

AUGUST 2022

# UPDATE OF COVID PROTOCOLS



# A Shared Responsibility

## The purpose of this document is to outline the continuing commitment of Seisen International School to live the certainty of our school mission in the uncertain times of COVID-19.

“Seisen, a Catholic International School, educates future world citizens to become men and women for others and with others, in the spirit of Jesus Christ.

Seisen’s mission is to provide a safe environment with a focus on the multifaceted nature of community well-being. We seek to empower each student, through shared responsibility, creativity, and human interdependence, to develop their unique talents and to become competent and compassionate players in our global society, capable of empowering others and of bringing hope and peace to our ever-changing world”

During these continuing exceptional circumstances that will require school to continue to adjust campus utilization, maintain previously established routines, teacher responsibilities, and rely on parent cooperation and support, our commitment at Seisen International School, in alignment with our mission, is to provide to the best of our abilities and within our physical campus context and/or our virtual campus context, a safe environment which will support student academic progress and attend to student social, emotional and physical well-being.

We have a **shared responsibility** to keep our community safe, students, faculty, staff, families and to respond to established protocols and routines in a respectful, collaborative and responsive manner. We will need to be flexible in every aspect of school life and be prepared to go online at any time as we respond to circumstances within our own community, Japanese government directives or conditions within Japan.

### Our Guide has the following underlying principles of design:

1. Our School Mission as a foundation of our decision making, drawing upon “shared responsibility” and “human interdependence”.
2. Student, Faculty and Staff health, safety and wellbeing central to our school operations and decision making.
3. Hygiene and Health-related policies and protocols established to mitigate risk.
4. Adherence to Ministry of Education, Culture, Sports Science and Technology (MEXT) guidelines to the best of what is reasonably practicable given our campus physical design.

### Immunization Status

It is not permissible for SIS to require faculty or students to be vaccinated.

The Immunization Act - which applies to COVID-19 vaccinations- provides that people should endeavor to be vaccinated, but it is not a legal obligation.

“The Ministry of Health, Labor and Welfare encourages people to have COVID-19 vaccination, but it is not mandatory. COVID-19 vaccination will be undergone only if there is informed consent from ones who will have the vaccination. People are asked to take the vaccinations on their own initiative after understanding both the effects of the vaccinations on preventing infectious diseases and the risk of side reactions. Please do not force the vaccination to the workplace (employees), or those around you, and do not discriminate against those who have not been vaccinated.”

Source: <https://www.mhlw.go.jp>

We will need to take into account three intertwining perspectives when reopening campus

- 1) Operational Perspective
- 2) Social-Emotional Perspective
- 3) Teaching and Learning Perspective

### 1) Operational Perspective

As we move towards returning to school in August 2022, we continue to take into account the day to day running of the school, the use of the facilities, and the continuation of strict health, safety and hygiene protocols.

We consider the adherence to these protocols to echo “the shared responsibility” of our mission to provide a safe environment.

In light of the possibility of changes in local government guidance and international guidelines, these regulations are subject to change.

### 1) Restricted Access

We are starting our year off with maintaining restricted access to the campus for parents. We are hoping to open up further in September and allow for parents to watch sports games, host coffee mornings etc.

The campus continues to be only accessible to the following people until further notice:

SIS faculty, staff, students, the Sisters of the Handmaids of the Sacred Heart of Jesus Yoga Convent.

SIS Parents / Guardians only when:

a) Dropping off or picking up children. We ask that parents and children leave campus immediately. We will be offering staggered pick-up times and parents in ES and KG will be notified prior to the start of school of these details.

We ask that parents model physical distancing and mask-wearing.

b) Attending an essential pre-arranged meeting with a principal or faculty member

Visitors by prior arrangement ONLY for ESSENTIAL reasons and with the approval of the Head of School.

## 2) The following people are NOT allowed on campus:

1. A person who has been diagnosed with COVID-19.
2. A person who has any \*cold-flu like symptoms. The person must remain at home until all symptoms disappear. He/she must be free of a fever without using fever-reducing medicine for 72 hours before returning to campus. (\*cough, shortness of breath, or difficulty breathing, fever of 37.5C or over, chills, muscle pain, sore throat, new loss of taste or smell. They may also have nausea, vomiting or diarrhea.)
3. A person whose household member exhibits a fever and / or sore throat and coughing. The person will be allowed to come back to school after all symptoms of the other household member have disappeared. If the symptom is a fever of 37.5C or over, 72 hours fever free without using fever-reducing medication needs to be observed in the affected household member.
4. A person who has been in contact with anyone diagnosed with COVID-19 . Please see updated close contact information further in the document.
5. Any household member identified as a close contact by a PHC.
6. A person who has not completed the mandatory government quarantine requirement from the government list of countries requiring quarantine.
7. A person undergoing a COVID-19 test due to being designated close contact or displaying symptoms. If a COVID-19 test is for traveling or routine checks, please contact the school nurse.
8. A person whose household member is undergoing a COVID-19 test.



## 3) What to do if Unwell / When to Contact Public Health Authorities

Tokyo COVID-19 Consultation Hotline

Which of the following is your situation?

You are experiencing symptoms and have a primary care doctor

You are experiencing symptoms and do not have a primary care doctor

You are feeling anxious

i) Relatively mild cold-like symptoms such as a fever or cough

If you are pregnant or at higher risk for serious illness(elderly, receiving dialysis, taking immunosuppressive or anti-cancer medication, or have an underlying medical condition such as diabetes, heart disease such as COPD), call immediately. For others, call after 4 days of continued symptoms.

ii) Severe symptoms such as shortness of breath, severe sense of fatigue, or high fever

If you think your symptoms are severe, or you are taking and need to remain on antipyretic, call immediately.

- If you have a primary care doctor and have above symptoms, call to consult your doctor or medical institution. Even if you do not have these symptoms, if you are worried about mild symptoms, for example, call your doctor.
- If you do not have a primary care doctor and have above symptoms, the COVID-19 Consultation Hotline is available for 24 hours.
- If you are worried that you may be infected or would like to learn about preventive measures, call the Tokyo COVID-19 call center(0570-550571).

Please check the Tokyo Government website for more information (English)

<https://stopcovid19.metro.tokyo.lg.jp/en/flow/>

Useful Information:

Japan Ministry of Health, Labor and Welfare (English)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage\\_00032.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html)

## 4) What Will Happen If There Is A Case of COVID-19 in the SIS Community?

### Student or Staff Member diagnosis

Depending on the situation, the school will make a decision to move particular classes/grades/divisions to online learning in order to allow consultation with the local health authority to determine the length and scope of the closure.\*

The school will undergo disinfection/deep cleaning.

### Updated Close contact of a Student or Staff Member with a COVID-19 Diagnosis

If there is a case of COVID-19 in the extended community (eg a household member or other close contact of a student or staff member) - we need to follow the instructions from the Public Health Center.\*

The student/staff member will quarantine at home

The school will alert other parents in the division but school will continue as normal.

Parents who choose to keep their children at home are welcome to do so.

**Quarantine period if a student staff member is considered a close contact :**

- The Health of the student / staff member must be monitored for 5 days. Day 1 is considered the next day after being with a positive person.
- If the positive person is living with you, the onset (Day 0) is when the positive person starts having symptoms or when the family starts practicing preventive measurements of infection, whichever comes later.

As a close contact you may be able to end the quarantine on 3rd day of the quarantine period instead of waiting for the 5th day if the following applies to your situation:

- No symptoms from Day 0 to Day 5
- \*Antigen tests on both Day 2 and Day 3 are negative and the student / staff member can return to campus on Day 3

\*antigen test kits must be approved by the government. [Here](#) is the list of the antigen test kits the \*\* the government recommended.

**In addition, MEXT allows employees of medical institutions, elderly nursing homes, daycares, kindergartens, and schools etc., to work by taking daily antigen tests (negative results) under certain conditions. MEXT defines "certain conditions" as:**

- 1. Must be difficult to replace employee**
- 2. The individual must have received a booster shot (3rd shot) a minimum of 2 weeks prior.**
- 3. The individual must be symptom free and conduct an antigen test before working every day and the results should be negative.**
- 4. The School Head must approve the decision for the employee's return to work.**

**In the case a Student Exhibits Symptoms while at school**

The student will be placed into isolation with immediate collection from school.

\*Please note that communication with the Setagaya Health Authority can take some time depending on the number of cases being reported in general in Tokyo, and complicating factors such as the person diagnosed living in another ward. In such cases we may need to rely on the prompt and open communication between the two health authority offices before communicating to our community.

## INFORMING SEISEN

Please contact the school via email in regards to a covid concern.  
Please email the school nurses, divisional principal and your daughter's/son's Homeroom teacher.

In the case of testing a diagnosis of COVID-19, faculty, staff and families are required to inform the school immediately.

Please note:

1) If a household member exhibits a fever and / or sore throat and coughing. The person will be allowed to come back to school after all symptoms of the other household member have disappeared. If the symptom is a fever of 37.5C or over, 72 hours fever free without using fever-reducing medication needs to be observed in the affected household member.

2) Should anyone in your household be waiting for the results of a covid test, please keep your child at home.

3) Please contact the school via email immediately in regards to a covid concern. Please write "Potential Covid Situation" in the subject line. Please email all of the following recipients: School Nurses, Division Principal, and Homeroom Teacher.

- **School Nurses**

- Ms. Miyako Line: sisnurse@seisen.com

- Ms. Etsuko Tada: etada@seisen.com

- **Your child's Division Principal**

- KG Ms. Sheila O'Donoghue: siskg@seisen.com

- ES Dr. Sandra Mulligan: siselem@seisen.com

- MS Ms. Kyoko Sato: ksato@seisen.com

- HS Mr. Alex Lee: alee@seisen.com

- **Your child's Homeroom Teacher**

Even after the quarantine has been lifted, continue to monitor your health condition, try to avoid visiting people with high risks such as older people and people with underlying illnesses, and avoid high risk areas or socializing in restaurants and cafes and wear a mask always.

## 2. Absent policy for family members who have cold-like symptoms without fever.

Students, faculty members and staff members do not need to stay home if the family members have cold-like symptoms without a fever.

Students, faculty members and staff members whose household member has a fever (37.5°C and above) will be allowed to return to school after the family member is 72 hours fever-free without using a fever reducer.

The affected family member should continue to be monitored.

## 3. Absent policy if a household member is identified as a close contact of the covid-19 positive person

A person who lives with a close contact of a covid positive case or with a person who is subjected to administrative investigation are not required to refrain from attending school / work as long as the identified close contact person in the household is symptom-free.

However, we have to remember that each case is different and the school needs to be flexible to decide what to do when COVID-19 cases, close contacts, and/or students / faculty / staff with cold-like symptoms are reported, though our decision must be based on the above policies/guidelines.

## 5) Health and Safety

We cannot eliminate the transmission of the virus but we can reduce it by an active commitment of shared responsibility to ensure the following takes place:

### Health Screening and Hygiene Practices

1. SIS is now introducing an honor code for Seisen Families to check the temperatures of their children prior to coming to school. Parents will no longer be required to fill in a temperature check chart for their child in the mornings. Thermal cameras at the entrances of the school building will continue to be used, under the supervision of a faculty member.
2. Faculty and Staff will still continue to register their temperature in the electronic school system.



3. Entry through school gates will be physically distanced and in single file, following signage throughout the school to classrooms.
4. There will also be disinfecting of hands prior to entry on campus.
5. Children to be dropped off at the gate. Parents are not allowed on campus unless a younger child is upset entering the school campus. KG Parents will receive instructions prior to KG opening on dropoff and pick up procedures.
6. If the temperature is 37.5 or above students will be taken to the isolation room under the care of one of our nurses and the parent called to return to school to pick up the student.
7. Masks must be worn upon arrival at the school and worn correctly throughout the course of the day. An exception to this rule is the OPTIONAL wearing of masks during outside recess and PE class for students and faculty members. Choir and instrumental music classes continue with masks and covers. Masks to be changed at lunchtime and disposed of in designated garbage bins. **Parents need to supply disposable or cloth masks for their children.**
8. Throughout the school day, students follow signage and physical distancing in hallways, classrooms where possible, and cafeteria routines.
9. "High touch areas" will be disinfected on a regular basis throughout the school day.
10. PE equipment, Art equipment and Science Lab equipment will be disinfected between classes when possible and at the end of the school day.
11. Classrooms will be ventilated and physical distance will be maintained so far as is reasonably practicable.
12. End of Day Dismissal will involve the staggered exit of students in a single file. Younger students will be taken to the Kindergarten Gate area to be picked up by a designated parent/ guardian. For the first week and a half, the courtyard will be the designated pick up area for the first graders. Starting on September 1st (Thursday), first graders will be picked up at the Kindergarten Gate.

## PE Classes

Special consideration will need to be taken in accordance with MEXT guidelines. From August 2022 Masks are optional for PE and for extracurricular sports unless otherwise communicated from the Head of School. In general, students will have to wear a mask during PE but there needs to be a review of what can be offered during our PE classes that maintains preventative hygiene, physical distancing recommendations, and safety regarding breathability in warm weather. While recommendations are that PE classes take place outside when possible, we are keenly aware of the heat and humidity that occurs in August and September and other risk factors we need to mitigate in terms of students overheating/hydration issues. Thus the gym will remain ventilated throughout the day to allow for classes to take place in the gym. Curriculum content may need to change to accommodate mitigating risk for example non-contact sports, yoga, dance, aerobics, individual pursuits and health-related fitness replacing the normal activities in the PE class that would occur during the first quarter.

KG PE classes will be gradually and safely phased in after a few weeks.

## 2) Social-Emotional Perspective

### Considerations for KG Students Return ( Social Emotional Perspective)

When the Kindergarten students return to school in late August, our first priority again will be to provide a safe environment for them. Once again, all students will be considered “new” and they will need to be given time to reconnect and feel comfortable before any learning can happen. The social-emotional wellbeing is what we will work on from day one. Teachers will spend one-on-one time with each student to strengthen this important relationship. Students work and play with peers and teachers, and this allows for greater levels of interaction and learning to take place. Social interaction is only developing at this young age and needs to be nurtured and experienced for a better understanding of the world around them.

#### Protocols and Guidance in KG includes:

- Providing training to all students on good respiratory etiquette, hand hygiene, wearing and removing masks safely, adherence to environmental signage and physical distancing in the school environment.
- Students must wear masks at school for all classes, but will be asked to remove them when deemed necessary by the situation or activity such as PE.
- As per MEXT guidelines students two years and younger will not wear masks. No student should wear masks when sleeping or napping.
- Efforts to achieve as much physical distance as practicable within our physical, staffing and resource constraints; adjusting classroom set up and rearranging the layout to maximize physical distancing where possible.
- Exploring alternative ways students might interact safely with peers and teachers in supportive environments rich in dialogue, engagement, social interaction and feedback.
- All carpets, mats, and soft toys will be removed for the foreseeable future.
- The continued provision of wipeable individual floor seating pads.
- Reducing contact through shared equipment, such as each child having their own pencil box (already in practice).
- Providing individual cubby space for each child’s belongings and not hanging sweaters/coats on hooks.
- The establishment of routines for use of and cleaning of classroom materials, manipulatives and books.
- Efforts to control social movement within the Kindergarten through maintaining students to class groupings, individual playtimes for each class rather than large group playtimes.
- Arranging staggered pick-up times in the afternoon in conjunction with the elementary school. Students from the downstairs classes will enter and leave through their outside classroom doors. The upstairs classes will enter and leave by the main KG entrance.

- Dual-purpose use of the Kindergarten Hall, such as an extra classroom space and play corner.
- Continued re-envisioning the locations, scheduling and provision of play corner, music, art and physical education activities and curricula to lessen contact risks; exploring sports and recess activities that can be done with physical distancing or individual with no sharing of equipment.



### Considerations for ES Students Return (Social Emotional Perspective)

As we welcome new and returning elementary students to school in August, our priority will be to reinforce and practice the health and safety protocols and routines needed to maintain a safe learning environment during this challenging time of Covid-19.

We will again host our ‘Learning to Learn’ week to help students adjust to the new school year, build community, support friendship building and promote active engagement in learning.

We plan to make every effort to allow students to be able to experience their learning and engage with their peers and teachers collaboratively, but we are aware that safety protocols and guidelines necessitate physical distancing and other practices outlined below. We will need to make adjustments based on our observations, as well as MEXT guidelines, with the ultimate goal of providing students with engaging learning experiences and environments.

#### Elementary protocols include:

- Efforts to achieve as much physical distance as practicable within our physical, staffing and resource constraints.
- Students must wear masks at school for all classes. PE, music, and recess are subject to additional MEXT guidelines. Faculty must wear masks.
- Continued sanitizing routines for use of classroom manipulatives and books.

- Reinforcing with all students good respiratory etiquette, hand hygiene, wearing and removing masks safely, adherence to environmental signage and physical distancing in the school environment.
- The application of physical distancing protocols in shared areas of the school such as the cafeteria, corridors and recess areas.
- Reducing contact through shared equipment and supplies.
- Support needed from parents/guardians to ensure names are consistently visible on individual water bottles, clothing and supplies.
- Utilizing various strategies so students might interact safely with peers and teachers in supportive environments rich in dialogue, engagement, social interaction and feedback.
- Promoting walking and cycling so children can get to and from school in a safe way.

#### Considerations for MS and HS Students Return (Social Emotional Perspective)

As we welcome the Middle and High School students to the 2022-2023 school year, we will continue to plan for the safety of our community. Students will have assemblies on their first day of return with a continued focus on social and emotional wellbeing. Time will need to be spent with students to explain and practice the safety protocols we have in place.

Teachers will engage with students to establish and assess where they are at in their learning across a range of subject areas and to plan for adjustments in learning activities and assessments based on feedback. We will continue to provide additional support structures for students through the homeroom and advisory systems and the Student Support Team consisting of the counselor, learning support specialist, nurse, assistant principals and principals.

We plan to make every effort to allow students to be able to experience their learning and engage with their peers and teachers collaboratively, but we are aware that safety protocols and guidelines necessitate physical distancing and other practices, further outlined below. We will need to make adjustments based on our observations, as well as MEXT guidelines, with the ultimate goal of providing the most engaging learning experiences and environment possible.

Protocols and Guidance in Middle and High School includes:

- Students must wear masks at school for all classes. PE and music are subject to additional MEXT guidelines. Faculty must wear masks.
- Efforts to achieve as much physical distance as practicable within our physical, staffing and resource constraints will be maintained.
- Students will have lunch in their classrooms or on a rotation basis in the cafeteria, including students who purchase lunch from Cezars Kitchen.
- Having daily temperature checks before coming to school and again upon entering the campus.
- Hand sanitizers in all classrooms with the expectation that students will use

them in the morning, before and after lunch, and at the end of the day.

- Having students bring their own refillable water bottles. Drinking directly from water fountains will be prohibited.
- Having windows and doors opened for ventilation.
- Students are responsible for keeping their desks sanitized. Spray and paper towels will be provided.
- Providing training to all students on good respiratory etiquette, hand hygiene, wearing and removing masks safely, adherence to environmental signage and physical distancing in the school environment.
- The application of physical distancing protocols in shared areas of the school such as the cafeteria, corridors and break areas.
- Exploring alternative ways students might interact safely with peers and teachers in supportive environments rich in dialogue, engagement, social interaction and feedback.



#### Music Classes

Depending upon MEXT guidelines, choirs and the playing of wind instruments will take place under masked conditions. The possibility of suspension of public performances will be reviewed as needed.

#### Cezars Kitchen & Cafeteria: Safe Usage Guidelines

Cezars will resume their buffet service with the staff serving the students in order to avoid high touch areas issues.

Supervised handwashing will take place before lunch and students will be reminded to replace their facemasks after lunch.

### Commuting to and from school

Students are encouraged to use one of the following methods of transportation to and from school as much as possible.

1. Walking
2. Car
3. Bicycle
4. School bus

Safety measures will be put into place when students take the school buses; temperatures will be taken, masks must be worn and hand sanitizing upon entry.

We understand that at times students and staff may need to use public transportation. We will always encourage them to practice appropriate safety procedures where public transportation cannot be avoided. Students are encouraged to follow the social guidelines of not having close or loud conversations as they ride the public transportation.

## 3) Teaching and Learning Perspective

### Learning Models at Seisen International School

At Seisen International School, we nurture a love of learning as we believe everyone can learn. We value learning as a growth-based and inquiry-driven transformative process that requires the development of and reflection about specific learning skills. We see assessment as integral to informing learning. We believe the student-teacher-parent learning partnership is critical to help develop motivated life-long learners who will continue to learn to love and love to learn.

#### Face to Face Learning Model

Our priority is to provide a Face to Face Learning Model, the 'traditional school experience' of all students and teachers on campus and classes/activities running as normal. While it is our sincere wish that we indeed can provide the face to face experience for our students, we already know that MEXT guidelines and the status of COVID-19 cases in Tokyo will influence how face to face learning will take place. No overnight school trips will take place during the first semester. Decisions in regards to competitive sports and Fine Arts Events will be taken based on decisions made by the Kanto Plains Association of Secondary Schools (KPASS) prior to the start of the respective seasons.

Central to the continued provision of the Face to Face Model will be the consistent adherence to all hygiene and safety protocols by all faculty, staff, and students with additional support from home as outlined in this document.

#### Online Home Learning Model

During exceptional circumstances that may require school closure, our commitment at Seisen International School is to provide an alternative means of education in the form of Online Home Learning which will support student academic progress and attend to student social and emotional well-being.

We consider this to be our professional responsibility in line with the Seisen International School Mission.

Our aim is to ensure learning continues in the event of such exceptional circumstances. Our goal is for students to continue learning, but not necessarily replicate a traditional school day as per the timetable. Dependent upon school division approaches, learning and teaching may take place through synchronous or asynchronous lessons and activities. The success of our Online Home Learning provision is dependent on partnership, on careful and collaborative planning, appropriate student motivation and engagement and strong parent support for this alternative model of instruction.

We consider that a fully remote learning model is not a viable or appropriate long term approach to the education of our students. We also wish to note that sustaining Online Home Learning is also extremely demanding of teachers; everything takes much longer; lesson planning, adjusting lesson delivery to an online platform, creating student groups, providing feedback and tracking down students.



However, should external health and safety conditions leave no other option and dictate the Head of School designates a date to begin our Online Home Learning Model, teachers will need the two days following this decision to adjust and prepare lessons and units and effectively launch platforms to support Online and Home-Based Learning. Home learning lessons would restart on the third day following the Head of School's decision. We hope this implementation will not be a necessity throughout the 2022/23 school year.

At the discretion of the Head of School OR due to Government mandate, parents, students and faculty will be informed of the school closure with a date for the activation of online learning and general instructions for parents, students and faculty issued. Students will not be allowed back on campus unless one specific time is designated to retrieve resources.

#### KG Online Home Learning Model

Our main goal will be to provide support for parents in developing the whole child through social-emotional skills, literacy and numeracy, foundational skills, and fine and gross motor skills.

- Students will attend school virtually through a mixture of synchronous (with increased time for older students) and asynchronous lessons, activities and projects.
- Classrooms will provide Zoom connectivity each day and also pre-recorded lessons. We also respect and are mindful of screen time for such young children.
- Some learning tasks may include other subscription sites (BrainPopJnr, RazKids, Epic, Khan Academy, etc).
- Classroom teachers will communicate through Seesaw. For video conferencing in small or large groups, we will use Zoom. Home Learning packages will be available for the 2 year-old Buttercups.
- Students will have both off-and on-screen learning activities designed to engage KG learners in experiences that connect to the current curriculum.
- Email will continue to be used for all major communications and announcements, including those from the Head of School, Kindergarten Principal, and KG-ES Counselor. The Kindergarten Principal will also send messages through Seesaw.
- Parents/Guardians are encouraged to communicate with teachers during any period of school closure as family circumstances and the ability to engage in learning opportunities differ.
- Reflective Friday will continue to give students an opportunity to reflect and do a fun activity of their choice



#### ES Online Home Learning Model

- Students will attend school virtually through a mixture of synchronous and asynchronous lessons, activities and projects.
- Students will have both off- and on-screen learning activities designed to engage ES learners in experiences that connect to current curriculum.

- Email will continue to be used for all major communications and announcements, including those from the Head of School, Elementary Principal, Assistant Principal and KG-ES Counsellor.
- Homeroom teachers in grades 1-5 will continue to communicate learning activities through Seesaw.
- Some learning tasks may include other subscription sites (ie. Reflex, BrainPop, RazKids, Mathletics, Khan Academy, Padlet, Flipgrid etc).
- If another online platform is required, teachers will link these through Seesaw in grades 1 and 2 or Google Classroom in grades 3-5.
- While most students will have reliable online access at home and the necessary devices to support Home-based learning, others will not. Seisen will continue to provide loan-access to devices for students who need these. Parents/Guardians are encouraged to communicate with teachers during any period of school closure as family circumstances and ability to engage in learning opportunities differ.
- Elementary will adopt the 1-6 day rotation schedule to enable language teachers to provide additional synchronous classes.
- Prioritizing student-teacher and student-student connectivity - homerooms will provide Zoom connectivity each day.
- Social-Emotional support for individual students through our counselling service will be increased.
- Opportunities for students to collaborate online will be increased.
- Wellness Wednesdays will be reinstated to provide a range of offline engagements, encourage physical activity and provide the opportunity for a period of catch-up time should students need it to work on/complete assignments.
- Afternoon open-Zoom check-in sessions will be retained so students can connect with individual queries or for more individual support.
- Home-based learning provided opportunities for students to personalize how, and when they learn, to move more flexibly and freely through content and at different paces.

#### MS/HS Online Home Learning Model

- Students will attend school virtually through synchronous lessons, activities and projects.
- Students will have activities/assignments within the timeframe of a regular class. Teachers will provide guidance specific to the amount of time these activities/assignments might require. This will include time spent on accessing content, as well as completing work.
- Email and ManageBac will continue to be used for all major communication and announcements, including those from the head of school, principals, assistant principals, coordinators, advisors, and the counselor.

- For courses with multiple sections, teachers will be collaborating appropriately to ensure similar approaches with learning experiences.
- Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback through Zoom/Meet sessions, ManageBac and Google Classroom.
- While most students will have reliable online access at home and the necessary devices to support Home-based learning, others will not. Seisen will provide loan-access to devices for students who need these. Parents/Guardians are encouraged to communicate with teachers during any period of sl closure as family circumstances and ability to engage in learning opportunities differ.
- The schedule will follow the Day 1 to Day 6 rotation schedule for Periods 1 to 5. Period 6 will also sometimes be used for advisory, social-emotional support, additional academic support, and assemblies.
- Class period length will be reduced from 60 to 45 minutes in order to reduce screen time and provide more time in between classes for physical well-being. Subject teachers will still be available for questions during the original class time, if necessary.
- Social-Emotional support for individual students through our counselling service will continue to be provided.

#### **Hybrid Learning Model -**

Considering the social & emotional needs of our students, with a desire for as much in school interaction as safely possible, a hybrid model may also be considered in the event of an extended need for physical distancing. Decreasing student density to safe levels (as determined by Government guidelines) while utilizing our physical campus to the maximum of its limitations will be the drivers of such a plan, should it be necessary to pursue this model in the event of an extended closure. There are many examples of hybrid models that have been used at other international schools throughout the world to varying degrees of success. Circumstances of school closure, would play a role in the offering of any hybrid model eg. section of the school having to close versus another being opened. Hybrid scenarios will be shared with parents in the event this model of learning is necessary.

