



ACHIEVE EXCELLENCE ONE STEP AT A TIME!

**COVID-19
PATHWAY TO REOPENING
PLAN 2020-2021
ACADEMIC YEAR**

Introduction

As we begin to embark on our learning journey for the 2020/2021 academic year, Monticello Academy's main goal is to reopen our K-8th program in two phases:

Phase #1 – K-5th opens on Monday, October 5, 2020

Phase #2 – Middle School opens on Tuesday, January 5, 2021

To ensure that we can fulfill our goal, Monticello Academy staff and faculty are here to prepare our parents and students for our dynamic learning programs during the COVID-19 pandemic. The health and well-being of our students, parents, faculty, and staff are of paramount importance. As always, we remain committed to providing stellar learning opportunities for our students.

As part of the COVID-19 Prepared Reopening of the Santa Clara County K-12 School for the 2020-2021 School Year, all schools are expected to adhere to the guiding principles of this plan. All items that are listed as requirements in this document are actions that all schools must follow to resume in-person instruction. In collaboration with the County Department of Public Health, Monticello Academy will abide by all requirements necessary for our reopening plans. Below are the general requirements that Monticello Academy has enforced as we reopen for in-person instruction.

Physical Distancing General Requirements

- Communicate with all staff and families regarding physical distancing requirements and recommendations.
- Train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Post signage reminding students and staff about physical distancing in prominent locations throughout each school campus and along a well-traveled walk or bike routes to school.
- Allow only necessary visitors and volunteers on the campus and limit the number of students and staff who come into contact with them.
- For outside organizations utilizing school facilities outside of school hours, ensure that they follow all required health and safety measures.
- Ensure staff maintains six feet or more of distance from one another and any visitors and volunteers on the school campus.

Arrival and Departure Requirements

- Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:
 - Utilize as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Designate routes for entry and exit.
 - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Mark spaces six feet apart for adults waiting outside to drop off or pick up students on foot, by bicycle, or other means of active transportation.

- Require adults entering the campus for in-person pick-up or drop-off to wear a face covering.
- Provide supervision to disperse student gatherings during school arrival and departure.

Classroom Settings Requirement

Elementary schools

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day.
- Students should not mix with other stable classroom cohorts.
- Maximize spacing between student desks, ideally six feet or more, to the extent practicable.

Middle schools

- Space student desks at least six feet apart.
- Class sizes should be as small as practicable.
- Distance teacher and staff desks at least six feet away from students' desks to minimize the risk of adult-to-child disease transmission.
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable

Non-Classroom Settings Requirements

- Staff Break Rooms, Offices, and Workspaces: Do not allow staff to eat or gather in any indoor spaces, such as break rooms and offices. Generally, no more than 1 staff member may be allowed per 250 square feet of indoor space, as described in the Health Officer's July 2 Risk Reduction Order applicable to all facilities in the County. Recommendations
- Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
- Libraries: Closed.
- Cafeterias: Serve meals in classrooms or outdoors, instead of cafeterias or group dining rooms, wherever practicable.
- Physical Education, Playgrounds, and Recess:
 - Conduct activities outdoors whenever possible, with appropriate physical distancing within cohorts to the extent practicable.
 - Consider holding outdoor activities in separated areas designated by class and/or staggered throughout the day.
 - Place markings on the playground to facilitate physical distance between stable cohorts.
 - Playground supervisors keep stable cohorts at least 25 feet apart.
 - Playground equipment is closed until further notice.
 - Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.
 - Outdoor first aid kits that include hand sanitizer, face coverings, and gloves are available.
- Lockers: Not in use at this time to prevent gathering.
- Hallways: Mainly used for staff with established designated one-way walking/passage areas.
- Staff Break Rooms: Closed at this time.

Hygiene Measures

Face Coverings: Teachers and staff

- All adults must wear a face covering at all times while on campus, except while eating or drinking.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff who are unable to wear a face-covering for medical reasons shall not be assigned duties that require close contact with students or other staff.

Face Coverings: Students

- All students two years and above are required to wear face coverings:
 - while arriving and departing from school campus;
 - in any area outside of the classroom (except when eating, drinking, or engaging in a physical activity requiring heaving exertion);
 - while on the school campus.
- Students excluded from face-covering requirements include:
 - anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance
 - students with special needs who are unable to tolerate a face covering.
- Post signage in high visibility areas to remind students and staff of
 - when and where face coverings are required
 - appropriate use of face coverings.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

Handwashing and Other Hygiene Measures Requirements

- Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including touchless soap, tissues, trashcans, face coverings, and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean, and disinfect items between uses.
- Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).
- Model, practice, and monitor handwashing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students and staff wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
- Proper handwashing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.

- Provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
- Students under the age of 9 should use hand sanitizer only under adult supervision.
- Suspend or modify the use of site resources that necessitate sharing or touching items - drinking fountains and installing hydration stations; encourage the use of reusable water bottles.

Cleaning and Maintenance Requirements

- Clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and playground equipment) on an hourly basis throughout the day, especially after each transition.
- No sharing of toys in the classroom. If shared, they are disinfected immediately.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. Choose asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (parasitic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can exacerbate asthma.
- Air Purifiers are used in classrooms with no window.
- HVAC maintenance and services are done every quarter, and MERV 13 filters are used.
- Doors and windows are opened at all times.
- After an illness, limit access to areas used by the sick person (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected. Sick persons are sent to the school nurse's office.

Food Services Requirements

- Cafeterias are closed until further notice.
- Follow all requirements issued by the County’s Department of Environmental Health to prevent transmission of COVID-19 in food facilities. Recommendations
- Serve meals in classrooms or outdoors.
- Serve individually plated or bagged meals.
- NO sharing of foods and utensils.

Electives, Extracurricular Activities, Athletics, and School Events

Electives and Extracurricular Activities Requirements

- Electives and Enhancement Classes are zoomed into the classroom.
- No aerosol-generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission. Considerations
- Extracurricular activities are done virtually.
- In-person choir, band, and vocal cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind and brass instruments, cheering, or chanting.
- In-person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, and analysis.

Athletics - School athletics are closed at this time.

School Events – Not allowed at this time.

For elementary schools: Field trips, assemblies, and other gatherings are not permitted at this time.

For middle schools/junior high schools: Field trips, assemblies, and other gatherings are not permitted at this time.

Health Screenings

- Daily temperature check with a contact-less thermometer during major transition times – arrival time, lunchtime, and after school.
- Mandatory online health survey daily.
- Post signs at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting, or diarrhea.
- All students and staff must be screened for symptoms each day. Staff and students' parents or guardians can conduct symptom screening at-home, before arrival. Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.
- Contact thermometers should only be used when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves). Contact thermometers must be properly cleaned and disinfected after each use.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Communicate screening requirements to all staff and families. Provide periodic reminders throughout the school year.

COVID-19 Testing and Reporting Requirements

- **Indications for testing:**
 - Require students and staff to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- **Positive test results:**
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in Section 3 below.
 - Students/staff who test positive and have completed isolation requirements as outlined in Section 3, do not require a medical note or a negative test before returning to school/work.
- **Negative test results:**
 - Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvement in other symptoms.
 - Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure.
 - Documentation of negative test results must be provided to the school administration.

Response to Suspected or Confirmed Cases and Close Contacts Requirements

- **Suspected COVID-19 Case(s) Response:**

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face-covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

- **Confirmed COVID-19 Case(s) Response:**

- School administrators should notify the County of Santa Clara Public Health Department within four hours of learning of any positive COVID-19 case via the Education Reporting Portal at www.sccgov.org/schools.
- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. (Information concerning confidentiality can be found here.)
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce the risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended.
- For settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations.
- For settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. Close contact is someone who has been within six feet of the case for a prolonged period (at least 15 minutes) regardless of face-covering use. Close contacts should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations.
- Urge parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case and instead have had close contact with persons who were in direct contact with the case.

- **Close Contact(s) to a Confirmed COVID-19 Case Response**

- Close contacts should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations.

- **Return to Campus after Testing:**

- Positive test results
 - Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 24 hours with no fever AND improvement of other symptoms.
 - Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result was collected.

- Negative test results
 - Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - Instead of a negative test result, allow students and staff to return to work with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.
 - Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.



MONTICELLO ACADEMY HEALTH AND SAFETY GUIDELINE

TO PREVENT THE SPREAD OF COVID-19

1. Do not enter the facility if you have and of the COVID-19 symptoms below:
 - a. Fever
 - b. Muscle Aches
 - c. Cough
 - d. Shortness of breath
 - e. Diarrhea
 - f. Headache
 - g. Unexplained loss of taste or smell
2. Maintain a minimum of six-foot distance from others as much as possible.
3. Sneeze and cough into a cloth or tissue. If not available, cough or sneeze into your elbow.
4. Face covering is required for anyone over two years of age at all times, except medically inadvisable.
5. Do not shake hands or engage in any unnecessary physical contact.
6. Complete a health survey before entering the facility by clicking on the following link or QR Code:
<https://healthcheck.feveriq.com/calculator?account=sv2mky6o7353ga1i8cxfj&userid=public>



7. A temperature check will be done at the front entrance for all special visitors.
8. Handwashing is mandatory when entering and exiting the building or classroom.
9. No visitors allowed: We are not allowing in-person visits to protect our school community. Unless you have been pre-approved, please contact the front office for any communication.

10. SPECIAL VISITORS:

- a. All visitors must check-in at the front office and obtain a visitor badge.
- b. Before entering, please ask yourself the following questions:
 - i. Do you have a cough or flu symptoms?
 - ii. Have you been near someone who was sick with COVID-19 in the last 14 days?
 - iii. Have you been near someone who had flu-like symptoms in the last 14 days?
 - iv. Have you traveled in the last 14 days?
 - v. Have you been in close contact with someone who has traveled in the last 14 days?
 - vi. If you have answered YES to any of these questions, we are not able to let you enter. Please reschedule your visit for 14 days from today.**
- c. Inside the classroom: All special visitors who are inside the classroom must have fingerprint clearance.
- d. Visitors can only interact with the assigned student and maintain distance from all other students.
- e. Must abide by school and classroom policies and management.

Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A child/youth or personnel member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> - Child/youth and personnel sent home - Child/youth and personnel instructed to get tested 	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a child/youth and personnel member (outside the Program community) tests positive for COVID-19.</p>	<ul style="list-style-type: none"> - Child/youth and personnel sent home - Child/youth and personnel instructed to get tested - Child/youth and personnel instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation - If child/youth or personnel test positive, see Scenario 3 below Program administration notified 	<p><i>For the Involved Child/Youth, Family, or Personnel Member:</i> Send out template letter: Household Member or Close Contact With COVID-19 Case</p>

<p>Scenario 3: A child/youth and personnel member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> - Child/youth and personnel sent home if not already quarantined - Child/youth and personnel are instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after a positive test.) - Program-based close contacts identified and instructed to test & quarantine for 14 days - In stable elementary classroom cohorts: an entire cohort - In other settings: use seating chart, consult with teacher/staff <p>Program administration notified Public Health Department notified</p>	<p>For Positive Case Child/Youth, Family, and Personnel: Send out template letter: COVID-19 Case</p> <p>For Child/Youth, Family or Personnel Member Identified as Close Contacts: Send out template letter: Household Member or Close Contact With COVID-19 Case</p> <p>For All Other Child/Youth, Family or Personnel Member: Send out template letter: COVID-19 Case in Our Community</p>
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Table 2. Steps to Take in Response to Negative Test Result

Scenario	Immediate Actions	Communication
<p>A child/youth and personnel member tests negative for COVID-19 after Scenario 1 (symptomatic)</p>	<p>- Child/youth and personnel may return to program 72 hours after resolution of fever and improvement in other symptoms</p>	<p>Child/youth, family or personnel to bring evidence of negative COVID-19 test or medical note if testing not performed</p>
<p>A child/youth and personnel member tests negative after Scenario 2 (close contact)</p>	<p>- Child/youth and personnel must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation</p>	<p>No action is needed</p>
<p>A child/youth and personnel member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)</p>	<p>Can return to program/work immediately</p>	<p>No action is needed</p>

K-5th GRADE

Monticello Academy's goal is to reopen our K-5th Grade Program on **Monday, October 5, 2020**. To ensure that we can fulfill our goal, Monticello Academy staff and faculty are here to prepare our parents and students for our dynamic learning programs during the COVID-19 pandemic. The health and well-being of our students, parents, faculty, and staff are of paramount importance. As always, we remain committed to providing stellar learning opportunities for our students.

As part of our phase 1 reopening plan, elementary parents will be able to select if they want their child on-campus or at-home learning. Once a decision is made, please note the following guidelines:

1. It is will be for the **ENTIRE** semester.
2. There is no switching of going back and forth.
3. If you decide to withdraw and go back to distance learning after a few weeks on campus, you will not be able to come back and will remain at home for the entire duration of the semester.

While the guidelines from local and state officials may change in response to the pandemic, ever-changing circumstances, evolving research, and guidance regarding COVID19, Monticello Academy is prepared for a continuum of possible learning school models for the upcoming school year as listed below:

Distance Learning Program	Hybrid Learning Program
<ul style="list-style-type: none">• When this learning program would be used: In events of shelter-in-place order by local or state officials.• Class format and student participation: Classes are held synchronously online and students learn from home using a laptop, tablet, or Chromebook device.• Summary description: Students learn from home connecting to their classes via webcam and web conferencing software. Classes are scheduled on weekdays starting from 8:00-2:00PM with schedules sent to parents and students.	<ul style="list-style-type: none">• When this learning program would be used: If schools are permitted to remain open during the pandemic.• Class format and student participation: Classes are held on campus with remote access. Students can participate from campus or home.• Summary description: As a blend of face-to-face learning and distance learning, classes will be held on campus with modifications to the learning environment such as barriers, strict disinfection protocols, temperature checks, social distancing, and limiting contact. At the same time, students and parents may opt-in to connect to classes remotely from home using a webcam and video conferencing software.

Distance Learning Program

Distance learning is when students continue their learning remotely by connecting to their teachers using a digital device. Monticello Academy holds synchronous learning sessions; this means that students connect with their teachers for class at specified times and have live learning sessions throughout the day.

Synchronous learning sessions work well for students of all ages since the teacher is there to guide and teach the children on their educational journey and can better differentiate and assist our students as they learn.

Hybrid Learning Program

We will provide your child with the option of learning on campus with safety measures taken or you may choose to sign your child up for learning at home. This will give students and our families greater options on how to participate in classes and continue learning during these challenging times. Students can engage in class discussions and learning activities either on campus or from home by connecting remotely.

Parents Choose

Parents can choose between learning on campus with social distancing and safety measures in place or learn from home by connecting via web conferencing.

Hybrid Learning Option 1: Learning On-Campus	Hybrid Learning Option 2: Learning At-Home
<ul style="list-style-type: none">• Students attend classes on campus.• Learning occurs in classroom cohorts where children stay with their classmates throughout the day.• Additional safety measures are taken to meet and often exceed safety requirements by the district and health departments (details below).	<ul style="list-style-type: none">• Students attend classes from home.• Learning occurs through a laptop, tablet, or Chromebook device by connecting to live sessions with teachers.• Learning materials are provided digitally to families.• Works similar to “distance learning” as described above.

Hybrid Learning Option #1: Learning On-Campus

Drop-Off and Pick-Up Procedures: Do not park your car. It is a drop and go procedure.

- **Morning Drop-Off Times – 8:00AM-8:20AM**
 - When dropping-off or picking-up, do not get out of your car. Parents are to remain in their cars at all times.
 - Once you drive to the drop-off zone, your child can get out of the car.
 - Once they get out, their temperature will be checked; a health survey is completed and shown to parking lot monitors upon drop-off; students must wash their hands before going to class.
 - Students will wait in the quad area.
 - Stay in line.
- **Pick-Up Times – 2:00PM-2:15PM**
 - When dropping-off or picking-up, do not get out of your car. Parents are to remain in their cars at all times.
 - Once you drive to the pick-up or drop-off zone, your child can get out of the car or come to you for pick-up.
 - Stay in line.

Facial Covering Guidelines

- Teachers and students must wear masks AT ALL TIMES. Face shields are an added protection.
- Facial coverings are not required when:
 - Actively exercising outdoors, provided that they remain at least 6 feet distance from each other at all times.
 - Engaging in activities during which wearing a face covering may pose a danger.
 - Eating, drinking, or addressing another biological need that requires the removal of a face covering.
 - Having trouble with breathing.
 - Under the age of 2.
- Facial shields are provided to all teachers and students while on campus by the school.
- If a student or teacher forgets their masks, one can be provided for them.
- No one is allowed on campus without facial coverings.

Social Distancing

- Students and adults need to maintain a social distance of SIX feet or more at all times within their stable groups.
- Distance between students (5-11 years old) within their stable groups will try to keep their 6 feet distance as much as possible.
- All stable cohorts must maintain at least 25 feet distance between them at other times.

Absenteeism – Students can Zoom from home.

- Early Departure and Tardy
 - Please send an email to attendance@monticelloacademy.org to report it.
 - Bring a note upon returning or arriving.

- Illness - If your child is not feeling well, please send an email to attendance@monticelloacademy.org to report it.
 - If your child is experiencing any ONE OR MORE of these symptoms today or within the past 24 hours, please stay home and seek medical care and testing immediately. Any student with COVID-19 symptoms (as listed below) will need to be tested and get a negative result before returning to school.
 - **Fever, cough, shortness of breath/trouble breathing, chills, night sweats, sore throat, muscle/body aches, loss of taste or smell, headache, confusion, vomiting, and diarrhea.**
 - If there is a fever, they will need to be fever-free for 24-hours without medication and a negative test result.

Tardy Policy

- Students are expected to arrive on-time to campus.
- A tardy will be issued if they are not in their seat by 8:30AM.
- Late Arrivals – Please send an email to attendance@monticelloacademy.org to report it.
- Bring a note upon returning if you are at a medical or dental appointment.

Dress Code

- Students are expected to wear full uniforms when on campus – tops, and bottoms.
- Due to COVID-19 guidelines about being more outdoor – Boots are allowed
- Wear warm clothing since doors and windows are mandated to remain open at all times, even during inclement weather.

Student Provisions

- Reusable water bottles to be left at the school for daily use.
- Home lunch or snack in disposable containers after done eating.
- On-campus students will be provided with a school Chromebook or iPad, depending on the grade level, for use daily. Students will be responsible for cleaning it at the end of the day.
- **Due to no usage of the lockers, backpacks are allowed. No wheeled backpacks are allowed.**

Travel Guidelines

Since we are still shelter-in-place, avoid traveling as much as possible. To ensure the safety of everyone at our school, what applies to the parents will apply to all of us:

- **Out of state visitors** –Have them get tested before coming to your home. Make sure they quarantine for 7 days before the testing date.
- **Any member of your family coming back from out of state:**
 - Have them get tested before coming home
 - Have them self-quarantine in another room away from you and your children if they do not want to be tested.
- **Family Gatherings**
 - Protect each other, get tested.
 - Wear masks if other people from your immediate family are visiting.
- **Traveling outside of the state** – Avoid it. Stay home and celebrate with your immediate family and keep your family safe. With the new directives for now until December 21st, anyone who does non-essential travel for more than 150 miles, is mandated to self-quarantine for 14 days.

School Environment

1. Classroom

- Students will remain in their “stable classroom cohort” (social bubble) with the main teacher.
- Students will remain in their core classrooms throughout the day except during outdoor PE twice a week.
- Enhancement teachers will Zoom into the classroom.
- Assigned seating will be arranged to maximize social distancing.
- Doors and windows are opened throughout the day to increase the amount of fresh air flowing into the classes.
- Safety barriers are placed around student desks and tables where 6 feet of social distancing is not possible.
- Students are sitting in rows, facing forward.
- Students enter the classroom, using the outside classroom door.
- Headsets require for elective classes since they will Zoom in.

2. Common Areas

- Barriers to bathrooms by handwashing stations.
- Touchless soap and paper towel dispensers are installed.
- Hand Sanitizers in classrooms and hallways. Handwashing is the priority.
- Common area doors are propped open at all times.
- No usage of lockers.

3. Outside Play Area

- Designated social area and eating area for each class.
- No blending of cohorts.
- Cohorts are kept at least 25 feet apart at all times.
- 6-foot distance between students is enforced as much as possible.

4. Cleaning and Disinfecting

- Classes are disinfected regularly throughout the day by the teachers with a bleach and water solution
- Deep disinfecting and cleaning each evening by a janitorial service.
- Any shared materials will be cleaned after each usage.
- Each classroom has a bottle of hand sanitizer and a cleaning solution with paper towel rolls.
- On-site maintenance personnel to do cleaning throughout the day.

Curriculum Changes

- No change of clothes for PE. Make sure your child is dressed in sport's shoes on PE days.
- Activities that increase the number of aerosols in the class will be restricted.
- Incorporate more outdoor classroom instructions.
- Virtual field trips
- Sporting events and competitions have been suspended until further notice.
- No large group gatherings or events.

Class Schedule

- The school starts at 8:30AM.
- The expected arrival time is between 8:00AM-8:20AM.
- School ends at 12:45PM.
- Pick-up time for school only students will begin at 2:00PM.
- All-day students will go to their learning pods in the after-school program.
- There is a 10-minute transition between each class.

Visitors

- No visitors, volunteers, or activities involving external groups or organizations.
- Special visitors for special needs students are allowed as long as they follow the health and safety guidelines.

School-Only Program

- Parents can only drop off their children during their designated drop-off time.
- Students will be sent to the front office for any late pick-ups and parents will be charged.

All-Day Program

Before School Care: Due to COVID-19 mandatory directives, Before School Care will not be available for the 2020-2021 school year.

After-School Care Cohort: When school ends, students will remain in their designated classroom, and after-school teachers will supervise and assist the students with homework.

- Students are expected to remain in their designated seats.
- When homework is completed, all students will go outside for playtime or indoor play.
- There will be 15 students in each classroom with 1 teacher.
- Parents will be asked to let us know when your children's pick-up time will be so we can get them ready when you come.

Recess / Lunchtime

- Designated play and eating areas for each cohort.
- Individual Snacks served at recess – 10:00AM-10:30AM daily.
- Lunch will be served at noon in the individual serving portion.
- All individual meals must be served outdoor unless the weather does not permit them. Students will eat in the classroom if the weather does not permit.
- Recess will be outside and 6 feet distance will be enforced as much as possible.

Extra-Curricular / Sports Program

- There will be no competitive sports until further notice.
- Due to COVID-19, no outside contractors are allowed except for personnel.
- Extra-curricular activities done by outside contractors must be done virtually.
- Only personnel hosted extra-curricular activities can be done on campus.
- There can be 15 students in each cohort.
- For children and youth enrolled in K-12 school can attend school and ONE additional before-or-after-school program or activity. They cannot do all of them at once.

School Events and Performances

With the new guidelines, there will be no performances, social events, or group gatherings on campus. Any performing arts (band, drama, or singing performances) can only be done online, not in person. We have modified our curriculum to accommodate these restrictions.

What happens if we are exposed to COVID-19?

Depending on the situation, we will take guidance from the County Public Health Department.

Hybrid Learning Option #2: Learning At-Home

Absenteeism

- Early Departure and Tardy - Please send an email to attendance@monticelloacademy.org to report it.
- If your child is out sick for the day, please make sure you email us at attendance@monticelloacademy.org or call us at 408-615-9416 x100 and leave us a message. When reporting your child's illness, we require that you provide us with the following information:
 - Why is your child absent?
 - What are the symptoms of illness? If they are any one of the COVID-19 symptoms, get your child tested, and stay home. Please note that the symptoms are new and not ordinary symptoms, such as allergies or asthma. Runny nose and congestion are not symptoms of COVID-19.
 - Has your child been close to anyone who tested positive for COVID-19 within the past 2 weeks?
- Students can still attend class if they can do it.

Communication Procedures

The best way to contact a teacher or administrator is to email them directly so that they can schedule a call or web-conference session with you. You may also call the school directly at (408) 615-9416 where we will be available to answer your call Monday-Friday from 7:00 AM – 6:00 PM.

Schedules, Calendar, and Class Links

The current distance learning class links and schedules will apply. The school will start promptly at 8:30AM and ends at 2:00PM. Students are expected to log in at least five minutes before the start of the class to prevent any tardiness.

Computer Applications and other Helpful Apps

Various classroom online apps are used by the teachers at their discretion. All online learning platforms are licensed through the school and can be used on their home computer, laptop, or iPad. Your teachers will authorize you to use the learning platform. Due to COVID-19, most work is done and submitted online.

Assistance

The Administrative Team will be on campus for any support. Please email them at attendance@monticelloacademy.org or call us at 408-615-9416 x100. The campus will be open daily from 7:00AM-6:00PM.

Preparing for Class

- Students are expected to connect to the class before the start of the class. We recommend connecting 5 minutes early just in case there are any connection challenges to resolve. With younger students, parental assistance is mandatory to ensure a successful school experience.
- If you are experiencing technical issues when connecting, please contact the front office so that your child is not marked late.
- Students who connect late will receive a tardy unless it is an internet issue that is out of your control. All classes will start promptly by 8:30AM.
- Live participation with a webcam is mandatory for all classes unless the teachers indicated otherwise.

Uniform

Students are expected to wear their school uniform tops during classes, Monday-Thursday (Friday will continue to be a free-dress period).

Technical Support

If you need technical assistance, you can contact our Technology and Innovation department by emailing tech@monticelloacademy.org where one of our awesome members of the Technology and Innovation Department will assist you.

If you experience wi-fi issues at home, please email the teacher to let them know as soon as you're back up and running. You can also contact the school at (408) 615-9416 to get a message to the teacher if needed.

MIDDLE SCHOOL

Monticello Academy's goal is to reopen our Middle School Program on **Tuesday, January 5, 2021**. To ensure that we can fulfill our goal, Monticello Academy staff and faculty are here to prepare our parents and students for our dynamic learning programs during the COVID-19 pandemic. The health and well-being of our students, parents, faculty, and staff are of paramount importance. As always, we remain committed to providing stellar learning opportunities for our students.

For the 2nd-semester reopening plan, middle school parents will be able to select if they want their child on-campus or at-home learning. Once a decision is made, please note the following guidelines:

4. It is will be for the **ENTIRE** semester.
5. There is no switching of going back and forth.
6. If you decide to withdraw and go back to distance learning after a few weeks on campus, you will not be able to come back and will remain at home for the entire duration of the semester.

To reopen our middle school program, there are several conditions that we will consider before finalizing the plans:

1. We will need at least 20% of the total grade level to come back on campus.
2. The situation with COVID-19 numbers is within the safety level to reopen.
3. We will seek guidance and assistance from the Public Health Department.

While the guidelines from local and state officials may change in response to the pandemic, ever-changing circumstances, evolving research, and guidance regarding COVID19, Monticello Academy is prepared for a continuum of possible learning school models for the 2nd Semester as listed below.

Distance Learning Program	Hybrid Learning Program	A/B Learning Group
<ul style="list-style-type: none"> • When this learning program would be used: In events of shelter-in-place order by local or state officials. • Class format and student participation: Classes are held synchronously online and students learn from home using a laptop, tablet, or Chromebook device. • Summary description: Students learn from home connecting to their classes via webcam and web conferencing software. Classes are scheduled on weekdays starting from 8:00-12:50PM with schedules sent to parents and students. 	<ul style="list-style-type: none"> • When this learning program would be used: If schools are permitted to remain open during the pandemic. • Class format and student participation: Classes are held on campus with remote access. Students can participate from campus or home. • Summary description: As a blend of face-to-face learning and distance learning, classes will be held on campus with modifications to the learning environment such as barriers, strict disinfection protocols, temperature checks, social distancing, and limiting contact. At the same time, students and parents may opt-in to connect to classes remotely from home using a webcam and video conferencing software. 	<ul style="list-style-type: none"> • When this learning program would be used: If schools are permitted to remain open during the pandemic. • Class format and student participation: Classes are held on campus with one group as on-campus and one group as at-home learning. Students can participate from campus or home. • Summary description: There will be two learning groups. As face-to-face learning, classes will be held on campus with modifications to the learning environment such as barriers, strict disinfection protocols, temperature checks, social distancing, and limiting contact. As a distance learning group, students can continue to learn from home, connecting to their classes via webcam and web conferencing software.

At-Home Learning Program

Absenteeism

- Early Departure and Tardy - Please send an email to attendance@monticelloacademy.org to report it.
- If your child is out sick for the day, please make sure you email us at attendance@monticelloacademy.org or call us at 408-615-9416 x100 and leave us a message. When reporting your child's illness, we require that you provide us with the following information:
 - Why is your child absent?
 - What are the symptoms of illness? If they are any one of the COVID-19 symptoms, get your child tested, and stay home. Please note that the symptoms are new and not ordinary symptoms, such as allergies or asthma. Runny nose and congestion are not symptoms of COVID-19.
 - Has your child been close to anyone who tested positive for COVID-19 within the past 2 weeks?
- Students can still attend class if they can do it.

Communication Procedures

The best way to contact a teacher or administrator is to email them directly so that they can schedule a call or web-conference session with you. You may also call the school directly at (408) 615-9416 where we will be available to answer your call Monday-Friday from 7:00 AM – 6:00 PM.

Schedules, Calendar, and Class Links

The same class links and schedules will apply. The school will start promptly at 8:00AM and ends at 12:50PM.

Computer Applications and other Helpful Apps

Middle school students should use their Chromebooks when completing work or learning activities. An iPad or tablet is also a great way to connect during your learning sessions.

Assistance

The Administrative Team will be on campus for any support. The campus will be open for teachers to come and teach on campus in their classrooms.

Preparing for Class

- Students are expected to connect to the class before the start of the class. We recommend connecting 5 minutes early just in case there are any connection challenges to resolve.
- If you are experiencing technical issues when connecting, please contact the front office so that your child is not marked late.
- Students who connect late will receive a tardy.
- Live participation with a webcam is mandatory for all classes unless the teachers indicated otherwise.

Uniform

Students are expected to wear their school uniform tops during classes, Monday-Thursday (Friday will continue to be a free-dress period).

Technical Support

If you need technical assistance, you can contact our Technology and Innovation department by emailing tech@monticelloacademy.org where one of our awesome members of the Technology and Innovation Department will assist you.

If you experience wi-fi issues at home, please email the teacher to let them know as soon as you're back up and running. You can also contact the school at (408) 615-9416 to get a message to the teacher if needed.

On-Campus Learning Program

Drop-Off and Pick-Up Procedures: Do not park your car. It is a drop and go procedure.

- **Morning Drop-Off Times – 7:45AM-8:00AM**
 - When dropping-off or picking-up, do not get out of your car. Parents are to remain in their cars at all times.
 - Once you drive to the drop-off zone, your child can get out of the car.
 - Once they get out, their temperature will be checked; a health survey is completed and shown to parking lot monitors upon drop-off; students must wash their hands before going to class.
 - Students will wait in the quad area.
 - Stay in line.
- **Pick-Up Times - 12:45PM-1:00PM**
 - When dropping-off or picking-up, do not get out of your car. Parents are to remain in their cars at all times.
 - Once you drive to the pick-up or drop-off zone, your child can get out of the car or come to you for pick-up.
 - Stay in line.

Facial Covering Guidelines

- Teachers and students must wear masks AT ALL TIMES. Face shields are an added protection.
- Facial coverings are not required when:
 - Actively exercising outdoors, provided that they remain at least 6 feet distance from each other at all times.
 - Engaging in activities during which wearing a face covering may pose a danger.
 - Eating, drinking, or addressing another biological need that requires the removal of a face covering.
 - Having trouble with breathing.
 - Under the age of 2.
- Facial shields are provided to all teachers and students while on campus by the school.
- If a student forgets their masks, one can be provided for them.

Social Distancing

- Students and adults need to maintain a social distance of SIX feet or more at all times.

Absenteeism – Students can Zoom from home.

- Early Departure and Tardy
 - Please send an email to attendance@monticelloacademy.org to report it.
 - Bring a note upon returning for an early departure.
- Illness - If your child is not feeling well, please send an email to attendance@monticelloacademy.org to report it.
 - If your child is experiencing any ONE OR MORE of these symptoms today or within the past 24 hours, please stay home and seek medical care and testing immediately. Any student with COVID-19 symptoms (as listed below) will need to be tested and get a negative result before returning to school.

- **Fever, cough, shortness of breath/trouble breathing, chills, night sweats, sore throat, muscle/body aches, loss of taste or smell, headache, confusion, vomiting, and diarrhea.**
- If there is a fever, they will need to be fever-free for 24-hours without medication and a negative test result.

Tardy Policy

- Students are expected to arrive on-time to campus.
- A tardy will be issued if they are not in their seat by 8:00AM.
- Late Arrivals – Please send an email to attendance@monticelloacademy.org to report it.
- Bring a note upon returning if you are at a medical or dental appointment.

Dress Code

- Students are expected to wear full uniforms when on campus – tops, and bottoms.
- Due to COVID-19 guidelines about being more outdoor – Boots are allowed
- Wear a warm jacket since doors and windows are mandated to remain open at all times, even during inclement weather.

Student Provisions

- Reusable water bottles to be left at the school for daily use.
- Home lunch or snack in disposable containers after done eating. Chromebook stored in a computer bag for middle school students.
- **Due to no usage of the lockers, backpacks are allowed. No wheeled backpacks are allowed.**

Travel Guidelines

Since we are still shelter-in-place, avoid traveling as much as possible. To ensure the safety of everyone at our school, what applies to the parents will apply to all of us:

- **Out of state visitors** –Have them get tested before coming to your home. Make sure they quarantine for 7 days before the testing date.
- **Any member of your family coming back from out of state:**
 - Have them get tested before coming home
 - Have them self-quarantine in another room away from you and your children if they do not want to be tested.
- **Family Gatherings**
 - Protect each other, get tested.
 - Wear masks if other people from your immediate family are visiting.
- **Traveling outside of the state** – Avoid it. Stay home and celebrate with your immediate family and keep your family safe. With the new directives for now until December 21st, anyone who does non-essential travel for more than 150 miles, is mandated to self-quarantine for 14 days.

School Environment

1. Classroom

- Students will remain in their “stable classroom cohort” (social bubble) with the main teacher.
- Students will remain in their core classrooms throughout the day except during PE, computer, and Spanish.
- Elective teachers will Zoom into the classroom.
- Assigned seating will be arranged to maximize social distancing.
- Doors and windows are opened throughout the day to increase the amount of fresh air flowing into the classes.
- Safety barriers are placed around student desks and tables where 6 feet of social distancing is not possible.
- Students are sitting in rows, facing forward.
- Students enter the classroom, using the outside classroom door.
- Headsets require for elective classes since they will Zoom in.

2. Common Areas

- Barriers to bathrooms by handwashing stations.
- Touchless soap and paper towel dispensers are installed.
- Hand Sanitizers in classrooms and hallways. Handwashing is the priority.
- Common area doors are propped open at all times.
- No usage of lockers.

3. Outside Play Area

- Designated social area and eating area for each class.
- No blending of cohorts.
- 6-foot distance between students is mandated at all times.

4. Cleaning and Disinfecting

- Classes are disinfected regularly throughout the day by the teachers with a bleach and water solution
- Deep disinfecting and cleaning each evening by a janitorial service.
- Any shared materials will be cleaned by the students after usage.
- Each classroom has a bottle of hand sanitizer and a cleaning solution with paper towel rolls.
- On-site maintenance personnel to do cleaning throughout the day.

Curriculum Changes

- No change of clothes for PE. Make sure your child is dressed in sport's shoes on PE days.
- Activities that increase the number of aerosols in the class will be restricted.
- Incorporate more outdoor classroom instructions.
- Virtual field trips
- Sporting events and competitions have been suspended until further notice.
- No large group gatherings or events.

Class Schedule

- The school starts at 8:00AM.
- The expected arrival time is between 7:45AM-7:55AM.
- School ends at 12:45PM.
- Pick-up time for school only students will begin at 12:45PM.
- Collaboration with the teachers will start 30 minutes later.
- All-day students will go to their learning pods in the after-school program.
- There is a 5-minute transition between each class.

Visitors

- No visitors, volunteers, or activities involving external groups or organizations.
- Special visitors for special needs students are allowed as long as they follow the health and safety guidelines.

School-Only Program

- Parents can only drop off their children during their designated drop-off time.
- Students will be sent to the front office for any late pick-ups and parents will be charged.

All-day Program

Before School Care: Due to COVID-19 mandatory directives, Before School Care will not be available for the 2020-2021 school year.

After-School Care: When school ends, students will remain in their designated classroom, and after-school teachers will supervise and assist the students with homework.

- Students are expected to remain in their designated seats.
- When homework is completed, all students will go outside for playtime.
- Parents will be asked to let us know when your children's pick-up time will be so we can get them ready when you come.

Recess / Lunchtime

- Designated play and eating areas for each cohort.
- There is a 25
- Individual Snacks served during a 20-minute break.
- Individual lunch portion will be served at 12:45 for all-day students.
- All individual meals must be served outdoor unless the weather does not permit them. If the weather does not permit, students will eat lunch in their classroom.
- Recess will be outside and 6 feet distance will be maintained.

Extra-Curricular / Sports Program

- There will be no competitive sports until further notice.
- Due to COVID-19, no outside contractors are allowed except for personnel.
- Extra-curricular activities done by outside contractors must be done virtually.
- Only personnel hosted extra-curricular activities can be done on campus.
- There can be 15 students in each cohort.
- For children and youth enrolled in K-12 school can attend school and ONE additional before-or-after-school program or activity. They cannot do all of them at once.

School Events and Performances

- With the new guidelines, there will be no performances, social events, or group gatherings on campus. Any performing arts (band, drama, or singing performances) can only be done online, not in person. We have modified our curriculum to accommodate these restrictions.
- Band and Chorale electives are modified to become more of a general music class or done outside of the classroom in an open-air area.

What happens if we are exposed to COVID-19?

Depending on the situation, we will take guidance from the County Public Health Department.