

New Covenant Academy Health and Safety Plan

Plan C - "Remote Learning"

The following plan is in accordance with the Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools by the Pennsylvania Department of Education on June 3, 2020.

The following plan assumes that there has been an outbreak in cases of COVID-19 in Tioga and Bradford Counties and/or state requires schools to close for an indefinite period of time.

Plan C is a new plan altogether and is not based on Plans A or B.

Plan Item	Description
Remote Learning	<i>Learning at home through the use of the Internet, remote teacher access and instruction, teacher-developed packets (Pre-k – 2), and video conferencing.</i>
Accessing School Materials	<i>Accessing learning materials at school, picking up instructional materials, and/or dropping off student work at the school.</i>
Accessing the School	<i>Accessing the school building, classrooms, or the office.</i>

Plan Item	Pennsylvania Department of Education Description
Remote Learning	<i>Learning at home through the use of the Internet, remote teacher access and instruction, teacher-developed packets (Pre-k – 2), and video conferencing.</i>
<p>Delivery/Platform</p> <ol style="list-style-type: none"> 1. Students in 3-12 grades, teachers will utilize Jupiter, the school’s learning management system (LMS). <ol style="list-style-type: none"> a. It is expected that students and parents check Jupiter daily to be informed of assignments, grades, missing work, and feedback by the teacher. b. Other online resources may be utilized, such as Google Docs, Google Drive, Google Slides, and other sites. 2. Students in grades Pre-k to 2 will utilize paper packets of lessons and activities developed by the classroom teacher. <p>Instruction</p> <ol style="list-style-type: none"> 3. Generally, instruction will be given in units of one week. 4. Multiple units may be given to students at one time. <ol style="list-style-type: none"> a. For students in grades 3-12, the units will be online (i.e., Jupiter) and labeled by week. b. For students in grades Pre-k-2, the units will be contained in a packet. 5. Projects may last longer than a week and extend over multiple units. If so, the instructions will indicate such. <p><i>Grades 3-12</i></p> <ol style="list-style-type: none"> 6. Students will receive instructional materials (e.g., readings, writing assignments, videos, etc.) via Jupiter. <ol style="list-style-type: none"> a. Other online resources may be utilized, such as Google Docs, Google Drive, Google Slides, and other sites. 7. Due dates will be indicated on each assignment. 8. The method of turning in assignments will vary, including but not limited to <ol style="list-style-type: none"> a. Uploading assignment to Jupiter or Google Drive. b. Sharing Google Doc, Slide. c. Uploading or sending photo of completed assignment via school email. 9. Students and parents are encouraged to communicate regularly with their teacher(s) through school email and, if available and appropriate, instant messaging apps (e.g., Facebook Messenger). <p><i>Grades Pre-k – 2</i></p> <ol style="list-style-type: none"> 10. Students will receive (i.e., pick-up) paper packets developed by the classroom teacher. 11. Due dates will be indicated on each assignment. 12. Parents are encouraged to communicate regularly with their child’s teacher through school email and, if available and appropriate, instant messaging apps (e.g., Facebook Messenger). <p>Assessment</p> <p><i>Grades 3-12</i></p> <ol style="list-style-type: none"> 13. Assessments will be based on completed work. 	

- 14. Grades and comments will be on Jupiter (see 1a).
- 15. Missing work (i.e., work not turned in or illegible) will be marked M for missing.
 - a. An M is calculated as a 0 (zero) which effects the overall grade/GPA.
 - b. Missing work will receive a grade after it has been turned in (and is legible).
- 16. Penalties for late work will be lenient and patient. Generally, students will have multiple days to complete and turn in work.
 - a. If a student is experiencing issues in turning in work (e.g., slow Internet), he/she should communicate with the teacher immediately.

Grades Pre-k – 2

- 17. Students will receive grades and feedback after work has been turned in.
- 18. Teachers may send notes home with feedback (see Accessing School Materials).
- 19. Grades will be posted on Jupiter.

Attendance

- 20. Attendance for classes is mandatory.
- 21. Attendance will be taken primarily in three ways:
 - a. Turning in of an assignment for each week/unit.
 - b. Communicating with the teacher.
 - c. Attending a video, audio, or text chat with the teacher.
- 22. Attendance will be based on a per week/unit basis rather than daily due to the potential for poor communication (e.g., slow or no Internet).
 - a. For grades Pre-k-2, attendance will be based on completion of and turning in of packet.

Accessing School Materials

Accessing learning materials at school, picking up instructional materials, and/or dropping off student work at the school.

- 1. Parents may access school materials via marked bins outside the front entrance.
 - a. For example, parents of students in grades Pre-k-2 will turn in completed packets into the bin marked as such. The parents will also pick up new packets/materials in the bin marked as such.
- 2. Parents should communicate with the teacher prior to coming to the school to ensure that work is ready for pick-up.

Accessing the School

Accessing the school building, classrooms, or the office.

- 1. Parents may access the school if they have not been exposed to COVID-19.
- 2. Parents may access the school by wearing a mask and maintaining social distance.
- 3. Parents must call the school prior to coming to ensure the office is open and to allow staff to prepare, clean, disinfect if needed.