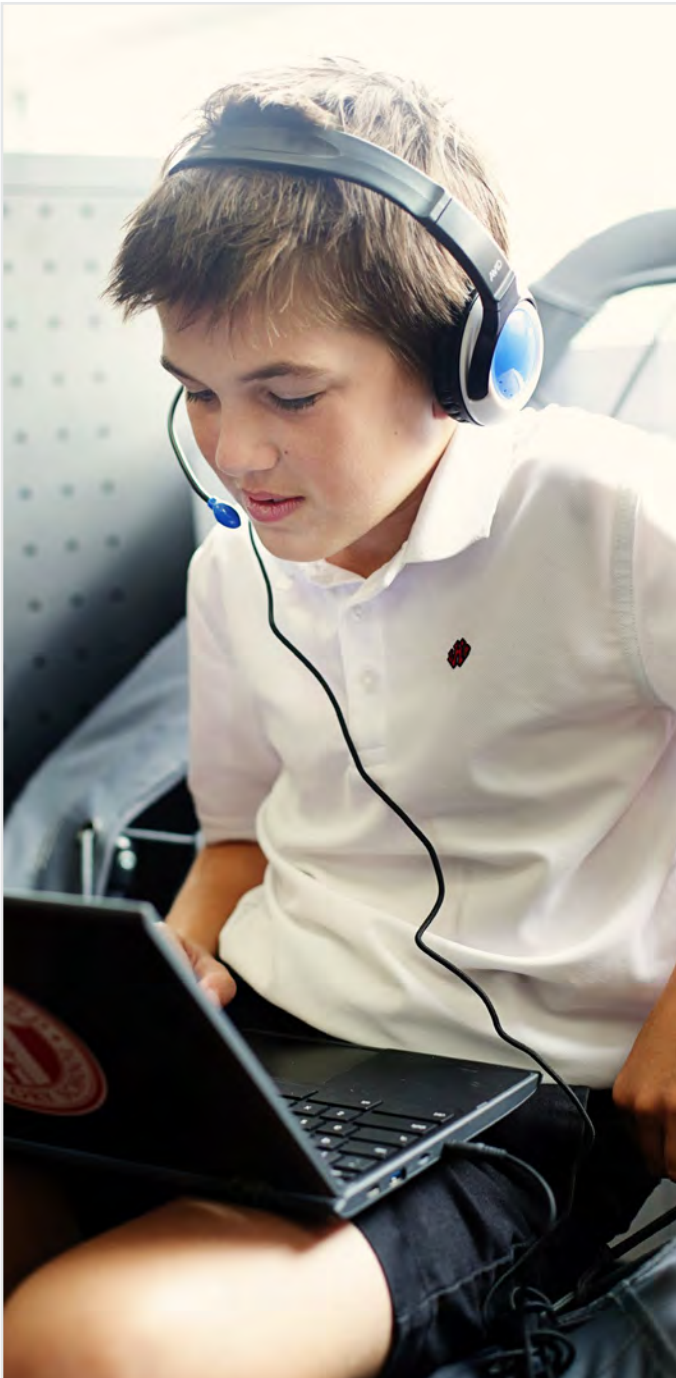
Enrichment opportunities will also be part of the Digital Campus experience.

Personal Connections

Digital Campus students will connect with on-campus students to collaborate on assignments and/or share learning experiences.

Through ongoing relationships with school counselors, chaplains, administrators, and other support personnel, the personal connections between the student and the school will remain strong.

LS Digital Campus Sample Schedules



Resources

Tartan Toolbox Delivery

Students enrolled in the Digital Campus will have resources delivered to them for upcoming activities and projects every two weeks.

Students, teachers, and parents will receive virtual training on all tools, systems, and technology that support Digital Campus student learning before the start of the school year.



LAKE HIGHLAND DIGITAL CAMPUS

Middle School & Upper School Digital Campus

7th-12th Grade

Curriculum

Middle and Upper School Digital Campus students will be enrolled in similar courses as if they were physically on campus, but instead, complete those courses virtually. This will include both core courses as well as many elective choices.

Each Digital Campus student will be enrolled and under the guidance of LHPS faculty in completing the expectations of their course. Faculty will provide course content and instruction via Canvas daily to Digital Campus students. Depending on the course, this may include live instruction via Zoom, the ability to view recorded lessons from the instructor, office hours for one-to-one meetings with the instructor, online discussion boards, and formative assessment and feedback.

Curriculum content is aligned with on-campus classes. Faculty teaching on-campus and Digital Campus will meet routinely to ensure that there is continuity in the curriculum for all students and that the courses, whether digital or in-person, are aligned. All Digital Campus assignments will be turned in through Canvas.

Resources

Teacher-directed instruction and office hours will take place on Zoom. Students will be encouraged to utilize weekly opportunities to connect with their instructors and stay on task with the curriculum.

Students will be highly encouraged to build organizational and time management skills to be successful Digital Campus students.

All materials necessary for student success in each course will be provided to Digital Campus students.

Students electing to participate in the Digital Campus will be under the guidance of their assigned counselor, who will check in weekly to provide needed support.

All online administered assessments for students will be proctored via our online remote proctoring solution.

Personal Connections

Through ongoing relationships with school counselors, chaplains, teachers, administrators, and other support personnel, the personal connections between the student and the school will remain strong.

Digital Campus students will have opportunities to connect remotely with each other and will participate in Unity Meetings, clubs, and service-learning experiences that are a staple of Lake Highland experiences. Arts, athletics, and co-curricular activities are available to all Highlanders.



MANDATED ALL-SCHOOL DISTANCE LEARNING

Lake Highland will move to a Mandated All-School Distance Learning model if directed by the Governor or recommended by the CDC or Health Department.

There may be scenarios that call for one class or school (division) to move to Mandated Distance Learning temporarily while allowing the rest of the campus to remain open.

Please Note: The previously discussed LHPS Digital Campus is not the same as the Mandated All-School Distance Learning model.

The Digital Campus is designed to provide support for Lower School, Middle School, and Upper School students and families who must be out temporarily due to COVID-related or other concerns. It will align as much as possible with on-campus teaching and learning. The Digital Campus is designed to help maintain connections and community between classmates on campus and those learning at home.

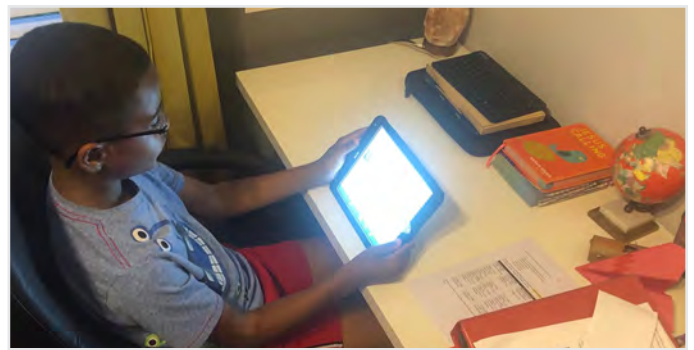
Mandated Distance Learning is designed to provide an educational alternative to in-person instruction if it is not safe to open the Lake Highland campus. When Mandated Distance Learning is deployed, it will generally involve the entire school community. During a Mandated Distance Learning period, teachers are devoted to providing instruction virtually.

Enhancements for Distance Learning 2020-2021

- Consistency of delivery/experience across each division
- Schoolwide implementation of Canvas Learning Management System, and standardization of web resources and tools to support Distance Learning
- Structured schedule for students with set start and finish times
- Increased opportunities for live instruction across each division
- Additional information and training for students, parents, and teachers on the technology, tools, and systems used during Distance Learning



MANDATED ALL-SCHOOL DISTANCE LEARNING



Key Distance Learning Enhancements per Division

Lower School

All Lower School students will follow a consistent schedule similar to the [LS Digital Campus Sample Schedules](#).

- Daily live instruction with your child's teacher(s).
- Weekly schedules and checklists to outline the learning objectives for the week and help model time management, organization, and prioritization of learning tasks.
- School-issued devices will be provided to support Distance Learning.

Middle School and Upper School

Middle and Upper School students will follow a consistent schedule for each day with designated start and end times.

Distance Learning will include enhancements such as:

- Students meeting "live" with three to four classes each day.
- Students participating in longer live-learning sessions for each class.
- Students having the opportunity to engage in clubs, Unity Meetings, and assemblies in order to build community and connections while staying up-to-date with important activities and programs.

DIGITAL PLATFORMS AND RESOURCES



Students and parents will have virtual training opportunities to learn essential tools to support student learning. Specifically, Canvas Learning Management System (LMS) virtual training opportunities will be provided to all parents and students prior to the start of the school year.

PreK-3rd Grade

All PreK-3rd grade students will be provided with a school-issued iPad for on-campus instruction. In the event of a move to Distance Learning (or Digital Campus students), every student will take their school-issued iPad home.

4th-6th Grade

All 4th-6th grade students will be provided with a school-issued Chromebook, and students will be taking their devices to and from school throughout the year. In the event of a move to Distance Learning (or Digital Campus opt-in), every student will take their school-issued Chromebook home.

7th-8th Grade

All 7th-8th grade students will be provided with a school-issued MacBook Air as part of the LHPS 1:1 Mac Initiative, and students will be taking their devices to and from school throughout the year. In the event of a move to Distance Learning (or Digital Campus opt-in), every student will take their school-issued MacBook Air home.

9th-12th Grade

All 9th-12th students will continue to utilize the Upper School's Bring Your Own Device program (devices must meet the [minimum specification requirements as stated by LHP](#)).



DIGITAL PLATFORMS AND RESOURCES



For the 2020-2021 school year, Canvas will be used for all LHPS students, grades PreK-12.

Canvas is Lake Highland's Learning Management System (LMS), and provides a digital learning environment for all courses. Students may take tests, turn in assignments, and participate in collaborative learning environments.



All LHPS students and employees utilize GSuite tools for cloud storage and productivity tools.

Students in grades 4-12 have LHPrep student Gmail accounts and will utilize that platform for all school-related communication. These accounts are also used to access the Student Portal on our school's website (www.lhps.org).



Zoom is LHPS's primary platform for live (virtual) meetings and instruction. All LHPS students and employees have Zoom for Education accounts.



For students in grades PreK-6, SeeSaw will also be utilized to upload students' documentation of work (pictures, videos, etc.).

All online assessments for students (including Digital Campus) will be proctored via our online remote proctoring solution.

Reliable technical support will continue to be provided for all students (Digital Campus and on-campus).



FUTURE UPDATES



WHAT ABOUT...

Athletics

Visual & Performing Arts

Dining

AfterCare, Academies, & Clubs

All of the above - and more - will be addressed in future updates as soon as information becomes available.



Even during this historically challenging time, Lake Highland continues to be a community of learners working and learning within an atmosphere of love, concern, and mutual respect.

Regardless of whether your child is on campus or participating in our Digital Campus, your family will continue to be a valued member of the Lake Highland community.

Families will continue to have access to on-campus events and all school-sponsored functions.

Any additional questions may be directed to the appropriate school Director or administrator.

SMART. SAFE. TOGETHER.

