

CCS Secondary Livestream Guidelines: 2021-2022

1. Who should be online and when?

- Livestream learning will be provided only if a student has confirmed exposure to COVID or a confirmed COVID diagnosis **or** advanced email approval from the division principal. Advanced approval must be confirmed at least 2 school days prior to livestreaming.
- For illnesses other than COVID diagnosis or exposure, students will be counted as absent. Absence policies for make-up work will be followed.
- Before a student utilizes the livestream option...
 - Contact the secondary receptionist **and** the secondary nurse via email to notify of your child's illness/absence.
 - Approval to livestream is required from secondary nurse and administrator or his/her designee
 - Upon approval to livestream, links will be emailed to the parent and student's CCS email.

2. What should parents do and in what order?

What to do if I think my child is sick:

- Contact secondary receptionist (secondary.receptionist@cypresschristian.org) and the secondary nurse (pam.vanrieg@cypresschristian.org) via email to notify the school of your child's illness/absence.
- Along with Nurse Van Rieg, evaluate if your student needs medical care
- Provide appropriate medical documentation regarding illness

What to do if my child has COVID or quarantine approval:

- Access Schoology for lesson plans and materials.
- Set up an area that is appropriate for livestream, free from distractions
- Ensure that child is logged in and in the waiting room for period 1 by 7:55 a.m.
- Ensure that child is in compliance with CCS dress code policies
- Parents are responsible for being their child's livestream coordinator/facilitator during quarantine
- Regularly monitor your child during livestream

*Students seeking to join after the opening bell of a class may not be admitted into the class and may be considered absent.

3. What should students do?

- Be prepared and on time for all classes. A student who is tardy may not be admitted to class and may be counted absent
- Be in compliance with all CCS dress code standards (i.e. complete uniform, approved outerwear, personal grooming)
- Set up a distraction-free study area and have all necessary materials and supplies within reach
- Follow teacher's livestream expectations for the full duration of class
- Actively listen and participate in classes
- Complete assessments independently, following guidelines and submit within class period as instructed by teacher
- Submit all classwork on time and follow teacher instructions
- Leave video on and remain muted unless instructed by the teacher