

Banner School Planning for 2020/2021  
Contingency Response to Covid-19 Pandemic, V1.1

Safety & Operational Procedures Amid Continued Academic Excellence



## FOREWORD

This document is a work in progress. As the understanding of this coronavirus is changing and improving, so are the recommendations from the CDC, the State of Maryland and the State of Maryland Department of Education. **Banner will update this document as guidance evolves.** We will be responsive to local infection rates and to actions that may be necessitated.

You will find the “Last Updated” date on the top of the document and the Version reference on the title page. Parents will be able to find an updated document on the Banner website, through FACTS, and upon request will be given or emailed the newest document. As much as we would like to provide a fixed plan, we must be responsive to new information; this document will be updated to keep you informed and our policies in line with known best practices.

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## Returning to School

Banner is opening in a way that is consistent with applicable state and local orders. Banner isn't planning an opening against the advice of the governor; we are working from the Maryland State Dept of Education Covid-19 Checklist and Center for Disease Control (CDC) guidelines.

As we open, we will screen students and employees for symptoms and history of exposure. Taking care to promote hygiene practices, we will routinize such basic, daily acts as hand washing, face covering, cleaning and disinfection. Social distancing through Banner's small class sizes and social distancing intentionally in each classroom will be the norm. All employees will be trained on health and safety protocol so that they can demonstrate to students how to stay healthy and safe without causing alarm or anxiety.

We will regularly monitor CDC and local authorities for changes in standards. Additionally, we will work with our teachers and families to identify unanticipated needs and the associated solutions.

We know students, teachers, and families will sometimes be sick and we will manage that, so we are protecting the whole of our community, including those who are at higher risk for severe illness. Anyone who is sick will be sent home, and we will support sick or quarantined students through their academic and social needs. As such, our absentee policy will be flexible and will not penalize any students or families who opt to remain quarantined or at home for health reasons.

State guidelines say that students should be in the smallest possible class sizes and in rooms that accommodate social distancing. Banner classes will remain small (15 students), and each class will have a dedicated room with socially spaced desks. Our teachers will change rooms so the students can remain in their homeroom cohorts and only be with their class during the day to reduce risk of viral exposure.

## Types of Learning Modes

While maintaining the safety and security of our students and teachers is of paramount importance, remote learning cannot replace the students' experiences with their teachers, administrators, support staff and classmates. Our community has missed the daily interactions that can only be fully realized in classrooms and at school. The goal is to return to the safest form of in-person instruction.

## On Campus Learning

Research has consistently found that fully online virtual schools produce fewer effective academic outcomes for students compared to those in brick and mortar settings. Banner School has always prided itself for the role our teachers play in delivering extraordinary classroom outcomes. We believe onsite, in-person instruction is best for students. Coupled with our perspective, expert research, sound health

protocols, and the academic opportunities we traditionally provide, we believe we are making sound decisions as we move forward into the academic year. Much of this document is focused on how we can open for on-campus, in class experiences while addressing the safety concerns created by Covid-19. On Campus Learning allows Banner to continue to offer much of our traditional curriculum and to give our students the benefit of their community and classroom.

While planning for in-person instruction, we acknowledge that the future remains uncertain, and are also continuing to develop and refine online instructional plans for distance learning. We prioritize synchronous learning via safe forums as the "next best thing" to in-person interactions for students, should circumstances necessitate the entire class or school be learning from home.

## Remote Learning

Banner plans to open with in-person education and begin building our classroom communities and school community in this manner. However, we realize that there may be moments when a particular student, or all students, cannot be in the physical classroom. In the event that any individual student is prohibited from attending school due to health issues/quarantine, we will provide academic support to help them (materials uploaded to student, office hours with teacher available) so they can keep pace with their classmates until they can return to campus. We are using the phrase "Remote Learner" to refer to a student who is attending school with the main body of learners but who is temporarily at home.

In such cases, we will be providing the remote learner with instruction through shared materials (i.e., task sheets, PowerPoint slides, graphics, class constructed charts, etc.) and daily teacher check-ins, as well as providing office hours during the school week. If a class, multiple classes, or the entire school should be required to quarantine, our faculty and staff will be flexible and ready to respond with Distance Learning for all.

## Off Campus Learning

Banner has gone to great effort to provide a safe return to campus. Additionally, we have made considerable investments in a thoughtful Distance Learning program. The Distance Learning plans are detailed within this document and are substantially complete (subject to changing guidance and the continued class-level curriculum planning).

An Off-Campus Learning program would encompass learners who do not attend school on campus due to a heightened individual or family risk for Covid-19. We do not have a detailed plan to share regarding this population, but we are looking at the feasibility of offering a program. This would require additional staff and coordination between Off-Campus Learning teachers and our classroom teaching plans. In the event that we have enough families interested in committing to this program, we would have a budget and could explore creating the temporary program. At this point the costs and program outline are in the early stages of consideration and not available to share.

## Distance Learning

Distance Learning is a concept that has become suddenly familiar to the larger educational community. We all recognize that within the larger public health concern it is possible that local conditions in Maryland, Frederick County or even our school could result in our student population going home for full Distance Learning for a period of time. Banner will make that switch as needed to protect the safety of our students and teachers. At such time, all instruction will be delivered online with the support of tools and plans which have been prepared for this need and use.

Banner understands that online synchronous learning is better for creating understanding, building comprehension and for social and collaborative efforts. We have developed our expertise in this area and believe that a balance between synchronous and asynchronous learning is most supportive for students' intellectual, emotional, and social growth in a Distance Learning program. More details about our program and the tools that will be used are discussed later in this document.

## Mid-Year Enrollments & Program Conversion

Banner has always offered rolling admissions and accepted enrollments throughout the year. Typically, families seek Banner out if they have recently moved or if academic or social needs are unmet. We delight in being able to offer them a home, based on room in our classes and teacher assessment. This year, families may wish to enroll their child for the On-Campus Program at some point during the school year for other reasons, such as - if a transition to Distance Learning is necessitated or if we are able to resume normal school operations later in the spring. The decision to enroll them will be based on teacher assessment, space in our classes and our ability to continue to meet the safety parameters required during this time of crisis.

Banner will continue to be vigilant and mindful of all new health parameters that arise in the county or state which may facilitate a pivot into a new direction. Our priority is to keep our students and teachers safe so that learning can occur at the Banner School.

## Public Schools

On a very different scale the Frederick Country Public Schools (FCPS) are doing the same thing Banner is right now: working to address the needs of students, families, staff, and faculty to restructure, reconstruct and re-design the educational program.

We don't know precisely what they will do as the plans have not been finalized. We have been keeping a close eye on district considerations and do know that FCPS will need to reduce class sizes and socially distance their students and teachers should they return to campus. They will need to use scheduling models and consider academic year calendar changes to account for lost instructional time: year-round schooling, A/B days, and block scheduling are being considered.

The public schools will not be as well positioned as Banner to maintain a semblance of the traditional school schedule and classroom experience. This includes any possible transition to Distance Learning, if such a situation is deemed necessary by public health officials and state government entities. In a Distance Learning environment public school classes will still be 30-40 students which is especially challenging and impersonal online.

The Banner School can still honor its commitment to smaller class sizes even during distance learning. We have seen the benefits of social interaction and teacher support that comes with smaller classes during distance learning and will continue to improve upon that premise.

## What will change in the fall?

It is a long list, but these efforts will keep Banner in line with the State and CDC guidelines for safe social interaction and monitoring of Covid-19 spread.

- Drop-off procedures will include a temperature check and daily exposure questionnaire
- Masks will be worn indoors
- Students will enter and exit from different doorways and hall spaces
- All students are in designated spaces with no comingling with other classes within that space
- Each classroom will allow for a maximum of 15 students spaced with a minimum of six feet radius between each student's desk
- All desks will face the same direction
- All efforts – school arrival, school departure, bathroom breaks – occur with one student in a space at a time, or with student exposure being limited to their classroom cohorts with social distancing
- School arrival and departure times will be staggered by grade and building
- Students will travel as little as possible – ex: lunch in classrooms, middle school has all subjects in one classroom space, with the exception of science and PE
- At this point, there will be no visitor access to classrooms, hallways or bathrooms
- Extended Care will be limited in the number of students both in the School Age program(K-8<sup>th</sup>) and in the Preschool program. Parents will be required to sign up for Extended Care and space will be available on a first come basis.

## How to prepare your child for school

Parents and guardians need to ensure that each student (age five and above) (highly recommended for ages 3 and 4) arrives with a mask each day. As part of your child's school supplies, you will be asked to

package a mask in the event that child needs a replacement on any given day. The mask you send in should be sized to fit your child. Our nurses have detailed the need for students to come to school in reusable masks that are laundered between use. An appropriate mask has two layers of fabric, and it shouldn't be possible to blow out a candle while wearing it.

Making your child comfortable in his/her mask, providing a lunch that is easy to open without assistance and sending your child with shoes which do not need to be tied, are ways that you can help the teachers and aides at Banner. Coaching about hand washing and covering coughs and sneezes is especially crucial and should begin and be reinforced at home.

This year, the gestures of physical support by and between classmates and friends (high-fiving, hugging, etc.) contradict the suggestions of social distancing and your conversation with your child will help allow him/her to make this transition.

## Your child's school day: Arrival

Each student's temperature will be taken by the teacher on duty with an infrared thermometer as he or she leaves the car. If the temperature is 100°F or above, the student will not be allowed to enter the building and must return home with the parent. All data for each student will be documented.

Daily, parents will be asked to indicate if they or their child has any of the following:

- Fever or chills (persons who have symptoms of acute respiratory illness are recommended to stay home until they are free of fever (100° F) and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). The student must have a note from their health care provider to return to school.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- And asked:
- Has your family been caring for someone who is ill?
  - Have you/child been confirmed to have Covid-19?

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- Have you/child had contact with someone diagnosed to have Covid-19?
- Has your child taken medication this morning?

Teachers, administrators, staff members, and outdoor parent volunteers will be given the same on-site temperature check and questionnaire. Face coverings will be required for all students five years and older (highly recommended for ages 3 and 4) and for all teachers, administrators, staff members and parent volunteers.

There will be staggered drop off /pick up times for grades; with exceptions built in for families with students in multiple grades. We will be maximizing the use the of entry/exit points and as such, over the summer Banner is addressing egress and improving out-of-use steps.

### Pre-school & Kindergarten

- Each grade will have a different arrival time
- Cars will stop at Nisenfeld Hall's front porch for screening and drop off
- Possible exit for pick-up; kitchen exit for Kindergarten and Market Street exit for Preschool (3s and 4s); and students spaced with social distancing (taped spots on floor)
- Note: only the 3s and 4s require separate departure times

### Primary School

- Each grade will have different arrival time
- Cars will stop at Miller Hall's side porch for screening and drop off, the library door will be the entrance
- Exit 1 will be near Jeff's office (two grade levels)
- Exit 2 will be at the end of Miller Hall facing Market Street (two grade levels)
- Departure will include staggered times for grades, and students spaced with social distancing (taped spots on floor)
- Each teacher will walk extended care students to primary extended care, at staggered times

### Middle School

- Each grade will have a different arrival time
- Cars will stop at Botkin Hall's front porch for screening and drop-off
- Exit 1 will be the side door of Botkin Hall by the science classroom
- Exit 2 will be the side door of Botkin Hall by the PE office
- Departure will include staggered times for grades, and students spaced with social distancing (taped spots on floor)
- Each teacher will walk extended care students to middle school extended care, at staggered times

## Your child's school day: Classrooms

Care has been taken to maximize the use of the largest classroom spaces at Banner School. This will allow your child to come to school five days per week and enjoy regularly scheduled days. Banner will not need to resort to A/B schedules or other modifications to our school year. Banner has the ability to house all our current grades in socially distanced spaces, protecting our community within the cohort of their immediate classmates.

We have made temporary changes to the room assignments to best accommodate the daily needs of our students during Covid-19.

### Pre-school

- Using the current rooms
- Two students per table
- For all students: bring own blanket for seating at outdoor classroom

### Primary School

- Kindergarten: in current classroom
- 1<sup>st</sup> grade: in current Spanish classroom
- 2<sup>nd</sup> grade: in current classroom
- 3<sup>rd</sup> grade: TBD in current classroom or in current music room
- 4<sup>th</sup> grade: TBD in current classroom or in current music room
- Specialists teachers move to student classrooms, with the exception of PE
- Science lab: in current classroom
- For all students: bring own blanket for seating at outdoor classroom

### Middle School

- 5<sup>th</sup> grade: Ms. Carver's room
- 6<sup>th</sup> grade: Ms. Thomas' room
- 7<sup>th</sup> grade: Mr. Funkhouser's room
- 8<sup>th</sup> grade: Ms. Ukishima's room
- Science Lab: - Eight students max for each - using both the lab and separate room
- Specials teachers move to student classrooms, with the exception of PE
- No locker rooms for storage – students may bring rolling backpacks
- Crate for each desk for the student's storage needs
- For all students: bring own blanket for seating at outdoor classroom

## Your child's day: Out of the classroom

Banner, like all schools, is creating safe passing in shared spaces with a mix of sanitation and protocol. Signage will be used to help everyone maintain appropriate use and to limit the threat of viral exposure.

### Bathroom policy across buildings

- Social distancing or barrier protection as needed between sinks (primary and middle school)
- Two students in the same class (pre-school and middle school) can use the restroom together, but must maintain social distance
- Motion-sensor or automatic paper towel dispensers
- Bathrooms disinfected at regular, frequent intervals

### Pre-school Traffic Patterns

- Hallways not an issue
- Bathrooms: Teacher needs to monitor that two students are socially distanced at the end sinks when washing hands
- No dividers are necessary between sinks, as middle sinks will be temporarily decommissioned

### Primary School Traffic Patterns

- Steps by Jeff's office – Up
- Steps by Market Street entrance – Down
- Tape hallway to split for each way, with arrows and intersections
- One student at a time in the bathrooms

### Middle School Traffic Patterns

- Left staircase as we enter Botkin Hall– Up
- Right staircase as we enter Botkin Hall – Down
- Bathroom – only two students at a time, using two outer stalls and sinks with barrier protection

### Recess and Snack Breaks

Students will need regular mental and physical breaks. The following areas have been identified as areas for recess:

- Playgrounds
- Circle (with track lines) and middle grass area
- Field – Spray paint into two areas (F1, F2)
- Basketball Court
- Outdoor classroom

We are currently considering a schedule that would provide for each class to rotate to a different area each day or allowing for class wide rotation based on signup. Students will not be required to wear masks outside unless they don't maintain social distance. Hand washing and sanitation will be required after recess and outdoor breaks.

### Gym Use/PE

PE needs and gym use require careful consideration, and as such Banner has a focus on ensuring appropriate activities, whether indoors or outside, that will allow for social distancing and minimal use of shared equipment. The curriculum will focus more this year on nutrition, general health and body positivity with each program tailored to the age of the class of students. Activities are not limited to, but may include dance, jump rope, hula hoop, and yoga. Our PE program may also include "skill camps" for traditional team sports (i.e., soccer, hockey, dribbling drills).

- Alternate two shifts per day – morning and afternoon
- Clean gym between use
- Use of station markers or paint lines outdoors

### Assemblies & Performances

We will not be able to gather together as a full school for assemblies or performances until we have a vaccine for Covid-19. Until then, assemblies and events will be shared with our classrooms through the use of our PA system and/or video broadcasting.

### Cleaning & Sanitation

Banner will continue to contract with a janitorial service to clean our classrooms and bathrooms on a daily basis. Due to Covid-19 we are taking extra measures as well. The need for mid-day daily sanitation is limited by maintaining classroom cohorts and limiting the number of spaces our students and teachers occupy. For teachers, and students joining other classrooms for certain periods, surfaces will be disinfected between use.

Banner will be utilizing the same decontamination disinfectant solution that is being used in the military, government buildings and hospitals; MDF-500. MDF-500 kills coronaviruses within one minute of contact with a more than 99.99-percent efficacy\*. MDF-500 destroys pathogens by neutralizing chemical and biological compounds without affecting the material it contacts, since it contains no hard metals or volatile components. After eight hours of contact, the chemical becomes completely inert. Each treatment is expected to minimize re-contamination over a period of weeks.

**Stronger than household disinfectants**, EPA-registered, military-grade virucide and disinfectant. Eliminates a wide variety of pathogens and is included on the List N: Disinfectants for use against SARS-CoV-2. All products on this list meet EPA's criteria for use against SARS-CoV-2.

**Safe to use** in virtually any indoor application. Pet Friendly. Carries a 0 Hazard Rating on the standard hazard scale of 0 – 4.

**Effectively eradicates pathogens:** Eco-friendly, MDF-500® has a virtually inexhaustible range of applications in commercial, industrial, military, law enforcement, and healthcare environments.

**MDF-500® is an EPA-registered chemical** that is environmentally friendly and used by such organizations as The United States Marine Corps, the CIA, and various hospitals. Kills even hard-to-reach, resilient microbes and is safe around sensitive electronics.

\*According to a 2004 study by Sandia National Laboratories

## Air Filtration

Our research shows that filtration in building heating, ventilation, and air conditioning can be a part of an overall Covid-19 risk mitigation approach but is not generally regarded as a solution by itself. At this point there is no direct scientific evidence of benefit. Some reduced exposure can reasonably be inferred, however. In order for filters to have any impact on infectious disease transmission, transmission has to occur through the airborne route, filters have to be properly installed and maintained in appropriate systems to treat recirculated air, and filters have to be appropriately designed for the building in which they are used. More importantly, in most buildings and in most situations, filters may be considerably less effective than other infection control measures including social distancing, isolation of known cases, and handwashing.

Banner is working to explore reasonable options for increased ventilation, filtration and use of air purifiers. The school will invest in these resources when we find support from guiding agencies and/or the medical community.

## Health Care Management and Support

Banner has a long-standing commitment to the healthfulness of our students. We have long held an annual contract for delegating nurse services through Health Link. This service is provided for students in the Primary and Middle School Divisions (K-8). The Delegating Nurse provides services to the school throughout the summer and school year that include reviewing student health information, preparing care plans for students with special health care needs, overseeing the administration of medication, consulting with the onsite Certified Medical Technicians (Julie Keith and Sandi Luzier) as needed regarding students presenting with symptoms; and providing regular reviews and oversight of the health operations.

Students in the Preschool Division receive support through the MSDE Office of Child Care and Health Link, LLC, on an as-needed basis. Sandi Luzier is onsite to provide first aid for health/injury needs and administer medication as prescribed for our preschoolers.

In the event of underlying health conditions, parents/guardians should seek advice from their pediatrician and/or specialists prior to attending school. A support plan from your child's doctor will help Banner manage his/her day-to-day needs on campus. A doctor's note is required for any child who has seasonal allergies or a chronic health issue that is not contagious; this will help assure the community that symptoms are not indicators of Covid-19.

### Sick Room

Banner is setting up a Sick Room so that any student who presents with fever or other Covid-like symptom can be quarantined until they are picked up from school. The existing Conference Room in Botkin Hall will be temporarily repurposed as a clinic with cots for resting. We will be able to accommodate, socially distance, and protect two symptomatic persons at a time. There will be a divider between the cots and the room will be thoroughly sanitized after each use.

A student with routine health care needs, such as a need for first aid for injury or medication administration will be given resting space in our administrative office in Botkin Hall.

Our Sick Room set up, as well as our sanitation procedures, has been reviewed and approved by Health Link.

### Materials to be used in the Sick Room

- Bed or resting surface should be able to be wiped down or covered with paper for next person
- Hand sanitizer; gloves; thermometer; masks; face shields; logbook; desk; chair
- Disinfectant cleaner
- Lysol spray; disinfectant wipes or liquids; diluted bleach water etc.
- Phone
- Signs posted about COVID, covering coughs, and hand washing

### Transporting sick child to Sick Room in Botkin Hall

- Teacher will notify Julie/ front office by intercom phone, etc. about a student's condition.
- Julie will go to the classroom in Miller or Nisenfeld Hall wearing a mask, face covering and gloves and bring the student to the Sick Room if no other adult is available.
- Julie or the teacher will gather the student's personal items as if leaving for the day.
- The student's desk and chair will be disinfected while he/she waits in the hall.
- If it is a medical emergency - 911 will be called and the student will remain in place until the EMT arrives.

### Caring for Child in Sick Room in Botkin Hall

- Any student who is ill will be placed in the Sick Room across from the front office. (Any Pre-school student who is ill will rest on cots in the Sick Room in Nisenfeld Hall across from Mrs. Luzier's office). Mrs. Luzier will provide first aid and administer medications as prescribed.
- The Sick Rooms will be kept clean and ready for ailing students to enter.
- Two separate/divided sick areas will be available in the Sick Rooms.
- The teacher or staff member tending to the student will wear a mask/face covering and gloves.
- The ailing student will wear a mask while in the Sick Room. Any student who refuses to wear a mask **or is under five years old** and exempt from wearing a mask, will be instructed to cover any cough or sneeze, etc.
- The student's temperature will be taken with an infrared thermometer and documented.
- The student's symptoms will be documented.
- If the student is presenting symptoms of COVID or other conditions, the parent/guardian will be notified.
- If the student is presenting symptoms of COVID, the Principal will recommend that the parent talk to the health care provider about testing for COVID-19 or determining if there is another specific diagnosis. The delegating nurse will also be called.
- If the student improves after talking with the parent/guardian and the area of complaint has improved, the student may return to class with the permission of the parent and the administration after consultation with the delegating nurse.

### Protocol for symptomatic student leaving school

- A student with a temperature of 100°F must be sent home and is required to have a note from their healthcare provider before returning to school.
- A student who is vomiting must be sent home.
- A student who presents COVID symptoms, such as fever and coughing, will be sent home.
- The student will be kept comfortable until parents arrive.

### Covid-19 Notification Policy

We have learned during these unusual times that no environment is completely safe from the risk of the Covid-19 virus surfacing. At the same time, guidelines provided by the Center for Disease Control, the American Association of Pediatricians and the Maryland State Department of Health, indicate that the risk of transmission can be substantially minimized with adherence to safety and health protocols. The Banner School has adopted the CDC guidelines for the re-opening of the campus and will use the five core strategies that are universally recommended (screening; cleaning; social distancing; wearing of masks; and hand washing) to protect and prevent as best as possible the spread of the virus in the school environment.

While Banner is taking every effort to protect against any viral spread through school, it is possible that a member of the community might be exposed at some point during the school year. We will notify parents if there is a confirmed Covid-19 case in the school and/or a reason for their family to quarantine.

We recognize the importance of regular communication among members of the Banner community regarding the development of any cases or exposures as well as updates to policies and procedures by CDC and other health organizations. Towards that end, the newest CDC guidelines have just been released and are being taken under advisement so that we can provide our notification plan for the following scenarios.

- Teacher/student has a positive COVID-19 test
- Household member of a teacher/student has a positive COVID-19 test
- Teacher/student has symptoms or has been exposed to the virus
- Household member of a teacher/student has symptoms

The notification policy will be drafted and included in the future version based on guidance from CDC, our delegating nurse, and policies that have been enacted and proven in other organizations.

## Mental Health Support

Covid-19 has not only impacted how we live and how we manage school, it has resulted in a great deal of stress and anxiety felt by all members of our community. Banner is investigating age appropriate resources for listening to and responding to student fears and concerns. Our school will provide our teachers with classroom resources to help engage students. Additionally, we will share a list of recommended resources for parents and guardians to use with their own children.

In times of crisis Banner has historically brought in visiting psychologists to talk with our students. Currently we are working to bring Dr Allison Bomba, Psy.D.,LLC to Banner. Dr Bomba will be a resource, prior to school opening, for our faculty and staff who will be front line observers of how children are feeling about returning to school in an unexpected and unusual way. Additionally, Dr Bomba will facilitate a group discussion with parents about anxieties and feelings that they and their children may have about Covid and interacting within school and their local communities. The date and time for this discussion is being determined.

Banner will be working to provide our teachers and parents with resources to help our students be able to express and manage their feelings and will provide a means for students to share their questions and concerns. Therapists may be referred for individual interactions with a student, as determined by the parents.

## Academic Standards

While Banner is adjusting to the need to restructure our educational program should we need at some

point to return to Distance Learning, our commitment to deliver the high quality of education that is core to Banner's legacy of excellence is steadfast. The fear wrought by COVID-19 and the temporary changes it necessitates does not impact the value of a Banner education. We will grow from the lessons learned during the three months spent at home distance learning, and Banner's excellent teachers and small classes will continue to provide a continuity of education that will prepare our students for high school, college and life beyond.

We have an increased sense of pride in our Learning Triangle as we witnessed firsthand this spring what can be accomplished when parents, students and teachers work together to ensure that learning continues. Our students have remained on-grade in the recent academic year and are prepared to advance. The 2020/2021 academic year will be a different year than any other in Banner's history, but we are being agile and responsive and are positioned to sustain our high-quality educational experience across venues. We will continue to lean heavily on the Triangle and the input received from all constituents as we prepare for September.

## Academic Tools & Technology

Banner recognizes the place of technology in our classrooms, to support our students, and to exchange information with parents. During the current public-health crisis this is especially important as we know there is the potential for some, or all of our students, to be home at some point during the 2020/2021 academic year. As such, faculty will be using a variety of devices along with our new Google Classroom platform in the classrooms this fall. For example, we will use headphones to help with classroom breakout sessions since our students will be socially distanced. We will employ Chromebooks to introduce students to Google apps so a baseline comfort level with the software is gained in the classroom first. Teachers will continue to employ best practices in their courses and will insert new instructional skills related to Google Classroom, apps, and online features as needed. The use of the devices and software in the classroom will make the transition to Distance Learning seamless, should it be required.

### FACTS/RenWeb

FACTS, recently known as RenWeb, is our family portal app. This app acts as the mobile hub for Banner faculty and staff to meet and share information with our families. Our parent/teacher/student directory is a frequently used tool and provides access to class lists and contact information. Parents and students can use the app to see homework assignments, grades and attendance. It is a platform for teachers to make announcements. FACTS is also the system for managing your tuition payment plan.

We will continue to invest in FACTS as it is a proven delivery mechanism for grades and attendance, which is especially important during the varied educational experiences we expect we might need to use due to Covid-19.

To ensure that FACTS/RenWeb is effective for immediate needs, we will integrate it with the tools the

teachers are using with their students. The integration will sync the data between these systems so that parents have consistent access to the information they need to manage their students in the event that Distance Learning is required.

Below you will find detailed information about the use of Google Apps for Education.

## Google Apps for Education

The Banner School has created a Google Apps for Education account for each student and staff member in the school. Banner investigated several options for managing our hybrid and Distance Learning needs and felt the Google Suite best met our high-level management needs while providing appropriate and engaging tools to facilitate both teacher-to-student and student-to-student exchanges.

Google Suite provides a set of built-in tools that are accessible online and meet a wide range of academic needs and exchange between parties. The Google Apps for Education account will allow communication, collaboration and classroom management using a set of online tools such as Google Docs, Google Drive, Google Classroom, and other Google services that meet our educational needs. These online tools and services play an important role in preparing our school for the increasingly digital world. G Suite also has built-in accessibility features to support students with diverse needs and learning styles, which helps create more inclusive classrooms.

We chose Google Apps because of security, accessibility, school-level controls, the collaborative functionality and because there is a Training and Professional Development Center available for our teachers and administrators. This allows Banner to function at a high level, offer 21<sup>st</sup> century learning apps for students and offer the support our parents need in this school year.

- Security - Google Apps is SSAE 16 / ISAE 3402 Type II SOC 2 audited and has achieved ISO 27001 certification. Google complies with applicable US privacy law and FERPA (Family Educational Rights and Privacy Act) regulations. For more information, visit: <https://www.google.com/edu/trust>.
- Accessibility - Since it's all web based, it's easy for teachers and students to work from any computer, without purchasing expensive software. Students can access their class work both in and out of school, and teachers can receive these documents electronically, saving paper and time.
- Protection - All student domains are controlled at a school level by the Google administrator. Services and applications are also enabled or restricted by the Google administrator to best suit each grade's educational environment, taking into account the school's overall plan for learning.
- Collaboration - Teachers can increase classroom engagement and assessment with real time collaboration tools. The cornerstone of this is Google Classroom with Google Docs, Slides, Sheets and Forms.

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Using the Google Suite will streamline the sharing/grading process; provide access to class assignments, announcements, materials; allow students to receive and turn-in work virtually, with no paper or printing needed; enable communication between student and teacher, student and student; allow students to see graded work, scores and comments.

**Chrome** – using Chrome, all bookmarks, passwords and settings will be automatically synced across all devices. Chrome will also convert Word, PPT, PDF and Excel files to a Google format.

**Docs** - a word processor so that students can write reports, essays, etc. and collaborate real-time on an assignment with others. The tool is ideal for group projects and allows teachers to provide comments as essential feedback to students.

**Sheets** – spreadsheet functionality that allows for collecting and organizing data and producing a wide range of charts.

**Slides** – presentation functionality allowing for interactive activities

**Forms** – ability to make surveys, polls and quizzes

**Meet** – offers high-definition video meetings. The meetings are encrypted in transit and have proactive anti-abuse measures help keep meetings safe. This tool allows for screen sharing to present documents, slides, and more. There are also speech-to-text captions.

### Parental Consent for Student Participation

Permission will be required for each student receiving a Google for Education account. By participating in Google Apps for Education, information about your child will be collected and stored electronically. Under state and federal law, a student's education records are protected from disclosure to third parties unless the third party is providing a contracted service for the school. Through a contract with Banner, Google Apps for Education provides students with storage and creation tools that are cloud based. The collected student information is used to create a Banner Google Apps for Education account for your student. Banner's use of student information is solely for educational purposes.

As part of the Banner Summer Packet, you will receive the Parent Consent Form which includes details about appropriate, responsible and safe use of the Google Suite. It will also include details about restricted access, security and privacy. Included will be the "G Suite for Education" Notice to Parents and Guardians. For your ease of reference, copies of those are also included in Appendix A of this document.

## Parental Access to Information & Training

Banner will be using both RenWeb (FACTS) and Google Classroom, integrating the two to ensure that parents have access to all the information they need to support their child on campus, through remote learning and in the event of Distance Learning.

Google Classroom will allow parents to receive email summaries on a daily or weekly basis. Parents can change their preferences or unsubscribe at any time. The summaries include any outstanding work or assignment, upcoming work that is due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails). Summaries will also include class activities (announcements, assignments and questions recently posted by teachers). Please note that parents who sign up for email summaries can't see the Stream, Classwork, People, or Grades pages in Classroom. Parents can't access Classroom directly or their child's assignments due to privacy laws.

The use of RenWeb will allow parents to see assignments and grades in a single place. RenWeb also continues to house such key information as our school directory, resources and forms. The use of Google Classroom notifications and RenWeb are strong tools in keeping you informed and empowered but are not meant to limit your access to Banner teachers or administrators; the relationships parents and guardians have with our Faculty and Staff is of upmost value for our community.

By the first week of school Banner will host a parent/guardian technology session which will walk them through the technology to be used in their child's class, and how to access the information needed to support each child at home. Parents/guardians will be advised of the date and time for the technology session.

## Plans for Distance & Remote Learning

We started distance learning in March on short notice and we are proud of the program that our teachers had in place in such a short period of time. The educational community at large is increasing its knowledge of how to effectively offer distance learning to school aged children, and we are learning from professional sources and associations how to navigate these waters as well. As we develop the specific plans for enriching our distance learning programs (all students learning virtually) and develop our remote learning plan (individual students working remotely while class is in session), we have included the identification of additional technology devices that are needed and professional development opportunities that are available for our teachers among our key priorities.

Our investment in resources has been greatly influenced by the feedback gathered from within our community. Banner has leaned into surveys to help guide how our classes will be organized, delivered, and how students will access them next year. We have surveyed our teachers, parents and students about what they learned and enjoyed during distance learning and how they believe their needs can be

better met. The amount of detail and suggestion and free exchange has been invaluable as we design instruction moving forward and further shape our distance learning for the future.

While in-person learning will be only slightly modified due to social distancing, we want to describe the basics of our distance learning and remote learning plans.

### Distance Learning Plans

Banner is developing our Distance Learning plans and will update this document as the grade level expectations begin to be set. For the purposes of providing a view into the planning, we offer some of the current discussion.

- Teachers will offer 1.5 hours of Office Hours a day, these can be offered immediately following a lesson. While students in the class are working, a student can “mute” his or her microphone if they have questions or need assistance and ask the teacher.
- 35 minutes of a Specials class will be offered daily following the core class schedule
- Whole group instruction for ALL core subjects. Math, Language Arts, Science and Social Studies. We are a STEAM school; Science will be offered 2 times per week to students.
- These times are not to be consecutive online instruction times. It is to be broken down throughout the day for whole group and small group instruction.
- Reading intervention classes will still meet via Google Meet
- Primary: Small group instruction for Language Arts and Math will vary by day and not all groups will remain the same; they are a flexible group so students can be added and taken out at the discretion of the teacher.
- Online approaches will be comprised of both synchronous and asynchronous instruction.

### Sample Distance Learning Schedule

Below is a DRAFT being considered by our teachers for the Distance Learning program. The example is illustrative and is not reflective of a fixed plan at this point. Our final plan will be designed based on best practices and developmentally appropriate needs. **Please note** that the times recommended below refer to TOTAL hour and not sustained session screen time. Typically, our younger students will be limited to 25 to 30 minute sessions.

Grade	Recommended hours per day via Google Meet for CORE SUBJECTS & SPECIALS	Recommended hours per day of independent work
PreK	1.0 hours	30 minutes
Kindergarten	2.0-3.0 hours	45 minutes
1st Grade	3.5-4.0 hours	1 hour

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2nd Grade	3.5-4.0 hours	1.0 hours
3rd Grade	3.5-4.0 hours	1.5 hours
4th Grade	4.0-4.5 hours	1.5 hours
5th Grade	4.0-4.5hours	1.5 hours
6th-8th Grade	4.5-5.0 hours	2.0-3.0 hours

## Remote Learning Plans

Banner is developing our Remote Learning plans and will update this document as the grade level expectations begin to be set. For the purposes of providing a view into the planning we offer some of the current discussion.

- Teachers check-in with students in the morning, midday and after school
- Students must complete at least 2 daily check-in's a day
- At least 1 hour of check-in daily with remote students as a whole group
- Additional office hours offered daily (teachers' discretion)
- Plans for the day are posted in Google Classroom by 8:00 am every morning
- Any emails received at 3:30pm should be answered by 12 noon the next school day.
- "Focus" Sessions can be offered during the day to give teachers extra time to check in with remote learning students and maintain a learning environment.
- All work for the week is due on Friday of that week by 3:30PM

## School Calendar

Banner will maintain a typical academic year, regardless of whether we are educating on campus or have resorted to Distance Learning. The 2020/2021 Academic Calendar will be released in August.

## Sources

CDC Guidelines: Schools During the Covid-19 Pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC Guidelines: Child Care Programs During the Covid-19 Pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

CDC Guidelines: Youth Programs and Camps During the Covid-19 Pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

CDC.gov/coronavirus

[https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html)

Maryland's Recovery Plan for Education, Covid-19 Response and the Path Forward, Maryland Department of Education

<http://marylandpublicschools.org/newsroom/Documents/MSDERecoveryPlan.pdf>

## Appendix A: Google Apps for Education Policy

- **Appropriate Use**– Google Apps for Education accounts are to be used for educational purposes only. Students will respect the rights of copyright owners.
- **Responsible Use**– Google Apps for Education accounts will be used to maintain a positive learning environment. Accounts will not be used for unlawful activities, commercial activities, cyberbullying, inappropriate language, personal insults, profanity, spam, misrepresentation, discriminatory remarks, offensive content, or threatening comments.
- **Safety**– Students will not post personal contact information about themselves or other people. Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and will take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should a student provide his or her password to another person.
- **Access Restriction**– Access to and use of a Banner Google Apps for Education account is a privilege accorded at the discretion of the school. Banner reserves the right to immediately withdraw the access to and use of the Google Apps for Education account when there is reason to believe that violations of the law or school guidelines, policies, procedures, rules and regulations have occurred. Alleged violations will be referred to a school administrator for further investigation and adjudication.
- **Security**– Banner cannot and does not guarantee the security of electronic files located on Google systems. It is the responsibility of the assigned Google Apps for Education account user to backup important documents or files. Although Google utilizes powerful content filters, Banner cannot assure that users will not be exposed to unsolicited information.
- **Privacy**– Students have no expectation of privacy on the Google Apps for Education system. Banner reserves the right to access, monitor and review content in the Google Apps for Education system at any time. Banner complies with all state and federal privacy laws. Users of Google Apps for Education accounts are strictly prohibited from accessing files and information other than their own. Banner reserves the right to access any Google Apps for Education account when there is reasonable suspicion that unacceptable use has occurred.

## Appendix B: Google Apps Parent Consent & Educational Notice

To parents and guardians,

At the Banner School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Banner School, Frederick Maryland, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Not providing consent to use Google services will impact the educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for the Banner School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Jeff Mott

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian

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Date

## G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441> In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- YouTube Kids
- Google Maps
- A list of additional services is available at <https://support.google.com/a/answer/181865>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, The Banner School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may

also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

**When a student uses Google services, Google also collects information based on the use of those services. This includes:**

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

**How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

**Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

**Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

**Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With the Banner School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.  
For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
  - Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the Banner School administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Banner School administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

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The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))