



School Reopening Plan

MADISON CREATIVE ARTS ACADEMY

Approved by the MCAA Board of Directors 7/28/2020

Educational Setting

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- Building Sanitation
- Facility Preparation
- Classroom Configuration
- Personnel
- Transportation
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- Classroom Procedures
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Building Sanitation



- ▶ Furnishings in each classroom and office areas have or are in the process of being removed for complete stripping and waxing of all tile areas and sanitization of all carpeted floors.
- ▶ Walls are being wiped down with a mixture of bleach and water and/or painted.
- ▶ The majority of all cloth seating has been removed and will be replaced with furnishings that can be wiped down. Cloth items that remain will be sprayed to sanitize following use.
- ▶ Only necessary furnishings are being returned to classrooms.
- ▶ Outside buildings will be pressure washed before students return to school.

Facility Preparations



- ▶ Thirty-eight touchless hand sanitization stations are being installed throughout the campus prior to the return of students.
- ▶ A wall and door were installed at the nurse's station to create an isolation room for monitoring of students who exhibit symptoms while on campus.
- ▶ Plexiglass shields will be installed in the school office and library to maintain separation of staff from students and visitors.
- ▶ Signage will be utilized to promote social distancing, the use of masks, and proper hygiene.
- ▶ All water fountains will be disabled throughout the building. Students are encouraged to bring water bottles to school to stay hydrated.

Classroom Configuration



- ▶ Individual desks are being spaced as far apart as room size will allow.
- ▶ All desks will face towards presentation boards within the classrooms.
- ▶ For classrooms that have tables (kindergarten classrooms and middle grade labs), plexiglass dividers will be implemented to provide student separation.
- ▶ Teachers are asked to keep counters clear as much as possible so that surfaces can be wiped quickly and easily.
- ▶ Unused classroom materials will be stored elsewhere until needed.

Personnel



- ▶ Teachers will self-report temperatures at their daily check-in.
- ▶ Teachers will be required to wear either a mask or a face shield and to model social distancing and good hygiene at all times.
- ▶ Employees with temperatures in excess of 99.6° will not be allowed on the school campus.
- ▶ Teachers exhibiting symptoms will be provided with the means to teach from home, provided their health allows them to do so.

Transportation



- ▶ Students and staff members will be required to wear masks both on the bus and upon arrival at MCCS.
- ▶ Bus drivers will maintain a seating chart, and students will be seated in family groups.
- ▶ Students' temperatures will be checked while at MCCS or en route to MCAA.
 - ▶ MCAA administrators will be notified immediately upon discovery of a student exhibiting symptoms.
 - ▶ Students found to have a fever will be isolated from other students utilizing schools' isolation room procedures.
 - ▶ Separate transportation from MCCS will be provided for symptomatic students, if necessary, to utilize MCAA's isolation room.

Arrival on Campus



- ▶ Masks will be provided to students. Students will be required to wear masks while on the school campus.
- ▶ Each student's temperature will be checked upon arrival.
 - ▶ Kindergarten – Prior to early morning care entry
 - ▶ Grades 1st-4th – At front of campus benches
 - ▶ Grades 5th-8th – Prior to entry into the activity building
- ▶ Students with temperatures in excess of 99.6° will not be allowed to stay on the school campus.
- ▶ Care will be taken to maintain social distancing for students.
- ▶ The Media Center will be open before school with a maximum number of 10 students allowed at any one time.

Classroom Procedures



- ▶ Students will maintain their own supply boxes. There will be no sharing of school supplies.
- ▶ Each student will be issued his/her own electronic device. Devices will be disinfected prior to returning to charging carts.
- ▶ Teachers will deliver their students to and pick up their students from PE, recess, and the media center.

Scheduling



- ▶ Students will remain together as a cohort throughout the school day. The cohort will remain in their same classroom with the exception of Media Center, recess, PE, and middle grade elective classes.
 - ▶ In grades K-4th, each class will be self-contained with a single teacher.
 - ▶ In grades 5th-8th, classes will be departmentalized with teachers rotating to different classrooms.
 - ▶ Enrichment teachers will travel to the classrooms to deliver instruction.
- ▶ Recess times are scheduled to allow only one homeroom class on the playground at a time.
- ▶ One grade level at a time will participate in PE, divided between 2 teachers.
- ▶ Time has been scheduled between classes visiting the Media Center throughout the day to allow for sanitation.

Food Service



- ▶ MCAA will continue to utilize established outside catering service relationships.
- ▶ Lunches will be delivered to classrooms for all students in grades K-8th. Administrators will work towards creating a schedule to allow each class to eat outside periodically.
- ▶ Plexiglass dividers will be installed in the food serving area for faculty, staff, or students who may need to come pick up food items.

Planned Daily Maintenance



- ▶ Funds are budgeted to add additional housekeeping staff to be present throughout the day as needed.
- ▶ Doorknobs, phone receivers, and counters will be wiped periodically throughout the day by housekeeping, office staff, teachers, and para-pros.
- ▶ Classrooms will be sanitized using high-production airless sprayers while students are at recess or PE and again at the end of the school day.

Campus Visitors



- ▶ Virtual parent conferences will be encouraged whenever possible.
- ▶ Visitors will be allowed on campus by appointment only.
- ▶ All visitors will have their temperature scanned and answer the series of screening questions upon their check-in on campus.
- ▶ Visitors are required to wear masks for the duration of their time on campus.

Early Pickup



- ▶ Parents needing to check their children out early from school will need to do so prior to 2:15 PM. Parents should call the school office to arrange for early pickup.

Dismissal from Campus



- ▶ Students will remain inside their classrooms during dismissal time.
- ▶ Parents will be provided with car placards to communicate to staff which students they are picking up.
- ▶ The Alertus Desktop Notification System will be utilized to communicate during parent pick-up.
 - ▶ Staff members on duty in the pickup zone will use tablets to enter student names in Alertus as their ride arrives.
 - ▶ Names will display on classroom Smartboards, communicating to students when to come to the front.
 - ▶ Physical guides such as tape on the sidewalk will be used to ensure students remain at least 6 feet apart in line for pickup.
- ▶ Consideration is being given to creating staggered pick-up times to reduce wait time and decrease traffic congestion since this system will require longer load times.

Educational Program

- Virtual Open House
- Staggered Start Dates
- Digital Delivery of Instruction
- Distance Learning Technology
- Distance Learning Attendance
- Support Services for Distance Learning

Virtual Open House



- ▶ A virtual open house will be hosted the week prior to school starting.
- ▶ Teachers will pre-record introductions and classroom tours.
- ▶ Links will be posted on the school's website and social media pages.

Staggered Start Dates



- ▶ MCAA will employ a staggered start schedule for our youngest learners.
- ▶ Goals of staggered start dates:
 - ▶ Ease transition of early learners into a new school environment.
 - ▶ Allow teachers to focus on school procedures including social distancing and hygiene.
 - ▶ Reduced traffic on campus during the initial days of school.
- ▶ Staggered Start Date Implementation
 - ▶ Day 1 – Kindergarten and 1st graders with last names A-L
 - ▶ Day 2 – Kindergarten and 1st graders with last names M-Z
 - ▶ Day 3 – All students grades K-8th
- ▶ The current anticipated start date is Monday, August 24, 2020.

Digital Delivery of Instruction



- ▶ MCAA plans to offer digital delivery of instruction to students with compromised immune systems or other extenuating circumstances along with those students who are temporarily placed on quarantine.
- ▶ At present, 7 students have requested distance learning due to extenuating circumstances.
- ▶ Students in distance learning will be able to synchronously participate in instruction delivered through the Canvas LMS platform, so long as their health allows.
- ▶ Lesson videos will be made available through Canvas for students to complete missed work.
- ▶ CARES and CSP funds will be utilized to equip classes with Swivl cameras to record teachers' lessons for remote delivery of instruction.

Distance Learning Technology



- ▶ Canvas has been selected as the platform for instructional delivery.
- ▶ Teachers will utilize Canvas daily in their classroom instruction to allow for seamless transition to distance learning should the need arise.
- ▶ Laptops or Chromebooks will be provided to students participating in digital instruction for the duration of their absence, if needed.

Distance Learning Attendance



- ▶ Students participating in MCAA's distance learning program will be expected to participate in instruction daily from 8 AM to 3 PM.
- ▶ Student attendance in digital deliver will be monitored by the teacher of record, verified by IT staff, and maintained and reported by the Attendance Clerk.

Support Services for Distance Learning



- ▶ IEP Teams will meet to discuss results of progress monitoring and develop support plans that enable students with disabilities to be academically successful.
- ▶ Plans will address academic, social, and behavioral goals and provide individual strategies that will enable the student to achieve desired outcomes. Support will be provided by ESE certified staff members or qualified speech, OT, or PT therapists.
- ▶ Mental health counselors will continue to provide services at the school site.
- ▶ Students participating in distance learning may receive home visits if the visits are deemed to be safe for the individual providers. Providers are prepared to utilize teleconferencing platforms to reach students and their families, when needed.