

# **Northeast Academy**



## **Return to School Plan 2020-2021**

July 24, 2020

Dear Northeast Academy Families:

The Northeast Academy Board of Directors voted on July 15, 2020 to open Northeast Academy for full-time, in-person instruction on August 17, 2020 with health checks for staff, students, and visitors and a cleaning schedule that will allow for disinfecting the school throughout the school day. This decision was made after research on how to safely return to campus, collaboration with the Northampton County Health Department, and input from the staff.

Included in this document are procedures that Northeast Academy will implement to insure the health and well-being of the staff, students, and visitors to our campus. These procedures may be revised due to changes in school, local, state, and/or federal policies and recommendations. We thank you, in advance, for your adherence to these procedures.

Yours in Christ,

Renee Baker, Board Chair

Wanda Briggs-Trevino, Head of School

## Healthy Eagles Pledge

Staff, students, and parents will be required to sign the Healthy Eagles Pledge that ensures compliance with all school safety protocols before the school year begins on August 17, 2020. Staff, students, and parents will pledge to stay home if they have been exposed to Covid-19 or have any Covid-19 symptoms.

Staff members will pledge to leave campus if they begin to experience symptoms of Covid-19 during the school day. Parents pledge to pick up students who begin to experience symptoms of Covid-19 during the school day. Students will be placed in an area away from others until they can be picked up.

Symptoms of Covid-19 include:

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of sense of taste and/or smell

## Face Coverings

Staff, students, and visitors are **required** to have a face covering in their possession at all times while on campus. It is **recommended** that staff, students, and visitors wear a face covering when social distancing is not able to be achieved.

## Health Checks

Staff, students, and visitors to Northeast Academy must participate in a health check as they arrive on campus each day. Health checks will include temperature checks with touchless thermometers and answering questions on a symptom screening checklist found in the **Strong Schools NC Public Health Toolkit (K-12)**.

## Cleaning and Hygiene

The custodial staff will clean the buildings after school each day using cleaning supplies and practices recommended by the CDC and the Northampton County Health Department.

During the school day, teachers and students in grades 7-12 will disinfect student desks, chairs, and high touch areas in between class periods at the end of the school

day. Teachers in grades Pre-K - 6 will disinfect student desks, chairs, and high touch areas twice during the school day and at the end of the school day.

All restrooms have access to soap and warm water. Students will be encouraged to frequently wash their hands throughout the school day. Hand sanitizer will be available in each classroom and hand sanitizer stations will be located in the hallways, lunch room, and gym.

Restrooms will be disinfected twice during the school day and by the custodial staff after school.

### **Social Distancing**

Teachers will remove all unnecessary materials and furniture from classrooms in order to maintain social distancing.

Social distancing markers will be placed on the hallway floors and in the lunchroom.

### **Break / Lunch**

Students groups will be reduced to maintain social distancing during break and lunch times. Teachers may choose to have students have break and/or lunch in their classrooms.

### **Bathroom Breaks**

Schedules will be in place to limit the number of classes/students who are taking bathroom breaks at one time.

### **Locker Times**

In order to reduce the number of students in grades 7-12 who are in the hallways during transitions, grade levels have been assigned specific times that they may visit their lockers.

### **Recess**

Students in grades K-6 will have 30 minutes of recess per day. The recess schedule will ensure that no more than 30 students are on the playground at one time.

### **Before School Care (7:00am-8:00am)**

Students must be registered for Before School Care if you believe that you will utilize this service at any time during the school year. Paperwork must be completed before the student attends Before School Care for the first time.

- Parents must walk students to the Before School Care Room each day.
- Students will go through a health check point before entering the Before School Care room.
- Students who do not meet the health guidelines will not be allowed to enter the room.
- Parents are not allowed to enter the Before School Care room.
- **Parents must wait until their child has been cleared before leaving campus.**

### **After School Care (3:15pm-6:00pm)**

Students must be registered for After School Care if you believe that you will utilize this service at any time during the school year. Paperwork must be completed before the student attends After School Care for the first time.

- Students will have their temperature checked as they enter the After School Care room.
- Students who do not meet the health guidelines will not be allowed to attend the After School Care program.
- Parents must enter the building and pick up students from the After School Care Room each day. In the event that the After School Care program is on the playground, parents must come to the playground to pick up students.
- Parents are not allowed to enter the After School Care room.

### **After School Detention (Grade 12: 2:10pm-3:10pm) (Grade 7-11: 3:15pm-4:15pm)**

In the event that a student is assigned After School Detention:

- Students will have their temperature checked as they enter the After School Detention room.
- Students who do not meet the health guidelines will not be allowed to remain at school and their After School Detention assignment will be rescheduled.

### **Athletics**

Northeast Academy will follow all guidelines of the NCISAA related to practices and games. In addition:

- Coaches and athletes will have their temperature checked before all practices and games.
- Coaches and athletes who do not meet the health guidelines will not be allowed to participate in practices or games and will be required to leave campus.
- Coaches, athletes, and/or parent volunteers will disinfect all sports equipment at the end of each practice or game.
- Only authorized Coaches and athletes should attend practices. Parents and other visitors may view practices from their cars.

# Elementary School

## Arrival

### PK-2

- Parents will enter the front driveway to drop off and/or walk students into the building.
- Parents and students will go through a health check point before entering the building. Parents and/or students who do not meet the health guidelines will not be allowed to enter the building. **Parents must wait until their child has been cleared before leaving campus.**
- Parents are allowed to walk their child to their classroom doors, but may not enter the classroom. Parents who need to speak to their child's teacher should call, email, or send a note to the teacher requesting an appointment time.

**\*NOTE: Parents who have children in both PK-2 and grades 3-6 should enter the front driveway to drop off students.**

### Grades 3-6

- Parents will drive around the parking lot to the side gym door.
- Students will go through a health check point before entering the building. Students who do not meet the health guidelines will not be allowed to enter the building. **Parents must wait until their child has been cleared before leaving campus.**
- Parents will not be allowed to walk their child to their classrooms. Parents who need to speak to their child's teacher should call, email, or send a note to the teacher requesting an appointment time.
- Students will walk through the gym and back walkway to get to the elementary building.

## Break - Temperature Checks will be performed.

### PK:

- Students will eat in their classroom.

### K-2: 9:15am-9:30am

- Food may be consumed in the lunchroom or the teacher's classroom.

### Grades 3-5: 9:30am-9:45am

- Food may be consumed in the lunchroom or the teacher's classroom.

### Grade 6: 9:45am-10:00am

- Food may be consumed in the lunchroom or the teacher's classroom.

## Lunch - Temperature Checks will be performed.

### PK: 12:20pm-12:50pm

- Food may be consumed in the lunchroom or the teacher's classroom.

### K-2: 11:20am-11:50pm

- Food may be consumed in the lunchroom or the teacher's classroom.

### Grades 3-5: 11:50am-12:20pm

- Food may be consumed in the lunchroom or the teacher's classroom.

### Grade 6: 12:20pm-12:50pm

- Food may be consumed in the lunchroom or the teacher's classroom.

## Dismissal

### PK-2

- Parents will enter the front driveway to pick up students.
- Parents will not be allowed to enter the building to pick their child up.
- Teachers will walk students to the front driveway to meet their parents.

**\*NOTE: Parents who have children in both PK-2 and grades 3-6 should enter the front driveway to**

### Grades 3-6

- Parents will drive around the parking lot to the side gym door to pick up their child.
- Parents will not be allowed to pick their child from their classrooms.
- Teachers will walk students to the parking lot to meet their parents.

pick up students.

## High School

### Arrival

#### Grades 7-8

- Students will go through a health check point before entering the building. Students who do not meet the health guidelines will not be allowed to enter the building.
- **Parents, who are dropping off students, must wait until their child has been cleared before leaving campus.**
- Students must enter their homeroom immediately after they have been cleared at the health check point.
- Locker Times:
  - 10:10am, 12:10pm, 2:55pm

#### Grades 9-12

- Students will go through a health check point before entering the building. Students who do not meet the health guidelines will not be allowed to enter the building.
- **Parents, who are dropping off students, must wait until their child has been cleared before leaving campus.**
- Students must enter their homeroom immediately after they have been cleared at the health check point.
- Locker Times:
  - **Grades 9-10:** After 1st, 3rd, 5th & 7th blocks
  - **Grades 11-12:** After 2nd, 4th, & 6th blocks

**Break - Temperature Checks will be performed.**

#### Grades 7-8: 9:45am-10:00am

- Food may be consumed in the lunchroom or the teacher's classroom.

#### Grades 9-12: 10:05am-10:20am

- Food may be consumed in the lunchroom or the teacher's classroom.

**Lunch - Temperature Checks will be performed.**

#### Grades 7-8: 12:20pm-12:50pm

- Food may be consumed in the lunchroom or the teacher's classroom.

#### Grades 9-12: 12:50pm-1:20pm

- Food may be consumed in the lunchroom or the teacher's classroom.

### Dismissal

#### Grades 7-8:

- Parents will enter the front driveway to pick up students.
- Parents will not be allowed to enter the building to pick their child up. Parents who need to speak to their child's teacher should call, email, or send a note to the teacher requesting an appointment time.

#### Grade 12:

- Students who are in good standing with academics and behavior will be released from school at 2:10pm.
- Students must depart campus immediately upon being released from class.

#### Grades 9-11:

- Parents will enter the front driveway to pick up students.
- Parents will not be allowed to enter the building to pick their child up. Parents who need to speak to their child's teacher should call, email, or send a note to the teacher requesting an appointment time.