

## 4K-8th

# SCHOOLWIDE PROCEDURES



**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**.

TMA will be implementing staggered start and end times for different grade levels to reduce congestion. Class times will be as follows: **4K-4th Grade: 8:00AM-3:00PM** (Classroom doors will open @ 7:45 a.m. for early drop off); **5th-8th Grade: 8:20AM-3:15PM** (Classroom doors will open @ 8:00 a.m. for early drop off). Each of these grade levels will be utilizing different entry and exit points. Parents may drop off their children at their assigned entrance using our carline procedures, and the students will make their way directly to their classroom with assistance of a faculty or staff member if necessary.

All parents are to utilize the carline system for pick up. All students will be brought out for carline. Parents are to proceed to the designated exit point and remain in their vehicles. Please display the pick up sign that will be provided to you at Get Acquainted Day on your dashboard.



**DAILY SCREENINGS** | Students will be screened in their vehicle upon arrival at school. Please ensure your child is wearing his/her face mask (all grades) when he/she arrives at the temperature checkpoint.

Students with temperatures of 100.4 or greater and/or with flu-like symptoms will not be allowed entry and must remain home. In such instances, Distance Learning will be available as needed for students until they can return to campus safely. Students can return to campus when they have been symptom and fever-free for 48 hours without the use of fever-reducing medication.

Students who begin exhibiting symptoms of COVID-19 during the day will be immediately taken to an isolation room where they will be monitored at all times. Parents will be contacted and the student must be picked up within 30 minutes. All students and employees are required to self-report to the clinic if they, or any member of their household tests positive for COVID-19, and may only return to campus once the individual meets the below requirements:

- Individual is evaluated by a health care provider **AND** presents a negative COVID-19 test result **OR**
- Individual is evaluated by a health care provider **AND** meets the following three conditions: 1) At least 10 days have passed since symptoms first appeared, 2) The individual has had at least 48 hours of improved symptoms, **AND** 3) Has had no fever for 48 hours without the use of fever-reducing medication.

\*Random temperature checks will be performed daily to ensure adherence to this policy. It is critical that families do not send their student to school when sick or administer medication to conceal their symptoms. If a member of the same household tests positive for the virus or has flu-like symptoms, students in the home are to follow the above guidelines.



**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. The mask should be the Eagle mask they will receive on Get Acquainted Day. Surgical grade masks in white or blue are also permitted. Students may remove facial coverings when in their classrooms with their cohort, as there will be appropriate physical distancing in those areas.

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 have been configured with physical distancing in mind. Distancing will be maintained as best as possible during the day. 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).



**PARENTS/VISITORS** | Parents of students in 5th-8th grade are asked to drop off their children at their designated entry point using our carline procedures. 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. 4K-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. Only **one** parent may accompany each child to their classroom. Parents are not allowed to enter classrooms and must quickly exit the same way they entered.

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 while school is in session will be limited to the main entrance. Security will take the temperature of each visitor upon arrival and ask a series of wellness questions.



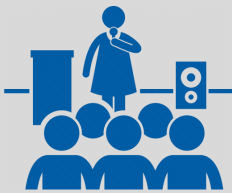
**SANITATION/HAND WASHING** | TMA Maintenance will utilize an electrostatic sprayer system with an EPA approved disinfectant at the conclusion of each day to help reduce pathogens on all surfaces. Students and staff will also be instructed on how to practice proper hygiene and sanitize their personal areas. Cleaning schedules will be established for high touch areas, playgrounds, 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. September Lunch Menu was included in the Back-To-School E-packet. Please fill out and send to school with your child. Their teacher will collect the orders with payment and send to the school office.

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



**CHAPELS/ASSEMBLIES** | Chapels will be held weekly in the cafetorium for students and teachers only. We will be gathering for a simple time of worship, prayer, and short devotional until we are able to return to our regular chapel programs where each class performs and parents can be invited to attend.

Assemblies will be held each semester and God-willing we can have parents attend just as we had before. More information will be forthcoming as we get closer to that time.



**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** | All students and employees are asked to avoid travel 10 days prior to visiting the campus.

If any individual in a students' household travel to CDC Level 3 sites at any time during the year, their student will be required to stay home for 14 days upon the individuals' return.

## TMA DISTANCE LEARNING PROCEDURES

WE HAVE DEVELOPED A PLAN TO FULLY INCORPORATE OUR ONLINE LEARNERS INTO THE CLASSROOM. OUR GOAL IS FOR THEM TO RECEIVE THE COMPLETE LEARNING EXPERIENCE!

Distance learning 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. We have installed monitors in the front of each classroom along with stand up movable stations, so that each teacher can interact with their students online in real time just as they are interacting with their on-campus learners.

Distance learners will be required to log into Google Classroom/Google Meet daily (more information will be provided by your child's teacher in the days to come). Students are asked to arrive at their grade level's scheduled start time (4K-4th: 8:00AM; 5th-8th: 8:20AM). 1st-5th grade students who are participating in Distance Learning are asked to remain "in class" until the conclusion of the day. They will have breaks during Lunch & PE. They will participate in Enrichment classes daily which will take place in the specific Enrichment class found in their Google Classroom. 6th-8th grade must attend all periods except for P.E. Email with specific login instructions and tutorial will be sent prior to the first day of school.

## DISTANCE LEARNING GUIDELINES

- ⇒ *Students will log in to Google Meet daily to receive live instruction being provided by the teacher in a classroom setting. During instruction, the students will be active participants in class 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.*
- ⇒ *Students will have scheduled small group time with their teacher.*
- ⇒ *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 Wi-Fi 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.*
- ⇒ *Students will be required to come to campus for any Standardized tests that are administered.*
- ⇒ *Parents will be expected to virtually attend Parent-Teacher Conferences, and/or other meetings requested by the administration.*
- ⇒ *At the conclusion of each quarter, those participating in Distance Learning will be able to opt into on-campus learning if they choose to do so.*






TMA DISTANCE LEARNING

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