



Merit Preparatory Academy Reopening Plan 2020-2021

Guiding Principles

Our mission provides the narrative to establish the guiding principles for operations and reopening our school.

Merit Academy provides an outstanding educational experience designed to instill excellence, build a love of learning and service, and create principled leaders, who will engage in real world challenges and opportunities.

Merit plans to reopen August 19th with the Low Risk Schedule below.

This pandemic is a real-world challenge for us to embrace as a school community and we embrace it as an opportunity for growth and improvement. Merit will strive to be innovative and creative as we work through this opportunity.

We care about our employees' and students' safety and well-being. We will adhere to all requirements issued by state and county officials and will communicate regularly with our Merit families about these procedures. We will pivot with changes as they are announced from the State, Health departments and Utah State Board of Education. We take the social and emotional health of our staff and developing students very seriously and will work to provide a positive professional and effective learning environment.

All students/families will be given learning options to choose from that best fit their needs. The 3 options this upcoming school year are the following:

1. Face-to-face learning - traditional classroom instruction in the building for all courses
2. Online learning - online home learning for many of our courses
3. Blended learning - a combination of face-to-face in-school learning and online home learning.

Overview

The following strategies provide for continuity of learning because of the robust face-to-face instruction provided and the use of synchronous and asynchronous instruction. Merit teachers are given ample preparation time to be skillful online teachers and also tutor face-to-face and online students using remote learning technologies.

Merits goal is to be successful in providing an outstanding education experience as defined in our mission to our face-to-face, blended, and online learners. We would like to continue this model of instruction for many years and provide choice in education to students in Utah county.

Phase 1: Low Risk Students and families may choose face-to-face, blended or online learning.

Face-to-face / Online student schedule

Monday - Thursday

1st Lunch 7th - 9th Grade

8:30 - 9:40 W1/T1 (70 min.)	8:30 to 8:50 - Instruction streamed and recorded
9:45 - 10:55 W2/T2 (70 min.)	9:45 to 10:55 - Instruction streamed and recorded
10:55 - 11:30 1st Lunch (35 min.)	
11:35 - 12:45 W3/T3 (70 min.)	11:35 to 11:55 - Instruction streamed and recorded
12:50 - 2:00 W4/T4 (70 min.)	12:50 to 1:10 - Instruction streamed and recorded
2:00 - 3:00 Online tutoring	
3:00 - 3:40 Face-to-face and online teacher prep time	

Monday - Thursday

2nd Lunch 10th - 12th Grade

8:30 - 9:40 W1/T1 (70 min.)	8:30 to 8:50 - Instruction streamed and recorded
9:45 - 10:55 W2/T2 (70 min.)	9:45 to 10:55 - Instruction streamed and recorded
11:00 - 12:10 W3/T3 (70 min.)	11:35 to 11:55 - Instruction streamed and recorded
12:10 - 12:45 2nd Lunch (35 min.)	
12:50 - 2:00 W4/T4 (70 min.)	12:50 to 1:10 - Instruction streamed and recorded
2:00 - 3:00 Online tutoring	
3:00 - 3:40 Face-to-face and online teacher prep time	

Notes:

- **Synchronous** - the first 20 minutes of class will be streamed online using Zoom - students can log in with their classmates and teacher live for a robust learning experience.
- **Asynchronous** - the above Zoom meetings will be recorded and uploaded on Canvas/Youtube and students can access them at will to watch or rewatch instruction.
- All class learning materials and instruction will be uploaded to the Canvas Learning Management System.

Friday:

- Students will not have classes on campus but will continue their studies at home and work to meet their weekly learning objectives.
- Faculty and Staff will be on campus to perform their duties.
- 8:00 - 10:00 Professional Development
- 10:00 - 3:40 Face-to-face and online teacher prep time, online tutoring, and department meetings.

Note: Teachers will upload all materials, learning plans, and summative assessment/test dates by Saturday night by midnight to allow families to plan for the following week.

Synchronous videos will be posted for asynchronous viewing by 3:40 PM everyday school is in session.

Weekly objectives will be posted by midnight each Saturday night.

Blended Learning Students

Students may choose to take some classes on campus and some classes online. Form Example: you may choose to do face-to-face classes in the morning and online classes in the afternoon or choose Monday and Wednesday classes online and Tuesday/Thursday classes face-to-face, etc.

Notes:

- **Synchronous** - the first 20 minutes of class will be streamed online using Zoom according to the above schedule (classes will be assigned the 1st or 2nd lunch schedule) - students can log in with their classmates and teacher live for a robust learning experience.
- **Asynchronous** - the above Zoom meetings will be recorded and uploaded on Canvas/YouTube by 3:40 each day classes are taught and students can access them at will to watch or rewatch instruction.
- All class learning materials and instruction will be uploaded to the Canvas Learning Management System.
- Students will not be allowed on campus unless they are in a class. If a student takes a class face-to-face and their next class is online they must leave Merit or the family must provide transportation. No exceptions will be allowed.

Merit will not provide supervision during:

- Seminary release time
- Blended learning - breaks between online and face-to-face classes
- Breaks between face-to-face classes and home school
- **Note:** Breaks between concurrent enrollment (students will be assigned to a teacher's room who has a prep for quiet study if the student cannot remain in the Distance Education room.)
- **Also:** Blended Learning students may only be on campus for breakfast or lunch if they have a class right before or right after the breakfast or lunch period, otherwise they need to use Grab and Go.

Phase 2: Moderate Risk Increased Social Distancing (as directed by USBE)

Faculty will continue to teach a 4 day class schedule week as above but ½ of the students (alphabetically with last names starting with A-K) will attend classes Monday and Tuesday face-to-face and will attend online Wednesday and Thursday the other ½ of the students (alphabetically with last names starting with L-Z) will attend online classes Monday and Tuesday and face-to-face Wednesday and Thursday.

Monday (W) and Tuesday (T) A-K Face-to-Face

8:30 - 8:50 + Live Zoom teacher instruction for L-Z
9:45 - 10:55 + Live Zoom teacher instruction for L-Z
10:55 - 11:30 Lunch Break
11:35 - 11:55 + Live Zoom teacher instruction for L-Z
12:50 - 1:10 + Live Zoom teacher instruction for L-Z
1:30 - 2:30 Online tutoring
2:30 - 3:40 Face-to-Face and online instruction preparation

Wednesday (W) and Thursday (T) L-Z Face-to-Face

8:30 - 8:50 + Live Zoom teacher instruction for A-K
9:45 - 10:55 + Live Zoom teacher instruction for A-K

10:55 - 11:30 Lunch Break
11:35 - 11:55 + Live Zoom teacher instruction for A-K
12:50 - 1:10 + Live Zoom teacher instruction for A-K
1:30 - 2:30 Online tutoring
2:30 - 3:40 Face-to-Face and online instruction preparation

Friday:

- Students will not have classes on campus but will continue their studies at home and work to meet their weekly learning objectives
- Staff will be on campus to perform their duties
- 8:00 - 10:00 Professional Development
- 10:00 - 3:40 Face-to-face and online instruction preparation. Online tutoring. Department meetings.

Phase 3: High Risk All students fully online (as directed by USBE)

Synchronous - 20+ minute classes will be streamed online using Zoom - students can log in with their classmates and teachers live for a robust learning experience.

Asynchronous - the above Zoom meetings will be recorded and uploaded on Canvas/Youtube and students can access them at will to watch or rewatch instruction.

Class learning materials and instruction will be uploaded to the Canvas Learning Management System.

Monday - Thursday - Class schedule

8:30 to 8:50 - Live Zoom teacher instruction
9:45 to 10:55 - Live Zoom teacher instruction
10:55 - 11:30 Lunch Break
11:35 - 11:55 - Live Zoom teacher instruction
12:50 - 1:10 - Live Zoom teacher instruction
1:30 - 2:30 Online tutoring
2:30 - 3:40 Online instruction preparation

Friday:

- Students will not have synchronous or asynchronous classes but will continue their studies at home and work to meet their weekly learning objectives.
- Staff will perform their assigned duties online or on campus as required
- 8:00 to 10:00 Professional Development Online
- 10:00 to 3:40 Online instruction preparation. Department meetings
- Online class tutoring by appointment or by the following schedule.

10:10 - 10:30 T1
10:35 - 10:55 T2
11:00 - 11:20 T3
11:25 - 11:55 T4
11:55 - 12:30 Break
12:35 - 12:55 W1
1:00 - 1:20 W2

1:25 - 1:45 W3
1:50 - 2:10 W4

Meeting Family Needs

Attendance Policy:

Given the contagiousness of COVID-19 and other illnesses, students and staff SHOULD NOT attend school while experiencing any symptoms. Students must enroll in either face-to-face classes, fully online classes or a blended program. Mandatory attendance is waived to permit students to freely move between face-to-face options and online learning if there are health issues to solve. Engagement is required for success and to mark attendance. Parents will be required to communicate with the school if a face-to-face student cannot attend due to health issues.

Check-in:

- Late students must still check in at the office
- Parents *may not* come into the office to check their student in. Parents can do one of the following:
 - Send a signed note with the date and time they are checking their student in
 - Call the front office (801.491.7600)
 - Email with the name of their student: attendance@meritacademy.org

Check-out:

- Parents can check out students in the office
- Parents checking students out do not need a temperature check
- Parents must wear a face covering while in the building
- Parents must show a valid ID to check their student out
- Once parents have signed their student out, they should return to their vehicle. Front office staff will call the student down and then allow them to leave.

Technology Support

If your student is doing online learning and needs a chromebook there will be an application process.

Meals

Breakfast and lunch will be provided each school day, “grab and go” or picked up in a social distanced line. Eating areas throughout the school will be designated and sanitized after use. Regular charges will apply and students will need to use their student I.D. number to purchase lunch or breakfast.

Special Education

Special education is about meeting the needs of the individual student. Students with disabilities who are served under an individualized education plan (IEP) will continue to receive their specially designed instruction and related services consistent with the need to protect the health and safety of students and the educators that serve them. Additionally, these students will be afforded the same educational engagement options available to all students, in some cases including both remote (e.g., online) and in-person services as determined by the IEP team. The recommendations from our State Board of Education and our State Health Department enable us to be adaptable and innovative in meeting the

unique needs of students on an IEP. Please contact the Special Education Director, Jessica Sitton, for more information.

Creating A Safe Environment

1) Caregivers - Monitor your child each morning and do not send them to school if they exhibit any of the following:

- Fever greater than 100.4 degrees
- Cough, shortness of breath, difficulty breathing, chills, muscle or body aches, or fatigue
- Sore throat, nausea, vomiting, nasal congestion, runny nose, headache, or diarrhea
- Can't smell / loss of sense of taste (new)

**** If a student exhibits any of these symptoms at school, parents will be notified and the student will be quarantined and sent home immediately***

Obtain a doctor's note and send it to school if your child shows symptoms for another reason (allergies, etc.) This is required to allow a student to remain at school.

Modified Quarantine guideline

Students, teachers, and employees who attend or work at Merit who are exposed to COVID-19 will follow modified quarantine guidelines. This means parents may choose to send their child to school during the 14-day quarantine (if they had come in contact with a person testing positive for Covid-19). Teachers and employees may continue to work during modified quarantine. However, if a student, teacher, or employee lives with someone who tested positive (called a household contact), he or she will not be able to go to school during the 14-day quarantine.

Isolation

Any student or employee has to be in isolation, stay away from the school, if they test positive for Covid-19 until the Health department and doctor releases them.

2) Masks - Wear a face covering at all times unless directed otherwise - while on the bus, in common areas, during transition times, in classrooms, and when arriving and dismissing from school. Face coverings are defined as face shields like Merit teachers will be wearing during full class instruction or face masks as recommended by the CDC and Utah State Health Department. **Bandanas** will not be allowed for use as a face covering as they are found to be much less effective. We have 1 cloth face mask we can provide students if they need one at the beginning of the year.

If your student cannot wear a mask for medical reasons you will need to fill out and return a Request For Exemption Due To Disability Form before school starts. These are available online to download on our website under the Policies section or in our front office.

If your student should be exempted from wearing face coverings due to a special condition listed in their IEP, please contact our SPED Director at jessica.sitton@meritacademy.org or for a 504 accommodation, your student's counselor.

- **Some students may not be able to wear a face covering for health reasons. Our students and teachers are taught to be kind to others who may not be exactly the same as they are.**
- **Caregivers are responsible to provide a clean face covering for their students each day.**
- **If a student refuses to wear a face covering, they will be sent home.**

3) Employees - Employees will wear face coverings while at school and maximize social distancing

4) Cleaning - Teachers and students will disinfect classrooms after each use.

Bathrooms, door handles, and other high-touch services will be sanitized regularly. Our professional cleaning crew will focus on deep cleaning and sanitizing strategies nightly.

5) Hygiene - Staff and students will be expected to wash their hands regularly, wear face coverings, and social distance. Hand sanitizer stations will be in every room and throughout the school.

6) Lockers - Hallway lockers will not be assigned to help avoid hallway transition time congestion, congregating in hallways, and decreasing the time it would take to sanitize locker surfaces each day.

7) Seating - We will assign classroom seating to support contact tracing. Students will face forward and be maximally spaced. We will remove all unnecessary furniture, file cabinets, nooks, etc. from classrooms to provide greater distance between students' desks.

8) Water bottles - Bring a personal water bottle to school each day (refill stations will be available).

9) Busing - Bus drivers will wear masks or face coverings when students are present. Drivers will sanitize their buses after each use. Handsanitizer will be available on the bus. Bus drivers will create seating charts for the bus and the bus will be loaded back to front. Families members will sit together. Students are required to wear face coverings.

10) Ventilation - Our ventilation system is constantly maintained and our settings are properly configured to provide the healthiest possible environment.

11) Visitors - Protocols for any visitors and non-regular staff will include at a minimum temperature checking, wearing of face coverings, symptom questionnaire, and limiting areas visited.

Resources:

- https://coronavirus-download.utah.gov/School/COVID-19_School_Manual_FINAL.pdf Covid-19 School Manual from Utah Department of Health
- <https://uhsaa.org/news/uploads/UHSAA%20Return%20to%20Play%20Document.pdf>
- Full reopening plan is attached to this email