

MEADOW GLADE ADVENTIST ELEMENTARY SCHOOL

REOPENING SCHOOL PLAN

Meadow Glade Adventist Elementary School understands the concerns that surrounds our country and the world pandemic surrounding NOVEL CORONAVIRUS (COVID-19). In preparing for the upcoming school year, our policies and concern are focused on what is best to protect our students and employees . . . academically, spiritually, socially, and physically. Our goal is to be together; our purpose is to provide a high-quality, Adventist education. Much research and prayer have gone into this plan and the protection we all want for our students and employees.

MGAES reopening school plan is divided into four distinct areas: General School Information, Health, Finances, and Miscellaneous.

GENERAL SCHOOL INFORMATION

School Calendar:

As communicated earlier in the year, Meadow Glade Adventist Elementary published the 2020-2021 school calendar to meet the requirements set forth by the Oregon Conference of Seventh-day Adventists (ORCSDA). Due to the impact of the COVID-19 pandemic, our school board agreed with school administration to move our first day of school to **September 8, 2020**. This was done to give additional time and space in our school calendar. PLEASE NOTE - unforeseen circumstances may require changes to the calendar, including: legal holidays, Thanksgiving, Christmas, Spring Break, etc.

Learning Options:

Meadow Glade Adventist Elementary aims to meet the needs of all our families. MGAES will follow the recommendations of the Clark County Public Health (CCPH) and the Oregon Conference of Seventh-day Adventist (ORC) as to how schools may operate. Below is the current recommendation for anticipated school opening:

In-Person (face-to-face) Instruction -

MGAES will open September 8, 2020, for in-person instruction using appropriate health and safety protocols. These procedures may change at any time due to circumstances in our school or community. There may be minor differences in how each building applies the procedures.

All buildings will require a temperature/screening check (see **HEALTH** section for further details p. 3) of students and employees as they enter the building. Masks are required at all times for staff and students when on campus, in buildings.

Alternative Virtual Instruction -

A limited* virtual option will be available for students to watch a combination of live video feed or recorded instructional activities happening within the classroom. This measure is intended to allow for family choice, health compromised or quarantined students to receive classroom

instruction remotely. Should your family need to start the school year in the virtual setting, please contact the school immediately. Students are expected to attend their scheduled classes during the same periods as those within the building. Faculty will record and upload classes for future online viewing, so ill children can view later if necessary. Parents assume responsibility for the supervision of their child. Finally, Meadow Glade Elementary's mission is based on face-to-face interaction with students. However, in dealing with our current reality, our faculty will do their best to engage students who need this option. A student involved in virtual instruction will NOT be permitted to participate in any extra-curricular activities or perfect attendance at the school.

**limited is defined in an additional Alternative Virtual Instruction pamphlet outlining cost, inclusions and exclusions from this program.*

Enrichment and/or Extracurricular:

Meadow Glade Adventist Elementary School will follow WA Department of Health & Centers for Disease Control and CCPH guidelines in this area. Our school board is committed to participating in these areas as soon as the safety of our students and employees are ensured. This area is fluctuating rapidly and will undoubtedly change by the first day of school. Parents will be notified as these changes occur. These areas will be handled as follows:

- Off-campus and overnight trips will be postponed until further notice. Some trips, due to their timing, may still proceed with planning, however will not occur without final board approval.
- MGAES will have music and PE classes – due to their sizes, classes may be split for large group gatherings.
- MGAES will participate in athletics (including intramurals) and social events as allowed by Washington's Safe Start Plan to reopening and Clark County Public Health guidelines.
- MGAES will continue to offer bus transportation and extended care for enrolled students.

Routines and Procedures

Arrival /Dismissal

We will need to adjust how we enter and exit schools as we need to encourage social distance and discourage social gatherings. Buildings will open at 8:15am (8:20am for Extended Care and 8:30am for bus students). Students and staff will have temperature checks upon arrival and then should go to their classrooms for further instructions for hand sanitizing. We will have a staggered dismissal from classrooms to carline to allow for social distancing. If you are picking up your student at the doors, please wear a face covering and limit your interactions.

Attendance

MGAES will follow its current attendance policy and work with students and families who have to be quarantined due to a COVID-19 positive test result.

School Contingencies:

MGAES administration and health & safety committee continue to review possible scenarios as they prepare for the 2020-2021 school year. TO STRESS THIS POINT - Live instruction, in the

classroom, remains the goal for the school year, and our administrative team will continue to work with the local health department, the Oregon Conference Office of Education, and our school board to ensure that health and safety standards are being appropriately met.

Although no plan is certain, contingency plans will be developed for the following possibilities:

- Back to School Education offering the full program of extended care, sports, music, arts, field trips, etc. (our regular school program).
- Modified Back to School Education program with limited extracurricular activities as health/safety guidance allows (expected plan for school start September 8, 2020).
- Hybrid Education Plan - Providing online instruction for students impacted by COVID-19 health concerns and as health/safety guidance allows.
- Fully Online (due to COVID-19 outbreak – see positive test information pg. 6)

HEALTH

Proactive Safety Measures:

Meadow Glade Elementary will strive to do its best to make our school environment a healthy one. MGAES is committed to incorporate actions to minimize potential health concerns. Steps taken include the following:

- Temperature/screening of students and employees, before or as they enter the school building. If a student or employee has an elevated temperature (100.4+) or is not feeling well, they SHOULD NOT come to school.
- The frequent sanitation of all public spaces and frequent touch points in our buildings by operations staff.
- Staff will consider how we use space within classrooms, and everyone must limit use of shared materials. No shared supplies will be used in classrooms.
- Students stay with their specific classroom/cohort (grade level) throughout the day as much as possible. MGAES cannot keep students in cohorts during the leveled math classes and music elective periods for grades 3-8. For this reason, parents may choose for their student to not participate in an elective class in lieu of study hall with their homeroom cohort, or they may be dismissed at that elective period. There is no reduction in tuition if students do not participate in an elective.
- Daily reminders to wash hands frequently and thoroughly.
- Posting personal hygiene practices throughout campus, school communications, and announcements that will promote ways to reduce the spread of COVID 19.
- Lunch room protocols for food prep, receiving food, seating areas, etc. (see Hot Lunch p. 4)
- Providing professional development regarding hygienic practices, respiratory etiquette, and sanitizing protocols to all personnel
- We are temporarily a CLOSED CAMPUS. We are unable to allow visitors or parents into the office without an appointment made ahead of time. (SEE Visitor & Volunteer policy p. 6)

Social distancing/Classrooms:

Meadow Glade Elementary will be following state guidelines and recommendations for students and staff regarding social distancing. At this time, class-size limitations on academic classes are changing on a daily basis. Our current assumption is that we will be allowed to have all classes meet with adjustments being made for classes in excess of 20+ students. Teachers will work on creating as much space as possible between students, while using CDC recommended techniques for classroom layout.

Fortunately, there are areas within our current buildings that allow us flexibility with instructional spaces. We are exploring these options. We also plan to utilize the outdoors, God's first classroom, to enhance our educational opportunities.

School Chapel and Events:

MGAES administration will continue to monitor local and state requirements for large group gatherings. We fully intend to continue with the traditional programming that enhances our spiritual and learning community including

- Where group size allows, chapels may be held in Alf Birch Memorial Gymnasium or Meadow Glade SDA Church or Columbia Adventist Academy Chapel
- Some chapels will be live-streamed in an interactive manner
- Some chapel programs may be held outside
- Please remember, we are temporarily a closed campus. We are temporarily unable to allow parents and visitors to join our on campus Chapel and Events

Hot Lunch:

This year, students will be eating lunch in classrooms. Hot lunch will still be available for purchase and will be delivered to classrooms for all students in K-8. Beginning this school year hot lunch may be purchased in advance from the school business office. To make arrangements please contact Jessica Minden, jminden@mgaes.org.

- Staff will help students with routines that emphasizes social distance, eliminating common touch points but also still provides students opportunities to visit with others as that is an important SEL component.
- Lunches will be delivered to classrooms in a food box prepared by food handlers.
- There will be no self-serve items provided.
- Students may purchase a la carte items on a cash basis only; they may not use a hot lunch punch card or purchase items on credit.
- There will be no microwaves available for student use.
- Classroom desks will be distanced from one another and seating will be limited at each table.
- In order to minimize outside traffic in the building, we will not allow visitors during lunch.

PE Classes and Locker Rooms

- Students enrolled in PE in grades 5-8 will continue to dress down and change in the locker rooms.
- Students are encouraged to wear comfortable clothing for physical exertion. Students may want to consider bringing tennis shoes in their backpack on days they have PE class if they do not wear them to school.

Breaks and Passing Periods

- Bathroom breaks and hand washing will occur in small groups and organized by classroom teachers.
- Water fountains will be unavailable except for water bottle filler stations. Students should bring their own water bottle.

Dropping Off Items or Checking In/Out Students

- Deliveries **must** be subject to necessary items ONLY and drop off must occur to accommodate no contact delivery. To deliver an item, you must label your item with **student name and classroom teacher**. When you arrive you must call the office to let them know you are dropping off the item at the entry in the designated area. Your students item will be delivered to them as soon as possible by the office.
- If students need to leave early and be checked out during school hours, families **MUST** call the front office to notify them of a student pick up. Upon arrival, parents may pull into the parking spaces in front of the flagpole, call the office to notify of arrival, at that time, students will be collected from classrooms and brought to the parents vehicle. You will use the mgaes.org website to digitally sign your student off campus.
- For dropping a student back onto campus after an appointment, please pull into the parking spaces in front of the flagpole and call the office before sending your student inside.
- Please limit as much as possible scheduling appointments and activities during school hours. If the student is coming to MGAES late (ex. from an appointment), s/he will use the buzz in system to get into the building. Parents/Guardians will not be escorting students back into the building from appointments.

Buses:

- Temperature checks will take place before students are able to get on the bus. **Parents will refrain from leaving the parking area until their child has been verified to be on the bus. Students with a temperature above 100.4° F will not be allowed to get on the bus.**

- School buses will be sanitized after morning routes and after the end of day routes.
- Most student transportation routes will work to accommodate social distancing as much as physically possible. Students are required to wear face coverings during their ride.
- Windows should remain open (weather permitting) while passengers are on board.
- Seating charts will be utilized for all students. Students must be registered for transportation and guest riders will not be permitted until further notice.

Student Illness:

Should your child become noticeably ill or have a temperature of over 100.4° F degrees during the school day, they will be isolated until picked up by a parent/guardian. Pick up of an ill child should take place as soon as possible. School receptionists will keep track of illnesses and temperatures. Students may not return to campus before being fever free for 72 hours.

Positive COVID-19 Test at MGAES:

Meadow Glade Elementary is obligated to inform both Clark County Public Health and the school-wide community regarding an infection. The Clark County Public Health will direct MGAES regarding testing, sanitizing and re-entry procedures. Family members of an infected individual will also be excluded from the in-person instruction setting until all attending family members have gone through the CDC recommended quarantine time. Quarantine time for persons recovered from COVID-19 illness, CDC recommends that isolation be maintained for at least 10 days *after illness onset* and at least 3 days (72 hours) *after recovery*. EQUALS = Fever free for three days before return (time- based strategy for return). **This may change as the CDC changes requirements for COVID-19 quarantine and recovery timelines.**

The school will continue to meet in-person if there is a positive COVID-19 test. As stated prior, additional cleaning will be taken in areas occupied by individual. If the local county health department informs the school there is a need to discontinue in-person schooling for a whole school/building quarantine, MGAES would at that time go to online education for a short-term period.

Positive COVID-19 Case Information:

Meadow Glade Adventist Elementary School is required to report confirmed diagnosed individuals with the local county health department, and will then work in consultation to communicate the following:

- scope of the problem (number of known cases)
- background information including symptoms, spread, and incubation period
- any additional measures taken to mitigate disease spread (quarantine, etc.)
- building operational decisions are made independently of Columbia Adventist Academy (one building may go online short-term if needed)

Meadow Glade Adventist Elementary School recognizes that an individual's health status is personal and private. Therefore, school administrators will handle the information regarding the person's health status in accordance with state and federal laws, as well as the school's handbook policies governing the confidentiality of student and employee health records.

FINANCES

2020-21 Tuition:

Meadow Glade Adventist Elementary strives to keep tuition and fees as reasonable as possible. COVID-19 has brought unique issues for the school in all areas. Moving from an in-person to an online instructional style does not significantly decrease costs; in particular, personnel costs comprise the majority of our budget.

In the event that MGAES must deliver course work remotely due to COVID-19, MGAES will not cancel, waive or refund any portion of tuition that is owed while enrolled. If MGAES Online education goes for an extended period of time, the school board may elect to make necessary adjustments to tuition, fees, or other costs.

Worthy Student Fund & COVID Relief:

We recognize that family finances have been particularly affected as jobs have been lost and/or furloughed. The MGAES Finance Committee and Worthy Student Committee is committed to ensure that no family will be turned away due to financial stress caused by COVID-19. This fund is bolstered by a number of financial considerations made by school administration, finance committee, and school board. Please contact Mrs. Minden, at jminden@mgaes.org, to communicate your request.

MISCELLANEOUS

Travel:

Meadow Glade Elementary reserves the right to require any employee or student that travels to a CDC or WHO labeled COVID-19 “hot spot” that would significantly increase their chance for exposure, to self- quarantine. This measure is to protect the health and wellness of our school community.

Emotional Health:

MGAES is extremely blessed to have on-call chaplains and partners with the Vancouver Children’s Center to provide referral counseling services. We encourage students that are feeling stress due to the current situation to please contact these individuals. If a student is quarantined, one of these individuals will be made available to provide emotional support.

Assumption of risk:

Meadow Glade Elementary strives to ensure the health and safety of each student and employee in its care. The administration recognizes that COVID-19 may afflict those in the school.

A student or employee that exhibits symptoms of COVID-19 will be temporarily excluded from school attendance. MGAES reserves the right to require a statement from the student or employee’s primary care provider and being fever free for 72 hours before returning to school. Only employees with direct responsibility for the care of the student will be informed of the specific nature of the diagnosis. Parents of other students attending the school will be notified that their child has been exposed, without identifying the particular person.

The risk of contracting COVID-19 remains in our community. Parents are welcome to review the written safety protocols and discuss any concerns with school administration. Meadow Glade Adventist Elementary fully understands that COVID-19 has been declared a worldwide pandemic and is extremely contagious. Although the school has implemented measures to reduce the spread of COVID-19, we cannot guarantee your child will not be exposed.

SIGNATURE _____