Return to Learn
Guidebook for Fall 2020
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GIVEN THE UNCERTAIN NATURE AND THE IMMENSE COMPLEXITY OF THE COVID-19 PANDEMIC, ALL PLANS PUT FORTH ARE SUBJECT TO CHANGE.

Revised 9/16/20
Welcome Back!
Letter from Josh Cobb, Head of School

Dear Graland Families,

I am pleased to introduce, “Return to Learn: Guidebook for Fall 2020.” Over the past several months, the administrative team has worked tirelessly to deliver on our mission guided by the following principles:

- Deliver a Program of Intellectual Excellence and Strong Character
- Maintain the Health and Safety of our Community
- Cultivate Compassion; Understand the Needs of Parents, Students, Faculty, and Staff
- Build Community; Keep the community whole and foster a constructive school-family partnership
- Stimulate Innovation; Meet the challenge with creativity, empathy, and flexibility
- Emphasize Equity and Inclusivity
- Sustain the Viability of the School

At times, our decision-making was supported by all of these principles. At others, the principles provided a dynamic tension that inspired creativity as we did our best to balance our priorities. Through it all, the administrative team demonstrated the innovation skills we look to cultivate in your children:

- critical thinking
- creative thinking
- collaboration
- experimentation
- grit
- empathy

I am incredibly proud of their efforts to produce not only this guide but to also design a program that will bring joy, engagement, and learning to your children through different modes of delivery.

Now that we are on the verge of the 2020-21 school year, we will all need to embrace the principles and the skills listed above. The execution of the plans summarized in this document can only succeed if we all, the entire Graland community, devote ourselves to staying healthy and supporting each other through the challenges that are bound to arise this fall. Please take this commitment seriously. More than ever, we will have to rely on One Graland to ensure that our students develop the social-emotional and intellectual growth necessary to thrive.

Sincerely,

Josh Cobb
Head of School
Our COVID-19 Approach

Reopening the Graland campus for Fall 2020 is a complex endeavor. As always, we are fully committed to developing intellectual excellence and strong character in as safe an environment as possible. In preparing to welcome our students and staff back to campus, our administration was guided by local and national authorities and has learned from the experiences of schools around the world that are ahead of us in this process.

We are moving forward with safety and with the best interest of our students in mind. While we all agree that in person learning is preferred, we have optimized our ability to conduct remote learning and rely on the trust you’ve invested in our leadership to make the best possible decisions during times of uncertainty.

Preparing for 2020–21

In preparing for the 2020-21 school year, we focused on five elements that will allow us to better operate in the context of the pandemic. They are:

- Monitor the health and safety of our community
- Limiting exposure to the virus through cohort grouping
- Create a robust school day (8:10 a.m. to 3:10 p.m.)
- Design schedules that can pivot to alternate scenarios
- Provide exceptional professional development and tech support
Our Commitment to Equity and Inclusivity

Graland Country Day School is committed to diversity, equity, and inclusivity. We believe that a broadly diverse community fosters empathy, enriches learning, promotes intellectual excellence, and builds strong character. We hold everyone in our school accountable for respecting a multitude of identities and perspectives and for promoting a safe and supportive school environment.

As we grapple with the health and social justice challenges in our society we aim to improve equity in the experiences and outcomes for all students and adults.

- We are focused on the social-emotional wellbeing of each of our community members, so we will provide opportunities for cultivating and deepening relationships with students, faculty, and parents.
- We continue to process complex feelings and emotions during these uncertain and turbulent times, and we’ll focus on self awareness and reflect on our individual strengths and understanding of the impact of the pandemic and systemic racism.
- Through regular touchpoints, we’ll ensure we meet the needs of our faculty and families in order to keep our community whole and to ensure a sense of belonging.
- If purchasing any safety equipment (thermometers, masks etc.) is a hardship, please reach out to the school and we are happy to assist.

“One Graland” is our way of saying we are all in this together as a community.

Each of us can proactively take steps to keep this virus at bay and when we all do our part, it can help Graland stay open for in-person learning as long as possible. If many of our new protocols seem like an inconvenience, we assure you every change has been carefully thought through and is intended to keep our teachers and students healthy.

One Graland is also a call to extend grace and kindness during this time of uncertainty, fear, and change. Administrators, teachers, staff, and parents are all working very hard to ensure children at Graland get the best education possible. Let’s get behind One Graland and show the strength of our community, supporting each other, together.

Oscar Gonzalez
Director of Equity and Inclusivity
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One Graland

“One Graland” is our way of saying we are all in this together as a community.
Top of Mind

Health & Safety Priorities

Given the highly contagious nature of COVID-19 and the seriousness of this illness, the health and safety of our community is one of our top priorities. If there is a mandated closure or an immediate or imminent health risk, administrators will act accordingly to protect our community. This may mean pivoting between scenarios. Please see “Go the Distance” for details on these scenarios.

It’s Important ...

... stay home if you are feeling unwell. In fact, it’s encouraged as a critically important step in reducing exposure to illness. We cannot emphasize this enough.

Nursing Staff

For the upcoming year, Graland will have two full-time registered nurses to ensure qualified health professionals are on campus to lead, train, and guide us through this unique situation. Apart from the Nurse’s Office in the Georgia Nelson Building, we have designated a “quarantine” holding space (Health Room 2) in the Hamilton Reiman Building for anyone on campus who presents symptoms of COVID-19. There are cleaning protocols in place per CDC guidelines and alternate spaces have been identified if it becomes necessary to accommodate more than one suspected COVID-19 case.

Emotional Health & Support

Many children and families may experience increased stress during this pandemic. We will partner together so children’s social and emotional health can continue to flourish. During this time, we encourage families to prioritize children’s mental health, maintain good sleep habits, exercise daily, and eat well-balanced meals. We continue to gather resources and invite you to access these through the Resource Board for Health and Wellness whenever it could help. If you have specific questions or concerns, please feel free to contact our counselors.

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School Nurse
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Fran Montoya RN
School Nurse
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Kathy Riley
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Middle School Counselor
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Each family is expected to follow and support all of Graland’s health practices, policies and procedures for the 2020-21 school year including those to prevent the COVID-19 virus.

Your Role: Practice Healthy Habits
All families are expected to commit to the wellbeing of the community and to sign the Health & Wellness Pledge. Find this form in the yellow bar when you sign in at www.graland.org. When you do your part to keep our community and our school be as safe as possible, we can all help ensure it is possible for children and faculty to be on campus for in-person learning.

Your Role at Home: Daily Health Self-Check
To help prevent exposure to COVID-19 at Graland, all families are required to perform a simple health screening before students are brought to campus each morning. This includes a temperature check which must read 100.3F or below without the use of fever-reducing medication in order to attend school. We will all use a school-provided app to submit answers to simple questions such as temperature, symptoms if present, result of any COVID test performed, and exposure to anyone who has tested positive. Find out more during orientation (see “Get Ready for Fall”).

Your Role: Protecting Others
We are still #eaglesinthistogether! Each of us has a responsibility in protecting others, in addition to protecting ourselves. It is important to be overly cautious about exposure and making the hard decisions with others in mind. **Any child directly exposed to someone with COVID-19 or who starts to exhibit symptoms may not return to campus for 14 days.**

To limit your own exposure, if you have travel plans, please visit the CDC website for guidance on how to stay safe. If a self-quarantine is warranted, children may still access classroom instruction via technology. Please see “Go the Distance” for details.

Your Role: Reporting Exposure
Any child directly exposed to someone with COVID-19 or who starts to exhibit symptoms may not return to campus for 14 days. The parents must notify the school nurse immediately, and Graland will follow CDC guidelines and adhere to school policies in this matter. We are required to report confirmed student cases to the Denver Health Department, but Graland will not disclose the names of any individual students or families with a suspected or confirmed case of COVID-19 to the school community.

We will conduct contact tracing to the best of our ability so those impacted by possible exposure can be notified to self-quarantine.

Reporting an Absence
To report an absence, please log on to graland.org and locate the Resource Board for Report an Absence buttons or contact your division office. If the absence is due to illness please email Nurse Megan with any symptoms present so we can track health concerns in our community.
VISITORS: RESTRICTED CAMPUS ACCESS
Until it is safe to open our campus more widely, only students and essential personnel are allowed to enter our gates during the school day. We realize this “no visitors” policy may be difficult for parents, however it is necessary in our efforts to protect the health of everyone in our community.

POLICY ON COVID-19 SYMPTOMS
Children will be monitored during the day and if they exhibit COVID-like symptoms they will be sent home out of an abundance of caution. Parents are asked to pick up children from Health Room 2 in Hamilton Reiman building within 30 minutes. These symptoms include:

<table>
<thead>
<tr>
<th>Symptom</th>
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<tbody>
<tr>
<td>Fever or chills</td>
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<tr>
<td>Cough</td>
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<tr>
<td>Shortness of breath or difficulty breathing</td>
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<tr>
<td>Fatigue</td>
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<tr>
<td>Muscle or body aches</td>
</tr>
<tr>
<td>Headache</td>
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<tr>
<td>New loss of taste or smell</td>
</tr>
<tr>
<td>Sore throat</td>
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<tr>
<td>Congestion or runny nose</td>
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<tr>
<td>Nausea or vomiting</td>
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<td>Diarrhea</td>
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MASKS/FACE COVERING
Parents are required to provide masks or other face covering for their children to use during the school day. Face coverings are mandatory for all adults* on campus and students in K-8; face coverings are encouraged for students in the ECLC and not required for students in toddler care.

Please mark your child’s name on their face coverings and send at least two per day in case one is misplaced or becomes dirty. The school will provide disposable masks as well, if needed. Tie-on masks, buffs or lanyards are helpful to prevent face coverings from being lost or dropped on the floor. Please do not supply masks with valves or vents as they do not meet safety requirements.

Medical professionals do not recommend only wearing face shields for protection. Teachers may wear face shields for learning with other safety precautions in place. If you need to discuss a concern regarding masks please contact your division head or Nurse Megan.

RECESS & OUTDOOR BREAKS
The use and sanitization of playground equipment will follow local, state and federal guidelines.

- Social distancing protocols must be followed when using outdoor spaces
- Masks are required
- Hand washing or sanitizing
- Small groups will be allowed in the play spaces, which will be disinfected per CDC guidelines
- Balls will be available during play breaks, one set per grade level
- The playgrounds are closed during drop off in the morning and at the end of the school day when they will be cleaned again.
LUNCH & SNACKS
Sodexo will continue to provide school snacks and individually packages lunches, which will be delivered to classrooms. To sign up for your meal selection*, click on the “EZ School App Lunch Sign-up” button on the Resource Board. Students or parents will need to select food items for the week ahead from options provided by 11:55 p.m. the Thursday prior. Acrylic shields for desks will be provided for each student during meals so masks can be safely removed while eating. As a reminder for allergy reasons, please do not have your child bring lunch from home.

*ECLC students will get a set lunch menu. Parents do not need to make a lunch selection.

HAND WASHING/SANITIZING
Students and staff will be required to use hand sanitizer and/or wash their hands upon entering campus, before entering any new classroom, after using restrooms, and before and after lunch. The facilities staff will sanitize high touch points throughout the day.

RESTROOMS
Restrooms have been modified and labeled with capacity limits. Students and staff are responsible for ensuring that social distance is respected in these spaces. Everyone should practice the habit of washing their hands with soap after using the restroom.

WATER FOUNTAINS
Only touchless water fountains will be available for use and students are asked to bring a water bottle from home to refill throughout the day.

SCHOOL SUPPLIES
Graland will provide Lower School students with two school supply bags, one for campus and one to be kept at home. This will help prevent the sharing of materials and in a hybrid or remote situation will ensure supplies will be on hand. Shared materials will be avoided or if needed cleaned between change of users. When possible, disposable (single-use) manipulatives will be used during lessons.

SOCIAL DISTANCING ON CAMPUS
To promote social distancing we will implement one-way traffic patterns, indicated by signage, to dictate movement throughout campus. Classroom seating has been reconfigured to enable social distancing between students. Click to see the campus flow map.
CAMPUS & FACILITIES ENHANCEMENTS
Here are some additional ways we have made the campus safer for students and staff.

• Air ionization (purification) systems have been installed in all classrooms on campus. These new HVAC systems break down the molecular structure of viruses and bacteria to reduce potency.
• Campus signage reinforces the importance of social distancing expectations and health and wellness protocols regarding traffic flow.
• Classrooms will have less furniture and minimal decor as classroom spaces have been decluttered to facilitate cleaning and disinfecting for health and safety.
• Campus cleaning will be increased throughout the school day and deeper daily sanitizing protocols will occur between school days.
• Sanitizing equipment and supplies have been delivered to all classrooms and offices. As is age appropriate, students will wipe down their own desks, personal computers, and school supplies upon starting class.
• LS will access lockers on a managed schedule. For MS students they will not be using lockers and instead will use bins inside the classroom.

In the Lower School Classroom ...

• All school toys and supplies are cleaned regularly. Students may not bring personal toys or other items from home.
• As we prepare classrooms for additional cleanings, all soft toys, pillows, cushions, and blankets have been removed.

In the ECLC...

• Teachers will clean all toys and supplies frequently throughout the day. Nap mats are wiped daily. Bedding brought from home should be washed weekly.
• Each student will have a bag of school supplies that will stay on campus.
• Sharing toys will be discouraged.

BUS SERVICE
Graland will continue to offer bus service with the following safety precautions in place:

• Students must pass the self health check before leaving home
• Masks are required
• One student per seat (siblings may sit together)
• Riders will use provided hand sanitizer when boarding
• The buses will be thoroughly cleaned after each run. More details about our bus registration and schedule can be found on the resource board.

MORNING DROP OFF
While school will start each day at 8:10 a.m., staggered drop off and pick up will help minimize congestion during these high-traffic times of the day.

Drop Off Times:  

<table>
<thead>
<tr>
<th>Time</th>
<th>A-House</th>
<th>B-House</th>
<th>ECLC*</th>
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<tbody>
<tr>
<td>7:35–7:50 a.m.</td>
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<td>7:50–8:05 a.m.</td>
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<tr>
<td>7:45–8:00</td>
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• All gates will be open. The LS/MS carlines will be available.
• ECLC students must enter the Ellsworth Gate for proper sign-in. If dropping off an ECLC child you will be directed to pull forward and place your car in park to allow for the unbuckling of your child from their car seat.
• All children need to pass and submit the health self check at home prior to coming to campus.
• Children must have face coverings in place and sanitize their hands when entering campus.
• Children will go straight to their classrooms in the morning, maintaining social distancing while moving about campus. The playgrounds will be closed.
• Remember, parents are not able to come onto campus. Please say goodbye at the gate or use the carline for drop off.
• Please, no congregating outside the gates before or after dropping off.

*Families with an ECLC and an older child can opt to pick up and drop off both children following the older child’s house assignment schedule.
**AFTERNOON PICK UP**

Similarly, while school will end at 3:10 p.m., staggered pick up will help with traffic. Parents are asked to use carline to pick up their children. Families will be informed of their carline pick up time and location in a future communication, or you can view the designations below. There will be three carline routes. Please do not walk up to meet your child at the gate for pickup.

Students grades 3 or older may be opted out of organized carline pickup by selecting the walk/bike home selection in the School Pass app; please commit to one selection for the whole month. Please remind your children to only cross at crosswalks when leaving campus. Learn more during orientation (see “Get Ready for Fall”).

**Organized Pick-Up**

Siblings should follow family carline designations which will be determined by the YOUNGEST child in the family, last name and house assignment. Please note ECLC students with older siblings may opt to use be picked up with their family House designated time to allow for one pick up time.

**Pick-Up Times:**

- **ECLC*:** 2:45-3:05 p.m.
- **A-House:** 3:10-3:25 p.m.
- **B-House:** 3:25-3:40 p.m.

- **Ellsworth Gate (East):** Preschool/PreK Families (and siblings)
- **Ellsworth Gate (West):** Kindergarten Families (and siblings)
- **Bellaire Gate:** Grade 1-8 Families, Last names A-L
- **Clermont Gate:** Grade 1-8 Families, Last names M-Z

*Families with an ECLC and an older child(ren) can opt to pick up and drop off all children following the older child’s house assignment schedule.
Go the Distance
Learning During COVID-19

No matter what the scenario, our goal is to continue educating the whole child by offering strong academics with social emotional learning.

Graland is prepared for alternative scenarios including all on campus, hybrid (on campus + remote) and full remote. To be responsive to these situations, we have made a significant investment in technology. Please see below and the “Up to Speed” section for details.

Teachers Prepare for Reopening
Teachers have spent time this summer working with their teams and with World Leadership School for intentional training on best practices for remote learning and developing their project-based learning skills. They’re also engaged in various technology trainings.

- They designed lessons that will engage students and lead to deeper, more meaningful learning whether the classroom is in person or virtual.
- They trained on remote teaching best practices, how to optimize various digital platforms, and the features and functionality of the Learning Management System (LMS).
- They reconfigured their classrooms to provide more space between students and to allow for deeper sanitation.
Schedule Changes
As we designed schedules for the fall, we considered how to minimize the change between all three scenarios and created plans that have similarities regardless of the environment.

- We will operate on a Monday-Friday schedule instead of A-F days to support families in the event we move to a hybrid or all remote scenario. For working families, this will help them plan their work week to align with their child’s schedule.
- Student schedules were completely redesigned to minimize on-campus interaction as much as possible, limit exposure, and allow contact tracing if needed.
- Please note, the second Friday of the month will have a noon dismissal to allow faculty time for collaborative planning and various trainings. The 2020 dates are Sept. 11, Oct. 9, Nov. 13 and Dec. 11.

Student Support Team
Our learning specialists on the Student Support Team are committed to helping your child succeed. Specialized learning plans will be followed to the best of our ability in all learning scenarios.

Service Learning
The service-learning component of our curriculum is an important part of our program which develops the whole child and builds strong character. Empathy is needed in our world now more than ever so each grade will continue to offer appropriate opportunities along their grade’s service learning theme. Understandably, the activities will look different this year; when possible, virtual connections will be facilitated. The Graland Parent Association will continue to provide family service events for the larger community.

Attendance
Attendance will be taken in all three scenarios. Unexcused absences will be reported and students are expected to attend school daily. To report an absence, please log on to graland.org and locate the Resource Board for Report an Absence or contact your division office. If the absence is due to illness please email Nurse Megan with any symptoms present so we can track health concerns in our community.

Large Gatherings
To help minimize risk and exposure, large gatherings such as assemblies will be held on screen in all scenarios including when in the classroom.

Programming Outside the School Day Canceled
In order to focus on providing a robust program, we have made the difficult decision to suspend or integrate activities that fall outside the school day. This impacts afterschool enrichment, Extended Day, 5/6 Gates, the Grade 5 musical, and 7/8 athletics. Music enrichment and Grade 8 geometry will be offered as remote activities.
**ALL ON: CAMPUS LEARNING**

**General Schedule**
The school day runs from 8:10 a.m. to 3:10 p.m. for all students regardless of drop off and pick up time. There is no Extended Day program available until further notice.

**General Guidelines**
- Complete self-health check prior to arriving on campus.
- Be on time to your family’s drop off and pickup time and location.
- Remember to model social distancing, mask wearing, and hand sanitizing for your children.
- Get familiar with the LMS. The LMS will be used for on campus learning and remote learning. (See “Up to Speed” for more on the LMS.)
- To help minimize risk and exposure, large gatherings such as assemblies will be held on screen in the classroom.
- Communicate with your teacher via email to arrange a time to discuss your child’s learning and/or well-being.

**ECLC**
An ECLC cohort is their home classroom. They will have recess breaks in small groups on their playground. Specials will be integrated in the main classroom setting. The ECLC schedule is 8:00 a.m.-3:00 p.m.

**LOWER SCHOOL**
A lower school cohort is their home classroom. The basic idea behind cohort grouping is that students stay within a small group of their peers and they are localized on campus to the extent possible.

**Specials**
Lower school specialist teachers will be assigned to teach primarily one grade level for six-week blocks, thereby reducing their exposure to multiple cohorts and protecting the students they teach. This blocking strategy will also facilitate the task of sanitizing campus each day.

- Specials include Spanish, science, library, drama, music, and art. For music class, students will only sing if outdoors and socially distanced.
- The majority of the time, specialists will visit students in their home classrooms rather than having the students come to their classrooms.
- Though students will not have the same variety of classes on a weekly basis, they will experience the same variety of specials throughout the entire year.
- During the six week block, students will see their specials teachers daily.

**Field Trips**
Day trips are aligned with learning objectives and will be modified when possible to ensure students continue to gain desired skills and experiences. These plans are subject to change.

- **Grade 3** - Chief Mountain will be hiked one class at a time with safety precautions in place.
- **Grade 4** - Bike Hikes will be conducted with safety precautions in place.
MIDDLE SCHOOL

Student cohorts are important to limit commingling and cross exposure. A middle school cohort is two advisories which remain together for the majority of the day. There is commingling in some world language classes and 7/8 ICE.

- Students will experience two MESH classes of 100 minutes per day, alternating daily. This MESH blocking helps facilitate moving to a hybrid scenario more seamlessly, and limits exposure.
- Students will have Advisory, World Language, and ICE/VAPA (visual and performing art).
- ICE Block has been completely redesigned to provide visual and performing arts selections. There will be no choir until further notice.
- Gates Invention & Innovation Program will be offered to Grades 7/8 only with safety precautions in place. Teachers in Grades 5/6 will incorporate innovation skills and design thinking, the core of the Gates program, into their lessons.
- Elective clubs will be reconsidered after the first semester.

Fall Athletics

We still believe in the lessons provided through participation in sports and the benefits of physical activity. Because our focus is on keeping people healthy and keeping campus open, we are not able to safely offer a traditional athletics program.

- We have decided not to offer Grade 6-8 interscholastic sports, to limit exposure.
- PE or wellness will be offered to 5/6 students during the school day.

Overnight Trips

Due to the health risks involved, we will not offer overnight trips during the first semester. Day trips aligned with original learning objectives have been substituted when possible to ensure students continue to gain desired skills and experiences. These plans are subject to change.

Grade 5 - La Foret will be held as a day trip, half the class at a time, while the other half of the class participates in team building on campus.

Grade 6 - Keystone Science School: Keystone staff will conduct field studies at Cherry Creek Reservoir

Grade 7 - Kick off their service learning project with croquet in Washington Park and have team building on a mountain hike

Grade 8 - Civil Rights trip is moved to April 2021
Hybrid: House Model

The Hybrid scenario is a blend of All On and Remote that allows us to limit the number of students on campus on any given day while providing quality instruction to all students regardless of their learning environment.

General Schedule
In a hybrid scenario, families will be assigned to an A or B house. The hybrid schedule has each house on campus every other day. Generally, Fridays will alternate between the houses. All students on campus or off will have lessons Monday through Friday with a Graland teacher. See the A/B house schedule here.

General Guidelines
Please follow the same “General Guidelines” listed in the “All On Campus Learning” section when your child is at school. And follow the “General Guidelines” listed in the “All Remote: Virtual Learning” section for when your child is at home.

ECLC
If Lower School and Middle School go to a hybrid schedule, ECLC students will still come to campus everyday. There is no hybrid scenario for preschool and prekindergarten classes.

LOWER SCHOOL
This schedule will be similar to All On for students learning on-campus and more similar to remote schedules when at home. Each home classroom will be divided in half by A/B with 9-10 students in each house. Houses will alternate between coming to campus and learning from home.
• One house will be on campus with the lead teacher from 8:10 a.m.-3:10 p.m.
• The other house will combine with students from another class and learn from home with the support teacher. During the shorter 8:10 a.m.-2:00 p.m. day, we will use Zoom and other technologies to teach lessons that support the on-campus learning.
• Daily, all students will have at least one specials class either on campus or remote.

MIDDLE SCHOOL
The hybrid schedule is similar to the All On schedule with two MESH classes a day. Houses will alternate between coming to campus and learning from home. Students will be expected to complete more of their school work independently while they are learning from home, as is age appropriate.
• Students will experience two MESH classes per day. On campus MESH classes will be 100 minutes per day. Remote MESH classes will be 50 minutes along with time blocks.
• The MESH teachers teach lessons at least twice each week, once to each house.
• Students will have Advisory, World Language, and ICE/VAPA (visual and performing art).
• 5/6 PE will be offered when students are on campus.
All Remote: Virtual Graland

We learned many valuable lessons from our remote scenario this last spring that we are carrying into the current year. Teachers have already spent many hours preparing to teach remotely, as well as learning best practices for a virtual classroom.

Our philosophy during remote teaching is to:
- ensure the delivery of a strong program per our mission.
- integrate social-emotional wellness and connection.
- be iterative and responsive to students’ needs.
- set clear expectations for classroom engagement with an understanding of varied learning styles.
- support student agency, especially at the middle school level.
- model a growth mindset in the remote environment.

General Schedule
The remote learning schedule is designed to:
- Offer similarities to the on campus schedule for consistency.
- Use the LMS for assignments and announcements.
- Let teachers use all the tools available to them during class, which will include technology solutions.
- For younger learners, be a shorter school day with periodic screen breaks
- Include more synchronous learning than what students experienced in the spring.

General Guidelines
Here are some ways you can help set your child up to succeed with Virtual Graland at home:
- Designate a consistent, quiet place for learning each day.
- Set the expectation that when someone enters the learning space, they are to walk, use an indoor tone, and not bring in toys or other distractions.
- Keep the learning space clean and organized. Consider having a folder for completed work and one for work in progress, and have your child be responsible for the workspace.
- Set the expectation for quality work and encourage a good pace (no rushing or stalling).
- Encourage your child’s self-advocacy and independence by allowing your child the space to problem solve with their peers and teachers, but communicate with the teacher if you are concerned about your child’s well-being and/or learning.
- Reinforce the guidelines and protocols teachers have established in order to manage their online classes effectively.
- When supporting independent work, try to begin and end a lesson in one seating. Depending on your child’s attention span, short “brain breaks” (jumping jacks, a walk down the hall and back, or a bathroom break) may help with a longer or more difficult assignment. Ideally, don’t let a lesson linger from one day to the next.
- Stay informed via school communications. See “In the Know” for more details.

ECLC
Our youngest students will see the most change in the remote environment.
- The remote school day will be 8:15-11:30 a.m.
- Each day, they will have morning meetings with their teachers and class, followed by a block teaching early learning. Some days there will be small group learning, one-on-one sessions, read aloud, sharing, time for parents to connect with teachers, etc.
- Specials will be taught in 20 minute blocks.
- There will be optional home activities that parents can lead throughout the remainder of the day as their schedule allows.
LOWER SCHOOL
The lower school schedule will follow a similar format as the All On and Hybrid schedule, but is slightly modified to end at 2:00 p.m. Each day will include morning meeting, academic blocks, specials, optional P.E. and closing meeting. There will be scheduled breaks and times that students may be asked to do independent work; this can be during work blocks or as teachers are working with small groups and/or individuals.

You can expect to manage – hands on – a portion of your child’s learning in the remote environment, depending on their age and motivation. This can be up to five hours a day for younger students and one or two hours for older children.

Students, especially those at younger ages, will need parent support in the following areas:

• Ensure they can log into class pages with their Graland email to access assignments.
• Ensure they have joined their class for remote synchronous learning.
• Check that assignment instructions have been followed and assignments have been turned in.
• Provide general household materials, school supplies, and books as needed for learning.
• Make sure technology is connected to the internet, devices are charged, and the device’s video and microphone are working.
• Encourage your child to reach out to a teacher and/or the tech help desk for support if needed.
• Communicate with your teacher via email to arrange a time to discuss your child’s well-being and/or learning.

MIDDLE SCHOOL
Middle school remote learning schedules look a little different from the All On and Hybrid schedules to better engage students throughout the day.

• Students will experience four MESH classes of 50 minutes per day each.
• Students will have Advisory, World Language, ICE/VAPA (visual and performing art) throughout the week.
• At times students will be asked to do independent work; this can be during work blocks or as teachers are working with small groups and/or individuals.
• Depending on your child’s aptitude for independent work, you may need to support them on these assignments.
• Students should reach out to a teacher and/or the tech help desk for support if needed. Self-advocacy is still the rule.
• Communicate with the teacher via email to arrange a time to discuss your child’s well-being and/or learning. Advisors, grade level deans and the counselor are also available to support each child and family.
Up to Speed
Keeping up with Technology

Anticipating a remote or hybrid environment, our tech team has researched and implemented enhancements that will facilitate these learning scenarios as needed. COVID-19 is keeping us all on our toes and we invite you to become familiar with the following tools that will help you and your child manage alternate school environments.

**Learning Management System (LMS)**
The LMS is the platform that will be used school-wide and is a feature on the MyGraland portion of our website. It is a centralized place for information from your teacher whether we are on campus, hybrid or remote. Teachers have been trained to use the LMS to post about classes, assignments, announcements, schedules, and more. Check the LMS on Sunday evenings for each week’s assignments. Students and parents will get an orientation on using the LMS during back-to-school week, Aug. 17-21.

When parents log into MyGraland you will need to view your child’s profile to access the LMS. Students in Preschool-Grade 8 will be given Graland email addresses which they will use to log in to MyGraland and other online applications. Younger students will not use email accounts for receiving and sending emails.

**Video Conferencing**
Zoom is the video conferencing program your child will use for remote learning. If you are unfamiliar with Zoom, please review online tutorials at graland.org/orientation.

**G Suite for Education**
Google provides a suite of web-based productivity applications such as Google Docs and Google Sheets. Every student in Grades 1-8 has access and experience using this suite of apps and in the fall we will introduce and/or review them for younger students and anyone new to Graland. This will ensure in a remote situation, students will be acquainted with how to access and use the Google Suite.

**Other Apps and Web Based Learning Tools**
Whether in person or remote, teachers may also utilize other apps or online tools and resources to enhance their lessons and engage students. Links and instructions to these tools will be organized on individual class pages within the LMS to help students and parents locate them easily.
SWIVL
To facilitate an immersive remote learning environment, Graland has purchased 360-degree robot cameras for each classroom in grade K-8. These cameras connect to Zoom video conferencing to provide a live video feed that records with clarity and tracks the teacher moving around the classroom during a lesson. Additional microphones can be placed throughout the room to pick up classmates’ voices. The Swivl technology is designed to support students who need to learn from home temporarily due to illness or self-quarantine. It is not intended as a long-term option for families unless there is an outstanding circumstance that has been discussed directly with the school. Click to view the “Guidelines for Swivl Access”.

A Note about Technology Recommendations
If you have more than one student at home, they will each need access to a device (ipad or laptop) during the school day, as they will be learning concurrently. Grades 4-8 receive devices through the Graland 1-1 technology program. Contact Martin Twarogowski, Director of Innovative Learning, with any concerns about providing multiple devices in your household.

In a remote or hybrid scenario, we recommend the following capabilities:
• Uninterrupted access to a desktop computer, laptop or other device (i.e. iPad) with a camera that can access the internet. Students in Grades 4-8 should use their school issued device.
• A broadband internet connection with at least 10 Mbit/sec download 5 Mbit/sec upload.

If your family anticipates not being able to meet any of these requirements please contact Mr. Twarogowski at mtwarogowski@graland.org to help find a solution.

How to Get Help with Tech
Technology Help Desk
Hours: M-F, 7:30 a.m. to 4 p.m.
Email: helpdesk@graland.org (preferred)
Phone: 303-336-3733

Martin Twarogowski
Charles C. Gates
Director of Innovative Learning

David Taylor
Director of Technology

Sam Epperly
Systems Administrator

L Stevenson
IT Help Desk
Get Ready for Fall!
Student and Family Orientation

During our back-to-school orientation week, August 17-21, parents and students will get a chance to find out more about what to expect when the 2020-21 school year starts.

STUDENTS
During a trial on campus visit to Graland (Aug. 20 or Aug 21.), students will be introduced to new campus protocols for health and safety and be trained on using the Learning Management System to access and turn in assignments. Visits will be organized by A/B house. ECLC will visit Aug. 20. Stay tuned for more information about your child's scheduled visit to campus.

PARENTS
Beginning Aug. 17, parents are encouraged to participate in orientation by watching a series of online presentations designed to get the school year off to a good start and provide you with important information about Graland in the fall:

- Back to School Welcome / Health and Safety
- Community and Wellness
- Technology Overview
- Traffic Drop off and Pick Up
- Lunch Service
- Communications @ Graland
- Tech Tutorials

Click to see the orientation schedule and the getting ready for school checklist

More ways to connect:

Get-to-Know-You Conferences
Student/Parent/Teacher “Get to Know You” Conferences will be scheduled to take place on-campus Aug. 12-19 or via Zoom. Please watch for details from Nan Remington, Head of Lower School, and Marti Champion, Head of Middle School, on how we are conducting these meetings between students, parents and teachers on campus with safety precautions.

Grade Level Meetings
Division heads will hold zoom grade level meetings. Lower School meetings are for parents only. Middle School meetings are for parents and students.

FIRST DAY OF SCHOOL TUESDAY, AUG. 25

A Word About Masks

Here are a few things you can do now to help your child adjust to wearing a mask all day at school that will greatly assist teachers in introducing new school procedures.

- Look for a mask that your child finds comfortable.
- Stock up. Plan to send your child to school with 2-3 masks each day in the event one becomes lost or dirty. These should be marked with your child’s name. Masks with valves or vents do not meet safety requirements.
- Remind them to only wear their own masks and explain why this is important to keep them healthy.
- Practice wearing the mask for longer periods of time until your child is accustomed to having it on their face properly all day.
- Teach mask etiquette - don’t touch the mask unnecessarily, don’t remove the mask, don’t chew on the mask, etc.

If you choose elastic masks, train your child to clip the mask to a lanyard or otherwise secure it from being dropped on the floor or misplaced during lunch or snacks.
10 THINGS TO GET READY FOR FALL

1. **Practice Hand Hygiene.** Teach children to sing in their head the ABCs or have them count for at least 20 seconds and wash front, back, and in-between their fingers with soap and warm water.

2. **Practice Putting Mask On/Off.** Your child will be required to wear a mask on the bus and at all times during the school day. Teach them to remove the mask without touching the inside panel and practice lowering and raising it for meals.

3. **Practice Social Distancing.** Spread your arms out wide and keep an “Eagle wing” distance between you and your friends.

4. **Purchase a Thermometer.** Get in the habit of checking your child’s temperature every morning. If 100.4 or higher, they must stay home until fever free (without the use of Tylenol/Motrin). If they develop a fever at school, they will be required to remain out of school for 3 days.

5. **Make/Purchase Extra Masks.** Ideally, masks should be changed or washed daily. Consider making or buying multiple masks to give you proper time to wash them between use.

6. **Change Aerosolized Medication.** Nebulizers and inhalers without a chamber cannot be administered in school. Speak with your child’s pediatrician to obtain the proper equipment and to update the Asthma Action Plan.

7. **Purchase A Reusable Water Bottle.** Children will be instructed to refill these at the touchless water fountains on campus. Other water fountains will not be in service. Label the bottle with your child’s name.

8. **Verify/Update Emergency Contacts.** If your child presents COVID-like symptoms, they will be placed in Health Room 2 and will need to be picked up immediately. Please ensure a contact can be reached at any given time.

9. **Update Immunizations/Physical.** ECLC, Middle School and New Students all must submit a physical. Returning Lower School students can use their physical on file from the previous year. Contact your child’s pediatrician for an appointment. If your child has a health plan, talk to your child’s pediatrician for any updates to the plan.

10. **Stay Informed.** Educate yourself from reliable sources such as the CDC and the Colorado Department of Health websites.
In the Know
Stay Informed through School Communications

With information changing so fast and frequently, staying on top of school communications will be more important than ever. Here are the ways you can get the info you need to know.

JOIN US ON SOCIAL MEDIA
READ THE PUBLICATIONS
OPEN THE EMAIL MESSAGES
ACCESS VIA THE RESOURCE BOARD
VISIT THE WEBSITE

TEXT & VOICE CALL ALERTS
THIRD PARTY PLATFORMS
GRATITUDE REPORT
HANDBOOK
GRALAND TODAY MAGAZINE
NEWS/LMS NOTIFICATION ANNOUNCEMENTS
GRALAND ONLINE WEEKLY E-NEWSLETTER

JOIN US ON SOCIAL MEDIA
DAILY HEALTH CHECK and CARLINE
LUNCH SIGN-UP

READ THE PUBLICATIONS
HANDBOOK
GRALAND TODAY MAGAZINE

OPEN THE EMAIL MESSAGES
EMAILS

ACCESS VIA THE RESOURCE BOARD
DAILY HEALTH CHECK and CARLINE
LUNCH SIGN-UP

VISIT THE WEBSITE
Graland.org Website
MyGraland Graland.org (Sign In)

Learning Management System
Resource Board
Recent Activity
Directory
Calendar

ACCOUNT SETTINGS
MyGraland Graland.org Sign-In
Email Communications
First, be sure your email address is correct in the Graland system. We will “push” information out to you most often using email. Verify your information by signing in at graland.org. Then click on MyGraland and the dropdown next to your name. Info is in the Profile section.

• **Weekly Newsletter:** “Graland Online” is our Friday communication with timely announcements and event details. Read it weekly and you won’t miss important all-school news!

• **Emails from the Head of School and Division Heads**

• **Emails from Room Parents and Teachers**

• **Emails from Middle School Deans:** “Tuesday Newsday” will have customized news for each grade in the Middle School.

• **To communicate with your child’s teacher**, please use email and allow 48 hours for a response.

MyGraland
*(Behind the Password of graland.org)*
Behind the login wall is a robust hub of password protected information available via computer or responsive mobile view.

• **Profile / Account Settings:** Use account setting to update your contact information and modify email notifications for LMS announcements

• **Resource Board:**
  • Student / Parent Handbook
  • Reporting an absence
  • Community Information
  • Lunch menus and ordering
  • Media gallery
  • Access to important documents and resources

• **Master Calendar:** Please see the master calendar for major dates and school-wide activities. All events are subject to change. Calendar is interactive so you can select the categories that you want to see.

• **Directory:** The online directory has the most up-to-date contact information for Graland families. There will not be a printed directory or refill pages this year.

• **Learning Management System (LMS)**

New Emergency Communications Platform
We are utilizing a new emergency communications platform called Bright Arrow. This system offers us the ability to quickly text, email and send automated phone calls to our parent and faculty community. Upon launch you will receive a text message from a five digit number, asking you to opt into receiving future messages. We ask that you reply with your approval of the text. This platform will be rolled out in the coming weeks. Please watch for more information.

Other Important Platforms for 2020–21
During orientation you will learn more about new apps for managing the following

• **Daily health check app**
• **Lunch order app**
• **Carline opt out**
Go Connect!
GPA & Parent Community

Dear Families,

Welcome to school! We hope you’ve had a safe and fun summer. If this is your first year at Graland, I would like to extend a very warm welcome to you. If you are a “seasoned” Eagle family, I hope you are as excited as we are to be together again.

As the title suggests, connecting in our community is vital to our own and our children’s wellbeing. Throughout the summer, GPA leaders have been working steadfastly in finding creative ways to make connections for our community while still maintaining socially responsible and safe protocols. We have made tough decisions to cancel some events that wouldn’t feel the same virtually, such as Family Movie Night. We have moved other events to the spring in hopes of better opportunities for socializing, such as Birch Street Bash. And we have pivoted to semi-virtual experiences, while still promoting unity and school spirit, such as the Graland Gallop.

In all of the engagement opportunities the GPA creates, our primary goal is to cultivate community and connections for our families. While there is no roadmap for how to navigate our current normal, what continues to tie us together, to support us and collectively move us forward are the relationships we foster while our children are part of this community.

Another hallmark of the GPA are the passionate and caring volunteers that bring vibrancy and success to our many events. Some of our traditional volunteering opportunities will be on pause this year, however we have created various ways that families can still get involved and engage.

I encourage you to volunteer and participate in as many opportunities as your schedule allows to make these vital connections. It’s an opportunity to exchange ideas and help make positive change for our children and community. If you have any questions, ideas, or would like to help in any way, please feel free to contact me at any time. Thank you and have a great year!

Sending you virtual hugs,

Deb Ridenour
GPA President 2020–21
Fall Events

Community Outreach:
School Supply Drive for Wyatt Academy
Aug. 1–21
Click here for the supply list and donation instructions.

GPA Community Bingo!
Aug. 25 - Sept. 30
Stay tuned for more details

Parent Education Network (PEN) event featuring Kerry Stutzman: Parenting in a Pandemic: Collaboration, Partnership and Sanity in Uncertain Times
Wednesday, Sept. 2
11:30 a.m. to 12:30 p.m.
via Zoom
REGISTER HERE

GPA 101:
Learn more about what the GPA is, what we do and how you can get involved!
Thursday, Sept. 3
8:15 a.m.
via Zoom

Community Outreach Volunteer
A Precious Child
Saturday, Sept. 19
9 a.m. to 12 p.m.
Sign up HERE

Graland Gallop
Sunday, Sept. 27
virtual
REGISTER HERE

General GPA Meeting
Thursday, Oct. 4
8:30 to 9:15 a.m.
via Zoom

Get Involved!
• Library Volunteer
• Morning Carline Volunteer
• School Spirit Store Volunteer
• Community Outreach Opportunities
• Participate in Community Bingo
Acknowledgements

Our planning effort has been guided by the thoughtful work of many members of our community including administrators, faculty, staff, the Board of Trustees and parents representing our entire campus.

COVID Taskforce
Adam Barkin, MD
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