

2020 - 2021 A Framework For Reuniting

A Guide To Royally Reopening The First Academy



VOLUME 2 OF 3

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MESSAGE FROM THE HEAD OF SCHOOL

Welcome Back

It is with great joy that I share Volume 2 of our Royal Reopening Plan with you. Our team has been working diligently to produce a plan that emphasizes the social and emotional health of our students as well as their physical health and safety. In the pages that follow, you will find detailed information pertaining to daily student life, campus cleaning and operations, back to school preparedness, and more.

I want to say a special thank you to our Medical Advisory Committee and our Reopening Task Force. These wonderful friends have been a tremendous blessing to our school and I'm very appreciative of each one of them

In Jim Collins' book, *Built to Last*, he coined the phrase Big Hairy Audacious Goal (BHAG). He says that in moments of uncertainty, having a big idea around which we can all rally is essential.

Let me share my BHAG for the next several months ...

"As a community of resilient Christ-followers, let's return TFA to live on-campus instruction that is adaptive, engaging, and joyful while mitigating against the spread of the virus."

As we formulate plans, craft new procedures, and make decisions, we want to keep this big idea at the forefront. When you're not sure why a policy has changed or why an inconvenient protocol was put in place, it's probably because we want to return TFA to live instruction that is adaptive, engaging, and joyful while mitigating the risk of a virus reemergence. I am supremely confident that we can accomplish this goal with your prayers, continued flexibility, and outstanding support. Thank you for your partnership.

Steve D. Whitaker, Ph.D.

Head of School

CAMPUS HEALTH & SAFETY

Guiding Principles

The reopening plan for our school has been designed with a phased approach that will allow us to hold steady, prepare for interruptions, or make changes to reflect new guidance. We will maintain flexibility as we continue to monitor CDC, The American Academy of Pediatrics (AAP), and health department guidelines and recommendations.

The following 6 guiding principles reflect the standards, procedures, and protocols TFA is evaluating for the implementation of our reopening in the fall. Please keep in mind that these are subject to change depending on current CDC, AAP, and health department recommendations.

1. Maintaining a Healthy Campus Environment
2. Monitoring Illness
3. Maintaining Physical Distancing (whenever possible)
4. Promoting Daily Hygiene Routines
5. Evaluating Restrictions
6. Supporting Well-Being



CAMPUS HEALTH & SAFETY

Guiding Principles

TFA plans to resume on-campus, in-person teaching and learning for the 2020-2021 school year beginning August 12, 2020. The school will adhere to the guidelines and recommendations from the CDC, AAP, the health department, the Reopening Task Force, and the Medical Advisory Committee.

1. Maintaining a Healthy Campus Environment



**Social
Distancing**



**Face
Coverings***
See below for
more details



**Daily Health
Monitoring**



**Registered
Nurse
On Campus**



**Hand
Sanitizing
Stations**



**High-Touch
Surfaces
Sanitized
Frequently**



**Classrooms
Cleaned &
Disinfected
Nightly**



**Restrooms
Sanitized
Throughout
Day**



**Electrostatic
Sprayers
Used**



**Sterilization
System for
A/C Units**

* The use of Face Coverings will be determined closer to the start of school, and will be based on recommendations from the CDC, AAP, and the health department

TFA's policy regarding exposure to COVID-19 will follow CDC guidelines and is subject to change.

Safety Signage

The First Academy will post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face cover).

Safety Procedures Training

Returning to campus is going to look and feel different for us. TFA is implementing many changes to support best practices necessary for schools to reopen safely. To ensure everyone is familiar with these changes, along with our new safety protocols and guidelines, TFA is providing all students and employees with Safety Procedures Training. Faculty and staff will receive training during Pre-Planning and students will be trained during the first days of school. Informational videos will also be communicated to all of our students and families.

2. Monitoring Illness

Keeping our campus healthy will be a collective effort, one we are asking everyone in our school community to support. With everyone's understanding and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, employees, families, and the community. The school will implement daily screenings to determine the health and exposure of students, faculty/staff, and guests entering the Lower, Middle, and Upper School buildings. As recommended, this may involve a questionnaire, temperature checks, and symptom checks.



The graphic features a blue header with the First Academy logo on the left and the text "Health & Safety Guidelines" on the right. Below the header, it says "Welcome to The First Academy" followed by a paragraph of text. The main content consists of five items, each with an icon and a title: a face mask icon for "Masks", a thermometer icon for "Temperatures", a hand sanitizer bottle icon for "Hand Sanitizer", two people with a double-headed arrow between them for "Social Distancing", and a box of tissues icon for "Not Feeling Well?". At the bottom, there is a QR code and a paragraph of text.

THE FIRST ACADEMY
1986
WISDOM • SERVICE • EXCELLENCE

Health & Safety Guidelines

Welcome to The First Academy

Please review the following procedures for on-campus visitors. If you have any questions, please call 407-206-8602. We are very excited to welcome you to our beautiful campus.

-  **Masks**
Worn by Everyone. Available in Lobbies
-  **Temperatures**
Will Be Checked
-  **Hand Sanitizer**
Available in Lobbies
-  **Social Distancing**
Maintain 6-feet Distance
-  **Not Feeling Well?**
Please Stay Outside or Return Home

For more information on our Health & Safety Guidelines, along with our Campus Reopening plans, scan this QR Code with your phone's camera then click the link or visit thefirstacademy.org/campus-reopening/



It will be important for the school to have knowledge if anyone has tested positive for COVID-19, resides with someone who has tested positive for COVID-19, and/or has come in direct contact within a 14-day period with someone who has tested positive for COVID-19. Tracing diagnosed cases within our school community will allow us to have a better understanding of the overall school-wide health condition, localized to campus, building, and classroom.

Health and Wellness Pledge: A Family Commitment

All families must commit to supporting TFA's health, wellness, and safety protocols and must agree to keep children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed. Each family will be required to complete the [TFA Health and Wellness Pledge](#), which will be made available online in July and must be completed along with the other medical documents required for the start of school.

Daily Temperature Checks

To further support a healthy campus, we are asking families to perform daily temperature checks of their children before coming to school for the day. If a student has a temperature of 100.4 °F or higher, they should stay home. In addition, daily temperature checks will be taken at school for all students during arrival before entering the school buildings. All employees will also be required to check their temperatures daily to ensure the health and safety of our campus.

TFA Response Team

The First Academy has established a Response Team, consisting of school administrators, faculty members, and the school nurse in collaboration with our Medical Advisory Committee and the Reopening Task Force. The Response Team will be responsible for maintaining healthcare protocols while adhering to CDC, AAP, and health department procedures.

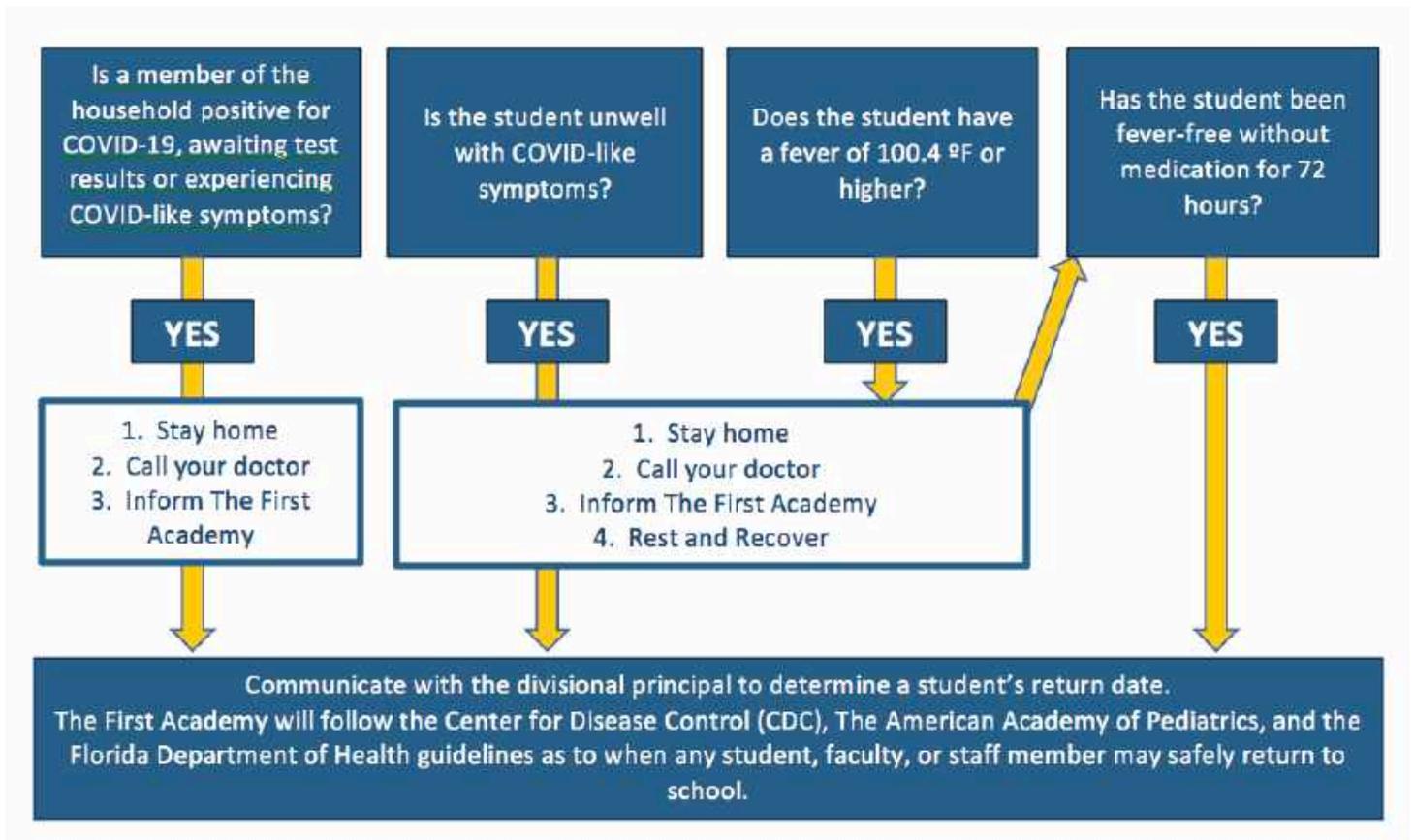
Divisional Health Clinic

In addition to our main health clinic located in the Lower School, two divisional health clinics will be added on campus.

Important: If a student is sent to one of the health areas and is running a fever, coughing, or experiencing shortness of breath he/she will not be allowed to return to class. The Lower School, Middle, and Upper School buildings will have designated places for sick students, and they will remain there until they are picked up by a parent or guardian.

Deciding When to Stay Home

Parents agreeing and knowing when to keep children home from school is a very important part of keeping our campus healthy. To help, we have outlined key protocols to help families determine when a child should stay home.



If a student or faculty/staff member is diagnosed with COVID-19, TFA's Response Team is trained in maintaining healthcare protocols and will adhere to CDC, AAP, and health department procedures.

3. Maintaining Physical Distancing

Understanding that schools, by design are not conducive to physical distancing, TFA will adhere to guidelines in order to maintain a safe learning environment. According to the CDC, AAP, and the health department, keeping space between you and others is one of the best tools we have to avoid being exposed to the virus. However, we understand for small children the rule of 6 feet distancing might be difficult to follow, so we will continually encourage and monitor good hygiene practices in the classrooms.

4. Promoting Daily Hygiene Routines

While facility team members will deep clean spaces after hours as well as wipe down door handles and hard surfaces during the day, students will partner with faculty/staff to prioritize regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.

Another element to daily hygiene is face coverings. **TFA recognizes the evolving recommendations from the CDC, AAP, and the health department and will continue to gain a clearer understanding approaching the 2020-2021 school year.** At minimum, face coverings are most essential at times when physical distancing is not possible. Therefore, the school will provide face coverings for faculty/staff members and visitors, while students are expected to bring their personal face covering to TFA each day.

Requirements for Face Coverings

We view the use of face coverings as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. It is required that students and employees bring a face covering to school every day. Use of the covering will be determined based on physical distancing.

We understand that prolonged use of face coverings could be difficult and even inappropriate for some students (especially our younger students), and we hope to provide flexibility based on meeting physical distancing criteria. We also know there will be students on campus who will wear face coverings for longer periods of time, including students who are directed to do so by their healthcare providers.

Important for all students:

- Bring a face covering to school every day.
- Students will be asked to wear their face covering when physical distancing is not possible.
- Many students will choose (or need) to wear face coverings all day.

Important for all faculty/staff/campus guest:

- Employees will be required to wear a face covering upon entering the buildings and whenever social distancing is not possible.
- Teachers will not be required to wear a face covering during classroom instruction.
- All campus visitors including vendors, will be required to use face masks while in our buildings. (for more information on health and safety guidelines for campus visitors please click [HERE](#))

5. Evaluating Restrictions

Transitioning to the 2020-2021 school year, TFA is evaluating various levels of restrictions across our school campus. In order to control and monitor the environment under shifting health conditions, movement on and off school campuses will have to be reshaped: checking students in and out of school, volunteering, parent and student-led conferences, etc. There will be a strict protocol for any visitor entering campus regarding substitutes, tutors, college representatives, vendors, and any other external individuals visiting The First Academy. In addition, retreats, class trips, expeditionary learning experiences, and field trips may have to be reimagined. The school will work in cooperation and coordination with the FHSAA regarding athletic practices and competition. Performing arts rehearsals and performances will follow similar guidelines. View our Campus Visitor information [HERE](#).

6. Supporting Well-Being

Equally important, the social, emotional, and spiritual health of our students, staff, and our community is one of our highest priorities during this unprecedented, evolving situation. A daily school routine connecting with teachers and students can increase feelings of safety and security, and therefore, the school will cultivate time and space for students and staff members to reflect, to interact, and process their experiences throughout this journey.

The school recognizes that students and staff members have been at home for an extended period of time while having very little social interaction. This is a vital part of the school experience and one that, when limited, can lead to increased symptoms of anxiety and depression. The First Academy will be ready to serve and support our community as we reunite in August. Students displaying heightened levels of anxiety and depression affecting both well-being and academic performance will be closely monitored. In addition, the school will assist the faculty and staff to access additional support services, as needed. While weekly chapel may be reimagined under physical distancing guidelines, the school remains committed to the anchor of our mission statement. The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. You can read more about student support and well-being [HERE](#).

ACADEMIC CONTINUITY

Teaching & Learning

The First Academy has established the following guidelines and protocols within each division based on:

- Recommendations from the federal, state, and local government
- The guidance provided by public health experts such as the Center for Disease Control (CDC), AAP, the Florida Department of Health, as well as local health agencies. **The Phases below directly correlate with State & CDC Phases.**

Phase 1: School building is closed based on a government directive and delivery model will shift to Remote Learning. Remote Learning will be intentionally enhanced and will more closely mirror a traditional school day should we need to return to Remote Learning.

Phase 2: School building is open to students with enhanced social distancing and safety measures and the delivery model will be On-Campus Learning or Hybrid Learning.

Phase 3: School building is open to students with social distancing and safety measures and the delivery model will be On-Campus Learning or Hybrid Learning.

Phase 4: School is open with normal routines and safety measures. The delivery model will be On-Campus Learning.

We are following a phased approach that addresses different parts of the school day including

- Health & Wellness Information
- Student Life
- Extracurricular Activities
- Lunch
- Arrival & Dismissal
- Aftercare Program

LOWER, MIDDLE, & UPPER SCHOOL

Details & Student Life

Health and Wellness

The following safety measures related to health and wellness will be implemented during both Phase 2 and Phase 3:

- Students, faculty, staff, and administrators will abide by the school's face covering policy.
- All students will be temperature checked at arrival and prior to dismissal. Any student with a temperature of 100.4 or higher will be sent home.
- Faculty and staff will teach and reinforce frequent hand washing, the covering of coughs and sneezes, and not touching the face or one another.
- Each classroom will be stocked with adequate supplies to support healthy hygiene behaviors including soap, paper towels, hand sanitizer, tissues, and no-touch trash cans.
- Signs will be visible throughout the school and classrooms on how to stop the spread of COVID-19, properly wash hands, and promote everyday protective measures.
- Hand sanitizer stations will be located throughout the school-students, faculty, and staff are required to use upon entering and exiting classrooms.

Student Life

Classroom Environment

The following safety measures related to the classroom environment will be implemented during both Phase 2 and Phase 3:

- Student desks and tables will be arranged with the maximum social distancing measures possible.
- Student desks and tables will be arranged to reduce face-to-face positioning as much as possible.
- Water fountains will not be accessible in the classroom. All students are encouraged to bring a water bottle to school each day.

LOWER, MIDDLE, & UPPER SCHOOL

Details & Student Life

- Classroom materials and furniture have been minimized for more space and less surface contamination.
- Students will use their own personal school supplies. There will be no shared supplies.
- Movement by students within the classroom will be monitored to support social distancing measures.
- Classrooms with restrooms will be monitored by faculty and enhanced disinfecting measures will be used throughout the school day.
- Student and staff groupings will remain as static as possible (Lower School) – having the same group of children stay with the same classroom.
- Students will be permitted to bring backpacks but we do ask that students only bring those items needed for school each day (lunch box, homework folder, water bottle).
- Students will use only their own assigned iPads.

Student-Life Details

Lower School Information

Middle & Upper School Information

EXTENDED EDUCATION PROGRAMS

Details & Student Life

Extended Education Programs

Our Extended Education Programs, in conjunction with First Baptist Orlando, have developed and refined their reopening plans. More details regarding reopening procedures for these divisions can be found below.

[Extended Education Program Information](#)



LEARNING MODELS

On-Campus, Hybrid, & Remote

The First Academy strives to fulfill our mission and continue to provide our high-quality Christian education to all students even during these exceptional circumstances.

[On-Campus Learning \(Phases 2-4\)](#)

Students will re-engage in **On-Campus Learning** beginning August 12 as scheduled on the 2020-2021 school calendar. We will remain focused on current health department information, AAP, CDC recommendations, and updated public health guidelines as they are issued.

- Regular 5-day school week with the same 8:00 am start (Lower School), 7:50 am start (Middle/Upper School) and 2:45 pm end times.
- School-based instruction in the classroom with enhanced social distancing and safety measures.

[Hybrid Learning \(Phases 2-3\) - Option in Place of On-Campus Learning](#)

Hybrid Learning is designed to provide support for students and families who must be off-campus temporarily due to COVID-19 related concerns and will remain enrolled as a student at TFA. It will align as much as possible with On-Campus teaching and learning. This model applies to students with pre-existing health conditions or for families who may not be comfortable sending their children to school at this time.

With Hybrid Learning we want to help students maintain a connection with classmates and teachers while at home. With Hybrid Learning as an option, teachers are offering two separate modes of education simultaneously - one in-person, the other online and through video-conferencing.

While Hybrid Learning is not identical to On-Campus Learning, TFA faculty and staff will provide high-quality distance learning instruction to advance student academic progress and attend to the social and emotional well-being of the student until they are able to return to school.

LEARNING MODELS

On-Campus, Hybrid, & Remote

Hybrid Learning may look different in each grade level/division:

- Students will participate from home with synchronous classroom instruction being delivered through video-conferencing technology
- Each classroom will have a daily schedule of instruction and students participating in Hybrid Learning will follow that same schedule at home
- Live Streamed lessons will include the core subjects of instruction as well as art and music
- Students will “join” their classes each day for different periods of instruction from home through video conferencing
- The teacher will monitor student progress through video conferencing as if the student were in the classroom
- Younger students will likely need parental support
- Parents will need to assist with accessing instructional materials from the school on a weekly basis and returning them for grading

Families may switch from On-Campus Learning to Hybrid Learning at any time throughout the school year, given their need is COVID-related, as defined by the School. The Hybrid Learning model will remain in place as long as COVID-19 continues to be a concern, as determined by The First Academy Leadership Team. **If a family intends to begin the 2020-2021 school year through the Hybrid Learning option, they are advised to alert their respective principal in writing by August 1.**

Remote Learning (Phase 1)

In the unlikely event that our local community experiences a spike in COVID-19 cases and an interruption of on-campus learning occurs, we will be prepared to shift to Remote Learning for all students immediately and effectively. With the implementation of technology platforms during on-campus learning, the goal is to make this transition for students and parents as seamless as possible. Remote Learning will be intentionally enhanced and will include many of the components of a traditional school day. All students will remain home and instruction will be delivered remotely through technology platforms (Zoom/SeeSaw/Google Classroom/Canvas) and a structured schedule for each grade level will be established.

ATHLETICS & FINE ARTS

Athletes & Artists

[Athletics](#)

Our Athletics Team is working diligently to prepare for the fall sports season. As always, we must follow the guidelines provided by the FHSAA in regards to athletic practices, contests, etc. As more information is provided to us, we will share that with families. We will hold tryouts for fall sports this summer, and all of the information for those tryout sessions can be found [HERE](#).

[Fine Arts](#)

All first semester Fine Arts events will be virtual or modified. More information will be shared for each event as they near. Additionally, information for second semester events will be distributed as soon as possible. We will continue to follow the guidelines as outlined by the CDC, AAP, and the Health Department.



BACK TO SCHOOL

Supply Lists & More

[Back to School!](#)

In lieu of our traditional Back To School Packet, we have created our [Royal Reopening Portal](#). Within the Portal, families will find helpful links to all of our reopening information, as well as an entire page dedicated to everything that a family will need to know to return to school. This page includes information such as needed supplies, schedules, lunch, the Top 15 Most Important Parent-Student Handbook Items, and more!

[School Calendar & Events](#)

Additionally, many of our on-campus events have been modified, shifted to a virtual platform, or canceled for the first semester. Families can review the most up-to-date calendar for 2020-2021 [HERE](#).

[FAMILIES CAN ACCESS OUR BACK TO SCHOOL INFORMATION HERE](#)

DIGITAL PLATFORMS

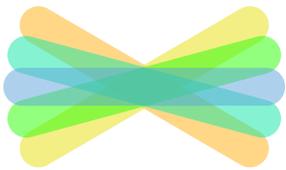
Supplemental Materials



Zoom is a video conferencing platform that can be used to provide LIVE (synchronous) virtual class meeting space similar to Google Hangout/Meet.



RenWeb/FACTS will continue to be our school's main information system. Parents and students can access grades, calendars, announcements, and more.



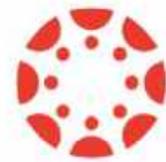
SEESAW

For students in KPrep-2nd, SeeSaw will be the online platform for viewing video lessons and uploading students' documentation of work (pictures, videos, etc.).



Google Classroom

Google Classroom is the platform that will be used in 3rd through 5th grade. Students will be accustomed to managing their work, discussions, and assignments through this platform. Class assignments, videos, and announcements will be housed in Google Classroom.



canvas

Canvas will be used for students in grades 6-12. Canvas is The First Academy's Learning Management System (LMS) providing an online component for courses. Students may take tests, turn in assignments, and participate in collaborative learning environments.

RETURNING SAFELY TO CAMPUS

In Case You Missed It

Principles for Reopening

- Protect the health and safety of students and faculty/staff
- Be compliant with state government recommendations
- Utilize guidelines from the Centers for Disease Control (CDC) and Department of Health and Human Services (DHHS)
- Establish effective use of spaces and places to support physical distancing
- Provide students with some familiarity of school routines for learning
- Set clear expectations for all

First Days of School

Our teams are preparing for students to return to campus on **August 12, 2020** for the first day of school. As we move forward in planning and preparation, we will closely monitor and follow the guidelines and recommendations as they are released by the government, CDC, and DHHS.

We anticipate ending the school year as planned on Wednesday, May 26, 2021. While our priority is to be on campus as much as possible, we are also preparing for potential interruptions and may need to adjust the calendar accordingly. As always, we will communicate with you and provide families with more information when and if needed.

RETURNING SAFELY TO CAMPUS

In Case You Missed It

The **First Academy** has established a **Reopening Task Force** and **Medical Advisory Committee** that will devote their full attention to addressing any potential issues as well as providing recommendations for the process of re-opening our campus for the arrival of our students.

The **Reopening Task Force** and **Medical Advisory Committee** has been charged to consider multiple options with respect to federal and/or state mandated restrictions that may likely be in place in August. The task force is working diligently to develop a reopening plan that allows for flexibility, transparency, and prioritizes the health and safety of our community.

<u>Reopening Task Force</u>	<u>Medical Advisory Committee</u>
<ul style="list-style-type: none">• Patti Keator• Nikki Kearn• Laura Eitel• Sonya Dixon• Katherine Johnson• Charles "Bill" Davidson• Jennifer Jackson• Shayne Grove• Rob Hensley• Scott Toenges• Karen Combs• Fran Williams• Gissel Valois• Sarah Donovan and Brian Rose (Co-Chairs)• Steve D. Whitaker (Ex officio)	<ul style="list-style-type: none">• Whitner S. Davis, MD Emergency Medicine, Orlando Health• William Adamson, MD Pediatric Surgeon, Nemours• John M Davidyock, MD Associate Chief Medical Officer, Advent Health• Denise Serafin, MD Pediatrician, Windermere Pediatrics• Wendy S. Quirino, MD Obstetrics-Gynecology, Women's Care Florida• Karim Alarakhia, MD Anesthesiology, Orlando Health• Melissa Pifer, RN School Nurse, TFA• Brian Rose Assistant Head of School• Gissel Valois Director of Strategic Initiatives

CLOSING NOTES

Here To Support You

Tuition and Fees

Tuition and fees will be identical for either the On-Campus or Hybrid Learning options. For campus closures requiring more than 30 days of remote learning, The First Academy will examine extending credits for activities that a remote environment may restrict the school's ability to deliver effectively.

Communications

We are committed to providing clear and continuous communication of essential information and updates for our families. Parents can expect to receive communication through email notifications, weekly newsletters, text alerts, and TFA social media updates (Instagram, Facebook, and Twitter). [The First Academy website](#) will also serve as a resource hub for parent and student information. As always, we will communicate clearly and often with families. We have launched our [Royal Reopening Portal](#), which will house this packet, as well as all pertinent reopening information. The portal will also house all Back to School information such as supply lists, etc. for the 2020 - 21 school year. Questions? Contact tfacommunications@thefirstacademy.org.

* In Volume 3 of our Royal Reopening Guide, we will also include information regarding how we will communicate with families should we experience positive COVID-19 cases once On-Campus learning is back in session.

Leadership

Flexibility and transparency are of the utmost importance and we want to encourage you to contact our team if you have any questions about how we are serving your family. The First Academy is here to not only provide a sense of continuity of learning for your child(ren), but also to provide a strong and safe community for your entire family.

Additional Reopening Information

This publication is the second in a three volume series that will outline the safe reopening of our campus. We expect to release Volume Three the week of August 3.

In **Volume Three** you can expect to see:

- Information about Meet The Teacher and the first week of school
- The unveiling of the 2020 -21 school year theme
- Communication Plans for positive COVID-19 cases on campus
- Any needed updates or adjustments from Volumes 1 & 2

In case you missed the recent Weekly Reopening Updates from Dr. Steve D. Whitaker, Head of School, you can access them now here:

- [Did You Hear The Rumor?](#)
- [Royal Reopening - June 4, 2020](#)
- [Royal Reopening - June 11, 2020](#)
- [Royal Reopening - June 18, 2020](#)
- [Royal Reopening - June 25, 2020](#)
- [Royal Reopening - July 2, 2020](#)



SEE YOU SOON!

Stronger Together On-Campus

A graphic featuring a sunburst pattern of colored pencils pointing towards the center. The pencils are in various colors including green, yellow, blue, red, and purple. The background is dark grey.

Welcome
Back
Royals

WE CAN'T WAIT TO SEE YOU SOON!

The First Academy continues to provide the very best Christ-centered, forward thinking approach to education during this time of accelerated change and evolving circumstances. We will be prepared for this fall and we are ready to welcome students and families!