

Carmen

SCHOOLS OF

Science & Technology

Student & Family Hybrid Learning Handbook

ENTER CAMPUS NAME HERE

Table of Contents

Purpose of the Handbook	2
Carmen Family & Student Community Compact	3
Questions and Procedures	5
1. What are the days and hours of in-person learning?	5
2. What does arrival and dismissal look like?	6
3. How should I report absences?	6
4. Will non-communicated absences impact my student's ability to learn in-person?	6
5. What happens if my student shows symptoms of COVID?	7
6. What is protocol for entering the school building?	7
7. What should students wear?	8
8. What can students bring?	8
9. What does grading and family communication look like?	9
10. What happens if my student's decisions adversely impact learning or safety?	9
11. Does Carmen offer support to families experiencing hardships?	9
12. Who should I contact with questions?	9

Purpose of the Handbook

We are thrilled to welcome students back into buildings for hybrid learning in April! We feel confident moving forward with the decline in COVID cases in Milwaukee, enhanced safety protocols at Carmen, and research stating COVID's minimal transmission within school communities.

This handbook serves as a one-stop shop for questions regarding policies and approaches for in-person learning. Compared to Carmen's general Student & Family Handbook, this handbook is shorter and streamlined. With 8 weeks left in the school year, our goals are simple:

- **Improve the effectiveness of instruction through in-person support**
- **Build connections through in-person community**

We ask every family to commit to keeping their student, our staff, and their family safe. As a community we will do so through clear communication and by following safety guidelines in school and at home.

You will be asked to sign the community compact prior to your student starting in-person learning. Please review the compact and this handbook, and reach out with any questions.

Carmen Family & Student Community Compact

Our primary goal is to keep our students, staff, and families safe while offering in-person learning options. We know that behavior both inside and outside of school buildings directly contributes to the safety of our community. At Carmen, we commit to ensuring our buildings are safe spaces for every student through limiting the number of people in each room, ensuring 6 feet of distance at all times, enforcing masking expectations, ensuring deep cleaning of our spaces, and having our students and staff practice good hand hygiene (i.e. washing hand or using hand sanitizer frequently).

We are also asking you to make a commitment to being a steward of safety for our community through your daily actions.

Student Promises:

I commit to following all safety guidelines within our schools:

- I will monitor my health for symptoms of COVID-19 and stay home if I feel ill and/or have a temperature above 100.4.
- I will wear a mask covering my nose & mouth at all times, use hand sanitizer and wash my hands regularly and when directed to do so.
- I will stay 6 feet away from others and follow the directions for moving through hallways and staying in my seat within the classroom.
- I will not go into spaces that are not designated for me (i.e. lockers, cafeteria etc.)
- I will help to clean my desk and other areas in my classroom as directed by staff to keep everyone safe.

I commit to following CDC and MHD guidelines outside of school to keep our community safe:

- I will wear a mask covering my nose & mouth every time I leave my home.
- I will avoid gathering and interacting with those outside my household.
- When coming in contact with others (i.e. at the store), I will stay at least 6 feet away and use hand sanitizer or wash my hands frequently.

Family Promises:

I commit to ensuring my student is safe in school, through the following actions:

- I understand that if my student repeatedly refuses to follow safety guidelines and/or causes a disruption to the learning of others, they will no longer be able to learn from school and will return to distance learning from home.
- I will not bring my student to school if they are experiencing symptoms of COVID-19, which include the following: a fever of 100.4 or above, shortness of breath, cough, new loss of smell or taste, sore throat, abdominal pain, diarrhea, or vomiting.
- I will ensure my student arrives at school within 15 minutes of the arrival time and is picked up within 15 minutes of the dismissal time.
- I will reinforce expectations at home around keeping a mask on and maintaining distance from others while at school.
- I will have someone in my family ready to pick-up my student within 30 minutes if they develop symptoms at school.
- I will notify the school right away if myself or someone in my household tests positive for COVID-19.
- I understand that no one other than my student will be allowed inside of the school building and my student will only be allowed in school on designated school days and within designated school hours.

- *I will communicate with the office if my student will not be in attendance for any reason. I understand that three days of no attendance or communication may result in my student being moved back to distance learning.*

I commit to ensuring our school community is kept safe through our actions outside of school by:

- We will wear a mask covering noses & mouths every time we leave our home.
- We will avoid gathering and interacting with those outside my household, including parties and events with extended family when masks are not worn and physical distancing practices are not present.
- When coming in contact with others (i.e. at the store), we will stay at least 6 feet away and practice hand hygiene (i.e. use hand sanitizer and/or wash hands frequently).

We are committing to abiding by these guidelines to keep our community safe. We know that if we are in breach of these guidelines repeatedly, we will forfeit our spot in the building and our student will need to return to distance learning from home.

Family Member

Student

Questions and Procedures

1. [What are the days and hours of in-person learning?](#)
2. [What does arrival and dismissal look like?](#)
3. [How should I report absences?](#)
4. [Will non-communicated absences impact my student's ability to learn in-person?](#)
5. [What happens if my student shows symptoms of COVID?](#)
6. [What is protocol for entering the school building?](#)
7. [What should students wear?](#)
8. [What can students bring?](#)
9. [What does grading and family communication look like?](#)
10. [What happens if my student's decisions adversely impact learning or safety?](#)
11. [Does Carmen offer support to families experiencing hardships?](#)
12. [Who should I contact with questions?](#)

1. What are the days and hours of in-person learning?

Carmen schools are open Monday, Tuesday, Thursday, and Friday for in-person learning. Students will be scheduled for 2 or 4 days of in-person learning based on interest and capacity of individual buildings. You will receive your student's schedule prior to Spring Break stating their specific days to attend.

Wednesdays will be asynchronous learning for all Carmen students. These days will include Advisory / Community Circle, College & Career programming for high schools, periodic testing, and other programming that we will alert you to in advance. Wednesdays will also continue to focus on individual student needs and provide students with work time to support their learning.

Campus Hours of In-Person Learning

	Times
Arrival Window	
First Class Begins	
School Ends	
Dismissal Window	

Campus Hours of Distance Learning

Class Block 1	

Class Block 2	
Class Block 3	
Class Block 4	

These schedules follow safety guidelines from the Milwaukee Health Department and the CDC. Following these schedules will limit the number of students in the building as well as dedicate time for cleaning the building within the week.

For high school, we strive to maintain an in-person schedule similar to the distance learning schedule where it is possible. For K-8, we will alter our learning schedule to meet the needs of serving both students in the building and students at home.

2. What does arrival and dismissal look like?

3. How should I report absences?

If your student is going to miss in-person or distance learning, **we expect you to please call the office and let us know that they will be absent and the reason why.** Please communicate with us proactively so that we can ensure your student receives the best education possible and that we can actively monitor the health of our school communities. If your student is healthy, we expect them to be in the building learning with us.

Just as during distance learning, your student will be counted for virtual attendance by accessing the video of their classes in their google classrooms and submitting work asynchronously if they are absent from in-person learning.

4. Will non-communicated absences impact my student's ability to learn in-person?

After three non-communicated, in-person learning absences, your student may be placed back onto distance learning and removed from in-person learning. We will reach out to you repeatedly to avoid this, as we want every student possible to learn from our school buildings. If your family is unable to commit to in-person learning, we want to offer the seat to a student who may be waiting for an in-person learning opportunity.

5. What happens if my student shows symptoms of COVID?

You must keep your student at home if they are experiencing any potential symptoms of COVID including:

- A fever of 100.4 or above,
- Shortness of breath,
- Cough,
- New loss of smell or taste,
- Sore throat,
- Abdominal pain,
- Diarrhea, or
- Vomiting

Please call the office to inform us of their in-person absence and symptoms. If they are well enough to engage in learning, they can join their classes remotely on this day. Even if they join their class remotely, please inform the office of their absence and symptoms so we may track potential COVID symptoms in the school.

6. What is protocol for entering the school building?

Students should arrive within their arrival entry time at their assigned door. In order to keep our community safe and to stop any spread of COVID within our community, we will be enforcing strict safety protocols. Students and staff experiencing potential COVID symptoms are to stay home.

Before entering the school building, their temperature will be checked, and they will be asked if they are experiencing any COVID symptoms (*see question 5*). If a temperature is present and/or your student is experiencing any symptoms, they will be sent home. Families of K-8 students, please wait with your student so that you can be notified immediately if your student will need to return home.

Face masks are required for entry into school buildings and are expected to be worn at all times. Students will be provided a face mask if they forget to bring one. Face gaiters are not CDC approved as safe to stop the spread of COVID and are not allowed.



7. What should students wear?

During hybrid learning this spring of 2021, students are given the choice of wearing:

- School uniform or
- Appropriate casual dress to school
 - Appropriate length (within 2 inches of the knee)
 - Does not contain disrespectful or distracting messages or images (i.e. profanity, harmful images and messages, drug or alcohol related content etc.)

We are in the process of simplifying our uniform policy for the 2021-22 school year and reviewing student, family, and staff feedback. While that work is underway and some students continue distance learning this year, we are providing students the option to dress in uniform or casual attire following the criteria above.

8. What can students bring?

Students MUST bring	<ul style="list-style-type: none">● A filled water bottle● Chromebook● Chromebook charger
Students CAN bring	<ul style="list-style-type: none">● Personal headphones (optional for personal preference; also provided)● Any additional school supplies they prefer● A cold lunch or snacks from home (Students will not have access to a fridge or microwave. Students will only eat during designated times in their classrooms.)

In order to follow COVID protocols minimizing mixing and movement in the hallways, students will **not** use lockers in the spring of 2021. Anything students bring to school will be carried with them throughout the day.

This will mean students with cell phones will have them on-person throughout the day. Please help your student understand that cell phone use during class can distract their focus and learning; we will also reinforce this in class.

If use of unneeded materials becomes a repeated distraction, families will be notified and an individualized solution (such as putting the cell phone into a ziplock bag handed to the teacher at the start of class) will be employed.

9. What does grading and family communication look like?

We will continue to use the systems we have all year long to provide you updates on your student's progress. You can check grades in PowerSchool and your student's advisor will be in touch on a regular basis with updates. If there is a more immediate need, you can expect to hear from a teacher or member of the school leadership team directly.

Please reach out to us with any questions or concerns. You can expect consistent communication to ensure your student is learning as much as possible in the final stretch of the school year.

We also ask you to provide consistent communication to keep us informed. Please immediately inform us of all late pick-ups, absences, COVID exposures, and other concerns. Together we can keep our community safe.

10. What happens if my student's decisions adversely impact learning or safety?

We want every student to have access to effective in-person learning and to build relationships with their teachers and peers in the classroom. We understand the safety protocols will be new for all students. **Students and staff alike will work together to adjust to learning in-person.** Staff will provide many reminders and opportunities for students to make choices that keep themselves and others safe. We will guide students through restorative conversations when expectations are not met.

Keeping students, staff, and families safe is a priority. **If students are repeatedly endangering others by refusing to follow safety protocols, we will notify you right away to work to resolve that issue together. If the behavior persists, we reserve the right to move your student back to distance learning.**

11. Does Carmen offer support to families experiencing hardships?

The Carmem Family Emergency Fund is still available to support you with anything that is limiting your family's access to safety and basic needs. Please contact the office or your school social worker for more information (*see below*).

12. Who should I contact with questions?

Questions or Needs	Person to Call	Contact Information
Attendance Schedule confirmation	Office Staff:	

Basic school information		
Specific grade level questions Student updates Questions about the return	Your Student's Advisor / Classroom Teacher	
Feedback on how learning is going Questions about moving back to distance learning	School Leaders:	
Support with housing, food, rent and other needs caused by the pandemic	School Social Worker:	