

## Re-Entry Plan 2020-2021

Unity School has established a Task Force Committee that includes faculty, staff, administrators, parents, and members of the medical community. The Committee is developing a re-entry strategy that prioritizes the health and safety of our Unity School community. This plan will continue to evolve as we receive new advice and guidelines from government and health officials.

Unity School is presently preparing our physical campus to safely welcome students and faculty in the fall of this 2020-2021 school year. We also recognize that some families may not be comfortable with their children returning to campus at this time. We understand this decision and will be offering all students access to Unity School's Remote Learning Program. As it was shared in our May communication, the Return To Campus 2020-2021 Plan outlined that Unity School will be offering two programs for enrolled students:

1. On-Campus Program
2. Remote Learning Program

Details of the programs can be found within the following document.

## Campus Preparations and Precautions

As public health guidelines evolve, the School is prepared to keep our campus as safe as possible by implementing the following.

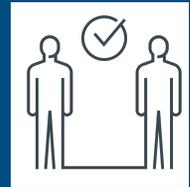
### Face Coverings

All faculty, staff and students will be required to wear face coverings at drop-off, pick-up, during transition times and when social distancing is not possible.



### Social Distancing

To the greatest extent possible, student workspaces will be spaced to promote physical distancing. Students will be encouraged to maintain proper physical distance throughout the school day.



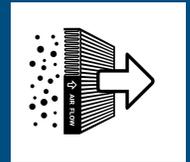
### Temperature Checks

Each student will have their temperature taken by Unity personnel as they arrive on campus.



### Air Filtration

All air filters are inspected and changed on a scheduled basis. A combination of UV and bi-polar ionization products will be added to the HVAC systems at targeted locations throughout campus.



### Cleaning and Sanitizing

Frequently touched surfaces will be sanitized and disinfected regularly during throughout the school day and additional cleaning protocols will be implemented to ensure a healthy school environment.



### Visitors and Guests

Our campus will be open to students and employees; however, until further notice, the campus will be closed during the school day to visitors and guests, including current parents. Parents may access the main office and business office in limited numbers.



**Unity School's Re-Entry Plan is a living document. With continued guidance from health and government officials, please note that all details on this plan are subject to change.**

## **ALL-SCHOOL INFORMATION**

**Capacity Limits:** Student capacity limits will be determined for each classroom, building, and common area on campus.

**Cleaning and Sanitizing:** Unity School maintains a high degree of sanitation and cleanliness. The School contracts a professional cleaning service to clean, sanitize, and disinfect the entire campus nightly. The annual contract has been reviewed and updated to reflect and adhere to CDC protocols and EPA approved products for Covid-19.

**Cleaning Program:** The cleaning program during the day has been reviewed and additional procedures have been implemented to ensure a healthy school environment. Throughout the day, frequently touched surfaces (i.e. classroom surfaces, bathroom facilities, door handles, sink handles, push bars, playground equipment, etc.) will be frequently sanitized or disinfected depending on use and frequency of use. All products used for sanitization and disinfection are CDC and EPA approved products. All cleaning protocols followed during the day also follow CDC protocols which include the recommended six steps for safe and effective disinfectant use.

***Electrostatic Sprayer:*** An electrostatic sprayer will be purchased to disinfect the Unity School campus during the day. Electrostatic spray is electrically charged allowing the sanitizer to wrap around and evenly coat all types of surfaces for a more complete clean. As the product exits the electrostatic sprayer, it is given a positive electrical charge which attracts the negative surface which then covers the total surface with an even coating of the sanitizing agent.

***Handwashing Stations:*** Additional portable hand washing stations will be installed to provide additional access for handwashing before and after using the playground, outdoor activities, going to the rest rooms, special classes, and lunch.

***Water Fountains:*** Water fountains will have the water bubbler section covered and locked. The bottle filler station will be accessible. Each student should bring their own water bottle to school which can be refilled. The water fountains are cleaned and sanitized nightly.

***Hand Sanitizer:*** Hand sanitizer stations will be located at each entry to the Unity School campus.

**Face Coverings:** Until further notice, all faculty, staff, invited visitors, and essential vendors will wear face coverings when entering the campus and will wear face coverings when physical distancing is not possible. Students will be required to have face coverings. When students are seated in their classrooms, a face covering will be encouraged, but not required, if students are physically distant from each other and not working with others in a group. Face coverings must be school appropriate and should be worn in accordance with CDC guidelines.

**Physical Distancing:** To the greatest extent possible, student workspaces will be spaced to promote physical distancing. Students will be encouraged to maintain proper physical distancing throughout the school day.

**Air Filtration:** All air filters are inspected and changed on a scheduled basis. A combination of UV and bi-polar ionization products will be added to HVAC systems at targeted locations throughout campus. The existing commercial Oransi air purifiers in the portables will be outfitted with Merv 17 HEPA filters.

**Visitors and Guests:** Our campus will be open to students and employees; however, until further notice, the campus will be closed during the school day to visitors and guests, including current parents. Parents may access the main office and business office in limited numbers. Essential vendors will be permitted on campus after proper screening; all other vendors will only be allowed on campus before or after school hours.

### **Food Service:**

- Elementary through Middle School classes will eat lunch in the cafeteria. Lunch schedules will be adjusted to allow for time to safely enter and dismiss students and to sanitize and disinfect the area between each lunch period. Classes will be assigned tables to ensure social distancing between students and other classes. Outdoor areas may be utilized when weather permits.
- Preschool lunch and snacks will be eaten in the classrooms. The morning snack will be prepared and served to the classrooms by Food Service. Lunch is available to order each day and will be delivered to the classrooms. The food will be served in individual portions.
- The lunch menu will be modified for speed and ease of serving. Until further notice, salad bar will not be served. A composed salad will be an option. Eating utensils will be wrapped and individually distributed. Individual portion pack condiments will be offered.
- The current procedure of ordering lunch through FACTS (RenWeb) each morning in the classroom will continue. The lunch menu is posted on the Unity School website.
- Hand washing will occur before and after eating lunch.

## **HEALTH OVERVIEW**

The Florida Department of Education has provided the following general guidance for all individuals throughout each phase of reopening:

- Practice physical distancing, whenever feasible, as the virus is most transmissible indoors under close, sustained contact.
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60 percent alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue.

- Clean and disinfect frequently touched items and surfaces as often as possible.
- Monitor your symptoms carefully. Note that the CDC reports children are more frequently asymptomatic and “may not initially present with fever and cough as often as adult patients.”
- If you feel sick, stay home.
- If students become sick, ensure there is a comprehensive school health protocol in place.
- If you believe you are infected with COVID-19, contact your health care provider immediately.
- If you are older than 65 years of age or have a serious underlying medical condition, avoid large crowds.

## Health FAQs

### **Q: When should I keep my child home from school?**

- If your child has been exposed to someone with a positive COVID-19 test or your child has a diagnosis of Coronavirus
- If your child has a fever of 100.0 or greater
- If your child has an unexplained persistent cough or flu-like symptoms
- If your child has shortness of breath
- If your child has chills, muscle aches or fatigue
- If your child has an unexplained rash
- If your child has lost his/her sense of taste or smell
- If your child has diarrhea, nausea and/or vomiting
- If your child has persistent nasal drainage

Please refer to the [Preschool Health Policy](#) and the [Elementary/Middle School Healthcare Policy](#) for more information.

### **Q: When can my child return to school after being absent for a COVID-19 illness?**

- At least 72 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement of respiratory symptoms **AND**
- At least 10 days have passed since the beginning of symptoms (including chills, diarrhea, nausea, vomiting, rash, and loss of taste or smell)
- The student must be able to energetically participate in classroom activities, without the use of fever reducing medication
- The student does not exhibit an uncontrollable cough
- The student is able to take care of his/her own nasal secretions by using a tissue and washing hands

### **Q: What if a student or staff member is presumed ill with COVID-19?**

- The student will be isolated within the clinic with the nurse and must be picked up immediately.
- The staff member will be sent home immediately.

- The parent or teacher will be instructed to contact their physician for further care and instructions.
- Please see our [COVID-19 Management Plan](#) for additional details.

**Q: What if a student or staff member has a member of their household with a positive diagnosis of COVID-19?**

A: The student, siblings and/or staff member will be required to self-isolate for 14 days.

**Q: How will you notify those who may have been exposed to a staff member or student with COVID-19? Will you require them to be tested before returning to campus?**

- The parents will be contacted either by the School or the Department of Health.
- Testing will be decided by the physician/parent and the Department of Health.
- Confidentiality of the student and/or staff member will be protected to the best of the School's ability.

**Q: My child has an underlying health condition that needs monitoring. Will Unity still be able to accommodate him/her?**

A: This will be done on a case-by-case basis with the recommendation of the parents and the child's physician.

**Q: Are current students required to have up-to-date childhood immunizations?**

A: Yes, our immunization policies have not changed, and we are continuing to follow the State of Florida guidelines.

**Q: What is the process for temperature checks at drop off?**

A: Each student will have their temperature taken by Unity personnel with a touch free thermometer while they are in the carpool line for drop off. Parents will be required to take their child home if they have a temperature of 100.0 or greater.

**Q: What re-entry processes are in place for faculty and staff?**

A: All faculty and staff members are required to sign two documents before returning to campus in the fall of 2020: COVID-19 Self-Certification and Acknowledgement of Safety and Health Procedures. Every faculty and staff member is required to self-check for Covid symptoms each day prior to arrival on campus.

**Q: How will classrooms remain disinfected, and how will physical distancing be implemented?**

A: Physical distancing measures will be utilized as much as possible in addition to frequent hand washing.

- Students will wash/sanitize hands upon entering the classroom.
- Surfaces and objects will be routinely disinfected with antiviral products as well as standard cleaning.
- Preschool and Elementary students will have their own cubby/desk/backpack for storage.
- Students' belongings will be placed where they are not in contact with other students' belongings.
- Students will not share paintbrushes, writing utensils, or scissors.
- Anything soft that cannot be wiped clean will not be available for use in the classroom (pillows, stuffed animals, etc.).

## **PRESCHOOL SECTION**

### **Preschool On-Campus Program**

Unity School is preparing for on-campus school operations to resume on August 31, 2020. The community will follow specific health precautions which will be in accordance with and, in many cases, exceed our local, state, and federal requirements. Specific decisions and plans regarding on-campus modifications will be finalized over the next several weeks; however, current considerations can be found below.

- All Preschool classrooms will be arranged for physical distancing purposes based on current guidelines.
- Drop-Off and Pick-Up: Plans are in place to modify morning arrival times and stagger dismissal times to promote physical distancing.
- Temperature Checks: Each student will have their temperature taken by Unity personnel as they arrive on campus. Parents will be required to take their child home if they have a temperature of 100.0 or greater.
- Faculty and staff members are required to self-check for COVID-19 symptoms each day prior to arrival on campus.
- The Preschool Health Policy will be strictly adhered to for all students.
- Preschool morning care will be offered from 7:30 - 8:00 am. Children will have designated morning-care activities that will be disinfected daily.
- Preschool after care will be offered from 3:30 - 5:30 pm.

### **Preschool Remote Learning Program**

Families may choose for their child to be enrolled in our Remote Learning Program when classes begin on August 31, 2020. To have adequate time to plan, create schedules, and finalize student placement, the School must be notified by August 3, 2020 in order to reserve a spot in the Remote Learning Program. All families of remote learners will need adequate technology set up in their home (i.e., laptop, tablet, wi-fi, printer).

Preschool students will follow a remote learning schedule that is developmentally appropriate. Our adherence to the School's mission, coupled with our years of experience and expertise, will ensure the quality and high standards of our instruction, regardless of the context of that instruction.

Remote learning for younger students requires significant levels of flexibility and additional personalized attention from parents. Teachers will continue to develop the best possible schedule for each preschool level. Parents will need to think differently about how to support their child(ren); how to create structures and routines that allow their child(ren) to be successful; and how to monitor and support their child's learning. Preschool learners require time and support from parents because they are academically and emotionally developing. The remote learning schedules and requirements for Preschool have been created to take into consideration the amount of time and support these younger learners require to navigate remote learning.

Remote learners in Preschool will be provided pre-recorded and/or live instructional Zoom lessons in various areas of the Montessori classroom. Live instructional Zoom lessons will follow the on-campus 'special' schedule. Specials include Lessons in Living, music, Spanish, library, and P.E.

Remote learners and their families will be expected to follow the Remote Learning Code of Conduct. Attendance is expected for all live lessons. Classroom etiquette is of the utmost importance to ensure classes are productive and positive for all.

All remote learners will be provided a link to their own Virtual Folder, which will contain pertinent documents and lessons to be completed weekly.

## Preschool FAQs

### **Q: How will drop-off operate?**

A: Until further notice, parents will not be able to walk students to classrooms in the morning. All students will be dropped off using the carline. Parents/guardians are not permitted to arrive walking to our loading docks. Students and parents/guardians should remain in their vehicles while in the carpool lane until a staff member asks three basic screening questions and then takes the student's temperature with a touchless thermometer. Once screening has been successfully completed, **all students must have a face covering in place when exiting the car.** For the safety of our community and to set a positive example for students, parents must wear a face covering while dropping off student(s). Faculty and staff will be available to greet students at the loading dock to escort them to their classrooms. Details on a staggered drop-off will be sent to families at a later date.

### **Q: How will pick-up operate?**

A: Preschool students will be picked up from their assigned docks at their pick up time. Our pick up loading dock for dismissal is located on the west side of the school building. The children will leave the classroom accompanied by their teachers. Part Time dismissal will be at 11:30 am

and Full Time at 3:00 pm. All Preschool students will be at the loading dock with a staff member in their assigned seating area. All parents must stay in their vehicle at all times. A name tag will be provided for each family, and it should be placed on the passenger side dashboard. All students must have face coverings in place during dismissal. For the safety of our community and to set a positive example for students, parents must wear face covering while in the pick-up line. A plan is being created for “walkers/bikers”.

**Q: Are parents allowed on campus?**

A: Until further notice, parents and visitors will not be able to enter campus. Parents will be allowed in the main office and business office by appointment only and must wear face coverings and practice physical distancing. When possible, email or phone communication should be utilized.

**Q: Will faculty and staff be required to wear face coverings?**

A: Until further notice, all faculty and staff will wear face coverings when physical distancing is not possible.

**Q: Will preschoolers be required to wear face coverings?**

A: Drop off and pick up times will require face coverings. Face coverings are always encouraged when physical distancing is not possible. While we understand that wearing face coverings is difficult at this age, we require each child to have a face covering available every day.

**Q: How will the School enforce physical distancing and face coverings?**

A: Unity School will be building a culture of accountability that emphasizes caring for others and facilitates physical distancing. This will reinforce our community responsibility to protect each other. Student orientation and training will be extremely important in building school culture surrounding accountability.

**Q: How many students will be in each classroom?**

A: Toddler and Orientation classes are capped at 12 students. Pre-A and Pre-B are capped at 25 each.

**Q: How will Preschool “special” classes be given?**

A: The “special” classes will be conducted in the preschool classroom. The “specials” include Lessons In Living, music, Spanish, and library.

**Q: How will playground time operate for Pre-A and Pre-B?**

A: Outdoor spaces will be used with physical distancing. Playground equipment will be sanitized according to CDC guidelines. Staggered scheduling will allow each class daily playground opportunities.

**Q: What protocols are in place for snack?**

A: Unity School will provide a snack that is prepared in our cafeteria each morning for all of our students. Snacks are not permitted to be brought from home.

**Q: What protocols are in place for restrooms?**

A: Students use the restroom one at a time. Hand washing protocols will be taught and practiced. Bathrooms will be sanitized throughout the day and disinfected each night.

**Q: Will Unity School continue to host large gatherings?**

A: Until further notice, all large gatherings will be held virtually. This includes Orientation Day.

**Q: What protocols are in place for lunch?**

A: Lunchtime begins at 11:30 am and ends at noon. Students will eat lunch in the classrooms. Students have the option of ordering from the cafeteria or bringing in a bagged lunch. All insulated lunch boxes must be sanitized every evening. Hand washing will occur before and after eating. Sanitizing/disinfecting will occur before and after lunch time. Physical distancing practices will be followed.

**Q: Will the cafeteria use outside lunch vendors? If so, what precautions will be put in place?**

A: Yes, Unity School will continue to use an outside lunch vendor on Wednesday. The outside vendor will not enter the cafeteria. The individual delivering the food will wear a mask and observe all safety protocols. Lunches will also continue to be served in single-serve containers and wrapped utensils will be used.

**Q: How will code red, code yellow, fire drills, etc. be handled in a physically distanced format?**

A: Teachers will follow safety and security protocols during an ACTIVE emergency situation according to the Crisis Response Manual. Simulations will be run with teachers during pre-planning days, followed by students at the beginning of the year. In the event of an ACTIVE Code Red, students will follow Code Red procedures. Teachers and students will put safety first. During Code Red, Yellow, and Fire Drills, students will follow established physical distancing guidelines.

**Q: If I choose the remote learning model for my child, how will the School make them still feel like they are part of the community?**

A: When it comes to student engagement and learning, relationships matter as much online as they do in person. Students who choose the remote learning option will gather for both

synchronous and asynchronous learning. These opportunities allow for students to build relationships with both their classmates and teachers. Remote students will be included virtually during specials and small group presentations.

**Q: If I choose remote learning and decide to re-evaluate this choice, will there be an “on-campus” spot available for my child?**

A: Yes, there will be on-campus availability for your child. For planning purposes, families will be asked to make their final decisions on their learning format (On-Campus or Remote Learning) by August 3, 2020. If a student starts remotely, she/he may join the on-campus learning program during the academic year, with the expectation (barring any medical issues or a general school closure) that they will remain in the on-campus program throughout the remainder of the school year:

**Q: Will the Guidance Counselor conduct accommodation meetings for remote learners?**

A: Yes, the Guidance Counselor will conduct accommodation meetings virtually until further notice.

## **ELEMENTARY SCHOOL**

### **Elementary On-Campus Program**

Unity School is preparing for on-campus school operations to resume on August 31, 2020. The community will follow specific health precautions which will be in accordance with and, in many cases, exceed our local, state, and federal requirements. Specific decisions and plans regarding on-campus modifications will be finalized over the next several weeks; however, current considerations can be found below.

- All Elementary classrooms will be arranged for physical distancing purposes based on current guidelines.
- Drop-Off and Pick-Up: Plans are in place to modify morning arrival times and stagger dismissal times to limit crowding.
- Temperature Checks: Each student will have their temperature taken in the carline by Unity personnel as they arrive on campus. Parents will be required to take their child home if they have a temperature of 100.0 or greater. Faculty and staff members are required to self-check for COVID-19 symptoms each day prior to arrival on campus.
- Enrichment programs are being evaluated.

Families must let the School know of their decision regarding learning format preference, either on-campus or remote, by August 3, 2020. Once a student starts remotely, she/he may join the on-campus learning program (full-time) during the academic year, with the expectation (barring any medical issues or a general school closure) that they will remain in the on-campus program throughout the remainder of the school year.

As students move to and from support classes, they will be required to wear face coverings. While we will work to limit movement, it will at times be unavoidable.

Elementary classrooms will work to follow physical distancing guidelines. In doing so, core class size will be approximately 12 - 16 students, to the greatest extent possible students will be seated spaced apart, seats will be assigned, and students will not share items. A physical distancing protocol will be in place for changing classes. To help with physical distancing, outdoor areas may be utilized for educational delivery.

### **Elementary Remote Learning Program**

Families may choose for their child to be enrolled in our Remote Learning Program when classes begin on August 31, 2020. To have adequate time to plan, create schedules, and finalize student placement, the School must be notified by August 3, 2020 in order to reserve a spot in the Remote Learning Program.

Elementary students will follow a remote learning schedule that is developmentally appropriate. Our adherence to the School's mission, coupled with our years of experience and expertise, will ensure the quality and high standards of our instruction, regardless of the context of that instruction.

Remote learning for younger students requires significant levels of flexibility and additional personalized attention from parents. Students in Grades 4 and 5 require a bit less time and support from parents and are developmentally more independent than our younger learners. Teachers will continue to develop the best possible schedule for each grade level. Parents will need to think differently about how to support their child(ren); how to create structures and routines that allow their child(ren) to be successful; and how to monitor and support their child's learning. The remote learning schedules and requirements for elementary grades have been created to take into consideration the flexibility that younger learners require.

Remote learners in Kindergarten - Fifth Grade will participate in our one-to-one iPad program and will be provided live instructional lessons via Zoom and/or Google Meet in Core subjects, Seesaw activities and a weekly one-on-one check-in. The expectation is that remote learners will attend all live instructional lessons and will follow the on-campus schedule.

All schedules, links to live instructional sessions, and learning materials will be posted through Seesaw, Google Sites, or Google Classroom. The Core subjects include reading, math, language arts, science, and social studies. Support classes include Lessons in Living, technology, band, music, art, library, Spanish and physical education. Remote student learning will be evaluated using a combination of live demonstrations, assignment submissions, and recorded presentations of work. Grades will continue to be posted on FACTS (RenWeb) and will be determined according to normal policies and procedures.

Remote learners and their families will be expected to follow the Remote Learning Code of Conduct. Attendance is expected for all live lessons. Classroom etiquette is of the utmost importance to ensure classes are productive and positive for all. All remote learners will be provided with an iPad, books, instructional materials, and basic supplies needed for remote learning. Instructional materials will be replenished as needed. In addition, we highly recommend a headset and microphone to make hearing and speaking much clearer in a digital-learning realm.

# Elementary School FAQs

## **Q: How will drop-off operate?**

A: Until further notice, parents will not be able to walk students to classrooms in the morning. All students will be dropped off using the carline. Faculty and staff will be available to greet students and if necessary, escort them to their classrooms. Details on a staggered drop-off will be sent to families at a later date. Each student will have their temperature taken by Unity personnel before they exit the car. Parents will be required to take their child home if they have a temperature of 100.0 or greater. All students must have a face covering in place when exiting the car. For the safety of our community and to set a positive example for students, parents must wear a face covering while dropping off student(s). A plan is being created for “walkers/bikers”.

## **Q: Will there be morning care and after care?**

A: Morning care will be provided from 7:30-8:00 a.m. and after care from 3:30-5:30 p.m. in a designated area to adhere to the physical distancing protocol.

## **Q: How will pick-up operate?**

A: Elementary School students will be picked up from their assigned docks on a staggered schedule which will be available the week before school begins. All students must have face coverings in place during dismissal. Times will be staggered to adhere to physical distancing guidelines. For the safety of our community and to set a positive example for students, parents must wear a face covering while in the pick-up line. A plan is being created for “walkers/bikers”.

## **Q: Are parents allowed on campus?**

A: Until further notice, parents and visitors will not be able to enter campus. Parents will be allowed in the main office and business office by appointment only and must wear face coverings and practice physical distancing. When possible email or phone communication should be utilized.

## **Q: Will faculty and staff be required to wear face coverings?**

A: Until further notice, all faculty and staff will wear face coverings when physical distancing is not possible.

## **Q: How will the School enforce physical distancing and face coverings?**

A: Unity School will be building a culture of accountability that emphasizes caring for others and facilitates physical distancing. This will reinforce our community responsibility to protect each

other. Student orientation and training will be extremely important in building school culture surrounding accountability.

**Q: How many students will be in each classroom?**

A: Elementary School class size is capped 16 students but averages 13 in Kindergarten through Grade 5.

**Q: How will music and band programs operate?**

A: Though band and music classes are being offered for the 2020-2021 school year, these courses will be modified with the safety and health of students and faculty in mind. Planning for band and music is on-going through the summer.

**Q: What will the PE program look like?**

A: Outdoor spaces with physical distancing will be used as much as possible. Classes will focus on physical fitness skills, health, and nutrition. Equipment will be disinfected throughout the day as appropriate.

**Q: How will recess operate?**

A: Outdoor spaces with physical distancing will be used. Playground equipment will be sanitized according to CDC guidelines. Staggered scheduling will allow each class daily recess opportunities.

**Q: What protocols are in place for snack and lunchtime?**

A: Snack procedures will remain as they have always been. Classes will eat lunch in the cafeteria following adjusted schedules. Hand washing will occur before and after eating. Sanitizing/disinfecting will occur between each lunch period. Physical distancing practices will be followed. Outdoor areas may be utilized when weather permits.

**Q: What protocols are in place for restrooms?**

A: Faculty and staff will ensure students follow the appropriate guidelines and capacity limits while visiting the restroom. Until further notice, bathroom capacity will be limited. Hand washing protocols will be stressed. Bathrooms will be sanitized throughout the day and disinfected each night.

**Q: What role will the Guidance Department play in helping students adjust to this “new normal”?**

A: Guidance will support our classroom teachers to serve students in need of remediation and/or mental health support. Our levels of support will help students in both remote and on-

campus programs. Lessons in Living classes will continue as usual and will have an extra focus of helping students manage the “new normal”.

**Q: Will Unity School continue to host large gatherings?**

A: Until further notice, all large gatherings will be held virtually. This includes Orientation Day.

**Q: Will the School still be using outside lunch vendors? If so, what precautions will be put in place?**

A: Yes, Unity School will continue to use an outside lunch vendor on Wednesday. The outside vendor will not enter the cafeteria. The individual delivering the food will wear a mask and observe all safety protocols. Lunches will also continue to be served in single-serve containers and wrapped utensils will be used.

**Q: Will students be taking any field trips?**

A: Currently, field trips and travel are on hold for the 2020-2021 school year. Virtual field trips will be used.

**Q: How will code red, code yellow, fire drills, etc. be handled in a physically distanced format?**

A: Teachers will follow safety and security protocols during an ACTIVE emergency situation according to the Crisis Response Manual. Simulations will be run with teachers during pre-planning days, followed by students at the beginning of the year. In the event of an ACTIVE Code Red, students will follow Code Red procedures. Teachers and students will put safety first. During Code Red, Yellow, and Fire Drills, students will follow established physical distancing guidelines.

**Q: If I choose the remote learning program for my child or if I am a new family at Unity, how will the School make my child still feel like they are part of the community?**

A: When it comes to student engagement and learning, relationships matter as much online as they do in person. Students who participate in the remote learning model will be included synchronously for educational delivery and classroom activities via video conferencing. This allows students to build relationships with both their classmates and teachers. New families will also have opportunities to participate in virtual coffees and virtual playdates, as well as our new Family Ambassador Program.

**Q: If I choose the remote learning program for my child, will he/she be able to attend events and after school activities?**

A: Remote students will be included virtually in all classroom meetings and activities and will also be included virtually in many of the traditional Elementary events. However, remote students will not attend on-campus events or after school activities.

**Q: Will the remote learning program be the same as it was this Spring? What changes have been implemented?**

A: The Elementary remote learning program has been enhanced and improved based on the Elementary parent survey, faculty feedback and remote learning professional development. Remote learners in Kindergarten - Fifth Grade will participate in our one-to-one iPad program with a weekly one-on-one check-in. The elementary students will be following a synchronous learning schedule that mirrors the on-campus schedule. The expectation is that remote learners will attend all live instructional lessons.

**Q: What is the plan for Elementary remote learning should the campus need to close long term at any time through the school year?**

A: Should the campus need to close long term at any time through the school year, Unity School has planned to seamlessly switch to a fully remote situation. All students will be provided with the necessary materials to support the Remote Learning Program. Based on the length of the remote learning period, parents may need to pick up additional instructional materials from the School if needed. The Remote Learning Program will mirror the on-campus schedule using both synchronous and asynchronous learning. Each lesson's length and content will be developmentally appropriate. In addition to the daily live lessons, office hours will be available for the purpose of reteaching and/or lesson reinforcement.

**Q: If I choose remote learning and decide to re-evaluate this choice, will there be an "on-campus" spot available for my child?**

A: Yes, there will be an on-campus availability for your child. For planning purposes, families will be asked to make their final decisions on their learning format (On-Campus or Remote Learning) by August 3, 2020. If a student starts remotely, she/he may join the on-campus learning program (full-time) during the academic year, with the expectation (barring any medical issues or a general school closure) that they will remain in the on-campus program throughout the remainder of the school year:

**Q: Will there be an option for on-campus learners to switch to remote learning during the year?**

A: On-campus learners will have the option to switch to remote learning based on individual circumstances discussed with Administration.

**Q: Will the Guidance Counselor conduct accommodation meetings for remote learners?**

A: Yes, the Guidance Counselor will conduct accommodation meetings virtually until further notice.

# MIDDLE SCHOOL

## Middle School On-Campus Program

Unity School is preparing for on campus school operations to resume on August 31, 2020. The community will follow specific health precautions which will be in accordance with and, in many cases, exceed our local, state, and federal requirements. Specific decisions and plans regarding on campus modifications will be finalized over the next several weeks, however current considerations can be found below.

- All Middle School classrooms will be arranged for physical distancing purposes based on current guidelines.
- Drop-Off and Pick-Up: Plans are in place to modify morning arrival times and stagger dismissal times to limit crowding.
- Temperature Checks: Each student will have their temperature taken by Unity personnel as they arrive on campus. Parents will be required to take their child home if they have a temperature of 100.0 or greater. Faculty and staff members are required to self-check for COVID-19 symptoms each day prior to arrival on campus.
- Middle School after-school programs are being evaluated.

Families must let the School know of their decision regarding learning format preference, either on-campus or remote learning, by August 3, 2020. Once a student starts remotely, she/he may join the on-campus learning program (full-time) during the academic year (barring any medical issues or a general school closure) with the expectation that they will remain in the on-campus program throughout the remainder of the school year:

Middle school lockers will not be used; therefore, students will store their personal belongings in their backpacks. As students move from period to period, they will be required to wear face coverings. While we will work to limit movement, it will be unavoidable at times.

Middle School classrooms will work to follow physical distancing guidelines. In doing so, Core class size will be approximately 12 - 16 students, to the greatest extent possible students will be seated spaced apart, seats will be assigned, and students will not share items. A physical distancing protocol will be in place for changing classes. To help with physical distancing, outdoor areas may be utilized for educational delivery.

All restrooms will be subject to social distancing and capacity limits. Reminders for proper handwashing will be posted in restrooms. Students will be encouraged to use a paper towel to open the door to exit. Once back in the classroom, students will use hand sanitizer. Intermittent cleaning will take place during the day. Bathrooms will be sanitized throughout the day and disinfected each night.

## Middle School Remote Learning Program

Families may choose for their child to be enrolled in our Remote Learning Program when classes begin on August 31, 2020. To have adequate time to plan, create schedules, and finalize student placement, the School must be notified by August 3, 2020 in order to reserve a spot in the Remote Learning Program.

Middle School students will follow a remote learning schedule that is developmentally appropriate. Our adherence to the School's mission, coupled with our years of experience and expertise, will ensure the quality and high standards of our instruction, regardless of the context of that instruction.

Remote learning for middle school students requires a significant level of flexibility and independence. Parents will need to think differently about how to support their middle school child who is now an independent learner. Middle school students may initially need guidance in creating structure, a work space, and a routine to help them be successful.

With a focus on building positive classroom culture and community, Unity Middle School students who return to campus and those who choose the remote learning option will be taught concurrently through synchronous classroom instruction using Zoom or Google Meets. Both on-campus and remote students will utilize Google Classroom, Calendar, Drive, Gmail and FACTS (RenWeb) to access information and course materials. The expectation is that remote learners will attend all live instructional lessons and will follow the on-campus schedule. Remote student learning will be evaluated using a combination of live demonstrations, assignment submissions, and recorded presentations of work. Grades will continue to be posted on FACTS (RenWeb) and will be determined according to normal policies and procedures.

Remote learning students will receive textbooks and curriculum related supplies, iPad and other materials to use during at-home instruction. If the remote learning option is chosen, curriculum related supplies will be distributed by the School to facilitate the remote learning. In addition, we highly recommend a headset and microphone to make hearing and speaking much clearer in a digital-learning realm.

Remote learners and their families will be expected to follow the Remote Learning Code of Conduct. Attendance is expected for all live lessons. Daily class attendance will be taken by the teacher. Classroom etiquette is of the utmost importance to ensure classes are productive and positive for all.

**Online Class Schedule:** The schedule has been reviewed to make the school day as manageable as possible for middle school students. Classes will follow a similar schedule as in years past using 43-minute class periods with double blocks once a week in math, social studies, science and twice a week in language arts. Remote and on-campus students will use the same schedule.

## **Middle School FAQs**

### **Q: How will drop-off operate?**

A: Arrival to campus will be staggered. Until further notice, parents will not be able to walk students to classrooms in the morning. All students will be dropped off using the carline. Details on a staggered drop-off will be sent to families at a later date. Each student will have their temperature taken by Unity personnel before they exit the car. Parents will be required to take their child home if they have a temperature of 100F or greater. All students must have face coverings in place when exiting the car until they reach their classroom seat. For the safety of our community and to set a positive example for students, parents must wear face coverings while dropping off students. Students will head directly to their 1st period class as homeroom will be held at the end of 1st period. Lunches will be kept with backpacks and instruments will be kept outside the 1st period classroom. A plan is being created for “walkers/bikers”.

### **Q: How will pick-up operate?**

A: The school day for middle school students will end at 3:15 p.m. Students will be dismissed from their last period classrooms to their cars with physical distancing guidelines observed. A plan is being created for “walkers/bikers”.

### **Q: Are parents allowed on campus?**

A: Until further notice, parents and visitors will not be able to enter campus. Parents will be allowed in the main office and business office by appointment only and must wear face coverings and practice physical distancing. When possible email or phone communication should be utilized.

### **Q: Will faculty and staff be required to wear face coverings?**

A: Until further notice, all faculty and staff will wear face coverings when physical distancing is not possible.

### **Q: How will the middle school enforce physical distancing and face coverings?**

A: The Unity School as a whole will build a culture of accountability, one that emphasizes caring for others and facilitates physical distancing. This will reinforce our community responsibility to protect each other. Student orientation and training will be extremely important in building school culture surrounding accountability.

### **Q: What is the expected class size for middle school students?**

A: The expected class size for middle school students is approximately 12 to 16 students per core classroom.

**Q: Will students be changing classes?**

A: Yes, students will be changing classes. Movement for middle school students will be as limited as possible, but students will continue to travel to classes. Safety protocols and physical distancing will be enforced. As students move from class to class, they will be required to wear face coverings.

**Q: How will the band program operate?**

A: Though band is being offered for the 2020-2021 school year, it will be modified with the safety and health of students and faculty in mind. Planning for band is on-going through the summer.

**Q: What will the PE program look like?**

A: Outdoor spaces with physical distancing will be used as much as possible. Classes will focus on physical fitness skills, health, and nutrition. Equipment will be disinfected throughout the day as appropriate.

**Q: How will breaks operate?**

A: Students will have their breaks either inside the classroom or in designated outdoor areas where physical distancing is possible. Outdoor breaks will be staggered and small groups will be required.

**Q: What protocols are in place for snack and lunchtime?**

A: Snack procedures will remain as they have always been with a focus on hand washing prior to eating. Classes will eat lunch in the cafeteria following adjusted schedules. Hand washing will occur before and after eating. Sanitizing/disinfecting will occur between each lunch period. Physical distancing practices will be followed. Outdoor areas may be utilized when weather permits.

**Q: What role will the Guidance Department play in helping students adjust to this “new normal”?**

A: Guidance will support our classroom teachers to serve students in need of remediation and/or mental health support. Our levels of support will help students in both remote and on-campus programs. Leadership classes will continue as usual and will have an extra focus of helping students manage the “new normal”.

**Q: Will Unity School continue to host large gatherings?**

A: Until further notice, all large gatherings will be held virtually. This includes Orientation Day.

**Q: Will the School still be using outside lunch vendors? If so, what precautions will be put in place?**

A: Yes. Unity School will continue to use an outside lunch vendor on Wednesday. The outside vendor will not enter the cafeteria. The individual delivering the food will wear a mask and observe all safety protocols. Lunches will also continue to be served in single-serve containers and wrapped utensils will be used.

**Q: Will students be taking any field trips?**

A: Currently, field trips and travel are on hold for the 2020-2021 school year. Virtual field trips will be used.

**Q: How will code red, code yellow, fire drills, etc. be handled in a physically distanced format?**

A: Teachers will follow safety and security protocols during an ACTIVE emergency situation according to the Crisis Response Manual. Simulations will be run with teachers during pre-planning days, followed by students at the beginning of the year. In the event of an ACTIVE Code Red, students will follow Code Red procedures. Teachers and students will put safety first. During Code Red, Yellow, and Fire Drills, students will follow established physical distancing guidelines.

**Q: What will the fall interscholastic athletic season look like?**

A: All fall sports have been suspended until further notice. If, ultimately, seasons were to be canceled, we would explore ways to work with students within their designated sports for training and development purposes. If distance and physical protocols are loosened (with seasons still being canceled), we would also explore some form of an intramural program to allow for some level of competition.

**Q: If I choose the Remote Learning Program for my child or if I am a new family at Unity, how will the School make them still feel like they are part of the community?**

A: When it comes to student engagement and learning, relationships matter as much online as they do in person. Students who participate in the remote learning model will be included synchronously for educational delivery and classroom activities via video conferencing. This allows students to build relationships with both their classmates and teachers. New families will also have the opportunities to participate in virtual coffees and virtual playdates, as well as our new Family Ambassador Program.

**Q: If I choose the Remote Learning Program for my child, will they be able to attend events and after school activities?**

A: Remote students will be included virtually in all classroom meetings and activities and will also be included virtually in many of the traditional Middle School events. However, remote students will not attend on-campus events or after school activities.

**Q: Will the Remote Learning Program be the same as it was this Spring? What changes have been implemented?**

A: The Middle School remote learning program has been enhanced and improved based on the Middle School parent survey, faculty feedback and remote learning professional development. The students will be following a synchronous learning schedule that mirrors the on-campus schedule. The expectation is that remote learners will attend all live instructional lessons.

**Q: What is the plan for the Middle School Remote Learning Program should the campus need to close long term at any time through the school year?**

A: Should the campus need to close long term at any time through the school year, Unity School has planned to seamlessly switch to a fully remote situation. All students will be provided with the necessary materials to support the remote learning program. Based on the length of the remote learning period, parents may need to pick up additional instructional materials from the School if needed. The remote learning program will mirror the on-campus schedule using both synchronous and asynchronous learning. Each lesson's length and content will be developmentally appropriate. In addition to the daily live lessons, office hours will be available for the purpose of reteaching and/or lesson reinforcement.

**Q: If I choose remote learning and decide to re-evaluate this choice, will there be an "on-campus" spot available for my child?**

A: Yes, there will be an on-campus availability for your child. For planning purposes, families will be asked to make their final decisions on their learning format (On-Campus or Remote Learning) by August 3, 2020. If a student starts remotely, she/he may join the on-campus learning program (full-time) during the academic year, with the expectation (barring any medical issues or a general school closure) that they will remain in the on-campus program throughout the remainder of the school year:

**Q: Will there be an option for on-campus learners to switch to remote learning during the year?**

A: On-campus learners will have the option to switch to remote learning based on individual circumstances discussed with Administration.