

Supplemental Reopening Plan



Updated October 29, 2020

PARK TUDOR

Dear Park Tudor Families,

One thing the COVID-19 pandemic has taught us all is that we need to be prepared for multiple scenarios, as the situation changes nearly on a daily basis. In the following pages, you will see supplemental information to enhance our initial [Reopening Plan](#) that is posted on our website.

While we plan to be conducting school in-person as long as it is safe, we know that we may be required by State or County health officials to pivot to an eLearning format with very short notice. The Marion County Public Health Department (MCPHD) is closely tracking local COVID-19 positivity rates, and if those rise above a certain level, the MCPHD will require all schools in the County to shift to eLearning. Following is a chart that outlines our ability, as a school with fewer than 400 students per division, to remain open according to the current County guidelines for positivity rates as outlined in the [latest Marion County Public Health Order](#):

Percent Positivity	Level	HC*	LS	MS/US
0 to 5	GREEN	● In-Person	● In-Person	● In-Person
6 to 10	YELLOW	● In-Person	● In-Person	● In-Person
11 to 12	ORANGE	● In-Person	● In-Person	● No In-Person
13 and above	RED	● In-Person	● No In-Person	● No In-Person

**Hilbert Center students will be able to continue in-person learning unless the State or County orders early childhood education centers to close.*

In order to be as prepared as possible, we have spent considerable time throughout the summer making our eLearning more robust and improving the student experience, through consistency of presentation on our Canvas platform, professional development for our teachers, and the addition of more synchronous classes into our eLearning structure. The changes we have made are outlined in this document.

Whether our students are here in-person or learning at home, Park Tudor is committed to providing the best possible education in accordance with our mission.

As always, we appreciate your support and partnership.

My best,
Gareth Vaughan
Head of School

Reminder: Daily Health Screening Will Be Required

As we indicated in our initial plan for reopening, every family/student and faculty and staff will be required to answer a daily screening questionnaire which will include a temperature check. This questionnaire must be completed each day before attending school, and you will be required to show proof of completion.

Informed Consent

All families will be required to complete an [online informed consent form](#), which includes confirmation that you have read and agree to all of the provisions in both this supplemental plan document and our [initial reopening plan posted on our website](#).

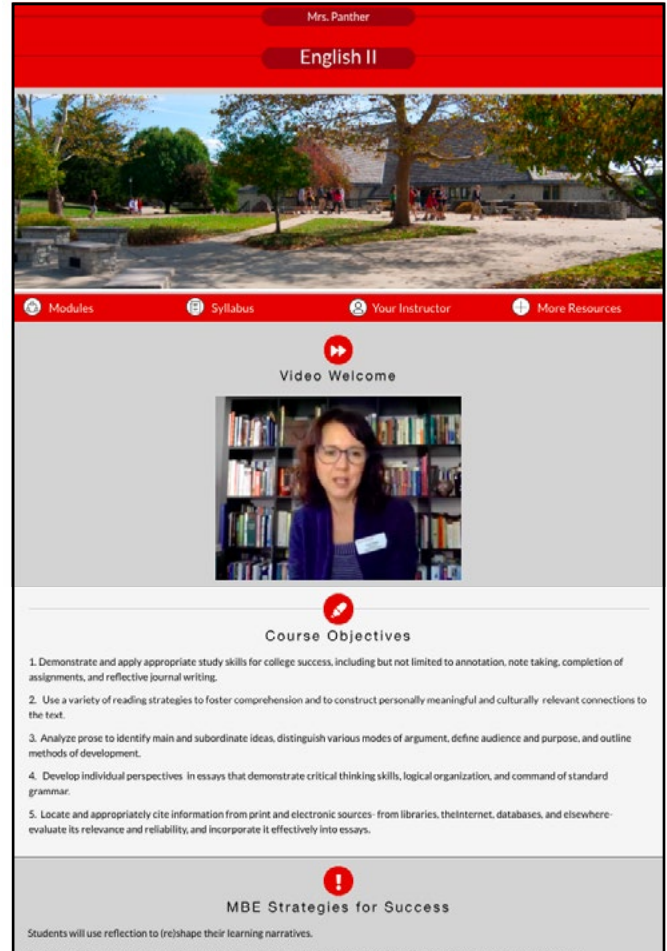
Contact Tracing

Park Tudor will work closely with the Indiana State Department of Health and Marion County Public Health Department to conduct robust contact tracing in the event of a positive test reported in our school community. [This link describes contact tracing in more detail](#) and outlines steps taken in the event of a positive test. In summary, contact tracing involves identifying anyone who has been within six feet of an infected individual for more than 15 minutes in the preceding 48 hours.

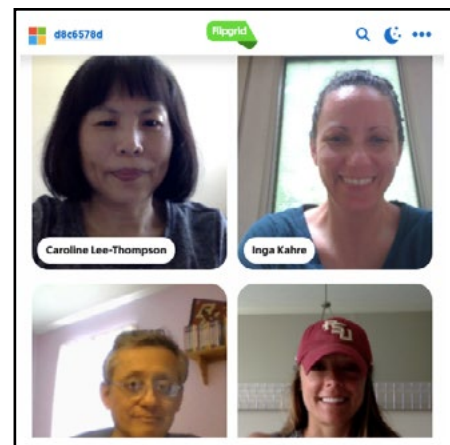
eLearning Updates from the Spring:

DESIGN TOOLS ADDED TO CANVAS

In the spring, we noticed a problem with our Canvas platform. Its ability to deliver instruction is still second to none; however, the design of each course varied too much from teacher to teacher, which made navigating courses much harder for students and families. In response, we have integrated “Design Tools,” a product by Cidi Labs, that has given our Canvas pages a more professional look, but more importantly, it has allowed us to create a consistent layout for each course so families can seamlessly navigate Canvas tools regardless of the course they are in. This upgrade will improve the overall Canvas experience. Additionally, “Design Tools” reduces the amount of time teachers have to spend on layout, so they can spend more time instructing and building relationships with their students.



Sample Course Page in Canvas



Faculty Flipgrid meeting during eLearning Professional Development

eLEARNING PROFESSIONAL DEVELOPMENT

At the end of the 2019–2020 academic year, teachers participated in a two-week professional development course that helped them develop, expand, and curate best practices in eLearning to be prepared for the 2020–2021 academic year and the possibility that eLearning might continue. We used recommendations from One Schoolhouse, Global Online Academy, and the National Association of Independent Schools, combined with a collaborative reflection from our faculty’s experience this spring, to identify best practices. This training built our confidence as a community that we will continue to deliver an exceptional learning experience for our students, even if it is online.

Definition of Terms

- **ASYNCHRONOUS LEARNING:** students participate in the same activities at different times and locations. Asynchronous learning requires students to be academically independent and structure their days to complete the learning tasks their teachers assign. Students will spend the majority of their time engaging in asynchronous activities.
- **SYNCHRONOUS LEARNING:** students are engaging in learning at the same time. Teachers have a scheduled time to host Zoom meetings for their classes. Students should make every effort to attend classes unless an extenuating circumstance warrants missing the session.
- **ZOOM:** An online video conferencing platform that you can sign into through your Park Tudor email account. Unique Zoom links for every session will be shared through the Canvas platform. At no point should students, parents, or teachers share this link outside of the Canvas platform.

Approved Technology

■ CANVAS

Our Learning Management System is Canvas and offers many tech tools to enhance the learning experience. Tools like Quizlet, Google Drive, Flipgrid, Loom, Padlet, etc. are all approved but must be integrated through Canvas.

■ ZOOM

Teachers will ensure students understand Zoom etiquette.

■ SCHOOL EMAIL (MICROSOFT OUTLOOK)

Teachers may use the school email system to communicate with parents and students.

Zoom Etiquette for Students:

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Log into your class or meeting from a distraction-free, quiet environment.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using headphones with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your teacher.
- When you are speaking, let others know that you are finished by saying something like, “That’s all,” or “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
- Keep paper and a pen or pencil handy to take notes.
- Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Remember to sign out or “leave the meeting” when the session is finished.

Zoom Information for Parents and Students:

- There is no video capturing of the Zoom meeting except by the adult leading the video conference. This includes any type of capturing, including screenshots, audio recording or by other medium.
- Teachers may record the Zoom meeting when appropriate, and those recordings will be uploaded to Canvas.
- Do not share any links or access codes for others to attend class remotely.
- All scheduled class meetings on Zoom will be posted on Canvas and can be found on the student's calendar and "to-do" list.
- These policies ensure that all Zoom meetings are consistent with the school's technology policies.

Grading:

Though the details vary by division, each approach to grading and assessment is grounded in these principles:

- Student engagement is our priority.
- When assessing student work, teachers will be mindful of the context and will be student-centered, equitable, and realistic in their approach.

The following provides a brief overview of the adjustments we plan to make in the Upper and Middle School:

A determination on **final exams** will be made closer to the end of the semester.

Students will continue to receive numeric grades. Teachers will focus on low-stakes, no-stakes formative assessments, and summative assessments, both traditional and performative, will focus on the essential understandings that are key for students' ongoing learning and growth.

***AP Exams.** The administration of standardized tests will be made in conjunction with the appropriate agencies prior to the testing date.

Student Expectations:

1. **Attendance for synchronous classes is mandatory.** Parents should communicate any extenuating circumstances that interfere with student attendance to the Division Director.
2. **Set up a clean workspace** for yourself that has **minimal distractions**. Remember, multitasking is a myth. Every time we switch tasks, say from writing a discussion post to check our Instagram, there's a 10-15-minute "transaction" fee in our brains, which means it takes us 10-15 minutes for our brains to get back on task. Be careful, multitasking actually feels more productive, but countless studies have proven otherwise.
3. **During Zoom classes, students must always turn on the video feature.** Student engagement is a priority for us in-person and online and seeing our students is essential to the learning process.
4. **This is school.** Come to class **dressed appropriately** and ready to participate. Make sure you adhere to the online decorum and expectations your teachers communicate.
5. **Check email and Canvas** multiple times every day. Your teachers are working hard to communicate important information to you.
6. **Advocate for yourself** and let your teachers know if you need help.
7. **Remember our school values.** INTEGRITY, INTELLECTUAL ENGAGEMENT, RESPECT, RESPONSIBILITY, RESOURCEFULNESS. Your behavior online should be consistent with the rules followed at school. Please make sure to adhere to these values during this eLearning period.

Middle and Upper School eLearning Schedules:

We will follow an adjusted daily schedule on Mondays, Tuesdays, Thursdays, and Fridays. Synchronous Zoom classes have expanded from 20 to 30 minutes, and we have added a full day of instruction to our former spring schedule. **Wednesdays will remain our day reserved for faculty professional development, advisory, clubs, and learning support.**

MONDAY / TUESDAY / THURSDAY / FRIDAY

Period 1	9:30 – 10:00
Period 2	10:10 – 10:40
Period 3	10:50 – 11:20
Period 4	11:30 – 12:00
Lunch Break	12:00 – 1:00
Period 5	1:00 – 1:30
Period 6	1:40 – 2:10
Period 7	2:20 – 2:50
Period 8	3:00 – 3:30

Lower School eLearning Schedules:

The Lower School will begin each day with a “live” homeroom meeting. Each day will be a combination of asynchronous meetings followed by synchronous meetings to check-for-understanding. There will be an increase in synchronous meeting times for all Lower School and Hilbert Center students.

JK1, JK2 and SK will be able to continue in-person learning even if 1-5 is online. They will only go online if the county or state closes early childhood education centers.

Sample Schedules:

PROPOSED TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Synchronous (Zoom) sessions					
8:30-9:00	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
10:00-10:30	Whole Class Lesson	Whole Class Lesson	Whole Class Lesson	Whole Class Lesson	Whole Class Lesson
11:00-11:30	Math/LA 2 Breakout Groups	Writing breakouts	Math/LA/Co curricular Course: 3 Breakout Groups	Writing breakouts	Math/LA/Co curricular 3 Breakout Groups
1:00-2:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
Asynchronous videos and activities at family discretion					

Sample JK/SK Schedules:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00-9:30 Morning Meeting Zoom (JK & SK)	9:00-9:30 Morning Meeting Zoom (JK & SK)	9:00-9:30 Morning Meeting Zoom (JK & SK)	9:00-9:30 Morning Meeting Zoom (JK & SK)	9:00-9:30 Morning Meeting Zoom (JK & SK)
JK does 2 driveway visits per kid a week (assistants help) to work on individualized math and reading lessons	JK does 2 driveway visits per kid a week (assistants help) to work on individualized math and reading lessons	JK does 2 driveway visits per kid a week (assistants help) to work on individualized math and reading lessons	JK does 2 driveway visits per kid a week (assistants help) to work on individualized math and reading lessons	SK does driveway visits 1/2 class one Friday, 1/2 class the other Friday=2 driveway visits a month
SK small group reading Zooms throughout the day so all kids can be seen	SK small group reading Zooms throughout the day so all kids can be seen	SK small group reading Zooms throughout the day so all kids can be seen	SK small group reading Zooms throughout the day so all kids can be seen	SK small group reading Zooms throughout the day so all kids can be seen

Upper School Support Resources:

**Support services from the school year continue to be in place.*

■ **Director of Curriculum and Instruction: Brent Kaneft (bkaneft@parktutor.org)**

■ **Upper School Director: Sarah Webster (swebster@parktutor.org)**

Contact us if you have any questions about our approach to eLearning and/or concerns about your child's eLearning experience. All questions and concerns about eLearning need to be filtered through both of us, so we can establish trends in the experience.

■ **Classroom Teacher:**

Contact your child's classroom teacher for any issues regarding assignments, grading, or the Canvas platform.

■ **School Counselor: Cassie Nelson Craig (ccraig@parktutor.org)**

Contact Cassie for any counseling needs you may have.

■ **Learning Support Services: Scott McDougall (smcdougall@parktutor.org)**

Contact Scott if you have questions about academic support for your child.

■ **Technology Support: Sandi Johnson (sjohnson@parktutor.org)**

Contact Sandi if you have trouble with school-approved technology (e.g. logging in).

■ **School Nurses:**

Cynthia Pauszek (cpauszek@parktutor.org)

Amy Schmidt (aschmidt@parktutor.org)

Contact Cynthia or Amy if you have any questions about how to keep your children healthy during this time.

Middle School Support Resources:

**Support services from the school year continue to be in place.*

■ **Director of Curriculum and Instruction: Brent Kaneft (bkaneft@parktutor.org)**

■ **Division Director: Ken Wempe (kwempe@parktutor.org)**

Contact us if you have any questions about our approach to eLearning and/or concerns about your child's eLearning experience. All questions and concerns about eLearning need to be filtered through both of us, so we can establish trends in the experience.

■ **Classroom Teacher:**

Contact your child's classroom teacher for any issues regarding assignments, grading, or the Canvas platform.

■ **School Counselor: Erin Nixon (enixon@parktutor.org)**

Contact Erin for any counseling needs you may have.

■ **Technology Support: DJ Weymuth (dweymuth@parktutor.org)**

Contact DJ if you have trouble with school-approved technology (e.g. logging in).

■ **Learning Support Services: Kali Flores (kflores@parktutor.org)**

Contact Kali if you have questions about academic support for your child.

■ **School Nurses:**

Cynthia Pauszek (cpauszek@parktutor.org)

Amy Schmidt (aschmidt@parktutor.org)

Contact Cynthia or Amy if you have any questions about how to keep your children healthy during this time.

Lower School Support Resources:

**Support services from the school year continue to be in place.*

■ **Director of Curriculum and Instruction: Brent Kaneft (bkaneft@parktutor.org)**

■ **Division Director: Mary McGonagle (mmcgonagle@parktutor.org)**

Contact us if you have any questions about our approach to eLearning and/or concerns about your child's eLearning experience. All questions and concerns about eLearning need to be filtered through both of us, so we can establish trends in the experience.

■ **Classroom Teacher:**

Contact your child's classroom teacher for any issues regarding assignments, grading, or the Canvas platform.

■ **School Counselor: Sarah Cook (scook@parktutor.org)**

Contact Sarah for any counseling needs you may have.

■ **Technology Support: Mallory Jurkash (mjurkash@parktutor.org)**

Contact Mallory if you have trouble with school-approved technology (e.g. logging in).

■ **Learning Support Services: Lisa Picha (lpicha@parktutor.org)**

Contact Lisa if you have questions about academic support for your child.

■ **School Nurses:**

Cynthia Pauszek (cpauszek@parktutor.org)

Amy Schmidt (aschmidt@parktutor.org)

Contact Cynthia or Amy if you have any questions about how to keep your children healthy during this time.