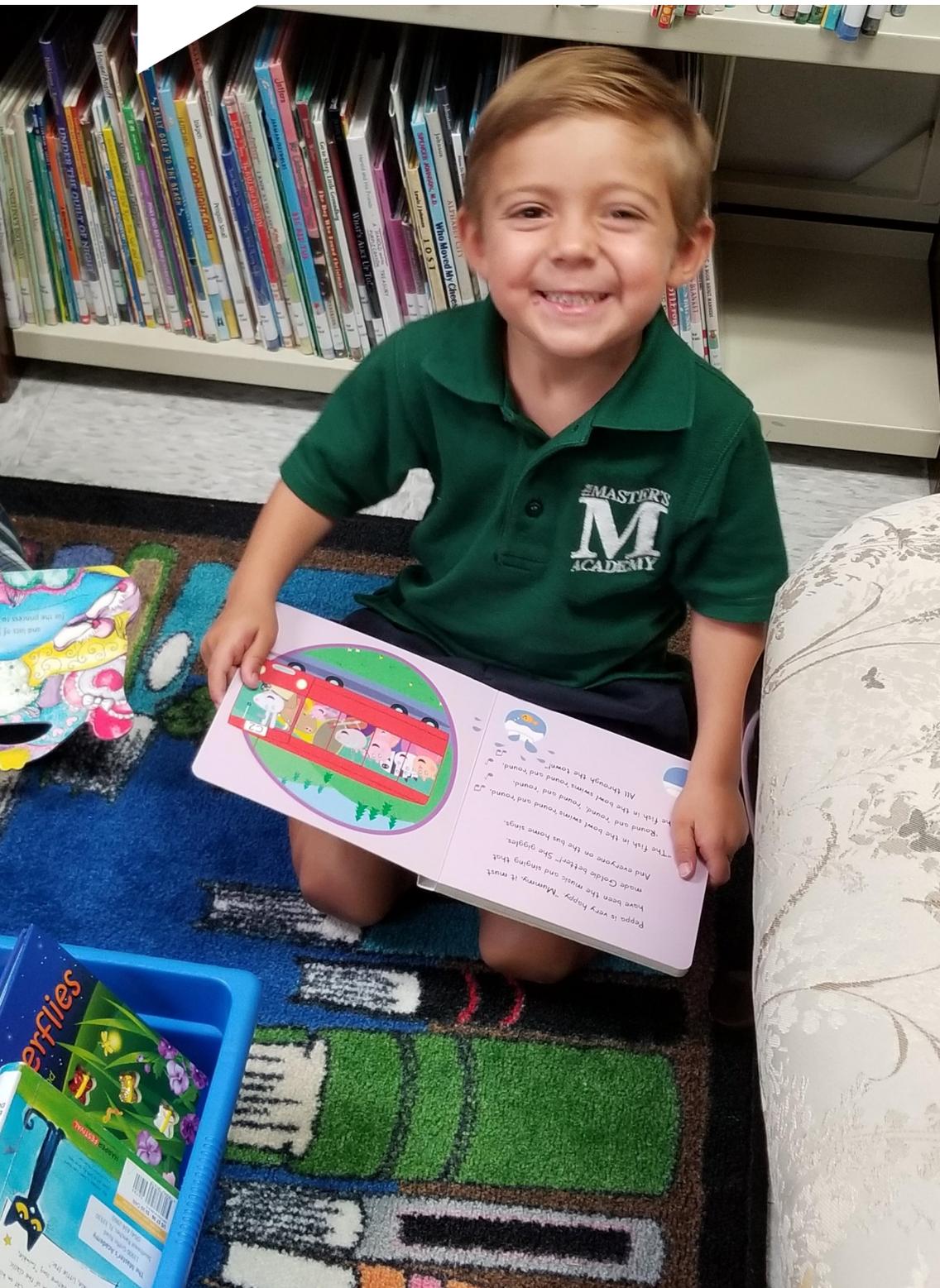


2020-2021

THE MASTER'S ACADEMY

# RE-ENTRY PLAN



## PREPARING FOR REOPENING

The Master's Academy's administration has established a re-entry team which is working diligently to develop a plan that allows for flexibility, transparency, and prioritizes the health and safety of our TMA community. This team is actively researching and collaborating with reputable organizations and administrators from varying schools in order to welcome back our families in a safe and structured environment.

Currently, TMA is planning for students to return to campus **September 8, 2020**. After assessing the latest survey results, it was noted that the majority preferred a later start date to monitor the situation as it develops and hopefully, allow the cases of COVID-19 to decrease. This will also permit for the campus to be completely prepped according to CDC guidelines for the safe return of students, parents, and staff, and for all staff members to receive the extra training needed for implementing new protocol. We are blessed that our campus has extensive outdoor areas, large fields for play, numerous classrooms with windows, dedicated teachers, and a small teacher/student ratio. These factors all contribute to why we can safely open our campus for the fall semester.

However, administration recognizes that some families may not be comfortable with their child(ren) returning at that time. We also recognize that some students have underlying conditions that make them more vulnerable; therefore, we will do everything we can to ensure those who stay home receive effective instruction via virtual learning. We are in this together and are striving to create the best situation for each of our students and faculty.



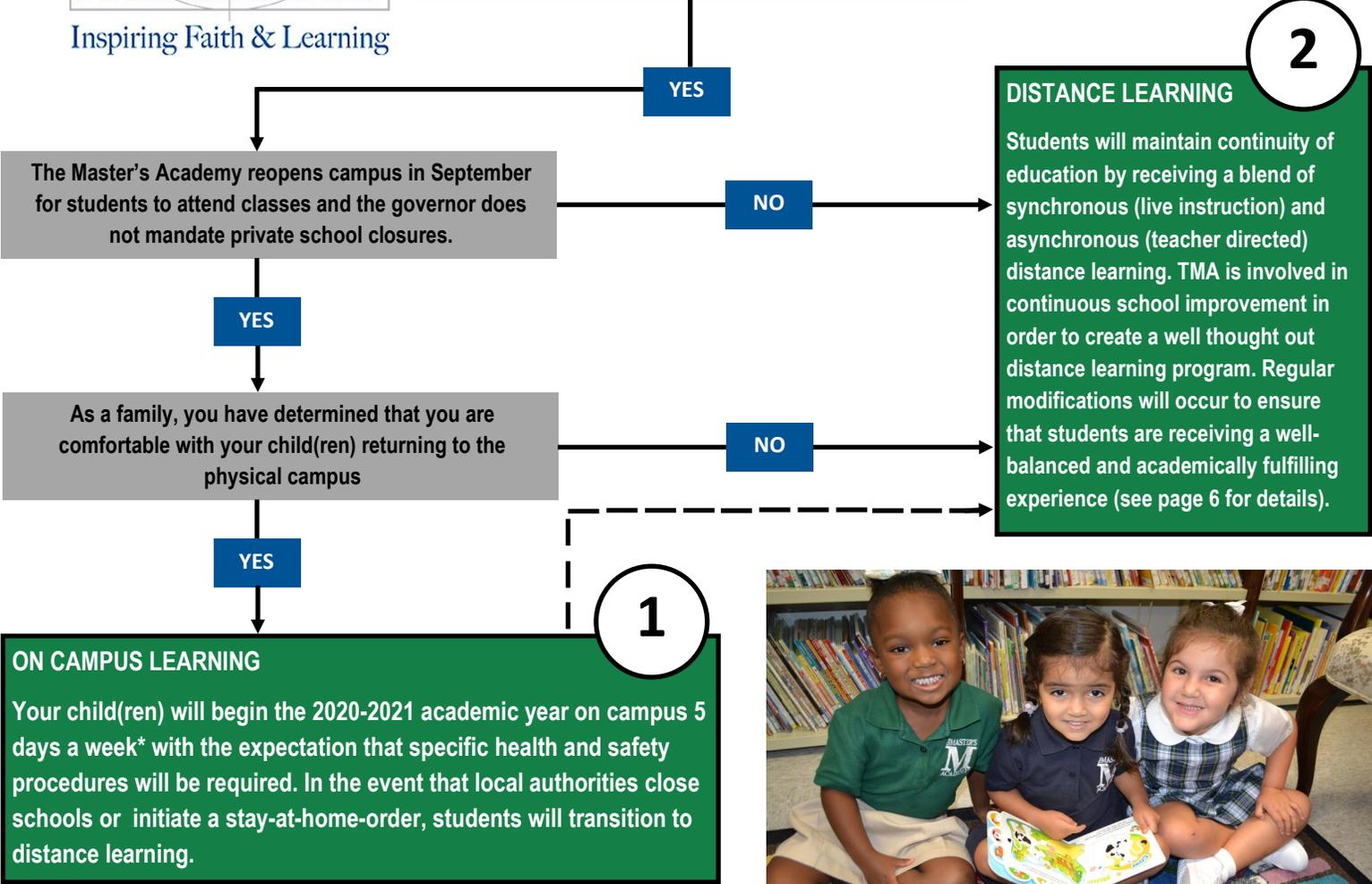
# RE-ENTRY PLANNING

## THE PROCESS

As the situation with COVID-19 is continuously evolving, all we can do is prepare and plan to the best of our abilities. After countless discussions, administration has developed two different re-entry options for our families (see below). We ask that you carefully review the two options being presented and submit your intent for your child(ren) to [info@themastersacademy.org](mailto:info@themastersacademy.org) **no later than August 3**. We are well aware that your preference may change as we approach the reopening of the campus, so let us know your decision at this time and you may email us in the future with a different correspondence if you change your mind.



The Master's Academy is able to execute the physical campus modifications needed to support students safely returning to campus in the fall of 2020.



**DISTANCE LEARNING** 2

Students will maintain continuity of education by receiving a blend of synchronous (live instruction) and asynchronous (teacher directed) distance learning. TMA is involved in continuous school improvement in order to create a well thought out distance learning program. Regular modifications will occur to ensure that students are receiving a well-balanced and academically fulfilling experience (see page 6 for details).

**ON CAMPUS LEARNING** 1

Your child(ren) will begin the 2020-2021 academic year on campus 5 days a week\* with the expectation that specific health and safety procedures will be required. In the event that local authorities close schools or initiate a stay-at-home-order, students will transition to distance learning.



\*Please note, a hybrid option is not being offered as local officials have made it clear that the hybrid option is only to address over-crowding in certain schools NOT because it significantly lowers the chance of contracting the virus. We have ample space to socially distance our students appropriately.

# OPTION 1

# ON CAMPUS LEARNING

## SCHOOLWIDE PROCEDURES

UPDATED AS CDC RECOMMENDATIONS EVOLVE



**SCHOOL/HOME PARTNERSHIP** | All families must commit to supporting TMA's health and wellness protocols, including keeping students at home when students have a fever or if students have been exposed to COVID-19. If one child in the family remains home due to COVID-like symptoms, all siblings must remain home as well, and may continue with distance learning during that time.

Our main priority is to keep every child and staff member on our campus healthy. This will require that we all do our part to ensure a healthy learning environment for our TMA community.



**CALENDAR/DROP OFF & PICK UP PROCEDURES** | The first day of school will be Tuesday, September 8, 2020 and the final day of school will be June 4, 2021. These revised dates still allow TMA to fulfill the 170 school days as mandated by our accreditors. Get Acquainted Day will take place over the course of a few days prior to the first week of school according to a schedule (more information will be emailed). For a detailed school calendar, please see attachment.

TMA will be implementing staggered start and end times for different grade levels to reduce congestion. Tentatively, class times will be as follows: 3K-5K: 8AM-2:30PM; 1st-4th: 8:20AM-3PM; 5th-8th: 8:40AM-3:15PM. Each of these grade levels will be utilizing different entry and exit points. Parents may drop off students 20 minutes earlier than their designated start time at their assigned entrance, and the students will make their way directly to their classroom. More information will be communicated about drop off and pick up procedures. Morning Care and CATA After Care will still be provided (see next page).



**DAILY SCREENINGS** | Students will be temperature checked upon arrival at school. Students with temperatures of 100.4 or greater will be sent home and must remain there until being asymptomatic for 72 hours. Students with flu-like symptoms will not be allowed entry.

Students exhibiting symptoms of COVID-19 during the day will be isolated immediately in an isolation room. Parents will be contacted and the student must be picked up within 30 minutes. Students will be monitored at all times. Our office staff will conduct daily random temperature checks to ensure adherence to this policy. We are in the process of developing a COVID-19 Emergency Operations Policy that outlines our procedures in the event of contact or exposure.

**FACIAL COVERINGS** | As part of the school supply lists, parents will be asked to purchase our school mask at Get Acquainted Day. Students are to wear facial coverings to school each day, particularly when physical distancing is not possible. This would include arrival, dismissal, and walking in hallways/common areas. Masks will be considered part of the uniform and mandatory for students and faculty. Students may remove facial coverings when in their classrooms with their cohort, as there will be appropriate physical distancing in those areas.

Detailed school supply lists will be emailed by Monday, July 20. Our school masks can be worn around the students' neck and easily pulled over their nose and mouth quickly. This will eliminate masks being misplaced and cross-contaminated.

**CLASSROOM PROTOCOL** | Classrooms have been measured and enrollment has been limited to provide physical distancing between students. Student desks and classroom furniture will be configured with physical distancing in mind. Distancing will be maintained as best as possible during the day. Clear desk dividers will be utilized in the classroom when needed. Students will be seated facing forward instead of facing each other to limit exposure to airborne germs. Students will each have their own labeled supply bin to eliminate shared class supplies, materials, and equipment.

Students will remain with their cohort as much as possible inside their classroom or outdoors throughout the day. Elementary Enrichment teachers will travel between classrooms (with the exception of Physical Education, Music, and Computers).

In the event we must go to complete distance learning, we ask that students in grades 6-8 have a laptop or tablet device (no cellphones) available to download eBooks for selected subjects.



# OPTION 1

# ON CAMPUS LEARNING

## SCHOOLWIDE PROCEDURES CONTINUED...



**PARENTS/VISITORS** | We love our TMA parents, and their smiling faces filling our halls is what contributes to our loving, family atmosphere. For the safety of our students and staff, we will have to restrict parents in the building until further notice. Please note, this policy will be revisited once the current situation improves.

Parents of students in 5th-8th grade are asked to drop off their children at their designated entry point. Parents of students in grades 1-4 will be allowed to enter the building at their child's specified entry point and walk their student directly to their classroom for the first week of school. 3K-5K parents will be permitted to enter through their assigned entry point and escort their children to their classroom doors throughout the entirety of the school year. We are making this exception for our youngest Eagles as we know it could be difficult for them to separate from their parent before entering the building. It is required that parents wear masks at all times while in the building and maintain social distance.

Visits to the school during the school day will be limited (by appointment if necessary), and outside visitors will be required to wear a mask at all times. Points of entry will be limited to the main entrance and the security desk will be protected by an acrylic shield. Security will take the temperature of each visitor upon arrival and ask a series of wellness questions.



**SANITATION/HAND WASHING** | TMA Maintenance will utilize an electrostatic sprayer system with an EPA approved disinfectant at the conclusion of each day to help reduce pathogens on all surfaces. Students and staff will also be instructed on how to practice proper hygiene and sanitize their personal areas. Cleaning schedules will be established for playgrounds, cafeteria, and common spaces after each cohort utilizes those areas to ensure safety.

The school will provide hand sanitizing stations at entrances and exits throughout the campus. TMA will also schedule dedicated times throughout the day for students to thoroughly wash their hands. Hand sanitizer will be readily available in every classroom.



**FOOD SERVICE** | The cafeteria will operate while following CDC guidelines. Lunch orders will continue to be preordered. All meals will be delivered in hinged containers to the classrooms according to the lunch schedule.

Drinking fountains in the hallways will not be operational. Students should bring their own water bottles labeled with their name.



**EXTENDED CARE** | Morning Care will still be available starting at 7AM. We are asking that if you plan to consistently send your child(ren) to Morning Care, please email [info@themastersacademy.org](mailto:info@themastersacademy.org) to place their name on the Morning Care List. This list will be used by security at the main entrance to permit student entry and screen them prior to entering the cafeteria. Students attending Morning Care are required to do so with a mask.

After Care will still be available through the CATA after school program.



**TRAVEL** | Any student or employee returning home from a destination under a CDC Level 3 Travel Health Notice or under travel restrictions by state or local authorities, or whose household member has returned from such a destination, will be required to stay home for 14 days prior to returning to campus. This trip includes trips taken during holiday breaks. Out of an abundance of caution, we also request that all students and employees return home for at least 10 days before they go to campus for Get Acquainted Day or the first day of school.

Please note that the CDC currently requires all international travelers to self-isolate for 14 days and the State of Florida requires all travelers from New York, New Jersey, Connecticut, and Louisiana to self-isolate for 14 days.

## OPTION 1

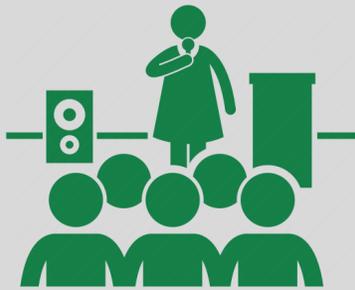
# ON CAMPUS LEARNING

## SCHOOLWIDE PROCEDURES CONTINUED...



**SPORTS** | Athletics offerings will be determined by FHSAA recommendations and requirements (to be updated on July 20).

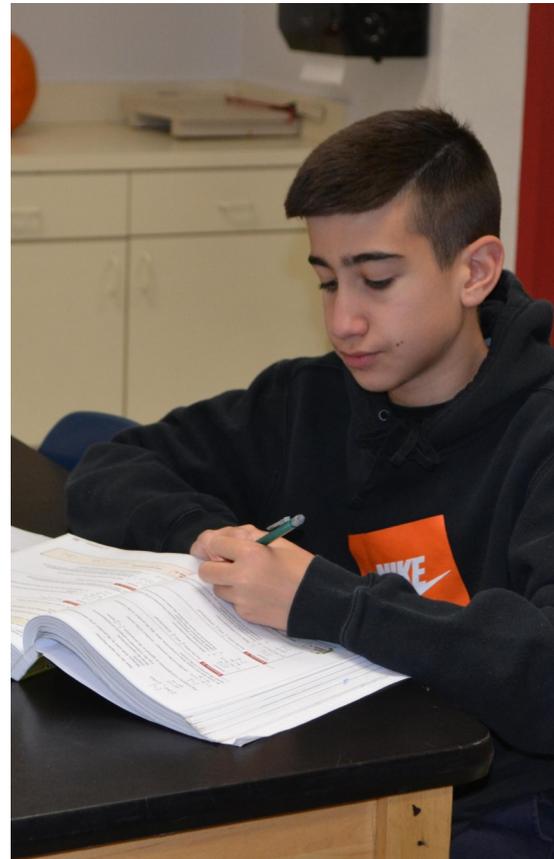
Skill development training for certain sports across all grade levels will take place while following social distancing guidelines. These training sessions will be offered by members of our faculty/staff and not an outside vendor.



**CHAPELS/ASSEMBLIES** | Modification of programs, events, and Chapel gatherings will occur in compliance with limits on crowd sizes and social distancing measures.

Currently, the plan is to provide Chapel through video streaming directly into the classrooms until further notice. One elementary class will still be featured each week for Elementary Chapel, and they will perform in the auditorium for the video streaming. Parents will be able to view the video stream as well.

Awards Assemblies will still take place each quarter in small group settings.



## PRE-SCHOOL/KINDERGARTEN STUDENTS

*\*We recognize the needs of young children include the requirement of supervision and care in addition to their learning. In the event campus operations must be modified, we will prioritize continuing to offer on-campus instruction and care for our youngest students, if possible.*

## PREPARING FOR INTERRUPTIONS

### CONTINUING TO DEVELOP TMA DISTANCE LEARNING

The Master's Academy is preparing for possible periods of interruption to on-campus learning. Governmental authorities, public health officials, and our COVID-19 re-entry team may recommend or require an interruption of physical operations. Should this occur, we will transition to TMA Distance Learning immediately.\*

Our TMA Distance Learning Program proved to be highly successful during the conclusion of the 19-20 academic year. Our re-entry team is evaluating what can be done to make this program even stronger and will be training faculty and staff on the most up-to-date methods for providing effective instruction via distance learning. We are striving to be as prepared as possible if a stay-at-home order is once again mandated.

## OPTION 2

# DISTANCE LEARNING

## TMA DISTANCE LEARNING PROCEDURES

ALTHOUGH WE ARE CONFIDENT THAT WE WILL BE ABLE TO PROVIDE OUR STUDENTS WITH A SAFE, ON-CAMPUS LEARNING EXPERIENCE, WE WANT OUR PARENTS TO MAKE THE CHOICE THAT THEY DEEM IS BEST FOR THEIR FAMILY; THEREFORE, LEARNING FROM HOME IS AN OPTION.

TMA's distance learning model does not change our mission of partnering with students and parents to challenge students to become well-balanced Christ-like persons by educating in the mental, physical, social, and spiritual realms. The Master's Academy will continue to provide effective instruction that is biblically sound, academically rigorous, and socially engaging even if through a distance learning model.

In this model, we continue to educate the whole child, encourage the pursuit of individual passions, promote life balance, build confidence, encourage play and physical activity, and provide multi-sensory learning experiences. TMA's distance learning model will blend daily synchronous (live) instruction with asynchronous (accessible anytime) instruction with a schedule intentionally designed to provide school/life balance, spiritual growth, and daily reinforcement.

## DISTANCE LEARNING GUIDELINES



*Information regarding fee adjustments for those opting into distance learning will be communicated by July 27.*

- ⇒ *Students will log in to Zoom daily to receive live instruction being provided by the teacher in a classroom setting. During instruction, the students will "listen in" and have a view of the board/teacher in order to follow along with the lesson.*
- ⇒ *Student attendance will be logged daily. Students are expected to log in on time, have their cameras on with their face in the frame, and be dressed in their TMA uniform polo.*
- ⇒ *Distance Learning students will be required to turn in assignments on time and follow curriculum standards.*
- ⇒ *Teachers will check periodically/at set times with students on Zoom to assess their understanding of the material being taught.*
- ⇒ *Teachers will provide one-on-one or small group instruction via Zoom to assist with certain subject areas. Dates and times for these meetings will be scheduled for 2-3 times a week based on need.*
- ⇒ *Teachers will be available for regularly scheduled office hours where students can contact them with any questions and they will respond within a timely manner.*
- ⇒ *Adult assistance is strongly recommended for this option.*
- ⇒ *Laptops/tablets and stable WiFi are necessary for this option.*
- ⇒ *All assignments will be posted on RenWeb weekly. It is very important that all families have consistent access to RenWeb.*
- ⇒ *If choosing this option, some enrichment classes will not be offered in real time. Assignments for these classes will be posted on RenWeb and enrichment teachers will be available for questions at scheduled times.*
- ⇒ *Students will be required to come to campus for any standardized tests that are administered. They will be scheduled for independent on-campus testing.*
- ⇒ *Parents will be expected to attend Parent-Teacher Conferences via Zoom, and/or other meetings requested by the administration.*



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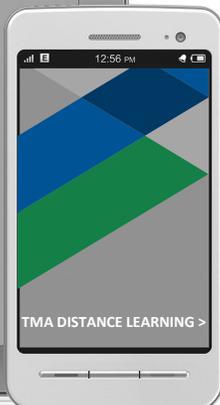
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ClassDojo

MASTERS  
ACADEMY  
TMA DISTANCE LEARNING

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# THE MASTER'S ACADEMY

## A NOTE FROM ADMINISTRATION

Our community's health and safety is of the utmost importance, and we want to encourage you to contact our team if you have any questions or concerns about how we are serving your family. The Master's Academy is here to provide learning continuity and a safe, Christ-like community for your child(ren), whether it be on campus five days a week or via distance learning. Each of our students and their families will always be considered a part of the TMA Family no matter the distance between us.

Please be reminded to email your preference (option 1 or 2) to [info@themastersacademy.org](mailto:info@themastersacademy.org) by Monday, August 3.

### RE-ENTRY LEADERSHIP TEAM

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Inspiring Faith & Learning