

Unicorns Return

A Guide to Reopening Columbus School for Girls
2020-2021



Columbus School for Girls
— She *will* know her *power*. —



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Introduction

The faculty, staff, and administration of Columbus School for Girls are committed to meeting the School's mission of empowering girls to discover their distinct potential as learners and leaders. Whether delivered in-person, through distance learning, or through a blended/hybrid model, this fall, CSG's robust academic and social-emotional program will remain true to its core by being responsive to students' needs, reliable in maintaining a continuity of learning, and rich in pedagogy and best practice.

Flexible Family Options for On-Campus and Distance Learning

We know some families, for a variety of reasons, will want their daughters to continue distance learning this fall. CSG is pleased to provide flexible learning options for all our students: for the 2020-2021 school year, families may choose each semester either to enroll their daughters in on-campus or distance learning. If selecting the on-campus option, families should prepare for the possible shift to distance learning only when the local health and safety situation forces a campus closure. Families choosing distance learning when on-campus learning is available must commit for a full semester. Those families can change their decision for the subsequent semester.

Prepare for Change

Whichever plan you choose at the start of the 2020-2021 school year, we must be ready to adapt and adjust to the health situation and risk projections in the greater community, and in particular, Franklin County. It is important to understand, accept, and prepare for the real possibility that the decision could change depending on the local situation.

Guiding Principles

All decisions will be made in keeping with the following guiding principles:

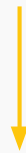
- Continuing to follow the health and safety recommendations and guidelines set by the Centers for Disease Control (CDC), the Ohio Department of Health, and Franklin County Public Health;
- Meeting the academic and social-emotional needs of each student;
- Meeting the planning and social-emotional needs of faculty and staff;
- Considering the needs of families; and
- Adhering to the [Core Values](#) that make our community special.



Reopening Plans and County Levels

CSG classes will be in session 5 days a week. Whether students will be on campus or learning from home will be determined based on the [Ohio Public Health Advisory System](#), a color-coded warning system that informs communities about the level of COVID-19 infection risk in each Ohio county. The following plan outlines schedules, health and safety procedures, and expectations for three scenarios: all in-person instruction, all distance learning, or a hybrid that will include in-person and distance learning.

OHIO COVID-19 RISK LEVEL GUIDELINES FOR THE PUBLIC			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
PUBLIC EMERGENCY Active exposure and spread. Follow all current health orders.	PUBLIC EMERGENCY Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	PUBLIC EMERGENCY Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	PUBLIC EMERGENCY Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.



Columbus School for Girls Operational Levels

1 & 2 ON CAMPUS, IN-PERSON LEARNING

CSG is prepared to deliver in-person classes while observing all health and safety recommendations and requirements around the COVID-19 virus. **If students are unable to attend, whether sick or quarantined or their family prefers they not attend in person, students can learn remotely at all operational levels*

3 HYBRID MODEL

Students on campus four days per week and online one day per week.
**Possibly distance learning depending on local situation.*

4 DISTANCE LEARNING

CSG at Home
 for all students.

Schedule by Alert Level



LEVEL 1 & 2 SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
CSG on Campus	CSG on Campus	CSG on Campus	CSG on Campus	CSG on Campus

LEVEL 3 SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
CSG on Campus	CSG on Campus	Wellness Wednesdays Students at Home	CSG on Campus	CSG on Campus

**In a week with a holiday (e.g. Labor Day), there will be no Wellness Wednesday and students will be on campus during the full four-day week.*

LEVEL 4 SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
CSG at Home	CSG at Home	Wellness Wednesdays Students at Home	CSG at Home	CSG at Home

**In a week with a holiday (e.g. Labor Day), there will be no Wellness Wednesday and students will be on campus during the full four-day week.*

Wellness Wednesdays

The social-emotional wellness of students, faculty, and staff is paramount to the success of our reopening. We are introducing Wellness Wednesdays when we are operating under distance or blended learning models to maintain this important part of our program. This will be one day a week where all students will have the opportunity for alternative or experiential learning; catching up on assignments; social-emotional learning through advisory or other programming; participating in service-learning; or meeting one-on-one with faculty. Faculty will also use this time for lesson planning or professional development.



- Alternative or experiential learning.
- Catching up on assignments.
- Social-emotional learning through advisory or other programming.
- Participating in service-learning.
- Meeting one-on-one with faculty.
- Faculty will also use this time for lesson planning or professional development.

Wellness Wednesday Objectives by Division

Program for Young Children	Lower School	Middle School	Upper School
Alternative learning experiences; catch-up day on assignments; social-emotional learning; service-learning; connection with faculty; student-directed work time; collaborative opportunities; experiential learning; faculty professional development; etc.		Advisory lessons/meetings; virtual music ensembles; social-emotional learning; faculty office hours, student-directed work time; collaborative opportunities for students and faculty; one-on-one learning between students and teachers; off-campus, experiential learning; faculty professional development; etc.	

In Levels 3 and 4: Students are at home on Wellness Wednesdays

Health and Safety Procedures

The health and safety of all Students and faculty/ staff on campus are our chief priority. The following will be in place whenever students, faculty, and staff are on campus:



MASKS

All faculty and staff will wear masks.

PYC: Students will wear masks outside of the classroom and have the option to wear them in the classroom.

Lower School: Students will wear masks during instructional time and outside of the classroom. Mask breaks will be provided during non-speaking times of the day (e.g. silent reading, read aloud, etc.)

Middle and Upper School: Students will wear masks unless a medical condition warrants an exception. Mask breaks will be provided during lunch and advisory, and outdoor spaces will be used, weather permitting.



HANDWASHING

Extra hand sanitizer stations will be added throughout campus. Students will be directed to wash hands regularly and classrooms and surfaces will be sanitized frequently.



SOCIAL DISTANCING

All members of the CSG community must maintain social distancing guidelines at all times while on campus. Desks will be placed six feet apart and activities will be modified to accommodate social distancing.



HEALTH SCREENINGS

Faculty and staff: Complete health check at home and check-in via Ruvna

Students: Parents will check-in students at home via RUVNA. As students exit their cars, they will have their temperature checked (which must be under 100 degrees) and their QR code from RUVNA scanned. They will also receive hand-sanitizer. Once a student is cleared, the parent(s) may leave the drop-off line and students may enter the building. Student drivers will enter a separate check-in line for the same procedure. If a student does not pass the criteria for being in school, they will be sent home and their parents will be contacted. If they were a passenger in the car, their parents will be contacted to pick them up.

Health and Safety Procedures



LUNCH & SNACKS

PYC and Lower School: We will begin the year with students eating in their classroom or outside by cohort group. Snacks will be individually prepackaged.

Middle and Upper School: Students will begin the year eating with cohort groups in classrooms or outside. Serving lunch in the cafeteria to portions of the student body, following social-distancing guidelines, may become an option later in the school year.



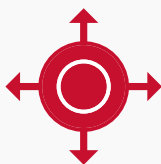
ONE-WAY TRAFFIC

Campus traffic will be modified to avoid opposing flows wherever possible.



CAMPUS VISITORS

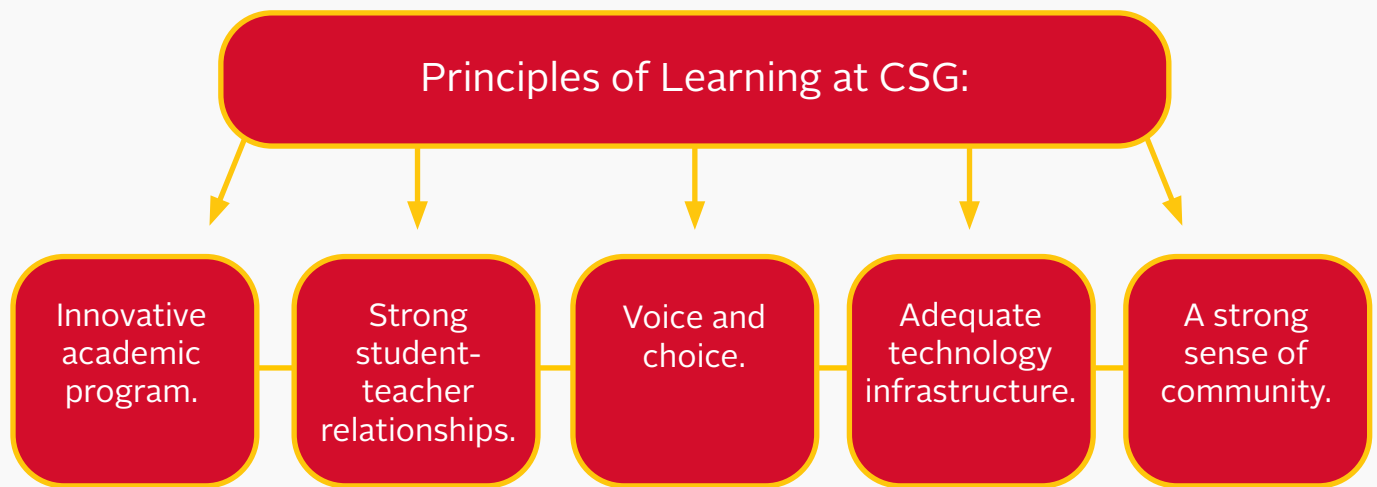
For now, we ask parents and other guests not to visit campus.



CONTACT TRACING

School nurse will maintain open communication with the Franklin County Public Health (FCPH), notifying them of any CSG community member who has come in contact with an infected person. FCPH will complete the contact tracing process.

Learning at CSG



Innovative academic program. CSG faculty, staff and administrators are nimble and responsive to the circumstances that come our way. Autonomy in teaching gives our faculty the regular practice, ability, and creativity to do what it takes to maintain the continuity of learning and keep students engaged.

Strong student-teacher relationships. CSG students are known by their teachers. These already established and enduring relationships are what have helped us to maintain connection even with physical distance. As they have in the past, faculty will also get to know CSG's new students through individual family and small group student meetings depending on the division. Additionally, at the beginning of the year, the faculty will focus on team-building experiences to build connections amongst the students.

Voice and choice. CSG students are accustomed to asking for what they need, voicing their opinions, and partnering with adults to direct their own learning. Surveying students and parents and responding to the feedback will continue as we refine our virtual learning program in real time and for the future.

Developmentally Appropriate Use of Technology. CSG is a 1-to-1 school, providing access to technology devices to students in Forms I through Form XII, ensuring that each student has access to a laptop, ipad, or Chromebook. This access assures continuity of learning throughout a rapid shift to remote learning. That, along with an understanding of, and consideration for, what is a developmentally appropriate use of devices and screen time, has always guided how we incorporate technology in the classroom. That remains true as students learn from home.

A strong sense of community. To be a student, parent, teacher, staff member, or alumna of CSG is to be a member of a community. That connection between members of the CSG community has helped us to overcome social distance in a way that is not only necessary during this time, but also comforting and fortifying.

CSG at Home: Distance Learning

CSG's distance learning program, CSG at Home, will reflect the on-campus program. The digital learning approach includes synchronous and asynchronous learning at all levels, age three to grade 12. Teachers and students engage in deep discussion, exchange ideas, and dive into the project-based learning that is inherent to our on-campus academic program. Lesson plans and activities are developed for the digital learning space and are pedagogically rich, adhering to the achievement of CSG's Core Competencies and exemplifying the hallmarks of a CSG education.



New Technology and Tools

Incorporating the use of OWL video technology, students learning from home will experience the same instruction as those who are physically on campus. We are also introducing Canvas, CSG's new, comprehensive learning management system, that allows for students and parents to have one place to find all assignments, resources, and other important information to make learning online efficient and easily accessible. Students and parents will receive training at the beginning of the year.

Staying Connected

Student well-being is paramount to academic success no matter what the circumstances. While students are physically distant, it is important that they are socially strong and connected. During periods where digital and blended learning are necessary or chosen, our social-emotional curriculum continues, including our Advisory Program, supportive services, Physical Education classes, and wellness activities. Special programs and assemblies that are such an important part of the CSG's traditions are modified and conducted virtually.



Mark Your Calendars: Gradual Restart Schedule & Details

To give students, faculty, and staff the best possible opportunity to acclimate to how school will operate, we are modifying our beginning-of-the-year schedule. Faculty and staff will return for in-service week, August 12th. Students and parents will meet with faculty for transition meetings August 17-21; we will execute a Unicorns Return back-to-school bootcamp with a modified schedule August 24-28. **The first full day of school will be Monday, August 31st.**



AUGUST 17-21, 2020

Transition meetings for
families and students

AUGUST 24-28, 2020

Unicorns Return

AUGUST 31, 2020

2020-21 School Schedule
Begins for all Divisions

Week of August 17-21

Transition meetings for families and students will take place this week. Teachers will schedule individual conferences with students and parents and students will also meet with their cohorts or advisories. Faculty will also continue classroom prep and organization, professional development and training, collaborative planning, and practicing safety/health procedures.

Week of August 24

All new and returning students will participate in a comprehensive return-to-school program. Students will come to campus in small grade-level groups to prepare for the start of the fall semester. During this week, all students will receive information and practice in the following areas: Canvas, the daily schedule, laptops, chromebooks, arrival/dismissal procedures, lunch/snack protocols, health screenings, traffic patterns, health and safety guidelines (how to wear a mask, what to do if you are sick, handwashing, etc.) Uniforms are required. **There will be no school for students Friday, August 28th.**

Week of August 31

August 31 will be the first full day of school for all students. This will be the first full week of school for the 2020-2021 school year.



Week of August 24: Unicorns Return!

All new and returning students will participate in a comprehensive return-to-school program. Students will come to campus in small grade-level groups to prepare for the start of the fall semester. During this week, all students will receive information and practice in the following areas: Canvas, the daily schedule, laptops, chromebooks, arrival/dismissal procedures, lunch/snack protocols, health screenings, traffic patterns, health and safety guidelines (how to wear a mask, what to do if you are sick, handwashing, etc.)

	Program for Young Children	Lower School	Middle School	Upper School
Monday August, 24	3/4: A ½ day 4/5 : A 5/6: A	Form I	Form VI	Form IX and XII
Tuesday August, 25	3/4:A ½ day 4/5:B 5/6:A	Form II and IV	Form VII	Form X
Wednesday August, 26	3/4:B ½ day 4/5:C 5/6:B	Form III and V	Form VIII	Form XI
Thursday August, 27	3/4:B ½ day 4/5: 5/6: B	All LS Students	All MS Students	All US Students
Friday August, 28	No students on campus. All faculty/staff present to reflect, readjust, and prepare for the fall.			
Week of August 31 2020-21 School Schedule Begins for all Divisions				



Additional information, logistics, and procedures

Mandatory Health Screening

All students will complete a health mandatory health screening survey daily through the RUVNA application before entering the building. Faculty and staff will welcome students in the carline or a separate line for student drivers, checking temperatures and making sure that the student's mandatory health screening survey has been completed. Any student with a temperature of 100 or more or not able to sufficiently pass the mandatory health screening survey, will be sent home.

Physical Distancing and Student Interaction

CSG has the advantage of being able to accommodate all students at least 6' apart on its main campus. Classrooms will be cleaned out and desks placed at least 6' apart in most cases and several non-classroom areas of the school will be rearranged to accommodate the delivery of classes with distance in place.

PYC & Lower School- In PYC and Lower School, students will be divided into cohort groups. Homeroom and special area teachers will rotate to provide student instruction. There may be times where it is decided that the cohort group stays with the same teacher all day and their classes are taught with a combination of in-person and live-streamed video for additional safety measures.

Middle & Upper School- CSG's block schedule requires relatively few classroom changes in a day. Foot traffic will move one-directionally whenever possible, and desks will be spaced 6' apart. MS students will remain in student cohort groups whenever possible. Upper School students will have study halls and free time in designated areas under supervision.

Fall Schedule, First Day of School, & Gradual Restart

It is important to give students, faculty, and staff an opportunity to acclimate to the new health and safety procedures and the class schedule and procedures in this plan. To make sure that all are set up for success, **we are planning a gradual start to the school year for students with faculty in-service beginning August 12, parent-student-teacher conferences and student cohort/advisory meetings, August 17-21, and week-long Unicorns Return program, August 24- 30. If we start the year on campus, August 31, 2020, will be the first full day of classes.** See the Gradual Start details for each division later in this document.

Staggered Start Times

To reduce crowds in the hallways and facilitate pre-screening during drop off, we will have staggered start times for each division. Accommodations will be made for families with children in different divisions. Students with a later start time will be directed to a safe space to wait for their start time.

Lower School (Drexel Circle) and *PYC* students (Columbia House) should arrive at school between 8:00 and 8:30 a.m. and will report directly to their cohort classroom (no before hours offered).



Additional information, logistics, and procedures

Middle School students should be dropped off at the Columbia Entrance between 8:30 and 9:00 a.m.

Upper School students should arrive at the Drexel Entrance between 8:30 and 9:00 a.m.

Masks

All students, faculty, staff will be required to wear masks on campus, unless excused by the school nurse for medical reasons. **PYC** students will wear masks when they are outside of the classroom, with the option of wearing them in the classroom if parents prefer that they do so. Masks will not be required when outdoors. **Lower School** students will wear masks during instructional time and outside of the classroom. Mask breaks will be provided during non-speaking times of the day (e.g. silent reading, read aloud, etc.) **Middle School and Upper School** students will wear masks for the majority of the day. Mask breaks will be provided during lunch, advisory, and when socially distant in outdoor spaces. **Faculty/Staff** will wear masks at all times (or whenever possible).

Illness Policy and Pandemic Agreement

The health and safety of the CSG community at school will depend on the observance of health official's recommendations and guidelines when away from school. Caring for our community will require that we all care for ourselves. All families, faculty, and staff will be required to sign this health and safety pledge before the school year begins. The agreement will be on [FinalForms](#). Students, faculty, and staff exhibiting symptoms of COVID-19 will be sent home and asked to quarantine and not return to school for a period of 14 days. Since the occurrence of the virus could be present, but not detectable at the time of testing, the 14-days away from campus will be enforced whether the community member tests positive for COVID-19 or not. After 14 days, the community member may return to campus, assuming classes are in-person. If feeling well and able to learn or work from home, the student, faculty member, or staff member may do so. More details will be given about sick/quarantine days through an official policy before school starts.

Contact Tracing

CSG's school nurse, Jen Salamon, is in regular contact/consultation with Franklin County Public Health. If a student or faculty/staff member tests positive for COVID-19 or notifies the School that they have been in contact with a person who has tested positive, all who have been in contact with the student, faculty member, or staff member will be notified. CSG will also notify Franklin County Public Health. FPHC will complete the official contact tracing process.

Travel

The Centers for Disease Control (CDC) and Ohio Department of Health (ODH) have issued travel advisories outlining guidelines for travel to and from certain countries and states. ODH recommends that "those entering Ohio after travel to states reporting positive testing rates of 15% or higher for COVID-19 are advised to self-quarantine for 14 days. If your family travels



Additional information, logistics, and procedures

to the states listed by ODH or countries listed on the CDC travel advisories, please contact Megan Henry (mhenry@columbusschoolforgirls). This applies to students and faculty/staff. [ODH Travel Advisory](#)
[CDC Travel Guidelines](#)

Arts

Middle School and Upper School theater productions will happen virtually. As an added safety measure, MS and US music ensembles will be virtual for the start of the year with Ms. Wynn's choir classes beginning after her maternity leave. Music classes will continue in PYC and Lower School with a combination of safe, socially distanced lessons in person and online instruction. Additional details regarding Lower School instrumental ensembles are listed on page 27.

Athletics

Middle School and Upper School athletic contests and practices will proceed under guidelines set by the Ohio High School Athletic Association. Health and safety procedures including face coverings, physical distancing, and health screenings will be in place. Athletics are scheduled to begin August 3, 2020, for Upper School and August 10, 2020 for Middle School. Unicorn Sports have been cancelled for the first semester but could return for the second semester.

What to Bring to School

Additional no-touch water dispensers have been installed throughout campus. Students are encouraged to bring their own water bottles to carry with them throughout the day. Water fountains will not be available. Students should also always have a mask and hand sanitizer in their backpacks. We ask that the hand sanitizers abide by our allergy policy (no shea butter or other nut-scented sanitizers). Each student and faculty or staff member will be provided with one CSG mask.

Visitors on Campus

Visitors will be limited to essential visitors and admission visitors. Non-essential visitors will not be permitted on campus. All visitors must answer a series of pre-screening questions through the Envoy sign in system before being permitted to proceed beyond the front desk. Guests will be invited on campus via Zoom for educational purposes.

Uniforms

Students will be asked to wear their uniform on campus, as stated by the [uniform policy](#). If students are learning at home, they are asked to wear their uniform top on a daily basis. We will have spirit wear days and spirit weeks throughout the year.



Additional information, logistics, and procedures

P.E. Uniforms

P.E. uniforms, typically required for Forms III- XII, are not required for this year. Students should bring appropriate attire for P.E. activities when requested. If you have already purchased new uniforms, you will be contacted about a refund. Students who already have uniforms may wear them for P.E., if preferred. The P.E. uniform also makes for a great spirit wear option.

School Pictures

School pictures, typically taken on the first day of school for LS, MS, and US, will be rescheduled. You will be notified of the new date as soon as possible.

Emergency Notifications

CSG has an emergency notification system. A test of the system was done earlier this summer, and a second test will happen closer to the start of the year. For now, families should do nothing different. We will communicate tests and make changes to your preferred contact as necessary.

All-school and Divisional Programs

Before and After Hours

Before Hours will not be available as students will be arriving and reporting directly to their homeroom classroom. Due to the desire not to mix cohort student groups, we will not have traditional after hours for PYC, Lower School, or Middle School. If you are unable to pick up your daughter at dismissal, contact the faculty or staff member listed below to coordinate a “study hall environment” in classrooms (socially distanced) from 3:00-4:30 p.m. The numbers might be capped for this program based on coverage supervision.

PYC- [Julie Stevenson](#)

LS & MS- [Linda Resch](#)



Program for Young Children: Schedules, Logistics, & Details

PYC Daily Schedule

8:00 a.m.-8:30 a.m.	Arrival to Homeroom
8:30 a.m.-9:30 a.m.	Morning Meeting
9:30 a.m.-11:30 a.m.	Block 1
11:30 a.m.-12:50 p.m.	Lunch, Recess, Read Aloud
12:20 p.m.-12:30 p.m.	PreK 1/2 Day Pickup
12:50 p.m.-2:00 p.m.	Block 2
2:00 p.m.-3:00 p.m.	Block 3

PYC will be on Monday-Friday schedule.

Cohort Groups

Preschool: Students are divided into cohort groups of no more than 9 students per group. This follows the requirements of our Preschool License per the Ohio Department of Education.

Kindergarten: Students are divided into cohort groups using social distancing strategies to determine group size.

Masks

- All Faculty will wear masks.
- Students will wear masks outside of the classroom and have the option to wear it in the classroom.



Program for Young Children: Schedules, Logistics, & Details

Arrival Protocols

PYC and Lower School students should arrive at school between 8:00-8:30 a.m. and report directly to school.

Parents will check-in students at home. As students exit the car, faculty will check temperatures and give them hand-sanitizer. Temperatures should be under 100 degrees.

Lunch

We will begin the year with students eating in their classroom or outside by cohort group.

Snack

Snacks will be provided by the kitchen staff from 9:30-10:00 a.m. time frame and delivered to the classroom.

Recess/Movement and Breaks

Students recess time will be staggered and be a combination of free play, PE, and structured activities. Outdoor play will take place on the Playscape and in the Courtyards.

Dismissal

Dismissal for Lower School & PYC is at 3:00 p.m. Students will be escorted outside by cohort group and sit in line until they are called to enter their parents' car. Masks should be worn in carline for girls in Lower School. Each student will receive hand sanitizer prior to getting into their car. Bus students will be escorted to their bus. Masks should be worn on buses.

Before Hours

Before Hours will not be available as students will be arriving and reporting directly to their homeroom classroom between 8:00-8:30 a.m.

After Hours

Due to the desire not to mix cohort student groups, we will not have traditional after hours. If you are unable to pick up your daughter at dismissal at 3:00 p.m. Please contact [Julie Stevenson](#) to coordinate a socially distanced independent work time from 3:00-4:30 p.m. in the Mansion Living Room.

Transition Protocols

Students will move directly from classrooms to outdoors and back to classrooms. Students will enter the main hallway in cohort groups only.



Program for Young Children: Schedules, Logistics, & Details

Classroom Sanitation

Students will wash hands upon arrival. Classroom surfaces will be cleaned regularly throughout the day. Students will wash hands upon departure. Classroom will be thoroughly cleaned at the end of day.

Visitors on Campus

- No visitors in the PYC.
- Parents of 3/4 children will walk girls to their classroom door via the front door.
- 4/5 and 5/6 students will enter the building from PYC side doors.

Absences

Illness during the School Day

Children who become ill on campus will be escorted by a teacher or the school nurse to a designated quarantine room until a parent/caregiver picks her up. CSG will follow Franklin County Health guidelines for communication with the greater community if necessary.

Student Absences

If your child is absent for illness, please email your division's administrative assistant.

Medical Appointments

Families are encouraged to schedule routine doctor's appointments before or after school. Parents of students who leave campus during the day must directly communicate with their daughter's division beforehand and follow our sign-out protocol. Before reentering campus buildings, students must pass a health screening.

Program for Young Children: Blended Learning



Hybrid Learning

Hybrid learning allows for maximum flexibility between online and on-campus instruction. Students and parents will find assignments, class schedules, announcements, and more on Canvas, CSG's school-wide learning management system. Students, families, and faculty will all use Canvas, whether they are distance or on-campus learning.

Other tools, such as [OWL Labs](#), will allow students at home to view classroom instruction occurring on campus.

OWL Technology

Classrooms will be equipped with an [OWL](#) conference camera to allow for enhanced hybrid learning. This technology lets students engage in classroom learning from home.

Asynchronous vs. Synchronous

Asynchronous refers to learning or classroom instruction that is recorded and available for students whenever it best fits their schedule.

Synchronous refers to live learning or classroom instruction.

Canvas

Canvas is our new learning management system that allows for students and parents to have one place to find all assignments, resources, and other important information to make learning online efficient and easily accessible. Students and parents will receive training at the beginning of the year.

Assessment

Student assessment is an important indicator of growth. On-campus assessments will continue as in the past. Online assessments will be more aimed at social emotional growth and participation in synchronous learning.

Special Area Classes

Students will continue Special Area classes in PYC. Each 6 day rotation, your daughter will have each special area class. Supplemental online opportunities will also be offered through Canvas.

Program for Young Children: Learning Experiences



Materials/Supplies

Each PYC student will receive a personal kit that contains all of their supplies and materials to avoid communal sharing of supplies. Disposable paper cups will be supplied for students to drink from in the PYC classrooms.

PYC Assemblies

Assemblies will be conducted virtually.

Physical Education

At the beginning of the year, PE will be incorporated in movement breaks and recess.

Field Trips

Students will engage in field trips virtually to explore, enrich, and deepen their classroom content.

Traditions

While large-group gatherings are still not recommended, traditions such as Grandparents' Day, Scholarship Walk, Big/Little Sis, family breakfasts are important to us and we will continue to find new and innovative ways to continue these connections as a community virtually.

Birthdays

Birthdays will be celebrated with the option for parents to join the celebration via Zoom. Birthday treats must be pre-packaged, individually wrapped, and in line with our allergy policies. If a family wants to bring in a treat, they would need to have enough to share with their daughter's small-cohort group.

School-wide Celebrations

We will intentionally maintain programs in a way that prioritizes safety for the community. We will update you closer to the date.



Lower School: Schedules, Logistics, & Details

Lower School Daily Schedule

8:00 a.m.-8:30 a.m.	Arrival to Homeroom
8:30 a.m.-8:45 a.m.	Morning Meeting
8:50 a.m.-10:00 a.m.	Block 1
10:00 a.m.-12:00 p.m.	Lunch, Read Aloud, Recess, Flex
12:00 p.m.-1:10 p.m.	Block 2
1:15 p.m.-2:25 p.m.	Block 3
2:30 p.m.-3:00 p.m.	Homeroom

Lower School will be on Monday-Friday schedule.

Cohort Groups

Each Form there will be divided into 3 cohort groups. There will be three homeroom teachers for each Form (2 homeroom teachers and a special area teacher).

During the day, students will stay in their cohort group in one classroom. Each day the students will have a block of language arts, a block of math, and a block of a special area class. Each block is 70 minutes. The girls will stay in the same classroom each day, while the three teachers (2 homeroom teachers and one special area teacher) rotate through the cohort groups during the day.

*There may be times where it is decided that the cohort group stays with the same teacher all day and their classes are taught with a combination of in-person and live-streamed video for additional safety measures.



Lower School: Schedules, Logistics, & Details

Masks

- All Faculty will wear masks.
- Students will wear masks during instructional time and outside of the classroom. Mask breaks will be provided during non-speaking times of the day (e.g. silent reading, read aloud, etc.)

Arrival Protocols

Lower School and PYC students should arrive at school between 8:00-8:30 a.m. and report directly to school.

Parents will check-in students at home. As students exit the car, faculty will check temperatures and give them hand-sanitizer. Temperatures should be under 100 degrees.

Lunch

We will begin the year with students eating in their classroom or outside by cohort group.

Snack

Snacks will be provided by the kitchen staff at 1:15 p.m. and delivered to the classroom. Snacks will be individually wrapped snacks.

Recess/Movement and Breaks

Students recess time will be staggered and be a combination of free play and PE structured activities. At the beginning of the year, students will not use the big recess equipment.

Dismissal

Dismissal for Lower School & PYC is at 3:00 p.m. Students will be escorted outside by cohort group and sit in line until they are called to enter their parents' car. Masks should be worn in carline for girls in Lower School. Each student will receive hand sanitizer prior to getting into their car. Bus students will be escorted to their bus. Masks should be worn on buses.

Before Hours

Before Hours will not be available as students will be arriving and reporting directly to their homeroom classroom between 8:00-8:30 a.m.

After Hours

Due to the desire not to mix cohort student groups, we will not have traditional after hours. If you are unable to pick up your daughter at dismissal at 3:00 p.m. Please contact [Linda Resch](#) to coordinate a "study hall environment" in Lower School classrooms (socially distanced) from 3:00-4:30 p.m. The numbers might be capped for this program based on coverage supervision.



Lower School: Schedules, Logistics, & Details

Extracurriculars

Unicorn Sports will not be in session first semester and will be reevaluated for second semester.

Transition Protocols

Students will use hand sanitizer or wash their hands when they leave the classroom and when they enter the classroom. Students will wear masks when in the hallway/restrooms.

Classroom Sanitation

Students will wash hands upon arrival. Classroom surfaces will be cleaned regularly throughout the day. Students will wash hands upon departure. Classroom will be thoroughly cleaned at the end of day.

Visitors on Campus

- No parents or visitors on campus.
- Guests will be invited on campus via Zoom for educational purposes.

Absences

Illness during the School Day

Children who become ill on campus will be escorted by a teacher or the school nurse to a designated quarantine room until a parent/caregiver picks her up. CSG will follow Franklin County Health guidelines for communication with the greater community if necessary.

Student Absences

If your child is absent for illness, please email your division's administrative assistant.

Medical Appointments

Families are encouraged to schedule routine doctor's appointments before or after school. Parents of students who leave campus during the day must directly communicate with their daughter's division beforehand and follow our sign-out protocol. Before reentering campus buildings, students must pass a health screening.

Lower School: Blended Learning



Hybrid Learning

Hybrid learning allows for maximum flexibility between online and on-campus instruction. Students and parents will find assignments, class schedules, announcements, and more on Canvas, CSG's school-wide learning management system. Students, families, and faculty will all use campus, whether they are distance or on-campus learning.

Other tools, such as [OWL Labs](#), will allow students at home to view classroom instruction occurring on campus.

Technology

All Form I students will be assigned an iPad to use in school and during distance learning. All Forms II-V students will be assigned a Chromebook to use in school and during distance learning.

OWL Technology

Classrooms will be equipped with an [OWL](#) conference camera to allow for enhanced hybrid learning. This technology lets students engage in classroom learning from home.

Asynchronous vs. Synchronous

Asynchronous refers to learning or classroom instruction that is recorded and available for students whenever it best fits their schedule.

Synchronous refers to live learning or classroom instruction.

Canvas

Canvas is our new learning management system that allows for students and parents to have one place to find all assignments, resources, and other important information to make learning online efficient and easily accessible. Students and parents will receive training at the beginning of the year.

Assessment

Student assessment is an important indicator of growth. On-campus assessments will continue as in the past. Online assessments will incorporate tools offered through Canvas and tools that the girls are familiar with such as, Flipgrid and Padlet.

Special Area Classes

Students will continue Special Area classes in the Lower School. Each day, your daughter will have one, 70-minute special area class. Online special area classes will be structured differently with a synchronous lesson at the beginning and asynchronous work time.



Lower School: Learning Experiences



Materials/Supplies

Each Lower School student will receive a small tote that contains all of their supplies and materials to avoid communal sharing of supplies. **We ask that students bring water bottles from home every day to keep at their desk.**

Lower School Chapel

Chapel assemblies will be conducted virtually.. We will continue our programming with guests and internal presentations. **We will not require students to wear official uniforms during LS Chapels, unless we communicate otherwise.**

Physical Education

At the beginning of the year, PE classes will be incorporated in movement breaks/recess mid-day facilitated by the Lower School PE teacher. **Forms IV and V will not be required to change for PE since it is incorporated into their movement breaks.**

Field Trips

Students will engage in field trips virtually to explore, enrich, and deepen their classroom content. The Form V Marmon Valley trip in the spring will be evaluated as we begin second semester.

Traditions

While large-group gatherings are still not recommended, traditions such as Grandparents' Day, Scholarship Walk, Big/Little Sis, family breakfasts are important to us and we will continue to find new and innovative ways to continue these connections as a community virtually.

Birthdays

Birthdays will be celebrated with the option for parents to join the celebration via Zoom. Birthday treats must be pre-packaged, individually wrapped, and in line with our allergy policies. If a family wants to bring in a treat, they would need to have enough to share with their daughter's small-cohort group.

School-wide Celebrations

We will intentionally maintain programs in a way that prioritizes safety for the community. We will update you closer to the date.

Lower School: Learning Experiences



Instrumental Ensembles

Form III students will delay beginning their strings instruction upon when we feel it is safe. Form IV will all continue strings instruction online 2 days a week, 30 minutes each session. This will be asynchronous learning and integrated into their homework. Form V will continue band and strings instruction online 2 days a week, 30 minutes each session. This will be asynchronous and integrated into their homework. For new students in Forms IV-V, we will talk with you individually to decide what you would prefer to do. It will be optional to join the ensemble.

Other Curriculum Changes

Due to a hiring freeze with the pandemic, we will not be offering Spanish this year in Forms I-IV this year. Students in Form V will have an exciting exploratory foreign language experience with one semester of Spanish and one semester of Mandarin, taught by our foreign language teachers in Middle and Upper School. This will provide the girls an opportunity to select which foreign language they would like to take in Form VI.



Middle School: Schedules, Logistics, & Details

Middle School Daily Schedule

8:30 a.m.-9:00 a.m.	Arrival to 1st Period
9:00 a.m.-10:10 a.m.	1st Period
10:20 a.m.-11:30 a.m.	2nd Period
11:30 a.m.-1:00 p.m.	Advisory*/Lunch US
1:00 p.m.-2:10 p.m.	3rd Period
2:20 p.m.-3:30 p.m.	4th Period

*This time slot accommodates clubs, affinity groups, divisional meetings, etc.

Classroom Changes

Our block schedule requires relatively few classroom changes in a day. Foot traffic will move one directionally whenever possible and desks will be spaced 6' apart. MS students will remain in student cohort groups whenever possible.

Masks

All faculty, staff, and students will wear masks unless a medical condition warrants an exception. Mask breaks will be provided during lunch and advisory, and outdoor spaces will be used, weather permitting.

Arrival Protocols

Middle School students should be dropped off at the Columbia Entrance and go directly to their first period class.

Lunch

Students will begin the year eating with cohort groups in classrooms or outside. Serving lunch in the cafeteria to portions of the student body, following social-distancing guidelines, may become an option later in the school year.



Middle School: Schedules, Logistics, & Details

Snack/Break

With the late start to the school day and earlier MS/US lunch times, there will not be a mid-morning snack.

Dismissal

Students will be dismissed at 3:30 p.m. unless they are participating in an extracurricular activity.

Before Hours

Before Hours will not be available as students will arrive and report directly to their first period class between 8:30 and 9:00 a.m. If a MS/US student arrives with a LS sibling or on a bus, they will report to the Unicorn Theater until they are permitted to go to their classroom at 8:30 a.m.

After Hours

We will not have traditional after hours. If you are unable to pick up your daughter at dismissal at 3:30 p.m. Please contact [Linda Resch](#) to coordinate a "study hall environment" (socially distanced) from 3:30-4:30 p.m.

Extracurriculars

Information about extracurricular activities like Athletics, Robotics, and Mock Trial are forthcoming. We will have an online MS and US fall theater production.

Classroom Sanitation

Students will be directed to wash their hands or use hand sanitizer when they enter and leave the building. Classroom surfaces will be cleaned regularly throughout the day and thoroughly cleaned at the end of the day. Students are encouraged to bring hand sanitizer (without shea butter) and keep it in their backpacks.

Visitors on Campus

For now, we ask parents and other guests not to visit campus. Parents and other guests will be invited to engage with our campus community via Zoom.



Middle School: Schedules, Logistics, & Details

Absences

Illness during the School Day

Children who become ill on campus will be escorted by a teacher or the school nurse to a designated quarantine room until a parent/caregiver picks her up. CSG will follow Franklin County Health guidelines for communication with the greater community if necessary.

Student Absences

If your child is absent for illness, please email your division's administrative assistant.

Medical Appointments

Families are encouraged to schedule routine doctor's appointments before or after school. Parents of students who leave campus during the day must directly communicate with their daughter's division beforehand and follow our sign-out protocol. Before reentering campus buildings, students must pass a health screening.



Middle School: Learning Experiences



Trips

We are not planning to have our traditional fall trips for Middle School this year but will create other meaningful activities to connect students. We will also consider moving these trips to the spring.

Materials/Supplies

Middle and Upper School students will carry their own supplies and a water bottle with them. Students will use hand sanitizer or wash their hands when they leave the classroom and when they enter the classroom. Supply sharing will not be allowed.

Lockers

Locker usage will be limited this year. Although students will have an assigned locker, students will not use it between classes. Because of this, students are encouraged to use a backpack to facilitate class changes.

Athletic Bags

Athletic bags will be taken directly to the Gold Gym in the morning and stored in designated areas.

Announcements

Announcements will be made virtually until it is safe to gather in larger groups.

Curriculum Changes

- 1) Additional advisory time has been added to the schedule.
- 2) Middle School Fall Theater Production will still happen but will be online.
- 3) As an added safety measure, music ensembles will be virtual for the start of the year with Ms. Wynn's choir classes begin after her maternity leave.
- 4) Form VI and VII Humanities has been broken into distinct History and English classes.
- 5) A Latin exploratory quarter class has been added for Form VIII.

Traditions/Assemblies

While large-group gatherings are still not recommended, traditions such as Grandparents' Day, Scholarship Walk, Big/Little Sis, family breakfasts are important to us and we will continue to find new and innovative ways to continue these connections as a community.

Birthdays/Advisory Snacks

Middle School will continue Advisory Birthdays Celebrations. Snacks must be pre-packaged, individually wrapped, and in line with our allergy policies.

School-wide Celebrations

We will intentionally maintain programs in a way that prioritizes safety for the community. We will update you closer to the date.



Upper School: Schedules, Logistics, & Details

Upper School Daily Schedule

8:30 a.m.-9:00 a.m.	Arrival to 1st Period
9:00 a.m.-10:10 a.m.	1st Period
10:20 a.m.-11:30 a.m.	2nd Period
11:30 a.m.-1:00 p.m.	Advisory*/Lunch US
1:00 p.m.-2:10 p.m.	3rd Period
2:20 p.m.-3:30 p.m.	4th Period

*This time slot accommodates clubs, affinity groups, divisional meetings, etc.

Classroom Changes

Our block schedule requires relatively few classroom changes in a day. Foot traffic will move one directionally whenever possible and desks will be spaced 6' apart.

Masks

All faculty, staff, and students will wear masks unless a medical condition warrants an exception. Mask breaks will be provided during lunch and advisory, and outdoor spaces will be used, weather permitting.

Arrival Protocols

Upper School students should arrive at the Drexel Entrance and go directly to their first period class.

Lunch

Students will begin the year eating with cohort groups in classrooms or outside. Serving lunch in the cafeteria to portions of the student body, following social-distancing guidelines, may become an option later in the school year.

Snack/Break

With the late start to the school day and earlier MS/US lunch times, there will not be a mid-morning snack.



Upper School: Schedules, Logistics, & Details

Dismissal

Students will be dismissed at 3:30 p.m. unless they are participating in an extracurricular activity.

Before Hours

Before Hours will not be available as students will arrive and report directly to their first period class between 8:30 and 9:00 a.m. If a MS/US student arrives with a LS sibling or on a bus, they will report to the Unicorn Theater until they are permitted to go to their classroom at 8:30 a.m.

After Hours

We will not have traditional after hours. If you are unable to pick up your daughter at dismissal at 3:30 p.m. Please contact [Linda Resch](#) to coordinate a “study hall environment” (socially distanced) from 3:30-4:30 p.m.

Extracurriculars

Information about extracurricular activities like Athletics, Robotics, and Mock Trial are forthcoming. We will have an online MS and US fall theater production.

Classroom Sanitation

Students will be directed to wash their hands or use hand sanitizer when they enter and leave the building. Classroom surfaces will be cleaned regularly throughout the day and thoroughly cleaned at the end of the day. Students are encouraged to bring hand sanitizer (without shea butter) and keep it in their backpacks.

Visitors on Campus

For now, we ask parents and other guests not to visit campus. Parents and other guests will be invited to engage with our campus community via Zoom.

Absences

Illness during the School Day

Children who become ill on campus will be escorted by a teacher or the school nurse to a designated quarantine room until a parent/caregiver picks her up. CSG will follow Franklin County Health guidelines for communication with the greater community if necessary.

Student Absences

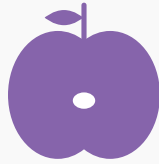
If your child is absent for illness, please email your division’s administrative assistant.

Medical Appointments

Families are encouraged to schedule routine doctor’s appointments before or after school. Parents of students who leave campus during the day must directly communicate with their daughter’s division beforehand and follow our sign-out protocol. Before reentering campus buildings, students must pass a health screening.



Upper School: Learning Experiences



Trips

For now, we will not schedule fall field trips.

Materials/Supplies

Middle and Upper School students will carry their own supplies and a water bottle with them. Students will use hand sanitizer or wash their hands when they leave the classroom and when they enter the classroom. Supply sharing will not be allowed.

Lockers

Locker usage will be limited this year. Although students will have an assigned locker, students will not use it between classes. Because of this, students are encouraged to use a backpack to facilitate class changes.

Athletic Bags

Athletic bags will be taken directly to the Gold Gym in the morning and stored in designated areas.

Announcements

Announcements will be made virtually until it is safe to gather in larger groups.

Curriculum Changes

- 1) Additional advisory time has been added to the schedule.
- 2) Affinity groups have been added.
- 3) Upper School Fall Theater Production will still happen but will be online.
- 4) As an added safety measure, music ensembles will be virtual for the start of the year with Ms. Wynn's choir classes begin after her maternity leave.

Traditions/Assemblies

While large-group gatherings are still not recommended, traditions such as Grandparents' Day, Scholarship Walk, Big/Little Sis, family breakfasts are important to us and we will continue to find new and innovative ways to continue these connections as a community.

Birthdays/Advisory Snacks

Any snacks brought into advisory must be pre-packaged, individually wrapped, and in line with our allergy policies.

School-wide Celebrations

We will intentionally maintain programs in a way that prioritizes safety for the community. We will update you closer to the date.

Middle and Upper School: Blended Learning



Hybrid Learning

Hybrid learning allows for maximum flexibility between online and on-campus instruction. Students and parents will find assignments, class schedules, announcements, and more on Canvas, CSG's school-wide learning management system. Students, families, and faculty will all use campus, whether they are distance or on-campus learning.

Other tools, such as OWL Labs, will allow students at home to view classroom instruction occurring on campus.

OWL Technology

Classrooms will be equipped with an OWL conference camera to allow for enhanced hybrid learning. This technology lets students engage in classroom learning from home.

One Schoolhouse Course

All MS and US Faculty and Division Directors participated this summer in a three-week online class on hybrid learning through One Schoolhouse.

Canvas

Canvas is our new learning management system that allows for students and parents to have one place to find all assignments, resources, and other important information to make learning online efficient and easily accessible. Students and parents will receive training at the beginning of the year.

Asynchronous vs. Synchronous

Asynchronous refers to learning or classroom instruction that is recorded and available for students whenever it best fits their schedule.

Synchronous refers to live learning or classroom instruction.



Administration

Questions? We are Here for You!

Should you have any questions or concerns about how we are serving your family, please reach out to any of us and we will work with you to find a resolution.



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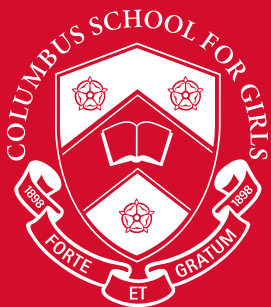
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