



WOODLAWN
COMMUNITY ACADEMY

Reopening Plan

2020/21 School Year

***Parents please read and respond to the agreements that can be found at the end of this document. Your response will confirm that your student will receive your choice of on-site or remote learning.**

Thank you for your timely response!

INTRODUCTION

Woodlawn Community Academy reopening information for the 2020-2021 school year:

The administration has worked diligently to gather as much information and feedback as possible in order to develop plans and protocols that will keep students and staff safe while creating a nurturing and productive learning environment.

At the end of this document, you will find the learning options that were recently presented to you in an email. Your choices have been registered at the school and your options have been planned for respectively. Most of you have already chosen on-site or remote learning opportunities. Please fill out the attached **Traditional On-site** or **My WCA Online** learning agreements for each student in your family, sign it, and return it as official documentation of your choice and our agreement to offer those services. You can do this on the computer with an electronic signature or print and submit it to the school office. It will become a part of your registration paperwork.

We ask you to make your selection and complete the required agreement no later than Wednesday, August 5th. Your prompt attention will give the administration time to schedule students and staff accordingly. We know school will look different in the fall, and we appreciate your partnership and cooperation as we work to make the 2020-2021 school year successful for all!

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GUIDING PRINCIPLES

There is much that is still unknown about COVID-19. In planning for the safe reopening of school, WCA researched and read extensively about what others are doing to meet the challenges faced by schools preparing for students during this time. WCA also sought input from parents, employees, and board members.

Based on all the input gathered, the protocols within WCA's Reopening Plan represent processes that support ensuring a safe return for students and staff.

This plan is guided by the following principles:

1. Ensure the safety and wellness of students and employees
2. Reopen Woodlawn Community Academy for students
3. Provide parents flexibility and choice through instructional learning options
4. Deliver high-quality instruction to students

While school will, no doubt, look different in the 2020-2021 school year, the commitment of the teachers, leaders, and staff of Woodlawn Community Academy remains steadfast as we all strive for 100% student success. That will mean ensuring that we work as a school community to adhere to all the processes put in place that are there to greatly decrease the spread of COVID-19. For those families who are not ready to return to our school buildings, we have high-quality instructional learning options to meet the needs of your student.

This document is based upon the information known to WCA as of the date of its publication. Changes will likely be needed given the fluid nature of COVID-19 in society. To continue to meet the needs of our community, this plan will be reviewed, adjusted, and communicated, in alignment with any changes due to COVID-19. We want all to be confident that Woodlawn Community Academy has the processes and procedures in place for a reasonably safe return to our buildings.

ENSURING THE SAFETY AND WELLNESS OF STUDENTS AND EMPLOYEES

SOCIAL DISTANCING AND Masks/Face coverings

WCA recognizes that there are differing opinions on the use of personal protective equipment, including masks/face coverings, by school-age children. In an effort to employ all measures possible to prevent the spread of COVID-19, the following principles will be followed to the greatest extent possible, with consideration given to unique student circumstances.

A school, by design, is set up for socialization. As social distancing is not possible throughout a day, all employees and students must have a **mask/face covering** with them at all times. **These masks must be brought to school with the student or a disposable one can be purchased from WCA staff for \$1. Students will be supplied with a lanyard to wear at all times. When masks are removed from the face they can be clipped to the lanyard making them readily available and keeping them from being misplaced.**

Masks/face coverings must be worn by all students, staff, and individuals on campus, when arriving at the school, in hallways, and anywhere where students or staff are working closely in a small group or one on one. In order to accomplish this goal:

- Students and staff will receive instruction on the proper way to wear a mask/face covering.
- Masks/face coverings must completely cover the nose and mouth.
- Student's names must be written in permanent ink on their mask or face covering to avoid cross-contamination.
- Individuals (students or staff) who have a medical condition that does not allow for wearing a mask must provide medical documentation that states a mask cannot be worn.

Recognizing that it may be difficult for students to wear masks/face coverings continuously throughout an entire school day, certain areas will be designated as areas where students may remove their masks. The goal is to make desk areas either distanced from each other or provide 5 X 4 foot dividers between them. When working within their personal areas, students will be able to choose to remove their masks.

Wherever possible, smaller classrooms will be relocated to larger spaces where social distancing can occur. At present, the computer lab and exercise class have been moved into the auditorium.

Classroom numbers will be restricted. Returning students will be accommodated.

Classroom set-ups will be arranged to maximize space and increase social distancing between students. Barriers between student work areas will be provided.

The **sharing of instructional materials** or manipulatives (e.g. pencils, supplies, center activities, etc.) will be minimized and any shared items will be sanitized regularly.

Hall floorways will be marked with directional signs along with reminders for smart distancing.

VISITORS AND VOLUNTEERS

In order to limit exposure for all students and staff, WCA will limit campus visits by any nonessential visitors. Essential visitors are defined as those with business-critical to the operation of the school (e.g. therapists, contractors, deliveries, members of the Department of Health, etc.).

All visitors must make an appointment to visit the school site. Visitors without an appointment may not be granted entry into a facility. All individuals entering a WCA building must follow the protocols outlined below.

- Prior to a scheduled visit, all individuals must have their temperature taken by a WCA staff member at the front gate. To gain admission their temperature must read 99.9 or below.
- All visitors will practice social distancing and **wear a mask/face covering** at all times.
- As a reminder, prior to volunteering, all volunteers must be background-approved Level 2. All volunteers will be supervised at all times.

HEALTH AND WELLNESS

While attendance at school and work is critical for the success of students, no one should come to the school campus if they are unwell or exhibiting any symptoms. Temperatures will be taken upon arrival each day. Any student with a temperature of 99.9 or above on the school non-contact thermometer will not be admitted to the campus.

STUDENT SCREENING

As a part of the opening of school documents, all parents will receive and need to complete the **Self-screening questions listed below**. This form denotes that all students and parents understand that it is their responsibility each day during the school year to: 1) ensure their child is well, as outlined by the screening questions, prior to entering a school building and 2) that if their child becomes ill during the school day, the parent/guardian will make arrangements for their child to be picked up as soon as possible following notification.

Periodically throughout each day, teachers and/or school-based staff will do informal check-ins with students to ensure all students are feeling well. Temperatures will be taken again if there is any question.

SELF-SCREENING QUESTIONS

Before entering a WCA building, you should assess your wellness with the following questions:

1. Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours:
 - Fever greater than 100/chills
 - Cough/shortness of breath
 - New loss of taste or smell
 - Nausea/vomiting/diarrhea
2. In the last 14 days, have you:
 - been in close contact with anyone who has been diagnosed with COVID-19;
 - been placed on quarantine for possible contact with COVID-19;
 - had a COVID-19 test pending

If anyone (student, employee, visitor) shows any of these symptoms it is extremely important that they not enter the school and should contact their healthcare provider for guidance.

PROCESS IF A STUDENT IS NOT FEELING WELL AT SCHOOL

Any student not feeling well or exhibiting any COVID-19-like symptoms will be referred to the school administrator. If a teacher or a school-based staff member notes a concern, the teacher will call the school secretary. There will be a designated secluded area for staff or students with symptoms. The student's temperature will be taken again with a no-contact thermometer. They will be required to remain in seclusion until someone arrives to pick them up.

- Basic first aid situations, to the greatest degree possible, should be handled by the student/teacher in the classroom to prevent congregation in the office and possible cross exposure. All classrooms will be stocked with basic first aid supplies.
- Approved medication dispersal will continue to occur.
- School staff will closely monitor trends of absenteeism and will follow-up with students who have been absent for multiple days. They will be required to complete and submit the questions on the self-screening form before returning to the school.
- Families will be encouraged to maintain wellness visits with their child's healthcare provider and up-to-date on all age-appropriate immunizations will be required as before.

CASE(S) REPORTED AT SCHOOL OR DISTRICT SITE

WCA requests that any student or employee who has a confirmed case or has been recommended for quarantine/isolation by the Pinellas Department of Health or medical professional report this to WCA's administrator or office staff. While Woodlawn Community Academy will be made aware of cases by the Department of Health, support from our families and employees to self-report will support us in taking next steps in an expedited manner.

1. All investigative and confirmed cases will be handled in accordance with the guidelines established by DOH.
 - a. Contact tracing and investigative processes remain the role of DOH.
 - b. School staff will provide assistance and support of these efforts.
 - c. Any schoolwide or other closure decisions will be made in conjunction with DOH and WCA leadership. Any confirmed cases of COVID-19 within the staff or students of WCA will result in a 14-day closure of the site. At that time extensive sanitation measures will take place before the return to school.
2. If there is a decision made for a classroom, school or WCA closure, the following communication will occur:
 - DOH-WCA letter sent home to families;
 - Phone call and email to families to explain the nature and expected duration of the closure and actions being taken to prepare for the safe return of students and staff; and the continuation of learning remotely.
 - Post on school-specific social media.

CLEANING AND DISINFECTION

WCA's administration has met with staff members to ensure that there is a focus on the thorough cleaning and sanitizing of surfaces, particularly high-touch areas, and the targeted use of disinfectants and sanitizers. School-specific protocols are being developed and will include the following:

- Administration will develop a cleaning schedule for the cleaning team. These schedules will list which portions of the campus he or she will clean each day, and what cleaning products and processes will be used.
- A sanitizing fogger will be used to spray disinfectant throughout the school each evening.
- Hand sanitizer stations will be placed throughout the school.
- Signage will be placed throughout the WCA facility reminding students, staff, and visitors to practice social distancing, to wear a mask or face covering at all times when not sitting at their desk, and to wash hands frequently and thoroughly.
- Air filters advertised to filter viral elements from the air will be placed in all larger classrooms.
- A staff member will be hired to be responsible for cleaning surface areas (door pulls, walls, water fountains, and bathroom surfaces) throughout the school day.

Teachers will be trained to take these simple, yet effective actions to maintain the cleanliness of their rooms:

- Each classroom will be supplied with a bottle of sanitizer and paper towels that the teacher can use to maintain cleanliness and/ or a Clorox wipe-type product. Availability will likely determine which product will be used.
- Teachers and office staff will arrange their desks and work areas in a manner to assist with the nightly sanitizing of those surfaces. Desks, computer keyboards, and other accessories will be sanitized by the designated staff member after class each day.
- Teachers will enlist the assistance of trusted students or the entire class to help keep classroom areas clean and tidy throughout the school day.
- Likewise, teachers and students will establish classroom protocols to wipe down desks and tabletops, and other shared equipment, in between classes and throughout the day.
- Designated time periods for everyone to wash their hands will be scheduled.
- Hand sanitizer will be placed in convenient areas in the classroom.

FIELD TRIPS, EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Field trips will not be scheduled for the first quarter of the 2020-2021 school year. Further communication will be provided regarding field trips scheduled for subsequent quarters.

School-based clubs will continue to operate, following all Woodlawn Community Academy (WCA) protocols. At this time, attendance at a Friday Club is voluntary. Students may choose to go home at noon on Fridays.

Back to School Nights and Open Houses will be planned and organized by school-based leadership teams to ensure health and wellness procedures are in place. Open House will be scheduled prior to school opening for new students only.

Parent Group Meetings should be held virtually for the first quarter of the 2020-2021 school year. Further communication will be provided regarding meetings scheduled for subsequent quarters.

To ensure all students, families, visitors, and staff understand the health and wellness protocols implemented by WCA, a series of communications will be shared prior to the beginning of the school year. Reopening information will be housed on the WCA website, www.woodlawnacademy.org/student-info.

WHAT WILL ON-SITE LEARNING LOOK LIKE FOR STUDENTS, TEACHERS AND INSTRUCTIONAL SUPPORT STAFF WHEN SCHOOL REOPENS?	
	STUDENTS
What will be the same as previous school years in the option?	<ul style="list-style-type: none"> • Students will physically come to their school for their learning. While attendance at school is critical for success, students should not attend if they are unwell or exhibiting any symptoms. • Students will physically see and interact with their teacher(s) and classmates and follow their class/course schedule each day. • Assignments, activities, and classroom-based assessments will be developed and conducted by their teachers. • All students will be expected to complete and submit assignments as determined by the assigned teacher. All assignments will be graded and parents will be made aware of grades. • Code of Student Conduct and traditional WCA school expectations remain in effect. • All students will work to mastery and frequent assessment will occur. • Yearly assessment using the Stanford 10 test is scheduled to occur in April.
What will be different from previous school years in this option?	<ul style="list-style-type: none"> • Each morning, students and families must review wellness to ensure students are well and symptom-free prior to coming to school each day. • Temperatures will be taken for all students and staff upon their arrival at school. • Students and families need to adhere to all expectations to ensure the safety of all students, families, and employees. • All staff and students will receive instruction on meeting established safety protocols. • Hand sanitizing stations and directional signs and messages will be throughout the building. • While students will physically see and interact with their teachers and classmates, small groups may be smaller or look different. • Classroom spaces will be rearranged to maximize social distancing and minimize shared items. • Some classes may look different. Classes that involve high-contact such as band, chorus, dance, and physical education may have changes. • Large group gatherings will be eliminated. • Parent meetings and/or conferences may be scheduled to occur virtually until it is deemed appropriate to have larger numbers of individuals on campus.

**WHAT WILL MY WCA ONLINE REMOTE LEARNING LOOK LIKE FOR STUDENTS,
TEACHERS AND INSTRUCTIONAL SUPPORT STAFF WHEN SCHOOL REOPENS?**

	STUDENTS
What will be the same as spring in this option?	<ul style="list-style-type: none"> ● Students will remain at home for this option. ● Parents will need to come in to pick up computers and necessary materials for learning- safety precautions will be applied as before. Parents will need to come in to sign any scholarship checks that are sent directly to the school in a timely fashion. ● Chromebooks are recommended for use. ● Some Moby Max learning will occur. ● Chapel will be posted on-line each Friday. ● Teachers will still be available to answer questions or offer support at certain times. ● Technology support will still be available during certain times. The computer teacher will be teaching classes also. ● Physical education and clubs will not be available to remote students. Some videos will be posted.
What will be different from last school year in this option?	<ul style="list-style-type: none"> ● Chromebooks are recommended for use. Students may borrow a chromebook as long as their parent agrees to provide a deposit of \$150. This will be provided in the form of an undated check or the copy of a credit/debit card that can be used only if the computer is not returned. ● Before school training on computer use will occur in small groups for new students or students calling in and scheduling this instruction. ● Students will receive instruction from a live teacher by being able to access the classroom within the Google classroom. Small groups in reading, math, writing, spelling and/or vocabulary will take place live on screen. ● Students will need to log in to their classes at the time that they are scheduled to occur on-site. ● Deadlines for return of worksheets or other graded materials must be met in real time as directed by the classroom teacher. On-line students will not be given additional time. ● Simply being in attendance will not give students additional credit. ● Having assignments on Moby Max or other learning platforms will be occasionally used only for certain classwork. ● Technology support will still be available during certain hours. ● Remote students will be able to ask questions during class by typing them into the Google classroom chat. Teachers may choose to respond to the class or activate the students mic if time allows. ● Art and music will be available on-line either live or in a video.

LEARNING OPTIONS: PROVIDING PARENTAL AND STUDENT FLEXIBILITY AND CHOICE

LEARNING OPTIONS

With school starting for all Woodlawn Community Academy students on August 24, if parents and students are not comfortable with returning to school or the established health and wellness protocols for traditional face-to-face instruction, WCA has also developed additional learning options to provide families flexibility and choice during this time.

LEARNING OPTION OVERVIEWS	
TRADITIONAL (K-12)	MY WCA ONLINE (K-12)
<ul style="list-style-type: none"> Remain enrolled in your 2020-2021 and on-site at WCA. Traditional, face-to-face, instruction at WCA with protocols for health and safety in place. 	<ul style="list-style-type: none"> Remain enrolled in WCA and keep your seat. Nine-week commitment to full-time remote learning. All instruction will be delivered virtually, following a daily schedule (live-lessons each day). Chromebook and materials or curriculum pickup will be scheduled to take place at the beginning of the school year. Students are expected to be present and engage in virtual instruction each day within the designated schedule. They will need to follow classroom expectations and deadlines. Families will be able to extend this option each quarter so long as it is offered by WCA.

SPECIALIZED AREAS AND ELECTIVES

Woodlawn Community Academy is committed to providing a well-rounded educational experience that develops the aptitudes and interests of every student. If students and families select the WCA Online option, the following should be considered:

At the elementary level, electives will be included in the regular daily schedule. Students will receive live instruction. The learning will be recorded on video.

In middle and high school, electives will be included as live instruction at the beginning of every period or they will be offered as a video. Not all elective choices will be available, as they are subject to enrollment.

PLANS TO SUPPORT TECHNOLOGY

One of the greatest lessons learned during the closure of our school buildings last year, was the importance of having take-home digital devices for all students. To facilitate digital learning, WCA will distribute Chromebooks to students who do not have their own compatible computer. These devices will have an 11-inch touch screen. Each computer will have a camera, microphone and speakers to facilitate online learning, if needed.

The use of digital devices will be integrated into the instructional day on-site and remotely for content delivery, research, creativity, and collaboration. This initiative will also allow for a deeper partnership between families, students and teachers, as parents will have daily access to instruction and enrichment materials for their student(s).

Parents and students with technology questions or concerns should reach out to the classroom teacher, the Technology Administrator or call the Tech Support helpdesk at (731) 327-0872 between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.

Managing the technology for students and staff in WCA is a cross-functional effort involving cooperation between staff and parents. Our Technology Teacher/Specialist provides the following services:

- Powerwashes all devices as needed. To Powerwash a Chromebook means to delete all the old data on the computer and restore it to default WCA settings.
- Repairs or replaces devices as needed.
- Provides technical support for computer, software or login issues.
- Coordinates the distribution and inventory of staff and student devices.
- Provides site-based training for staff, students and parents.
- Provides application-specific troubleshooting and password support.
- Reviews tech tickets and resolves the issue if possible.
- Provides technology-related professional development (PD) for school-based instructional and administrative personnel. PD can be customized upon request to meet the needs of the school.
- Creates and maintains a Google Classroom for staff with current instructions and resources.

AGREEMENT CHOICE:

MOST FAMILIES HAVE ALREADY MADE A CHOICE FOR EITHER ON-SITE OR REMOTE LEARNING

WCA recognizes this was a big decision. Please know that there will be limited opportunities and circumstances to change your choice for the first quarter of the school year. We want to ensure we can provide all these learning options with high levels of quality. Multiple changes and changes during the quarter impact the ability to schedule and offer the selections we want to provide to all our families.

Please complete your choice of agreements below. Then submit it by August 5th, 2020.

If you have any questions or concerns, please contact Charlotte Tollefson at 727-914-6916.

[CLICK HERE FOR TRADITIONAL ON-SITE \(K-12\)](#)

[CLICK HERE FOR MY WCA ONLINE \(K-12\)](#)