

COVID-19 GUIDELINES

# RE-OPENING PLAN



Ocala Christian Academy

## STATEMENT FROM OUR ADMINISTRATOR

The spring semester introduced unprecedented conditions due to COVID-19, prompting a quick transition to remote instruction. While it was an effective temporary solution, the experience reinforced the value of classroom interaction. As students, faculty, and staff studied and worked away from campus, plans were developed for a careful and deliberate re-opening that allows for in-person education while prioritizing the health and safety of the Ocala Christian Academy community.

Following guidance from the governor's office and health agencies, classroom instruction will resume this fall. Ocala Christian Academy will remain focused on providing a safe, affordable, and excellent education. In addition to receiving invaluable instruction, students will adopt safe practices such as social distancing and frequent hand washing and sanitizing.

Over the next several weeks, you will receive pertinent information and reminders regarding the beginning of the school year. **Please review the following information as some changes have been made to what was originally published in the Parent and Student Handbook.** Plans will continue to be amended and announced as local conditions make changes necessary.

Thank you for helping to ensure a safe and healthy learning environment for our students, parents, and teachers. We look forward to a successful school year together with your family.

Randy Osborne  
*Administrator*



# BEGINNING SCHOOL

## **OPEN HOUSE**

### **ORIENTATION**

- Orientation is an important element of a successful beginning and is therefore required prior to the first day of class. Extensive information about the first several days of school as well as specific COVID-19 mitigation protocols will be discussed.
- To limit contact points, parents may choose to stream Orientation online from home. Some parents, particularly those new to Ocala Christian Academy, may prefer to attend Orientation on campus according to the schedule printed in the Parent Handbook.

### **FIRST DAY OF SCHOOL**

- Grades Pre-K-12: Classes begin Monday, January 4th, at 8:00 a.m.

### **CAMPUS GUESTS**

- For the safety of students and staff, parents should remain in the car while staff guide children from the designated drop-off zones to their classroom. Parents who have children new to Ocala Christian Academy should plan to utilize Orientation Day to familiarize them with their classroom location and arrival procedures.

# HEALTH AND SAFETY

## **SOCIAL DISTANCING**

- A school setting does not lend itself to continual social distancing, but students will be physically separated to the extent possible throughout the day.
- Teachers will be vigilant in training students to keep distance from one another during transitions.
- Class change schedules will be implemented to reduce the number of students in the hallway at one time.
- At the kindergarten and elementary level, students will spend most of the school day interaction only with students in their class.

## **BUILDING AND FACILITIES**

- Frequently-touched surfaces will be cleaned during the day, and overall cleanings will be conducted at the conclusion of every day.
- A consistent cleaning program has been implemented to provide deep disinfecting as needed. Each night the facilities will be gassed with disinfectant.
- Students will have frequent designated times to wash their hands, and hand sanitizing stations are widely distributed throughout the buildings and encouraged for use.
- To limit drinking fountain use and the germs associated with them, students are encouraged to bring capped, clear water bottles to fill at school.
- Plexiglass dividers will be installed for physical separation in customer service areas where social distancing cannot be maintained.
- Sharing of items (i.e. chalk, pens, pencils, etc.) will be limited as much as possible.

# Prevention and Personal Responsibility

## Temperature Screenings

- Two Screening Posts will be on Campus. Two will be stationed in the parking lot. One will be placed at the Gym gate entrance.
- Guest Screening: **All students will undergo temperature screening in these locations: Carline or walk-in line. Based on guidance from health authorities, anyone displaying a temperature of 100.4 or above will not be allowed entry; those in their party will not be allowed entry either.**
  - **Car Line:** Parents will enter campus through gate one. Those dropping off elementary students will proceed to the Elementary car line screening post. (If a parent has students from the High School or Middle school as well as from the Elementary, they should go through the Elementary Car Line for screening.) At the screening post they will be checked by a temperature gun while remaining in the car. If the students do not have a temperature they will proceed to the drop off locations. All students entering through the gates must be screened.
  - **Walk-In Line:** Students who drive themselves to school, or parents who park and have not gone through the car line will enter the Walk-In Line's Screening Post. At the screening post they will be checked by a temperature gun. If the students do not have a temperature they will proceed to the drop off locations. All students entering through the gates must be screened.

## **FACE COVERINGS**

- Students and teachers are strongly encouraged to wear masks or cloth face coverings, particularly when social distancing is not feasible. There may be some close or confined spaces (i.e. class changes, science lab, etc.) where a mask is necessary due to the inability to be distant from others. Specifics will be noted at Orientation.

## **SYMPTOMS**

- Anyone exhibiting symptoms of illness (e.g., cough, sore throat, fever, etc.) must remain at home. Do not send your child to school if he has a temperature of 100.4° or higher.
- Upon arrival, each student and staff member will have their temperature checked daily.

## **POSITIVE COVID-19 CASE**

- COVID-19 is a reportable communicable disease, therefore, Ocala Christian Academy will notify the Florida Department of Health in Marion County anytime there is a known case.
- Parents of students in the affected class will also be notified. Personal identity of positive COVID-19 cases will be protected.
- Students will convene in an alternate location until the classroom has been sanitized

## **CONTACT TRACING**

- To prevent spread, those who were in close proximity to that student or staff member who has tested positive to COVID-19 in the previous two weeks will be required to quarantine at home. While at home, Ocala Christian Academy will make virtual live classes available so that students do not fall behind in their studies. Students who participate daily in their virtual classes and complete the assigned work will be counted present. Students who do not participate during their quarantine will receive excused absences for illness and may be required to make up the work when they return. No refunds are provided for missed days.
- Ocala Christian Academy will support contact tracing efforts as directed by Marion County Health Department to mitigate further spread of the disease.

- Students, faculty, or staff who have been identified as having been exposed to the virus will be required to quarantine for 14 days.

## **LUNCH**

- Lunch will be held in the cafeteria with frequent cleaning.
- The Middle School and High School will have a rotation schedule for grades to be able to eat outside.

## **EXTENDED CARE AND EXTENDED STUDY HALL**

- To benefit from fresh air and sunshine, outside play will be encouraged. Each group will follow a schedule which minimizes equipment sharing and interaction with other groups.

## **ATHLETICS**

- At this time, sports seasons are projected to continue as scheduled by with great attention to sanitizing equipment and social distancing outside of direct competition. Although face coverings are impractical while competing, athletes will be encouraged to wear a mask on bus trips to games and meets.
- Spectators are encouraged to wear face coverings. Temperature checks will be taken for indoor sporting events. Social distancing and facility capacity guidelines will be followed.

## **ALTERNATE SCHOOLING OPTION**

- While we will take every reasonable step to mitigate the dangers, we recognize that there is an inherent health risk assumed anytime someone interacts with others. IF returning to school is not the right decision for you family, we recommend enrolling for our virtual live classes (Not all school activities will be available for our virtual students).
- Due to the nature of live online classes, certain policies have been put in place to assure an excellent learning program.

- School Day Hours
  - Class begins at 8:00am
  - Teacher will take attendance each class period
  - Middle School will not attend PE classes, however High School HOPE will still meet.
  - Middle School will attend Study Hall
  - Select clubs will meet
- Attendance
  - Attendance guidelines are based on State Requirements
    - Students who join the live class after 25 minutes or do not show up to live class are considered absent
    - After 3 tardies, a student receives an absence
    - After 5 absences, students are put in jeopardy of losing their scholarship
- Uniforms
  - All students must be in dress code
  - No phones or other electronic devices should be used (unless it is being used for class) for the duration of live classes
  - The student's face must be shown live
  - No eating
- Quizzes and Tests
  - Quizzes and Tests will be taken the same time they are taken in class
  - Quizzes will be open book as much as possible
  - Test will be given through Google Forms
    - Students will need to download the Google Forms free app
- Detention
  - A zoom detention will be issued for student accumulating demerits.
- Joining OCA's physical classroom
  - Students can return to the physical classroom at the end of each 9-weeks
  - Parents will need to fill out the proper paperwork a week before the quarter ends
- Connect
  - ONLINE kids will receive zoom numbers and paperwork for the pickup and drop off locations.

# Online Schooling

## Online Director

- Will pick up the online work from our folders.
- She will organize the kids' work by **teachers and subjects**
- At this point she has 2 choices:
  - She can give back to you so that you can continue your normal routine of grading and entering grades on your own.
  - She can take the next step.

## Step by Step

- **Grade the papers that have been turned in**
  - Will need an answer key for every assignment
    - No Essay Questions
    - Multiple Choice is best for quizzes and tests
  - Plan a key when you are planning work for the kids each week
- **Put grades into the portal**
  - You will need to create the assignment in SchoolWorx
- **Alert through SchoolWorx....**
  - When someone is missing an assignment
    - she is inserting a zero right away
  - When someone has turned in something late
    - She will automatically give a 50
- **Will file the work in the bottom drawer of her desk so that teachers can have access at any time to ONLINE students' work**

## **Key to Success**

- Premise
  - Online School will be conducted the same way as in class school.
- Communication
  - Parents will be in constant contact about missing assignments.
    - When a grade drops below a C, parents will be called and a plan of action will be given.
- Intervention
  - If a student is consistently struggling, the principal will call a zoom conference.
  - If the steps for success are not follow, the principal will recommend that the student returns to in class schooling for their success.