



2020/2021 Academic Year Hybrid Learning Program

As we begin to embark on our learning journey for the 2020/2021 academic year, Monticello Academy staff and faculty are here to prepare our parents and students of our dynamic learning programs during the COVID-19 pandemic.

While there have been no reported cases of COVID-19 affecting Monticello Academy, the health and well-being of our students, parents, faculty, and staff are of paramount importance. As always, we remain committed to providing quality learning opportunities for our students.

Learning Programs for the 2020/2021 Academic Year

While the circumstances and guidelines from the local public health department and CDC officials are constantly evolving in response to the pandemic, we have planned for various possible learning programs for the upcoming school year.

1. Distance Learning Program

- a. ***When this learning program would be used:*** In the event of a shelter-in-place order by local or state officials.
- b. ***Class format and student participation:*** Classes are held synchronously online and students learn from home using a laptop, tablet, or Chromebook device.
- c. ***Summary description:*** Students learn from home, connecting to their classes via webcam and web conferencing software. Classes are scheduled on weekdays starting from 8:30AM-2:00PM for K-5th Grade and 8:00AM-12:50PM for Middle School. Schedules are sent to parents and students before starting the distance learning program.

2. Face-to-Face Learning

- a. ***When this learning program would be used:*** When COVID-19 pandemic is over.
- b. ***Class format and student participation:*** Classes are held on campus.
- c. ***Summary description:*** Normal operations resume and students can freely learn and interact on campus through in-person instruction.

3. Hybrid Learning Program

- a. ***When this learning program would be used:*** If schools are permitted to remain open during the pandemic.
- b. ***Class format and student participation:*** Classes are held on campus with remote access. Students can participate from campus or home.
- c. ***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 desk barriers, strict disinfection protocols, temperature checks, social distancing, facial shields and cloth covering, and limited 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.

Based on the Santa Clara County Public Health re-opening guidelines, we are planning to implement the Hybrid Learning Program for the 2020/2021 academic year at this time.

Q&A Regarding the Monticello Academy Hybrid Learning Program

1. What does “hybrid learning” mean?

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

2. If I choose to have my child learn on campus, what measures have been taken in responses to the pandemic?

Monticello Academy has taken extensive measures to ensure the safety of our students and follow re-opening guidelines required, recommended, or considered from the Santa Clara County Public Health officials as follow:

A. Classroom Environment:

- Each class will be in their “stable classroom cohorts” (social bubble).
- When they are in their stable cohort, children ages 6 to 11 do not need to maintain social distance from one another. School personnel should still maintain at least six feet of distance from the children at all times to the maximum extent possible.
- Students will remain in their core classrooms throughout the day except during PE, computer, and electives. Only the teachers will rotate throughout the day to the necessary classes.
- Classes are disinfected regularly throughout the day in addition to deep disinfecting and cleaning each evening.
- Central air conditioning is not used to minimize the transfer of aerosols from classroom to classroom. Each classroom has its own AC/Heating Unit control.
- Doors and windows are opened throughout the day to increase the amount of fresh air flowing into the classes.
- Assigned seating will be arranged to maximize social distancing.
- 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, NOT hallway door to prevent congregating in the hallways.

B. Facial Covering Guidelines

- Teachers will wear masks and/or face shields.
- Students ages 2-11 are encouraged to wear masks but not mandated in their stable classroom cohort.
- They are required to wear masks when they are not within their classroom cohort.
- 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 3.
- Anyone ages 12+ are required to wear facial cloth masks while on campus.
- Facial shields are provided to all teachers and students while on campus.

C. 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.

D. Drop-Off and Pick-Up Procedures:

- Staggered school day times for all students will be implemented.
 - **School Hours Changes**
 - K-2nd – 8:15AM-3:00PM
 - 3rd-5th – 8:30AM-3:30PM
 - Middle School – 8:00AM-3:15PM
 - **Morning Drop-Off Times**
 - K-2nd – 8:00AM-8:15AM
 - 3rd-5th – 8:15AM-8:30AM
 - Middle School – 7:45AM-8:00AM
 - **After School Pick-Up Times**
 - K-2nd – 3:00PM-3:15PM
 - 3rd-5th – 3:30PM-3:45PM
 - Middle School – 3:15PM-3:30PM
- When dropping-off or picking-up, AVOID getting out of your car.

- Parents are to remain in their cars at all times. Students must get out of the car at their own will.
- Once they get out, their temperature will be checked, and students must wash their hands before going to class.
- Classroom doors will be opened at the start of each drop-off time.

E. 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.

F. Essential Volunteers:

- Only students, teachers, and essential regular volunteers are allowed on the school campus.
- Masks and temperature checks are mandated when on the school campus.
- Room Parents, ABC Readers, Librarians, and Parking Lot Monitors are encouraged to do virtual meetings and ABC lessons.

G. 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.

H. 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.

I. Recess and Lunch Time:

- Staggered recess times and designated play areas for each class.
- No sharing of materials, lunch, etc. at school. Everything is individualized.
- Students will have lunch and snacks in the classroom. Recess will be outside and 6 feet distance will be maintained as much as possible.

J. Travel Guidelines:

- For the safety of our community, please avoid any non-essential traveling with your child.
- If you and your child travel outside of the state or country, you will need to self-quarantine for 14 days before returning on campus.
- Parents who travel for business will need to avoid coming in contact with their child; otherwise, your child will need to self-quarantine with you at home. During self-quarantine, your child can participate in the remote learning program.

3. What will learning look like if I choose to have my child participate in classes from home?

Students will use a laptop, tablet, or Chromebook with a stable internet connection to participate in classes from home. Parents may access learning materials online or make arrangements with the teacher for printed materials needed at home. Students can view the teacher and content through webcams in the classroom and participate remotely. Students can ask questions and participate with peers through the classroom projector or portable tablet. Enhancement classes, such as PE, online assignments will be given instead of streaming the lesson outside. To remain faithful to our school mission, we will continue to leverage technology to create meaningful learning experiences for our students, whether they are learning on campus or from home.

4. If I sign up for remote learning, can I bring my child on campus too?

To properly maintain a “stable classroom cohort”, we cannot permit students to switch back and forth between home and school. Changes can only be made at the end of the semester, before the start of the 2nd semester.

5. What is the absentee policy?

- ***For students who are learning on-campus or learning remotely at home:***
 - 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. Students cannot return on campus without a doctor’s release.
 - **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.**
 - Contact the front office to inform them if you have questions or uncertain whether or not your child should be on campus.
 - With the hybrid program in place, learning can take place from the convenience of your home.
 - Please refer to the Parent Handbook for other details on our absentee policy.

- Sick children will immediately be isolated and sent home to seek immediate testing and medical care. They cannot return without a doctor's note, and learning can be done remotely.

6. What is the tardy policy?

- ***For students who are learning on campus:***
 - Due to the staggering times of arrival and departure, students are expected to arrive on-time to campus or a tardy will be issued.
 - For any early departures, please notify the office, and we will send your child out to you. Please avoid coming on campus as much as possible.
 - Contact the front office to inform them if you have questions or uncertain whether or not your child should be on campus. With the hybrid program in place, learning can take place from the convenience of your home.
 - Please refer to the Parent Handbook for other details on our absentee policy.
- ***For students who are learning from home:***
 - 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 webcam is mandatory for all classes.

7. What is the school uniform policy?

Whether learning from home or on campus, all Monticello Academy students are expected to wear school uniforms and adhere to the dress code policy outlined in the Parent Handbook.

8. What if the teacher is not feeling well?

If our teacher has a minor cold or is not feeling well, they will stay home and teach remotely if possible. Students on campus will be able to connect using the classroom webcam and projector, while students from home can continue to connect through their home devices. Each class also has an assigned teacher's aide to ensure great learning experiences continue.

9. If my child is learning from home, are they expected to remain connected to the classroom web conference session the entire time?

Yes, the students are expected to remain connected when class is in session unless otherwise instructed by the teacher or when students are on break or lunch.

10. If my child is learning from home, what will I need?

1. A laptop, tablet, or Chromebook
2. A stable internet connection to connect remotely to their class
3. Parents will need to pick up school text and reading materials from school.
4. School supplies – pencils, paper, glue, crayons, etc. as needed.

Please note that for some special classes and electives, such as electronics, animation, or VFX classes in the upper grades, you may need access to additional software. Your teacher will assist you with access to special software or tools in these cases.

11. What can my child bring to school?

We ask that you avoid bringing anything from home to school to prevent any cross-contamination. Please bring **ONLY** the items listed below:

1. Reusable water bottle to be left at the school for daily use.
2. Home lunch in disposable containers after done eating. Otherwise, lunch and snacks are served at school.
3. Chromebook stored in a computer bag for middle school students.

Due to no usage of the lockers, backpacks are NOT allowed.

13. What about team sports?

There will be no competitive sports until further notice. Any team sports activities will be individualized practice only with 6 feet distancing and no sharing of equipment.

14. What about school events?

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

15. Will we have any field trips?

At this time, field trips are not recommended. To maintain a stable classroom cohort, we cannot participate in any field trips at this time. Field trips can only be done once shelter-in-place is completely lifted.

16. What happens if we are exposed to COVID-19?

Depending on the scenario, the following actions will be taken if Monticello Academy is exposed:

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

Scenario	Immediate Actions	Communication
<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.	<ul style="list-style-type: none">- Child/youth and personnel sent home- Child/youth and personnel instructed to get tested	No action is needed
<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.	<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-	<i>For the Involved Child/Youth, Family, or Personnel Member:</i> Send out template letter: Household Member or Close Contact With COVID-19 Case

	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	
Scenario 3: A child/youth and personnel member tests positive for COVID-19.	<ul style="list-style-type: none"> - Child/youth and personnel sent home if not already quarantined - Child/youth and personnel 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 Program administration notified Public Health Department notified	<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>

Table 2. Steps to Take in Response to Negative Test Result

Scenario	Immediate Actions	Communication
A child/youth and personnel member tests negative for COVID-19 after Scenario 1 (symptomatic)	- Child/youth and personnel may return to program 72 hours after resolution of fever and improvement in other symptoms	Child/youth, family or personnel to bring evidence of negative COVID-19 test or medical note if testing not performed
A child/youth and personnel member tests negative after Scenario 2 (close contact)	- 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	No action is needed
A child/youth and personnel member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to program/work immediately	No action is needed