



Cascades Academy Fall 2020 Reopening Plan & Covid-19 Handbook

Revised 8.20.20



Please note:

This plan was developed based on information and guidance provided by the Oregon Department of Education, the Oregon Health Authority, Deschutes County Public Health, Centers for Disease Control and Prevention, and the American Academy of Pediatrics. The school reserves the right to change the guidance from time to time based on updates in best practices, changes from agencies, guidance from medical professionals, etc. Community members will be notified when updates are made to this plan.

Table of Contents

Welcome to 2020-21	4
State Guidance	4
Community Responsibility	4
Acknowledgement of Risk	5
Values Framework	5
Re-Entry Planning Teams	6
Social-Emotional Learning and Support	6
Stigma	7
Academic Program and Procedures	7
Core Values	7
Calendar	8
Confluence Week: September 8-11	8
Navigating the Options	9
Pre-Kindergarten	10
Tuition	10
Attendance	10
Technology	10
Learning Management System (LMS)	10
Student Digital Devices	11
Classroom Live Streaming	11
Technology Assistance	11
Virtual Program	11
Virtual Program Schedules	12
Lower School	12
Middle School	13
Upper School	14
Limited In-Person Instruction during the Virtual Program	14
In-Person Learning Environment	15
In-Person Program Schedules	15
Lower School	15
Middle School	15
Upper School	16
Classrooms	16
Outdoor Spaces	17
Cohorts	17
Lower School	17

Middle School	17
Upper School	18
Recess/Outdoor Play	19
Lunch	19
Athletics	19
Morning Care and Extended Day	20
Drop-Off and Pick-Up	20
Drop-Off	20
Pick-Up	20
Outside Normal Drop-Off and Pick-Up Times	21
For students being driven to and from campus	21
For students driving themselves to campus	21
Transportation	21
Field Trips	21
Carpooling	21
School Supplies	21
Visitors	22
Choosing the Virtual Program during In-Person Learning	22
Lower School (K-5)	23
Middle School (6-8)	24
Upper School (9-12)	24
Health and Safety Protocols	25
Communicable Disease Management Plan Covid-19	25
Operational Prevention Procedure & Policy	25
Sick Policy	25
High Risk	26
Pick Up and Drop Off	26
Screening Protocol	27
Record Keeping	27
Reporting Illness to Deschutes County Public Health	28
Possible School Closure	28
Group Sizes	28
Physical Spacing	29
Training	29
Face Coverings	29
Hand Washing & Sanitization	30
Bathrooms	30
Cleaning and Sanitization	30

Supplies and Equipment Provided	31
Personal Belongings	31
Large Group Activities	31
Field Trips	31
HVAC	31
Drinking Fountains	32
Visual Markers/Signage	32
Additional Information	32
Community Conversations via Zoom	32
Family Association	32
Contact Information	33
Admissions & Tuition Assistance	33
Athletics	33
Curriculum	33
Finances & Operations	33
Health and Safety	33
Student Support	33
Technology	33

Our Mission:
 Cascades Academy is an engaged, vibrant
 community that weaves challenging
 academics with experiential learning to
 inspire socially responsible individuals ready
 for a diverse and changing world.



Welcome to 2020-21

Returning to the Cascades Academy campus for in-person learning has been the number one priority in all of our planning for the 2020-21 school year, and we cannot wait for the day when our community returns to campus! While it is not yet clear when this will happen, it is our responsibility to be prepared for the opportunity whenever it comes, while also preparing for the possibility that classes may need to be held virtually. To that end, this handbook outlines the steps we have taken to prepare for both scenarios. After reading its contents, if you have further questions, please do not hesitate to email them to the appropriate contact person listed at the end of this guide.

As we approach the opening of the 2020-21 school year, we are making adjustments to our school programs and protocols based on guidance from the Oregon Department of Education and the Oregon Health Authority. The guidelines outlined in this document represent our efforts to keep health and safety at the forefront for our students, faculty, staff and families.

State Guidance

At this point, what school will look like this fall will depend on the Covid-19 positivity rate within Oregon and more specifically, the infection rate of Deschutes County. Information on the metrics that will determine reopening can be found [here](#). We will share an update on our plans for reopening with you the week of August 24.

While we are planning for many scenarios, it is important to remember that this is an ever-evolving situation, and we may be mandated by local authorities to make additional changes as we get closer to the first day of school.

Community Responsibility

Over the last several months, it has been clear that our collective efforts including mask wearing and proper social distancing have been instrumental in mitigating exposure. As we prepare to come back to campus, the decisions and actions of each member of our school community - both on and off-campus - will impact our ability to remain fully operational and keep our community members safe and healthy.

We chose this year's theme, Unity, to remind us that we must accept our collective responsibility to stop the spread of Covid-19 and adhere to the protocols outlined in this handbook. When families sign the Cascades Academy enrollment agreement, they are agreeing to follow all school policies and procedures. Failure to adhere to these guidelines could result in the student being asked to stay home and engage in virtual learning.

Our theme,
Unity, will
guide us in
2020-21.

Acknowledgement of Risk

As we are able to come together again, please be mindful that we all need to manage and mitigate risk and establish a responsible standard of care for all events and programming at the school. While we cannot eliminate all risk from Covid-19, we can take actions to mitigate it. Cascades Academy requires all participants who attend school-sponsored activities or who access the school campus to strictly observe those preventative measures which have been prescribed to minimize the spread of Covid-19. While these measures might minimize risk of exposure, participants should understand their participation could still result in exposure to Covid-19 and possible illness. In the event that someone in the school community does not want to undertake this risk, please contact your child's division head to make alternative plans related to school offerings and events. Anyone enrolled at Cascades Academy is required to sign an Assumption of Risk/Release of Liability Agreement.

Travel

To help keep our community safe, we ask that members of the Cascades Academy community consider not traveling to high-risk areas in the [United States](#) or [abroad](#) from two weeks prior to the in-person start of school and throughout the school year. There will be times where travel is essential for a family or family members. If travel is necessary, it would be in the best interest of the community to self quarantine for 14 days post travel if traveling from any high-risk area. While we are not requiring self-quarantine, we ask that you use your best judgement and community consideration.

Values Framework

Throughout our planning, we have, and will continue to be, guided by the following values:

Student Centered	To continually ask, "What is best for our students?" at every stage of planning.
Health and Wellness	To promote the health & safety of all community members as our highest commitment.
Community Preservation	To build upon, preserve, & protect community strengths, connection, & culture.
Academic Excellence	To preserve our robust commitment to mission & core values including learning excellence, experiential learning, & social/emotional health & wellness.
Diversity, Equity, & Inclusion	To demonstrate our values of diversity, equity, & inclusion.
Leadership	To incorporate student & family feedback & commit to program iteration, rapid responsiveness, & innovation to respond to changing needs.

Re-Entry Planning Teams

Several teams have been working diligently to develop a re-entry strategy that enables learning while allowing for flexibility and transparency, with the health and safety of our community as the top priority. Plans have been developed throughout the last few months to ensure that operationally we can approach either scenario with preparation and confidence. We will continue to seek your valuable feedback to help inform our decisions.



Social-Emotional Learning and Support

Providing care and personal growth opportunities for students will continue to be a high priority at Cascades Academy this year. The year will begin with a focus on building relationships to foster a sense of trust and belonging. Whether virtual or in-person, faculty will use regular check-ins to monitor and gauge student well-being. Individual or small group follow-up with students and parents will be provided by the school counselor for students indicating a possible need for extra support.

Additionally, teachers and our Director of Counseling, Leah Rapaport, will provide instruction regarding emotional intelligence, social skills, self-care and other key components of social/emotional learning. This learning will support student participation in discussions regarding race, equity, and inclusion throughout the year as well.

Middle and upper school students will continue to participate in the advisory program. Advisory aims to provide a small group setting for students to build supportive relationships with each other and their advisor. Through these relationships and classroom activities, academic, personal and social development is further supported.

Stigma

Cascades Academy is committed to educating our community on the dangers of stigma especially as it relates to COVID-19. As defined by the CDC, “Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths.” It is important to remember that no single person or group of people are more likely than others to spread COVID-19. Included in our employee training will be how to recognize and address stigma. We encourage our families to talk with their children about this before returning and throughout the school year. Stigma has no place at Cascades Academy, and we are committed to making sure that everyone in our community feels safe from both a medical and social-emotional standpoint.



Academic Program and Procedures

Core Values

Cascades Academy is a student-centered community. Our core values of community, challenging academics, experiential learning, critical thinking, and creativity continue to guide us during these challenging times. We are committed to remaining steadfast in our delivery of our program with these core values at the forefront.

Because experiential learning is such an important part of our educational approach, we are still committed to incorporating as many experiential elements as possible in our curriculum, whether we are in-person or virtual. Though some of the programs that families think of when they picture experiential learning - Traveling School, for example - may not be possible this year, we will still be offering many hands-on learning opportunities for our students of all ages. Teachers have always, and will continue to, incorporate experiential lessons throughout the curriculum.

Teachers have always,
and will continue to,
incorporate
experiential lessons
throughout the
curriculum.

Calendar

The revised 2020-21 school calendar is available [here](#). Revisions to the calendar include:

- Cancelled
 - 9/10-11: MS/US Confluence Overnights
 - 9/16-18: Opal Creek Leadership Orientation for 4th/5th Grades
 - 10/5-8: MS Fall Traveling School
 - 10/19-23: US Fall Traveling School
 - 10/30: MS Halloween Dance
 - 11/20: Grandparents & Special Friends Day and Empty Bowls Fundraiser
- Changed
 - 9/3: New Student & Family Orientation split into two events: LS 9:30-11am, MS/US 1:00-2:30pm
 - 9/24 & 10/1: Back to School Nights will be held via Zoom instead of in-person
 - 11/4-6: Fall Conferences will be held via Zoom instead of in-person

The school has a late start date each month. On this day, classes begin at 9:30am instead of their regularly scheduled times. The teachers use these late start mornings for important professional development or program initiatives as part of their Professional Learning Communities. This year's late start work will be focused on diversity, equity, and inclusion and anti-racism efforts. These dates will be announced prior to the school year.

We are committed to providing a comparable number of instructional days as in a typical year. As previously shared, we have reserved the second week of spring break as possible Covid-19 makeup days. We may need to adjust the school calendar as we move through 2020-21 and will make those decisions in a timely manner.

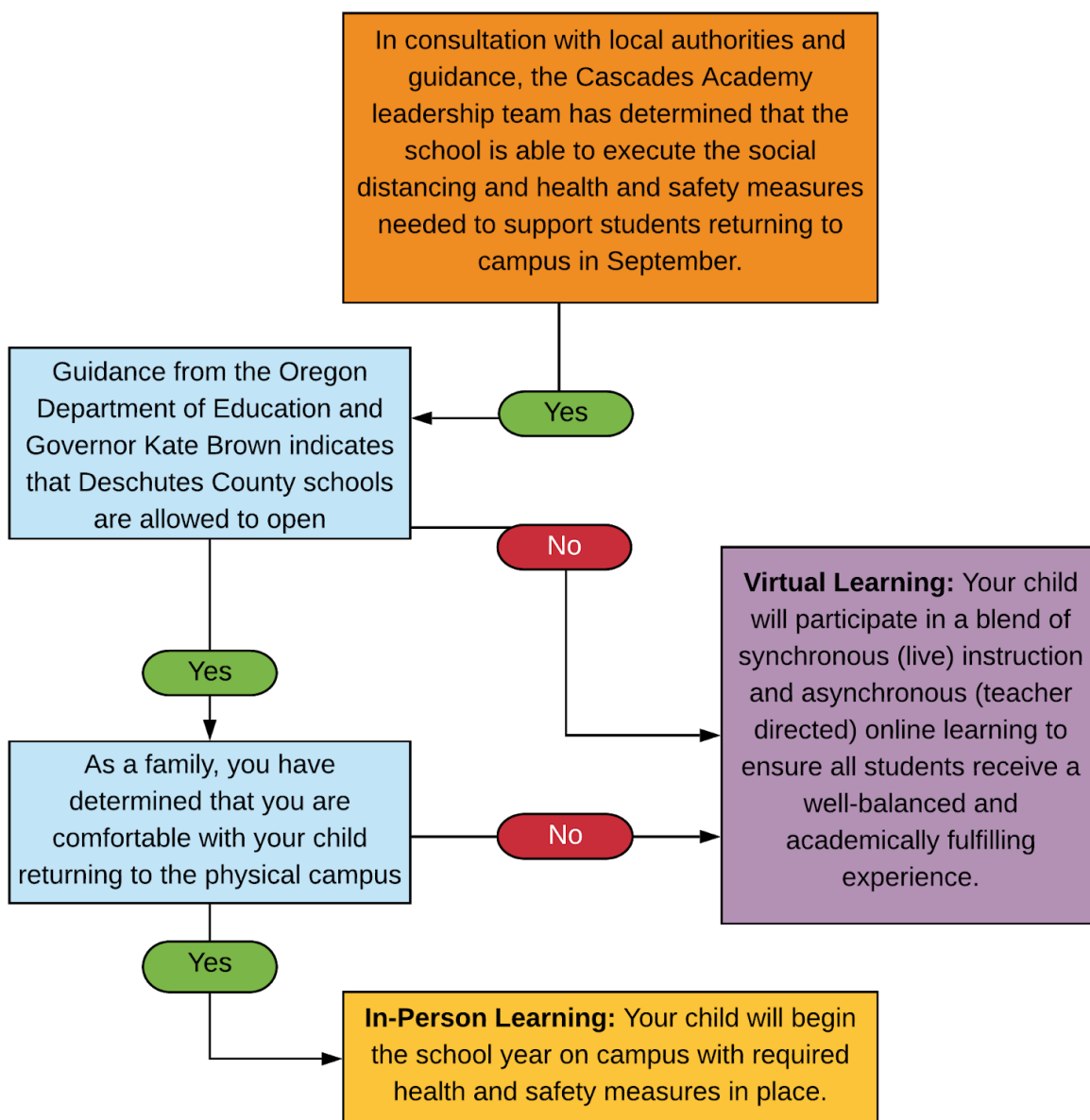
Confluence Week: September 8-11

Whether we are in-person or virtual, our goals for the opening week of school remain the same:

- Prioritizing activities that allow all students and teachers to connect and get to know each other
- Ensuring that all students have the right tools & training (technology, systems, etc.) to begin the year successfully
- Connecting with all students to gauge their emotional health and well-being
- Creating a feeling of health, safety, connection, and care
- Seeing lots of smiles!
- Welcoming our 47 new students to the Cascades Academy family!

Navigating the Options

We have examined all aspects of our operations to support students for the opening of campus in September, however the school recognizes that we may not be able to open due to state guidelines, that some families may have a high-risk family member and be unable to attend in person, or that some families may not be comfortable with their child(ren) returning in-person. The diagram below outlines the process for coming to a decision about what school will look like in September:



Pre-Kindergarten

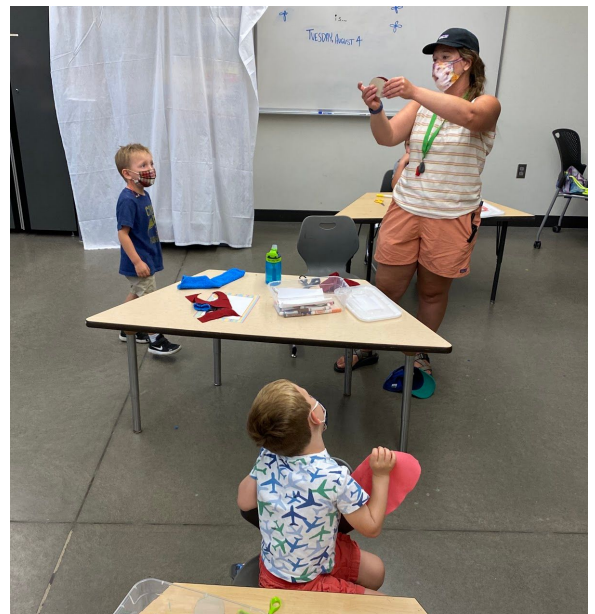
Because our pre-k program is governed by the Early Learning Division, under the current guidelines we will be able to hold in-person classes for pre-k. We do not anticipate the guidelines changing between now and September 8 and as such will not be offering a virtual program for pre-k students. We have decided to limit pre-k to 8 students and 2 teachers this year in order to maintain adequate spacing within their classroom. Our guidelines allow us to social distance to the best of our abilities, support interactions within a stable cohort, and perform regular sanitizing and disinfecting of the room and materials.

Tuition

Tuition and fixed fees will remain the same for any combination or duration of academic programs (in-person, hybrid or virtual). Variable fees such as traveling school or the ski program will not be charged unless those programs occur.

Attendance

Attendance will be taken for both in-person and virtual classes. We request that families avoid sending children who are ill to school. Please see the [Health and Safety](#) section for specific guidance. If a student is unable to attend class, notification by a parent should be given to the office by phone or email (attendance@cascadesacademy.org) in advance of the absence. If a student is unable to attend in-person classes but is capable of joining the class virtually, this option will be made available for short and long-term absences.



Technology

Learning Management System (LMS)

Our LMS, Steelhead Connect, will be used for all grades, PK-12. Families and students will access Steelhead Connect at <https://cascadesacademy.myschoolapp.com/app#login>. Training will be provided for new families prior to the start of the school year:

- MS / US: Thursday, August 27 at 9:30am ([Join Here](#)) or Wednesday, September 2 at 5:00pm ([Join Here](#))
- LS: Friday, August 28 at 9:30am ([Join Here](#)) or Tuesday, September 1 at 5:00pm ([Join Here](#))

Student Digital Devices

Lower school students will be provided with the following devices:

- PK: n/a
- Kindergarten and 1st Grade: Samsung Galaxy Tablet A
- 2nd Grade: Chromebook Tablet
- 3rd-5th Grade: Chromebook

All students in 6th-12th grade are responsible for providing their own laptop for schoolwork, whether we are in-person or virtual.



All students will be required to have a functional webcam and use it in every virtual class (unless permission is granted otherwise).

Classroom Live Streaming

Additionally, a device will be mounted in each classroom so that information can be streamed back and forth between multiple groups of the same cohort and between school and home for when students are learning from home (short-term or the virtual option). This will be facilitated through Zoom.

Technology Assistance

Our tech support team is available to help students and families as needed. You can reach out to them directly at techsupport@cascadesacademy.org. If you have concerns about internet access at your home, please contact Bernadette Shilliam, Business Office Coordinator at shilliam@cascadesacademy.org.

Virtual Program

If the state guidelines do not allow us to return to campus on September 8, we will begin with the virtual program. And, the virtual option will be available at any time should we need to shift to it due to changing circumstances with Covid-19. Because the guidelines vary for kindergarten-3rd grade vs. 4th-12th grade, it is quite possible that some grade levels will be engaged in virtual learning while others will be in-person.

The virtual option will have a combination of synchronous experiences (live, real-time interactions via Zoom) and

The virtual option will
be available at any
time should we need
to shift to it due to
changing
circumstances.

asynchronous experiences (recorded videos, digital discussions, or other online channels that do not require real-time interaction). Since last spring, we have made significant investment in our virtual program in order to enhance the student experience including:

- Significant summer professional development for faculty
- School-provided devices for all students in grades K-5
- Installation of remote cameras in every classroom
- Additional planning and collaboration time for teachers
- Additional educational digital learning tools
- Improved assessment tools
- Childcare for faculty and staff members to allow staff to focus on teaching

Virtual Program Schedules

Grades	Days	Start Time	End Time
K-8th	M-F	8:30am*	Varies per grade
9th-12th	M-F	9:00am	3:15pm

More specific schedules will be shared prior to the start of the school year.

*Please note: If K-3 is on-campus, the virtual program for grades 4 and 5 will begin at 8:45am to allow families time to drop-off K-3 students and return home.

Lower School

The virtual learning experience for our lower school students has been carefully designed to reflect the developmental and academic needs of our students. Our virtual classrooms include opportunities to grow academically, to connect socially, and to progress developmentally. Kindergarten through fifth grade classrooms will utilize a variety of digital learning resources that will support the program and the students in a variety of ways. The daily virtual schedule differs slightly on the age of the students and includes times to engage synchronously or asynchronously as part of a whole group, a small group, or also interact individually with students and teachers.

Our virtual classrooms include opportunities to grow academically, to connect socially, and to progress developmentally.

- Kindergarten-1st Grade
 - A morning meeting to frame the day
 - Morning learning blocks for essential academics, like literacy instruction and math groups with a 30-minute break in between
 - Scheduled lunch and outside time

- An optional afternoon session to continue enriching the student experience through writing, Storyline, art or STEM
- A designated optional rest and read time, when students can enjoy reading on their own or listening to a Read-Aloud
- 2nd-5th Grade
 - A morning meeting to frame the day
 - Morning learning blocks for essential academics, like literacy instruction, math groups with a 30-minute break in between
 - Scheduled lunch and outside time
 - Storyline and writer's workshop with a 30-minute break
 - Optional afternoon specialist sessions (STEM, art, drama, music)
 - Optional Closing Circle to anchor the day

Supporting the fact that students' energy and engagement varies greatly, the virtual learning schedule includes times that prioritize learning with times where students' participation is optional. This flexibility is designed to support the students' diverse learning profiles and attention spans while still supporting consistent academic growth and social engagement.

All lower school classes will utilize a variety of online platforms to organize the academic plan as well as social connections. These digital systems include Steelhead Connect, See Saw, Zoom, Clever, Everyday Math on-line, and Spell City, among others.

Middle School

Using Steelhead Connect, Zoom, and other online learning tools, we will virtually deliver our academic, art, and advisory program and offer opportunities for students to connect with their peers and teachers each day.

- Students will participate via Zoom in daily synchronous core classes, with occasional asynchronous classes.
- The weekly learning plan will be mapped out for each core class and will be available on Steelhead Connect at the start of each week.
- Two advisory class meetings per week, focused on social-emotional learning, authentic conversations, and individual student academic oversight and support.
- Less frequent but longer core classes to avoid lost transition time.
- 15-minute breaks between classes. Students are encouraged to use the breaks to go outside and move their bodies.



- Visual art will be required for all students; Music, Drama, and P.E. will be optional
- Required courses end at 2:00pm each day to limit screen time as much as possible.
- Optional Daily Sunrise Social (8:00-8:30am): one teacher will offer a Zoom call each morning for students to join in and chat with each other, prior to the start of classes each day.
- Advisory will meet 1-2 times per week.

Upper School

Using Steelhead Connect, Zoom, and other online learning tools, we will deliver our upper school curriculum virtually including humanities, math, science, world languages, advisory, fine arts, and electives.

- Students will participate via Zoom in daily, synchronous core classes and allow interaction between teachers and students. The weekly learning plan will be mapped out for the entire week for each core class and available on Steelhead Connect by Monday morning.
- Students will participate in bi-weekly advisory meetings focusing on social-emotional learning, academic support and oversight, and community connections and relationships.
- Fine Arts classes will meet twice per week, and by the end of the year, students will complete one trimester of visual arts, music, and theater.
- Students will be able to meet remotely with teachers during AM and PM office hours, during study hall, or Flextime as frequently as necessary.
- 45-minute class periods to promote focused attention during each class.
- 15-minute breaks between classes. Students are encouraged to use the breaks to go outside and move their bodies.
- The schedule will allow students to toggle as seamlessly as possible between the virtual and in-person hybrid programs.
- AM classes will start on the hour and PM classes will start on the half-hour, all with the goal of providing students with a consistent, predictable schedule each week during Virtual Learning.
- Science labs will require take-home kits, the ability to replicate labs virtually, or use of materials at home.

Limited In-Person Instruction during the Virtual Program

Recent guidance from the ODE allows for “limited in-person instruction” even when a virtual program is in place. Groups must be limited to 10 students and the gathering time cannot exceed 2 hours. The school plans to facilitate small group in-person gatherings for students during the virtual program that will allow community building and implementing parts of our program that are not replicable in the virtual environment. We look forward to sharing additional details about those limited in-person opportunities as they become known.

In-Person Learning Environment

In-Person Program Schedules

Each division head will provide detailed in-person schedules before school begins. The information below covers a general overview of what the in-person school day will consist of in each division.

Due to the different guidelines for PK, K-3, and 4th-12th grades, it is quite possible that some grades may be operating on the in-person schedule while others are on the virtual schedule.

Division	Days	AM Care	Drop Off	Start Time	Pick Up	PM Care
PK-5th	M-F	7:45-8:15am	8:15-8:30am	8:30am	2:30pm	2:30-5:00
6th-8th	M-F	n/a *	8:30-8:45am	8:45am	3:00pm	n/a
9th-12th	Hybrid	n/a *	8:45-8:55am	9:00am	3:15pm	n/a

*MS/US students may be dropped off as early at 7:45am and head to their first period classroom to work quietly unsupervised.

Lower School

- Students will be on campus 5 days/week
- 4 specialist classes: Art, STEM, music, and drama will meet 2 x 45 minutes per week
- One classroom teacher and one program assistant to work with smaller groups of students for grades 1-4.
- Pull-out reading support for those students in need by our Reading Specialist
- 30 minute lunch outside, 1 hour of recess (30 minutes in the morning, 30 minutes at lunch)
- Use of outdoor spaces to engage as a class cohort



Middle School

- Students will be on campus 5 days a week
- Core classes (Math, Science, English, Social Studies, Spanish) will meet 4 days per week

- IDEA Lab will meet twice a week and Art, Music, Drama, and Music once per week
- Expedition, our long block dedicated to experiential learning, will take place each Thursday afternoon
- Weekly Advisory classes which focus on social-emotional learning as well as academic oversight and support

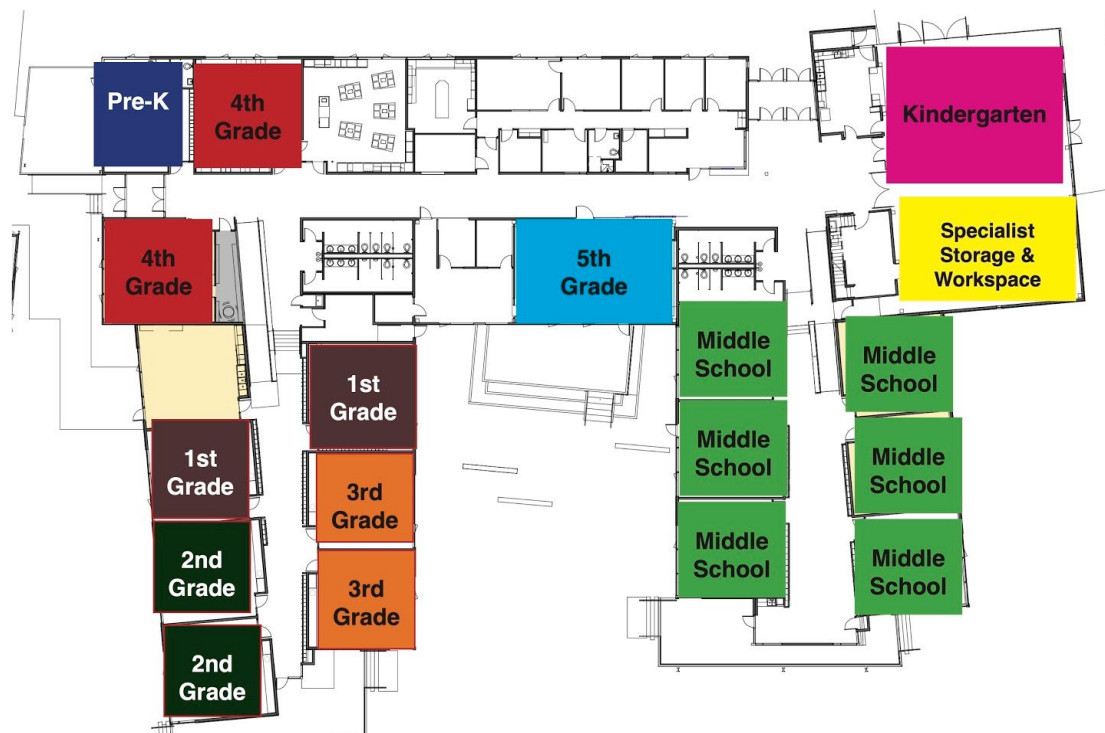
Upper School

- Hybrid Program: 3-days on-campus, 2 days off-campus per week
 - 9th and 10th grade on campus Monday, Wednesday, Thursday
 - 11th and 12th grade on campus Tuesday, Wednesday, Friday
- Long-block periods in science and humanities to allow for experiential learning and deep discussions
- Twice weekly fine arts classes, including visual arts, music, and theater
- Twice weekly Advisory: Academic Advisory and SEL Advisory
- Weekly Expedition Blocks to execute experiential projects

Classrooms

Classrooms will be set up according to guidelines laid out by the Oregon Department of Education. Common areas have been repurposed, and space has been redistributed to allow for the following guidelines to be met:

- Classrooms will provide 35 sq. ft. of space per person.
- Students will be in assigned seats to help in contact tracing.
- We will strive to maintain 6' of physical distance between individuals in K-12 classes



Outdoor Spaces

Outdoor time will be highly encouraged, and we are fortunate to have a large campus with many outdoor areas conducive to learning. Teachers will take advantage of these spaces as much as possible throughout the school day.

Cohorts

Lower School

Each lower school grade will consist of 1 cohort; some cohorts will be divided into 2 in-person groups depending on the size of their classroom:

- Pre-K: 1 group in their regular classroom
- Kindergarten: 1 group in the Main Commons
- 1st Grade: 2 groups in 2 classrooms in the LS wing
- 2nd Grade: 2 groups in 2 classrooms in the LS wing
- 3rd Grade: 2 groups in 2 classrooms in the LS wing
- 4th Grade: 2 groups in the former art studio and science lab
- 5th Grade: 1 group in the Library

The goal is for each of these cohorts to grow and maintain a deep sense of their whole-class community. To begin the school year, each student, 1st-4th grade, will be assigned to a smaller homeroom group with a priority on nurturing their social and emotional needs. As opportunities present themselves, these cohorts might be mixed up throughout the school year to allow for flexible social interactions. While there will also be ample opportunities to safely mix and mingle within the same cohort throughout the day to support differentiated academic needs, belonging to a homeroom group will help anchor students and nurture their sense of belonging.

Grade-level groups will be allowed to come together outside as a full cohort for recess, lunch and cohort meetings.

Grades K-5 will be split into stable groups when going to their music and drama specialists. Half of the cohort will go to music, the other to drama; the groups switch for the second semester, starting February 1, 2021.

Middle School

Within the Middle School, each grade-level class of 18-20 students will be considered a single cohort, but when inside the school, each grade-level cohort will be divided into two smaller groups



of ~10 students each in order to maintain the necessary social distance between students. Each group will occupy 1 classroom in the middle school wing.

- 6th grade cohort: 20 students divided into 2 groups
- 7th grade cohort: 20 students divided into 2 groups
- 8th grade cohort: 20 students divided into 2 groups
- As always, we will divide each grade level into two advisories with a designated faculty advisor.
- To start the year, the smaller classroom groups will also be their advisory groups, which will be determined by our middle school team.
- The smaller classroom groups within each cohort do *not* need to remain the same all year. We will mix up the smaller classroom groupings every couple of weeks throughout the school year to provide flexibility and a variety of social interactions.
- In other words, a student's advisory group will stay the same all year, but the classmates in their physical classroom will change periodically through the year.

As always, our advisory groups will be created by a thoughtful process involving our entire middle school team, as well as the 5th grade teachers, who know the rising 6th graders well. We strive to achieve balanced and productive groupings when creating the advisory groups. Advisory groups and schedules will be shared with students and families 2 weeks prior to the start of the school year.

Upper School

Given Covid-19 and state requirements related to social distancing and group size, students will have to interact and work in groups smaller than normal.

- The Upper School will be divided into two cohorts (9th/10th and 11th/12th).
- When on campus, the 9th/10th cohort will not mix with the 11th/12th cohort. We wish this wasn't the case, but for our collective health and safety, we need to minimize the mixing of too many individuals.
- When on-campus and indoors, each of the cohorts above will be divided in half, such that 15 students (or fewer) will be in any indoor learning space at a given time.
- When on-campus and outside, we will have the ability for the entire 9th/10th cohort to meet (at a safe distance and wearing masks) and the same goes for the 11th/ 12th cohort.
- For humanities and science, the above will be divided into two smaller, 11-15 person cohorts that will remain largely the same for those two classes.
- There will be limited mixing within the smaller cohort sub-groups in math, world languages, advisory, and grade-level programs (e.g. 9th Computer Science or 11th Mastery Project). This additional mixing will help us best meet student needs, foster social dynamics, and promote a strong sense of community while balancing health and safety requirements.
- Once the school year starts, cohorts and the class rosters will generally stay the same for the duration of the term, as is the case during normal school operations.

We take many factors into consideration when creating the cohort groups including middle and upper school faculty's prior experience with learners; gender; learning profiles; personality types; interests; and abilities. Advisory groups and schedules will be shared with students and families approximately two weeks prior to the start of the school year.

Recess/Outdoor Play

We believe it is important for students to continue to have outside play opportunities, so our playground and athletic field will be open. However, we will create a recess/outdoor activity schedule that limits the number of students in the play areas, keeps cohorts of students together, and allows time for our staff to sanitize equipment after each class. Children will also wash their hands before and after recess.



Lunch

We are unable to offer a lunch program at this time due to the uncertainty of in-person classes and the nature of our pre ordering system with vendors. We will consider if we can reinstate our lunch program at a future date. Lunches brought from home and snacks will be consumed in classrooms or outside.

Athletics

Based on the current (as of 8.18.20) guidance and county health metrics, we will be able to offer our middle and upper school athletes the ability to train and condition in-person in their respective sports. Competitions / games / meets will not be allowed until the health metrics allow us to return for in-person classes. For complete information on the current athletics guidelines, click [here](#).

Morning Care and Extended Day

Lower school morning care and extended day are now reserved for families that need them on a consistent basis; we will no longer be able to allow drop-ins for either program. The extended day program will conclude at 5:00pm.

Middle School / Upper School: If your child will need to be on campus either before the designated drop-off or after the school day ends, this will simply need to be arranged in advance with the Division Head.

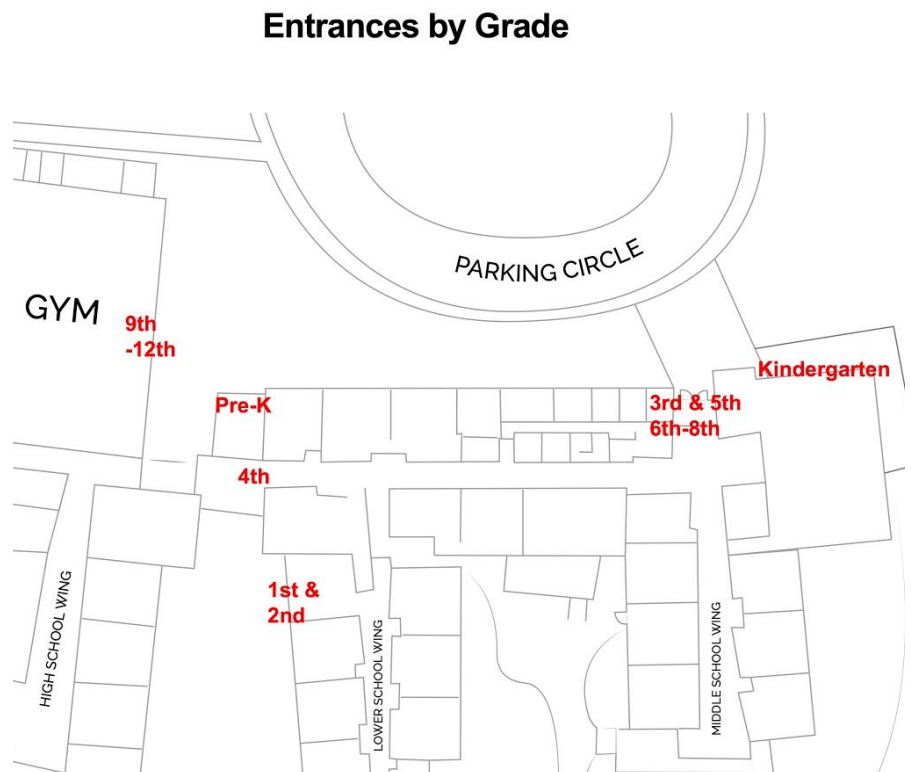
Drop-Off and Pick-Up

Each cohort has been assigned an entrance/exit.

Drop-Off

After parents/guardians have completed the pre-screening app each morning, you will have a choice for how you would like to drop off your child:

- 1) Pull into the circle and let your child out of the car
- 2) Park in the parking lot and walk your child to their designated entrance (parents cannot enter the building.)



Pick-Up

Pick-up will work similarly to drop-off. Parents/guardians can choose to either park and walk up to the designated exit or pull up in the circle. Families will receive two name tags with their child's last name and grade printed on it to display in the vehicle. Please attach the tag to your visor. When you arrive for pick-up, flip your visor down so your name is clearly visible through the windshield in order to help us easily identify your car. Our parking team will then radio for your child who will be dismissed from their classroom for pick-up. Pre-k parents will have to park and walk to get their child from the designated pre-k door.

Outside Normal Drop-Off and Pick-Up Times

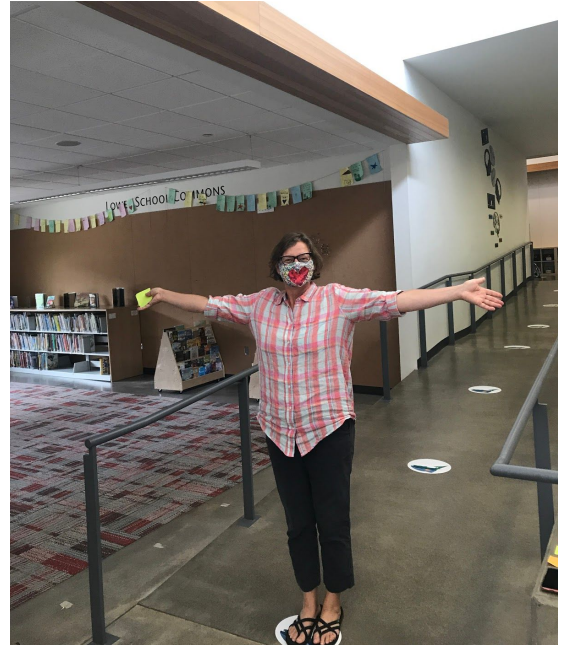
We ask families to follow these procedures when students arrive or leave campus outside of the normal drop-off or pick-up times:

For students being driven to and from campus

Upon arriving at school, students should go to the appropriate main entrance for their grade (PK-8th, Main Building; 9th-12th, Upper School Wing.). If students need to be picked up early, please contact the school office at least 15 minutes prior to the pick-up time so that your child can be ready. To limit the number of visitors inside the buildings, we ask that you stay in your car and call the office rather than entering the building.

For students driving themselves to campus

For upper school students who are driving themselves to and from campus, we ask that they enter campus through their assigned entrance. When students leave, they should go directly to their cars via the sidewalk that leads to the parking lot.



Transportation

Field Trips

We hope to be able to have limited field trips and will follow state transportation guidance when transporting students via school buses.

Carpooling

Due to social distancing guidelines, carpooling is not encouraged at this time. If carpooling to school with members of another family is absolutely necessary, all individuals in the vehicle should wear masks.

School Supplies

Every item that comes to school with a student must be clearly labeled with their name. This includes all clothing, supplies, etc. For our in-person program, every student will need:

- Backpack
- Lunchbox
- Water bottle
- Face coverings (recommended to have 5+ so a fresh mask can be worn each day)

School supplies are provided for all lower school students (PK-5). Supplies needed for MS/US students can be found here:

- [Middle School](#)
- [Upper School](#)

Visitors

In order to minimize risk and maintain a healthy environment for our students and faculty, we regret we will not be able to allow visitors during the school day unless absolutely necessary. Visitors will include all people coming to campus who are not faculty, staff, or students. We will strongly encourage individuals who must come to campus to make an appointment unless otherwise directed. A wellness screening will be conducted prior to coming to campus and upon entering the building.

Choosing the Virtual Program during In-Person Learning

When in-person instruction is allowed, there may be circumstances where a student needs the virtual program. These include:

1. The student or a member of the student's family is high risk
2. The student's family is not comfortable with them returning to campus
3. The student needs to stay home to quarantine or due to illness (themselves or someone in their family)

Families who are choosing this option should have a conversation with the division head to make arrangements. For reasons 1 and 2 above, we ask that the student remain enrolled in the virtual program unless they would like to make a permanent shift to the in-person option. For example, students cannot opt into a virtual option one week and an in-person option the next week. It is essential for teacher prep and group and project work that students remain in their selected program unless: 1) a changing health condition necessitates the change or 2) the permanent change is approved by the Division Head.

Students who choose the virtual program permanently or use it for a short-term absence will have an experience similar to their peers who are on campus. Features of the virtual program during in-person instruction include:

Students who choose the virtual program permanently or use it for a short-term absence will have an experience similar to their peers who are on campus.

- Students will follow the daily schedule of their in-person peers (see in-person schedule above)
- Teachers are preparing their courses and planning their instruction so that students who are on-campus, as well as those who are off-campus, can participate in each lesson.
- Classrooms will be equipped with remote cameras so that virtual students can easily see and hear the teacher and their fellow classmates.
- Students will zoom in for direct instruction.
- Students will have the ability to virtually engage in classroom experiences (discussions, direct instruction, partner and group work, labs, etc.).
- Virtual students will view instructional materials via the Zoom screen sharing option. This might include a presentation being given by the teacher, a short video, or a demonstration.
- All students will be required to have a functional webcam and use it in every class every day (unless permission is granted otherwise).
- Students will have the opportunity to meet with teachers through scheduled one-on-one video conferences, as needed and as faculty are available.
- Students will digitally access coursework, assessments and feedback through Steelhead Connect, our learning management system.
 - Teachers will organize and clarify the learning plan for each week, and detail each step in the plan so students clearly understand what they are supposed to do each day and over the course of the week.
 - Students will be accountable for coursework.
- MS/US science labs will require take-home kits or the ability to replicate labs off-campus. Some field-based labs might not be replicable off-campus.
- Virtual students may be able to opt into our experiential components, such as Storyline, Confluence, Expedition, and Traveling School. Please note, that we are still working on our options to sustain these important aspects of our curriculum.
- Participation in athletics and extracurricular activities is allowed.

Lower School (K-5)

When students need to access the in-person learning plan virtually, they can do so seamlessly by way of participating in all major areas of the school day.

- Teachers will use Zoom to engage with all students or reach a smaller group of students in a differentiated way.
- The classroom teacher or the assistant will monitor the Zoom session to ensure connectivity with virtual students.
- While art and STEM can be accessed virtually, drama and music classes are only available in-person.
- In order to support all students in being able to participate in the social/emotional parts of the day, families are encouraged to make a plan with the classroom teacher of social/emotional support that fits the needs of their student and their family.

Middle School (6-8)

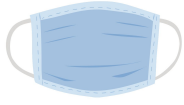
Once we are able to return to in-person learning, the Middle School will be offering a concurrent classroom model so that students working in-person and virtually can simultaneously participate in each school day.

- Virtual students will participate in their core subjects (Math, English, History, Science, Spanish, and IDEA Lab) via Zoom in daily, synchronous classes and weekly advisory meetings.
- The Zoom call will remain open throughout each class and in-person students will be encouraged to chat with virtual students to increase their opportunities for social interactions and participate in group and partner work.
- Virtual students will be able to meet remotely with teachers during daily prep periods.
- Concurrent virtual classes will likely not be possible for art, music, and drama classes. We are exploring a quarterly independent study plan for virtual students to complete at their own pace during each quarter.

Upper School (9-12)

Once we are able to return to in-person learning, the Upper School will be offering a concurrent classroom model so that students working virtually can simultaneously participate in each school day. Teachers are preparing their courses and planning their instruction so that students who are on-campus, as well as those who are virtual, can participate in each lesson.

- All core classes and advisory will be accessible virtually at all times for all learners.
- Virtual students will participate via Zoom in daily, synchronous core classes and bi-weekly advisory meetings.
- Virtual students will be able to participate in classroom discussions and small-group work via Zoom, shared electronic documents, and Steelhead Connect.
- Virtual students will be able to meet remotely with teachers during AM and PM office hours, during study hall, or Flextime as frequently as necessary. Students working 100% virtually are expected to meet with all core teachers plus their advisor at least once per week during flextime or office hours to ensure adequate support.
- Concurrent virtual sessions will likely not be possible for visual arts, music, or theater. We are exploring an independent study plan for virtual students to complete at their own pace during each trimester.



Health and Safety Protocols

Our top priority at Cascades Academy is the health and safety of our students, faculty, and staff. We realize that maintaining a healthy environment on our campus will require the collective effort of everyone in our community. To prepare to open school in-person, over the summer we have created safety protocols, made adjustments to spaces, and installed new equipment and systems. All of these actions are in compliance with the latest direction from our local and national health authorities.

We know the Cascades Academy community is dedicated to having a safe and healthy school, and we appreciate everyone doing their part to keep all individuals on our campus safe. Thank you in advance for following our safety protocols.

We have outlined here the steps we will take to help mitigate the risk of illnesses at school:

Communicable Disease Management Plan Covid-19

Cascades Academy has a designated Health Coordinator as of July 20, 2020. Toni Congedo is our lead staff member for Communicable Disease Management at the school and communications to parents, staff, and Deschutes County Health Department for any exclusion communication including Covid-19.

The Health Coordinator can be reached at 541-382-0699 x106 or by email: congedo@cascadesacademy.org

We will immediately report via the 24-hour Communicable Disease Line any confirmed case of Covid-19 among students, faculty, and staff. The contact # is 541-322-7418. We will consult with the Deschutes County Health Department regarding cleaning and possible program closure if anyone who has entered school is diagnosed with Covid-19.

Our faculty and staff training programs now cover many aspects that will help reduce the spread of Covid-19. An Operational Prevention Procedure & Policy manual has been distributed to all faculty and staff prior to return to campus in the fall. The annual faculty and staff in-service will include specific guidelines for [guidance and training for Covid-19](#).

Operational Prevention Procedure & Policy

1. Sick Policy

- a. No staff who is known to have been exposed to Covid-19 in the preceding 14 days shall be permitted to come to campus. Staff will be asked to certify daily that they have not been exposed to someone with Covid-19 within the last 14 days.
- b. No student who is known to have been exposed to Covid-19 in the preceding 14 days shall be permitted to attend school in-person. Parents/guardians will be asked

to certify daily that their child(ren) has not been exposed to someone with Covid-19 within the last 14 days.

- c. CACO is requiring staff not to come to campus, and parents/guardians not to bring their child(ren) to school, if they or anyone in their household have recently had an illness with fever or a new cough.
- d. CACO will have a flexible sick policy for staff to ensure that staff are discouraged from coming to work when sick.
- e. If a staff or student, or anyone in their household has recently had an illness with fever or a new cough, they will be required to remain home for at least 10 days after illness onset AND until 24 hours after fever is gone, without use of fever-reducing medicine, and symptoms are improving. Symptoms to monitor are: fever, cough, shortness of breath, and diarrhea.
- f. If students develop any of the symptoms above during the day, they will be brought to a separate room under staff supervision and parents/guardians will be asked to pick up immediately.
- g. If staff develop any of the symptoms above during the day, they will be sent home immediately.
- h. CACO will collect information about existing conditions that cause coughing on its registration form. Staff or students who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.), do not need to be excluded from school.

2. High Risk

- a. The nature of congregate gatherings raises risk for individuals with health conditions and/or age that place them at higher risk of adverse outcomes with Covid-19. Students and staff in higher risk categories should not attend school settings where adherence to physical distancing is not likely to occur.
- b. High risk, as defined by OHA, is:
 - i. People 65 years and older
 - ii. People with cancer
 - iii. People with chronic lung disease or moderate-to-severe asthma
 - iv. People who have serious heart conditions
 - v. People who are immunocompromised
 - vi. People with obesity (BMI of 30 or higher)
 - vii. People with diabetes
 - viii. People with chronic kidney disease undergoing dialysis
 - ix. People with liver disease
 - x. People with any other underlying conditions identified by the OHA or CDC

3. Pick Up and Drop Off

- a. Visitors to school will be extremely limited to those providing critical services.
- b. Parents and caregivers must be on the authorized pick up list in order to pick up a student.

- c. Pick up and drop off will be staggered by division and cohorts will enter and exit from designated doors.
- d. There will be set hours for pick up and drop off daily due to the need to conduct this process outside.
- e. Special arrangements can be made ahead of time for alternate pick-up and drop-off (necessary appointments, etc.)

4. Screening Protocol

Students, faculty, and staff will use a web-based app for screening prior to entering school each day. Great Coach's Clear2School offers an easy-to-use mobile application to record and memorialize daily body temperature and symptom checks and required questions so that we can efficiently clear anyone entering the school to participate in daily activities before they arrive. Once the system is live, families, faculty, and staff will be invited to create their accounts via the platform. Everyone must have an account to enter the building.

- a. Staff will be asked to certify daily that they are not experiencing the following symptoms:
 - i. Cough
 - ii. Fever
 - iii. Shortness of Breath/Difficulty Breathing
 - iv. Diarrhea
 - v. Close contact with anyone with Covid-19
 - vi. Awaiting a Covid-19 test result
 - vii. Positive Covid-19 test result in the last 14 days
- b. Parents/guardians will be asked to certify daily that their child(ren) are not experiencing the following symptoms:
 - i. Cough
 - ii. Fever
 - iii. Shortness of Breath/Difficulty Breathing
 - iv. Diarrhea
 - v. Close contact with anyone with Covid-19
 - vi. Awaiting a Covid-19 test result
 - vii. Positive Covid-19 test result in the last 14 days
- c. After it has been verified via the screening app that a student does not have a fever of 100.4 or more, staff will also do a visual check before students enter the building.
 - i. Staff will take pre-k students' temperature before entering the building.
- d. Staff will monitor students for symptoms throughout the day and may conduct temperature checks as necessary.

5. Record Keeping

- a. A daily log will be kept for all staff with:
 - i. Check-in time

- ii. Check-out time
 - iii. Listing of group(s) with which the staff interacted
- b. A daily log will be kept of all students with:
 - i. Child name
 - ii. Drop off time
 - iii. Pick up time
 - iv. Adult completing both drop off/pick up
 - v. Stable group in which they are participating
- c. All logs will be maintained throughout the school year, and for a minimum of four weeks after.
- d. CACO will maintain registration paperwork and hiring paperwork which contains contact information for all members and staff.

6. Reporting Illness to Deschutes County Public Health

- a. If any student becomes sick and tests positive for Covid-19, their parent or guardian must notify the Health Coordinator immediately of confirmed diagnosis.
- b. If any staff member becomes sick and tests positive for Covid-19, they must notify the Health Coordinator immediately of confirmed diagnosis.
- c. If the Health Coordinator receives confirmation of a Covid-19 positive case among staff or students, they will notify DCPH immediately. DCPH will be notified directly by individual providers about positive tests and will coordinate response protocols.
- d. The Health Coordinator will report to DCPH any cluster of illness among the staff or students.
- e. If anyone who has entered the school is diagnosed with Covid-19, the Health Coordinator will report to and consult with DCPH regarding cleaning and possible classroom or program closure.

7. Possible School Closure

- a. Please be advised that CACO will report clusters of illnesses and/or Covid-19 diagnosis to Deschutes County Public Health. We will consult with DCPH and follow their instructions regarding classroom or program closure if necessary.

8. Group Sizes

- a. Students will belong to stable cohort groups with no mixing between groups.



9. Physical Spacing

- a. Students and staff will maintain 6 feet of distancing as well as 35 sq. ft. of usable space per person. Following guidelines for Early Learning Division, pre-k students and their core teachers do not have to maintain a 6 feet distance.

10. Training

- a. All staff will receive training on the signs and symptoms of Covid-19.
- b. All staff will receive training on proper cleaning and sanitization.
- c. All staff will receive training on techniques to reduce the spread of infection (including proper hand-washing, physical distancing, appropriate use of masks, etc.)
- d. All staff will receive training on the protocols required by ODE for the school year 2020-21.

11. Face Coverings

- a. Face coverings are required for staff and pre-k through 12th grade students. Any student who is medically unable to wear a cloth face covering will need to consult with the Health Coordinator.
- b. There will be no mask usage when children are napping.
- c. Reading specialists can determine the use of a face covering vs. a face shield for instruction.
- d. Employees are not required to wear a mask when working alone in a single-person office.
- e. The cloth face cover is meant to protect other people in case you are infected and is not a substitute for maintaining six feet of distance from others.
- f. Fabric and fit are key to being effective and comfortable to the wearer.
- g. Multiple layers are more effective at filtering out particles. Cotton is considered more effective than synthetic materials. Face coverings that have a filter pocket are a good option. Face coverings that are 3-ply with a water resistant outer layer have been noted as being most effective.
- h. Cloth face coverings must be laundered or changed daily. Please be sure to have a supply of face coverings to ensure a clean covering is worn each day. A soiled face covering will lose its ability of being effective.
- i. All masks should be clearly labeled, on the outside if possible, with the student's first and last name.
- j. Cloth face coverings can be removed when students are outdoors for lunch, recess, and outdoor classes and social distancing measures are being followed.

We recognize that wearing a face covering may be challenging for students (especially younger students) to wear in all-day settings such as school. Parents/guardians of younger students should help them practice properly putting on and taking off cloth face coverings; and practice wearing it for an extended period of time before the start of school.

We will closely watch children wearing cloth face coverings and teach and reinforce the proper use of cloth face coverings:

How to put on a cloth face covering:

- Wash hands before putting on your face covering;
- Put it over your nose and mouth and secure it under your chin;
- Fit it snugly against the sides of your face;
- Make sure you can breathe easily.

How to take off a cloth face covering:

- Untie the strings behind your head or stretch the ear loops;
- Handle only by the ear loops or ties;
- Fold outside corners together;
- Place covering in the washing machine;
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

12. Hand Washing & Sanitization

- a. CACO will provide handwashing stations in the restrooms and hand sanitizers throughout the facility.
- b. All staff and students will wash their hands throughout the day with soap and water, after using the restroom, before and after meals.
- c. Hand washing or hand sanitizer will be required before and after recess.
- d. Staff will wash/sanitize their hands between interactions with stable groups.
- e. If a staff or student coughs, sneezes or blows their nose, they will be instructed to wash their hands with soap and water.
- f. Hand sanitizer may be substituted for handwashing in certain instances, except after using the restroom, or before eating.

13. Bathrooms

- a. In addition to interior bathrooms, CACO will rent portable toilets and hand washing stations for outside use.
- b. Some groups will exclusively use portable toilets.
- c. Cohorts will be assigned specific unisex bathrooms.

14. Cleaning and Sanitization

- a. CACO staff will clean, sanitize and disinfect frequently touched surfaces (door handles, sinks, tables, chairs, bathrooms) multiple times per day.
- b. Toys and equipment that cannot be easily cleaned will be avoided.

15. Supplies and Equipment Provided

- a. CACO will provide adequate tissues and garbage receptacles that are easily accessible to both staff members and students.
- b. CACO will provide separate supplies and equipment for each stable group. Equipment and supplies will be cleaned regularly. If equipment must be shared between groups, it will be sanitized before and after each use by a stable cohort.
- c. Water fountains will not be used. Bottle filling stations are permitted.

16. Personal Belongings

- a. Personal belongings will be limited and require labeling. Lists will be provided for items allowed in the classrooms. Exceptions will also be made for any necessary medical equipment.

17. Large Group Activities

- a. According to the ODE guidelines for schools, all large group activities such as assemblies or large group games will be eliminated, unless CACO receives updated guidance from ODE.

18. Field Trips

- a. Due to the restrictions on transportation, CACO plans on limited travel only.
- b. If the restrictions lessen or transportation that adheres to the guidelines is secured, CACO will communicate with parents/guardians regarding increased field trip opportunities.

Cascades Academy will continue to monitor the guidelines from ODE, OHA, the CDC and DCPH and reserves the right to make changes to these protocols as necessary.

HVAC

According to our HVAC contractor, the school has the best system available for indoor air quality - displacement ventilation. All classrooms receive a constant supply of filtered fresh air through air exchangers that are fitted with MERV 13 filters on the intake. Air is not recirculated in the building. Each wing of the school has its own dedicated unit with its size based on how many classrooms it has to service. The air exchangers operate by using two different fans. One fan's job is to remove old air from each classroom while at the same time the other fan is pumping in a new supply of filtered fresh air to all the classrooms from outside the building. These air exchangers have a complete yearly inspection, monthly filter changes, and are also fitted with monitors on the filters to let us know if they need to be serviced. We are fortunate to have invested in this advanced system when we built the new campus in 2013.

The school has the
best system
available for
indoor air quality.

Drinking Fountains

Drinking fountains will not be available. Students should bring their own labeled water bottles that can be refilled at refilling stations throughout the school.

Visual Markers/Signage

We will request our community to follow these safety protocols by posting visual markers such as signs, posters, and other reminders on campus.



Additional Information

Community Conversations via Zoom

We hope you will join us for the Division Community Conversations via Zoom the week of August 24. The schedule for these sessions are:

PK-3rd Grade: Thursday, August 27 at 5:00pm ([Join Here](#))

4th-5th Grade: Monday, August 24 at 5:00pm ([Join Here](#))

Middle School: Tuesday, August 25 at 5:00pm ([Join Here](#))

Upper School: Wednesday, August 26 at 5:00pm ([Join Here](#))

Family Association

The Family Association recognizes that our environment is ever-changing due to the Covid-19 virus. As it pertains to the opening of school, our plan is to:

- Maintain as many of the Family Association-sponsored activities as possible, keeping in mind the safety of our faculty, staff, and students. We recognize the need to be flexible in identifying novel ways to hold events when school and government protocols necessitate it.
- Hold our monthly Family Association meetings virtually.
- Continue exploring new ways to engage the family community.
- The Family Association class representatives would usually host a casual class get together at a park prior to the start of the school year. Though we aren't able to do these in-person this year, we will look at creative ways to connect virtually instead.

Contact Information

Admissions & Tuition Assistance

Barb Cartmell, Director of Admission: cartmell@cascadesacademy.org

Athletics

Pete Covell, Athletic Director: covell@cascadesacademy.org

Curriculum

If you have a question about your individual child, we recommend you start by reaching out to their classroom teacher or advisor. A full staff directory is available on Steelhead Connect. If, at any point, you need additional support, you may reach out to the appropriate Division Head:

Jessi Christiansen, Lower School Head: christiansen@cascadesacademy.org

Aaron Moorhead, Middle School Head: moorhead@cascadesacademy.org

Joshua Klaus, Upper School Head: klaus@cascadesacademy.org

Finances & Operations

Mark Stamler, Business Officer: stamler@cascadesacademy.org

Health and Safety

Toni Congedo, Health Coordinator: congedo@cascadesacademy.org

Student Support

Leah Rapaport, Director of Counseling, rapaport@cascadesacademy.org

Katie Lamarre, Director of Curriculum & College Counseling: lamarre@cascadesacademy.org

Technology

Bernadette Shilliam, Business Office Coordinator: shilliam@cascadesacademy.org