



EVERYONE LEARNING, EVERY DAY

MKA'S ROADMAP BACK TO SCHOOL FOR THE 2020-2021 SCHOOL YEAR

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MKA is committed to providing all students in grades Pre-K-12 with opportunities to develop to their infinite potential, in terms of both their intellect and their character. Maintaining a sense of connection is essential for all members of our community. We embrace a commitment to everyone learning, every day no matter what modality we may be in: in-school learning, hybrid learning, or remote learning.

MKA plans to start the school year in a hybrid mode of in-person and at-home learning every-other-day for students in grades 1-12 and in everyday, in-person learning for students in grades Pre-K and K. We hope to increase the frequency of in-person schooling over time, while maintaining the health and safety of our community, and to do this MKA will assess transmission rates and our community's adherence to our protocols within the first few weeks of school. If trends remain positive, we will begin to bring more students back into our buildings. It is important to note that until there is a viable treatment option, MKA will not be an environment completely free of risk.

MKA'S COMMITMENTS TO TEACHING AND LEARNING

- Building relationships and sustaining wellness are paramount.
- Care and compassion for one another will continue to guide all of our interactions.
- Students are encouraged to bring a sense of wonder, inquiry, and discovery to their learning.
- A focus on engagement and feedback for growth will drive learning—the joy is in the process.
- To maximize our impact, we will emphasize what is most essential for excellence, harness creativity, and stay nimble.

This resource has been created for the MKA community as we work together to safely return to school this year. **Please note that the information and guidelines that follow are subject to change in response to new guidance and developments regarding the transmission of COVID-19.** We remain committed to meaningful outcomes for our students, faculty, staff, and families as we face uncertainty in the days and months to come, and we are thankful for your partnership on this journey.



Health & Safety

Our priority is the health and safety of our community - students, faculty, staff, and families. We have designed comprehensive health and safety protocols informed by national, state, and local guidelines, medical advice, and best practices in an effort to minimize the risk of COVID-19. These protocols and measures will continue to be refined throughout the school year.

MKA requires that anyone who has traveled to and returned from a state on the official New Jersey Travel Advisory list, must quarantine for 14 days before entering or returning to school. The [NJ Travel Advisory list](#) will be shared with families as it is updated by the state.

We strongly recommend that all employees and students receive the flu vaccine this year.

COVID TESTING



We require students to be tested and to submit the results of their testing via Magnus Health to the nurse before the start of school. Please note: we are not accepting results of a COVID-19 rapid antigen test. A testing location worth considering

for minor children is the [Vault saliva test](#). They ship to your home and walk you through how to complete the test. Information on test locations is also available on [COVID19.NJ.gov](#). Your pediatrician should also be able to direct you to a testing location that provides testing for children. [PM Pediatrics](#) in Livingston offers testing for children of all ages. They also have other NJ locations.

Students learning fully remotely do not need COVID testing unless they will be coming to Pre-K or K orientation, first-third grade new student orientation, or to meet their teacher outdoors for a brief visit on September 8, in which case they must have COVID testing. If a student is learning fully remotely and decides to opt in to hybrid learning, the student must have COVID testing prior to beginning learning on campus.

RESTRICTED VISITORS ON CAMPUS

MKA begins the year with a strict “no visitor” policy on our campuses, including parents. Parents are allowed on campus for pick up and drop off at designated locations and entrances while maintaining appropriate physical distancing.



HEALTH SCREENING

Families will be asked to access Magnus Health each day to complete the required health screening questions for each of their students before 7:30 a.m. In addition, parents are required to take their student’s temperature each day before coming to campus and must keep students with a fever at home. All MKA employees will be asked to complete a similar health screening questionnaire and will be asked to monitor their temperature before coming to work. In addition, temperatures will be taken at random times throughout the day by MKA staff, with the aim that a second temperature check is administered to each student at another point in the day.

Students and employees who have a fever, report coronavirus symptoms, or have potentially been exposed must stay home and will be required to contact the Nurse’s Office for further assessment. Students and employees who exhibit symptoms during the day will be isolated and follow the [protocol for handling suspected COVID-19 transmission](#) that the school has established.





MASKS

Face masks are required for all students, faculty, staff, and visitors while on campus or in a school vehicle. Masks need to be worn indoors at all times unless eating. Mask breaks can occur outside only. Students are required to bring two masks to school every day (one to wear and one spare).

Masks can be medical grade, but this type of mask is not required. We do not recommend an N95 mask due to the length of time it will be worn and the fact that they should be tight fitting to be effective.

The following helpful mask guidelines have been created using recommendations from the Center for Disease Control and American Academy of Pediatrics.

Guidelines for Acceptable Mask or Face Covering include:

- Must completely cover nose and mouth
- Should stay in place with normal movement and does NOT need frequent adjustments
- May NOT have a valve (Valve regardless of filters are NOT permitted)
- Cloth covering must have a minimum of two layers (double cloth or cloth and filter)
- Gator face coverings are not permitted
- Masks should not have any offensive writing, images, or political statements, but logos are permitted
- Students are expected to bring two (2) clean masks to school to wear each day (one to wear and one spare)
- Disposable masks for children who have forgotten theirs or who need an extra will be provided
- Face shields will be offered to faculty for their use but are not required
- Face shield use by students is not required but will not be prohibited

Mask or Face Covering Considerations:

- Protect you as well as protect those around you
- Properly wearing a mask is what is proven to decrease the spread
- Try to avoid touching your mask as much as possible, sanitize hands if you do touch your mask
- Change to a clean dry mask if it becomes wet or dirty
- Keep a spare mask with your belongings and bring to school daily
- Cloth masks or face coverings should be washed daily
- Disposable or Procedural masks should be for one-day use only

PROTOCOL WHEN SOMEONE IS SUSPECTED/DIAGNOSED WITH COVID-19



If a COVID-19 case is diagnosed in a student or faculty member, Montclair Board of Health will be notified and their guidance closely followed. Any areas used by the person identified would be closed off and after 24 hours, cleaned, and disinfected. As provided in NJ Department of Health guidance, if students or faculty members have been in close contact with someone who has tested positive for COVID-19, meaning they are within 6 feet of someone for at least ten minutes, they would be instructed to get COVID-19 testing and remain quarantined at home for 14 days. Here is the [COVID-19 protocol](#) as outlined by MKA.

CLEANING AND DISINFECTION

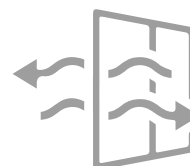
Intensified cleaning, sanitizing, and disinfection procedures have been implemented for all our classrooms, public spaces, and high-touch surfaces:

- All high-touch surfaces and public spaces will be cleaned throughout the day
- All spaces will be cleaned every night
- Desks, chairs, and any equipment in classrooms used by different classes will be cleaned in between student groups
- Additional daytime cleaning staff and MKA facilities staff will support disinfection practices throughout the day
- Sanitizing will include the use of electrostatic sprayers and all cleaning practices and products used will strictly follow CDC/EPA guidelines and policies

VENTILATION

Working with our HVAC contractor, the school has upgraded our ventilation and air quality wherever possible. Based upon their recommendations:

- All HVAC units have been upgraded with MERV 13 filters and ionization units
- Additional air conditioners, and upgraded existing systems, have been installed in several locations that were not previously air conditioned, or where the existing ventilation was not deemed adequate
- Stand-alone HEPA filtration systems for deployment throughout the campuses
- As per CDC guidelines, doors and windows must remain open in classrooms and throughout the school, wherever possible





HYGIENE

Community members will be encouraged to:

- Wash their hands several times a day
- Use touchless soap stations
- Use touchless faucets
- Use hand sanitizer stations
- Follow signage displayed on all campuses to reinforce good hygiene

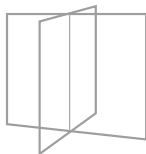
BATHROOMS

The following adjustments will be implemented:

- Maximum capacity in bathrooms (1-2 students)
- Clearly marked traffic flows and waiting locations (6' apart)
- Where privacy is not compromised, doors will be propped open (to eliminate the need to open exterior doors and make supervision easier)
- Signage reminding individuals to wash their hands and follow best practices
- No touch faucets, soap, flushing, wherever possible

LOCKERS

PK-12, the use of lockers is prohibited. Locker room use is also strictly limited.



DESK SEPARATORS

Desk separators of clear plexiglas that cover the sides and front of the desktop are used on all three campuses.

DRESS CODE

The dress code across all three campuses has been modified to help students be more comfortable and allow for more easily washed clothing.

The Codes of Attire for each campus can be found on the [Back2School](https://www.back2school.org) site. For your shopping convenience, an online bookstore is now available by visiting www.mka.org/student-life/bookstore. T-shirts, sweatshirts, zip-ups, and more are all available for purchase.



MATERIALS

Every effort will be made to eliminate the sharing of supplies and materials. The school has developed protocols for the handling of paper, books, and other materials. Supplies and materials that cannot be designated for single student use must be cleaned and sanitized between uses.

TRANSPORTATION

We are working with our busing subcontractor to develop routes for the school year. The following measures will be in effect:

- The bus drivers and students will be required to wear masks on buses at all times
- Students will be physically distanced and only students from the same household will be allowed to sit together, and buses will be cleaned and sanitized daily and after each route
- There will be assigned seating and protocols for loading and unloading the bus to ensure physical distancing is maintained
- Windows and roof hatches will be opened to increase ventilation



Program Overview

MKA helps students to build an essential foundation for academic and personal success by developing the self-awareness, empathy, and good character needed to make responsible decisions and create positive relationships with others. Individuals and small groups of faculty members are engaged in the kind of detailed curricular design that endures, even during challenging times.

MOVING BETWEEN IN-SCHOOL AND REMOTE LEARNING

Learning remotely is a choice available to all students. Our teachers learned a great deal about this modality last spring that will support student engagement from home while we operate school in the hybrid mode, yet learning remotely is not the same as learning on site and doing so for an extended period, particularly for younger children, requires a significant commitment of time and focus from parents and guardians.

It is the responsibility of a parent or guardian, not the student, to inform the school if their child(ren) is choosing remote learning. A parent or guardian will communicate that choice by email to the following administrators as appropriate:

PS

Primary School – Ms. Margaret Gonzales,
Co-Director of Primary School

MS

Middle School – Dr. Randy Kleinman,
Head of Middle School

US

Upper School – Ms. Maria Shepard,
Upper School Academic Dean

Students may opt to go remote at any time but may only return to school physically according to a pre-established set of dates, approximately every two weeks.



PROFESSIONAL DEVELOPMENT AND TRAINING

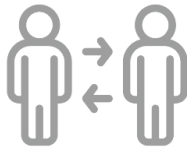
MKA's faculty has actively prepared for the school year:

- Utilizing webinars outside of MKA
- Participating in MKA's home-grown, online workshops
- Collaborating with colleagues in and across departments
- Embracing and acting upon the need to educate oneself about antiracism

152 faculty and administrators participated in 29 different offerings in 60 different sessions that focused on:

- Building relationships with students to support robust social-emotional and academic learning
- Ensuring that students see a purpose in their learning
- Honing teaching approaches from lesson design to assessment and feedback processes in hybrid/remote learning
- Honoring cultural identities and anti-racism

CLASSROOMS AND CLASS GROUPS



MKA will create physical distancing on our campuses in a number of ways:

- Classroom desks will be spaced six feet apart with classroom spaces set up for about half the density
- There will be no large gatherings on our campuses. Larger gatherings will be held via remote meetings or webinars.
- Plexiglass dividers will be used in classrooms and offices to provide additional barriers
- Furniture in common areas has been rearranged to encourage physical distancing, reduced capacity where needed, and in some instances provide additional study areas which are appropriately spaced
- MKA will provide protected outdoor space by installing tents around the campuses for developmentally appropriate
- Where possible, visual aids like directional arrows, tape, stickers, and decals will be used to illustrate traffic flow and appropriate spacing. Increased signage at eye level will be deployed to help aid physical distancing.

Cohorts have been established in the following ways:

- Pre-K and K are organized in classroom cohorts [of half the class in a cohort] and will remain in their classroom during the day, with encore teachers coming to their classroom
- In Grades 1-5, students are organized in classroom cohorts but will travel to art and science classrooms (which will be cleaned and sanitized between classes)
- In Grades 6-8, students are scheduled as in prior years, but the grades will not commingle
- In Grades 9-12, students are scheduled as in prior years

The hybrid model is being implemented by organizing students in two groups who attend on alternating days. Many complex factors are involved in class and M/K Group placement, including academic and learning needs, social-emotional dynamics and friendships, diversity, and placement of siblings in the same M/K Groups across campuses. Great care is given to find a good fit for each child. Due to the complexities of these placements, we are unable to make adjustments once placements have been made.

VERACROSS

MKA has implemented a new School Information System, Veracross. Veracross provides a single hub for students, faculty, parents, and guardians. Within Veracross parents can see their child's(ren) report cards and comments, complete re-enrollment, search school directories, and view the MKA calendar. Families will have the ability to update their individual contact information directly within the system, and students and faculty will have access to a fully integrated Learning Management System. Questions regarding Veracross should be directed to aduba@mka.org.

OWL TECHNOLOGY

OWLs will be used across all three campuses to engage students at home while teaching and learning is occurring in the classroom. OWLs provide students with 360 degree video view and audio access to learning happening in the classroom.

EDUCATIONAL TECHNOLOGY

Teachers will continue to be intentional regarding when and how often to use:

- Google Meet platform will connect those in school and those at home during hybrid learning classes, so that the teacher and all students can see and hear each other

- iPads (provided for every Primary School student) and the Google Jamboard App will enable teachers to digitally capture what they would normally write on the board to share with students in the classroom and at home

EXTENDED DAY

The school is working on Extended Day plans for Pre-K through 5th Grade Students. Children will no longer be bussed to Middle School but will remain on the Primary School campus. Extended Day for children in Grades 4 and 5 will be provided at the Middle School. Once parents have been notified if their child is in M/K Group, parents will have an opportunity to express interest in Extended Day. When we have determined the level of interest and scheduling needs, we will reach out to families to provide more information and finalize plans.



Photo taken prior to Spring 2019.



Photo taken prior to Spring 2019.

Co-Curricular Activities, Arts, and Athletics

We believe in the value of all of these programs for our students, and it is our intention to offer these activities with modifications that address the health and safety of our community.

FIELD TRIPS

Day and overnight field trips have been postponed through December 2020.

GLOBAL TRIPS

School-sponsored international travel for the upcoming year is cancelled. We strongly value our Global Experience program but must prioritize the health and safety of our students and the trip chaperones. We will be developing new programming opportunities and ways to develop our students' global competence and experiential skills.

THE REMOTE EXPERIENCE

We recognize that learning from home, whether it is because your child is on their at-home learning day in the hybrid model or because you have opted to be fully remote, can be most challenging for parents and caregivers of young children.

Students learning at home will use their school-provided iPads to connect to Veracross. They will use Veracross to access a schedule for the day with clickable links to Google Meets. When students click the Google Meet link, they will join the class happening live at school. They will connect in various parts of the day, such as for Morning Meeting, their Encore, mini lessons, and Closing Circle. After they watch a mini lesson, they will log off and work independently. We do not anticipate the use of many pre-recorded videos in the hybrid model.

It is not developmentally appropriate for young children to be using screens for large portions of the day. Some of the time that students at home connect into class via Google Meet will be interactive, such as during Morning Meeting. At other times, students will learn content by listening/watching and then log off to apply their learning. At all times, due to the developmental nature and the physical demands of teaching young children, the children physically in the classroom need to be the teacher's primary focus and priority. This is especially important for safety reasons.

Students who are learning fully remotely will have one weekly group check in with their teacher via Google Meet as we begin the year.



Tips for at-home learning include:

- Set up a workstation at home with your child's at-home learning supplies (visit the [Back2School](#) webpage for a list of recommended supplies by grade level). If possible, allow your child to choose where their at-home workspace will be and involve them in helping to set it up.
- Help your child by managing time. Young children will need help knowing when to connect to Google Meet or how much time they have to work independently. The use of a timer can be helpful.
- Help your child by reading directions if they need this
- Getting used to new technology like iPads and Veracross will take time. We expect this and plan to go slowly. If you have difficulty with technology, please do not email the classroom teacher (as he/she will be teaching and will not be able to support you directly). Instead, please email mkatech@mka.org.
- Movement breaks and time outside are essential for young children's development and cognition. Whenever there is a snack or lunch/recess break, please encourage your child to play. If you sense that your child is growing upset or frustrated, take a break for movement and play. Social-emotional well-being takes priority over academics in these times.
- If your child gets stuck when completing academic work, have them do the best they can and attach a post-it note on their work with a question. They can bring it to school the next day to ask their teacher about it (or save it for their weekly check-in time with their teacher if they are fully remote). Because teachers need to focus on students in class that day, they will not be able to schedule individual check-ins on the spot or later that day to support students learning at home.
- Be gentle with yourself and your child. Whatever you can do in a day is ok. These are unprecedented times, and everyone is doing the best they can.

GRADING

As always, students at the Primary School will not receive grades, but they will continue to be formally and informally assessed. Student progress will continue to be communicated to parents at monthly advisor check-ins, parent teacher conferences, via Seesaw, and a yearly written narrative.



F&PA/ENCORES

Students will be fully engaged in F&PA and all Encores throughout the year, but the curriculum may be modified for health and safety and to allow for appropriate physical distancing. For example, movement in indoor dance class may be limited by physical distancing requirements, and singing indoors and the blowing of wind instruments such as recorders is prohibited tri-campus for health and safety reasons.

HOMEWORK POLICY

To prioritize children's well-being, we plan to adjust homework expectations in first-third grade during hybrid learning or if school needs to become fully remote. It is important for children to have time to play outside, decompress, and spend time with their families after school and in the evenings. To that end, we will not assign written homework and instead expect that students read or be read to each night.

COHORT SIZE/EXPOSURE TO TEACHERS AND OTHER ADULTS

- **Pre-K:** between 7-9 students
- **K:** between 11-12 students
- **First-third grade:** between 7-9 students
- Exposure will be limited to the classroom teacher, 1-2 Encore teachers, support faculty like the school counselor as necessary, and recess aides or others who are covering community responsibilities

ARRIVAL

Families must complete a daily symptom check for each child via Magnus Health by 7:30 a.m. and check each child's temperature at home prior to coming to school. The daily symptom check must be completed by 7:30 a.m. in order to enter the Primary School car line. There will be an entry checkpoint at the beginning of morning car line. At the entry checkpoint, the PS team will ensure that families have completed the daily symptom checklist on Magnus. Families who have not completed the Magnus symptom checklist by 7:30 a.m. will be asked to exit car line, complete the checklist, and re-enter car line. This is to protect the health and safety of all on campus.

To facilitate on-site temperature checking, student arrival will be staggered.

- Pre-K and K students and their first-third siblings will arrive between 7:45-8:05 a.m.
- Students in first-third grade without Pre-K or K siblings will arrive between 8:05-8:15 a.m.

When cars pull up, drivers will roll down windows and the PS team will take students' temperatures through open windows via touchless forehead thermometers. Students with a temperature below 100.4 will exit cars and enter the building via designated doors, proceeding directly to classrooms. Students with a temperature above 100.4 will not exit their cars and will proceed back home.

DISMISSAL

Dismissal will not be staggered and will begin as usual at 2:20 p.m. Students will not gather in one large space in the building during dismissal. We will use the intercom system in the building to call students to dismiss and will maintain physical distancing. Students attending Extended Day will remain on the Primary School campus until the end of the day.



LUNCH

Dining plans for Primary School will be available on a session basis. The first session will begin at the start of school and last until the end of October. The second session will be from November to December. The fees will be pro-rated based upon the days students are scheduled to be in school. Meals will be selected and pre-ordered by parents on a weekly basis. Menu choices will be presented for each pre-order, together with allergen and nutritional information. Culinary, the food service company, is willing to accommodate dietary restrictions where possible. The individually packaged lunches will be delivered to classrooms.

Whether children are on the school's dining program or bring lunch from home, they will eat lunch physically distanced at their desks in classrooms. When possible, children will be able to eat outdoors on the back field, physically distanced.

RECESS

Children will stay with their cohorts for recess. Per recommendations from MKA's consulting physicians, jungle gym equipment will not be used at the start of the school year. Children will wear masks at recess because when they are playing, it is impossible to guarantee that they will stay 6 feet apart. Children will have opportunities to sit or stand 6 feet apart when outside for mask breaks.

OUTSIDE SPACES

Outdoor spaces will be used for physically distanced mask breaks, PE, eating outdoors, and recess. A tent will be provided on the back field that will allow for use of outdoor space during slightly inclement weather.

MASK USE

If a child refuses to wear his/her mask, the child will be separated from peers (outdoors if possible) with an adult, given time and caring support to cool down, and encouraged to put the mask back on. If the child will not wear the mask, parents will be called and expected to pick up the child to support everyone's health and safety.

THE REMOTE EXPERIENCE

Students learning at home will be expected to log into their classes that are occurring in the building in real time. Google Meet links will be posted for each class on the corresponding Class Website on Veracross. The use of OWL technology will allow the students at home a 360 degree view of the room and visual access to anyone in the room who's speaking. Students will follow their daily schedule and log onto their class at the scheduled time. Students at home will engage then in a combination of synchronous and asynchronous learning during a class period.

HOMework POLICY

The MS will return to grade-level guidelines for homework.

- Grade 4 will only be assigned homework Monday-Thursday
- Grades 5-8 will be assigned homework nightly according to grade-level limits
- The MS will continue to observe one No-Homework-Weekend monthly
- All homework will be posted on Veracross
- Students will see their homework from all classes aggregated in one place in the Veracross Student Portal

GRADING

Students in grades 6-8 will return to letter grades, A-F. Students in grades 4-5 will receive written feedback and/or assignment-specific rubrics with clear criteria and benchmarks.

- Students will be assessed using a combination of formative and summative assessments
- Assessments will meet grade-level guidelines for frequency and length
- Students will see all homework and assessments for all classes in one place in the Student Portal when they log in, so they know due dates and can plan work and study time



COHORT SIZE/EXPOSURE TO TEACHERS AND OTHER ADULTS

Students in grades 4 and 5 will be in cohorts of 7-9 students and will remain in those cohorts for the majority of their classes throughout the day. Students in grades 6-8 will be in classes of 7-10 students but will not remain in the same cohort throughout the day, as this would severely compromise the academic program. There will be no mingling among grades during the day, and physical distancing, plexiglass desk dividers, wearing of appropriate PPE, and sanitizing protocols will be in place to mitigate risk.

SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

School arrival procedures have been adjusted this year for health and safety reasons. In order to limit the number of students gathering in the dining hall before the start of school, and to avoid intermingling of students in different grades, there will be no early drop-off. Student arrival begins at 7:30 a.m. when the doors to the school open. Students will enter the school via different doors, designated by grade:

- **4th and 5th Grades** – Door at the end of the 4th grade hallway
- **6th Grade** – Door behind dining hall, near the art room
- **7th Grade** – Door behind dining hall, near the bike rack/Development Office
- **8th Grade** – Penick Lobby

Tents will be set up at the upper parking lot, near the 4th/5th Grade entrance, and near the tennis pavilion, for use as staging areas while students wait to be admitted via the appropriate door. These staging areas will be supervised by MKA personnel, who will make sure that all students wear masks and maintain appropriate physical distance.

Parents are required to submit a symptom checklist via Magnus Health for each student by 7:30 a.m. and to do a temperature check of the child before leaving the house. As each student enters the building, his/

her temperature will be taken using a touchless thermometer. Any student with a temperature above 100.4 will be asked to step aside and will be taken to the nurse's office. Once the MKA personnel at each entrance clears a student for entry, the student will go directly to his/her homeroom.

Dismissal will occur at the usual time, 2:50 p.m. As always, parents may designate their children as "walkers." Walkers will be dismissed from the Valley Road entrance, as in previous years. Students will wait in homerooms for car line and bus dismissal. Student names will be announced over the intercom as well as be displayed electronically. Students will exit via the Penick Lobby for car line and through the door in the dining hall for bus dismissal, as always. It is essential that all drivers picking up students in car line have prominently displayed in the front windshield a sign with the child's name and grade. Faculty will supervise the process to make sure students observe proper physical distancing during dismissal. **Please indicate [via this form](#) if your child will depart school by car, bus, or as a walker.**

FLEX PERIODS

FLEX periods appear in student schedules two times per week. In previous years, FLEX periods have been an opportunity for students to choose classes and activities of interest and to be with students they do not usually work with in their classes. In order to avoid mixing of students from different grades, we will begin the school year with a very different model for use of this period, but one that still allows some student choice about the type of activity engaged in during this period. Students will return to their homeroom/advisor group for FLEX period. The FLEX time will be used for independent, student selected activities, such as:

- Student selected silent reading
- Drawing
- Journal writing

Students should bring to school a book for silent reading, a journal, or drawing materials they might want to use during this period. Student Government will meet during the designated FLEX time, and will either meet outdoors, indoors in a large available space that allows for appropriate physical distancing, or will meet virtually.

LUNCH

Lunch will be available for students through our food service provider, Culinary. Lunches will be pre-ordered a week in advance, packaged individually, and labeled with student names. Lunch accounts will be charged for each item ordered, and will continue to be a la carte. There will also be a paper alternative as a back up to the online system if needed. Of course, students may also bring their own lunch to school.

Students may eat lunch in several spaces: dining hall; outdoors; available classrooms. The round, communal lunch tables and the multi-seat booths have been removed from



Photo taken prior to Spring 2019.

the dining hall and replaced with individual student tables and chairs, physically distanced at 6 ft. apart, facing in the same direction. Each grade will be assigned to eat in a separate location; students will be assigned seats in the indoor seating areas and will remain in seats until dismissed for outdoor recess. Seating – indoor and outdoor – will be cleaned between lunch periods.

RECESS

Recess will be outdoors, for both morning and lunch recess, every day unless the weather conditions are so bad that students should not go outside.

- Students will be assigned areas of the outdoor play spaces by grade, on a rotating schedule. Outdoor recess is a time when students can and should take appropriately physically distanced breaks from wearing masks.
- All outdoor play equipment will be thoroughly cleaned and sanitized between uses
- If the weather does not allow outdoor recess, students will use the dining hall, auditorium, and gyms for indoor recess. Students will be assigned these areas by grade, on a rotating schedule.
- There will be no indoor aerobic activities during recess. Students will wear masks indoors and will maintain appropriate physical distance.

All recess equipment will be cleaned in between use. Students will be asked to wash their hands before and after recess.



LOCKERS

We are not using student lockers this year, so students will carry their backpacks from class to class. Advisors and teachers will help students to limit the supplies and books they carry to those that are absolutely essential for use that day. The use of wheeled backpacks is acceptable, but please prioritize helping your child to manage the books and materials that (s)he brings to school each day.

Students in 4th and 5th grades may have space in their homerooms to store some of their belongings for the day. Students will still use the storage spaces in the Band room to store their instruments on days they are asked to bring them to school (there will be no indoor playing of wind or brass instruments). We will make plans to manage student outerwear when the weather changes.

CLASSROOM CLEANING PROCEDURES

Teachers will assist younger students in desk cleaning between uses. Students in grades 6-8 will be asked to wipe down desks and partitions before leaving class. All classrooms will be deep cleaned and sanitized by the cleaning service at the end of each school day.



BATHROOM USE PROCEDURES

Bathroom use will be limited to two students at a time. Signs will be posted that clearly state these limits and they will be reviewed frequently with students. There will be signage in bathrooms that reminds students of the necessity for hand washing after bathroom use. Administrators will patrol hallways throughout the day and will remind students of bathroom occupancy rules. The bathrooms will be cleaned on a regular schedule throughout the day.

HALLWAYS AND STAIRWELLS

Hallways and stairwells will be divided with prominently visible tape to indicate one - way traffic only on each side. We will instruct and remind students about hallway procedures, including mandatory mask wearing. Administrators will patrol hallways to supervise passing and to reinforce rules for safe and proper traffic in these areas. High touch surfaces such as handrails on stairways will be cleaned periodically during the day and will be fully sanitized after school each day.

OUTSIDE SPACES

Outdoor spaces will be used for PE classes, recess, and for physically distanced mask breaks, as well as for lunch when weather permits. A tent and the tennis pavilion will be available for organized teaching activities.

MASK USE

We expect Middle School students to follow the health and safety protocols for all members of the community. A student who removes his or her mask will be asked to put the mask back on immediately. If the student does not comply, the student will be sent to the Middle School Office so an administrator can work with the student and parent on compliance.

AFTER SCHOOL ACTIVITIES AND ATHLETICS

There will not be a regular Middle School interscholastic athletics program this fall. We are, though, planning to have a Middle School intramural athletics program for students in grades 6-8. Students may participate in the program only on the M or K days that they are in school. All of these sports activities will be single grade only. All sports will be outdoors and will meet Monday to Friday from 3:00 – 4:00 p.m., weather permitting. The program will begin on September 21. Additional details about the intramural offerings, coaches, and other information will be sent home and shared with students when school begins.

At this time, we do not have plans for other after school activities. As plans are developed, we will inform parents.



Photo taken prior to Spring 2019.

THE REMOTE EXPERIENCE

Unless otherwise determined by the teacher, a student at home will be logged in to their classes that are occurring in the building, simultaneously. Google Meet links will be posted for each class on the corresponding class website on Veracross. The use of OWL technology will allow the students at home a 360 degree view of the room and visual access to anyone in the room who's speaking. Much like the spring, students will follow their daily schedule and log on to their class at the scheduled time. Upper School students will engage in a combination of synchronous and asynchronous activities during the class period.

Synchronous learning will be facilitated—in part, but not entirely—by connecting to the classroom via Google Meet. When possible,

the teacher will actively engage the students learning from home in the classroom learning experience in this live format. In order to provide varied opportunities for creativity and engagement during class time, teachers may use other approaches to active, synchronous learning during the scheduled class time that go well beyond both the affordances and limitations of Google Meet. For example, students may work in small groups in a Google Doc or a Google Slides presentation during the class period in a synchronous, collaborative effort. Or students may reflect and share their thoughts or observations in a real-time, online forum that the teacher then uses as a springboard for an assignment. Students may also work independently for a time during a class period and rejoin a full-class group upon completion of that work—perhaps to ask questions or discuss varied perspectives.





HYBRID MODE DAILY SCHEDULE

In order for students in Group M and Group K to have in-school experiences Blocks 1-8, Blocks 1-4 and Blocks 5-8 will meet on two consecutive days, respectively. Classes will run for 70-minutes to allow for a 10-minute wiping/hand washing/passing time. In order for students in Group M and Group K to have equal, in-school access to teachers/classrooms/materials and for teachers to retain the same number of class meetings, courses that would have typically met 1x and 3x per cycle will meet 2x or 4x per cycle for fewer cycles.

[A sample schedule can be found here.](#)

ARRIVAL/DISMISSAL

After families complete the daily health questionnaire via Magnus Health and log their child's temperature (must be uploaded by 7:30 a.m.), students may arrive to school via the following doorways (A-M, 7:30-7:45; N-Z, 7:45-8:00):

- **9th:** Arts Wing
- **10th:** Room 17 (behind the amphitheater)
- **11th:** Athletics
- **12th:** Main Entrance

Someone from the Admin Team will be at each doorway checking temperatures and confirming that the Magnus form is complete. If a student is not cleared to enter the building, parents will be notified to return to school and pick up their child. Students must exit school through the same doorway they came in, and those who arrive to school at any other time during the day may enter through the main entrance.

GRADING

We will resume our A-F grading schema and supplement our current grading policies with learning-forward assessment and instructional practices that are transparent and understandable, support a growth mindset, and accurately describe a student's level of academic performance, including but not limited to:

- Frequent, low-stakes formative assessments
- The use of notes, books, and approved online resources when working on assessments at home
- At the beginning of each unit, students will receive a preliminary list of graded assessments/work they will need to complete over the course of the unit. By October 1, departments will determine the type of culminating assessment that will be administered in their courses and the length and timing of the moratorium. Due dates for culminating assessments will be published by mid-semester.
- Regular office hours
- Posting assignments on the Veracross calendar

ADD/DROP DEADLINES

Students who want to add a new course, switch to a different course, or drop a course must do so by the end of the first cycle for semester-long courses (Friday, September 18) and by the end of the second cycle for full-year courses (Friday, October 2). Students who want to move up/drop down a level in a full-year course must do so by Friday, October 9. This is an extended deadline from previous years.



HOMework POLICY

In order for students in Group M and Group K to have in-school experiences,

Blocks 1-4 and Blocks 5-8 will meet on two consecutive days, respectively. This will be explained more to students before the start of school. Teachers will limit homework to 2-hours per two consecutive class meetings. Homework due the following day should not exceed 60 minutes. For example, for AC consecutive class meetings: Homework due on C-day should not exceed 60 minutes. If a teacher assigns 30-minutes of homework for C-day, they may assign 90-minutes of homework for A-day. All homework will be posted on Veracross, and students will see their homework from all classes aggregated in one place with the Veracross Student Portal.

COHORT SIZE/EXPOSURE TO TEACHERS AND OTHER ADULTS

Students in Upper School are assigned to their classes according to the course requests they made in the spring. Given the many curricular options students have across disciplines and between levels, we cannot assign the same cohort of 8-10 students to share one classroom, without severely compromising the academic program. As students and teachers move through the building and teach and learn in different spaces throughout the day, physical distancing guidelines, plexiglass dividers, the wearing of PPE, and sanitizing protocol will minimize the risk of transmission.

CWP AND FREE PERIODS

Students are free to go outside and enjoy the weather (at six feet apart), especially in the fall. Van Brunt field will be available during the day for students, and, in the case of inclement weather, some tent space will also be available. If more than six feet apart, students may remove masks while outside.

F&PA/ELECTIVES

The school prohibits the blowing of instruments indoors, so band class will take place but with a focus on music education and rhythm when students are in the building, and practicing with instruments while at home and remote. Singing is prohibited indoors, as well, so the music curriculum will be augmented and include singing outdoors, when possible. Fine art and theater classes will take place adhering to physical distancing guidelines.

STUDENT ORGANIZATIONS & LEADERSHIP

We are planning to provide a virtual “hub” with interactive and informative “homepages” for all student organizations in order for all students, and particularly the newest members of our community, to learn about our student life offerings. In addition, students will have the opportunity to learn more about our club offerings at a virtual Student Organizations Fair in September.

All leaders of student organizations and leadership groups will participate in a virtual leadership training boot camp in early September to consider how they can most effectively engage their classmates and serve our community this year.

Elections for student government positions (originally scheduled to take place in the spring) will now be held in early fall.

PROGRAMMING AND END-OF-DAY MEETING PERIODS

The end-of-day meeting periods will serve a variety of purposes and allow us time to build community, as well as provide more flexibility and choice. We look forward to utilizing our Student Life instagram to promote upcoming virtual events and presentations, to celebrate achievements, and to engage all students.



- Monday Meetings will continue to be sent out to the community each Monday afternoon. We look forward to finding new ways to engage the community via these important weekly “meetings,” including incorporating more student shares, presentations, and MKA Podcast clips into the recordings.
- We value the voices of our community members, and we look forward to sharing more Faculty Tuesday Talks and Student Shares throughout the school year. Students will view all of our special gatherings, including Tuesday Talks and commemorative assemblies within a smaller advisor group setting.
- Students will continue to gather for advisor group each Wednesday afternoon
- We are planning for an active school year for all of our student organizations. The traditional Thursday afternoon club/CSI meeting period is one time that student groups may meet, but we will provide student leaders of all Upper School organizations a menu of ideas for how to continually engage their members in a variety of safe ways.
- Additionally, we are planning to offer a variety of new and creative house competitions and Friday Synergies to engage all members of the community



COMMUNITY ENGAGEMENT

The 10-hour community engagement requirement for juniors and seniors

will be waived for this year. Instead, we plan to provide opportunities for the Upper School community to serve remotely, to continue to foster dialogue and strong relationships with community partners, to engage in virtual projects, and to consider all the different facets of an effective community engagement program, including direct and indirect service, as well as research and advocacy.

LUNCH

Lunch will be available for students through our food service provider, Culinart. Lunches will be pre-ordered a week in advance, packaged individually, and labeled with student names. Lunch accounts will be charged for each item ordered, and will continue to be a la carte. There will also be a paper alternative as a back up to the online system if needed. Of course, students may also bring their own lunch to school.

Lunches can then be eaten anywhere on campus, inside the building or out, including the dining hall which will be set up with appropriate distance between chairs.

OUTSIDE SPACES

The entire campus will be available for student use, including the Green Roof, the amphitheater, Van Brunt field, and the front lawn, as long as none of the spaces are being used for classes. We will encourage students, especially on nice days, to use our beautiful campus as much as possible.

MASK USE

Our expectation is that Upper School students will follow the health and safety protocols that MKA has established for our community. Should a situation like this one arise, the student would be sent to the Main Office so that the Dean of Students or other administrator can appropriately work with the student and parent.

ATHLETICS

At this point we are planning on Upper School Athletics “officially” starting pre-season on September 14 coinciding with the NJSIAA “Return to Play” protocol and guidelines. Interscholastic games will begin on October 1 with a shortened season wrapping up by mid-November. This remains a very fluid situation that we are closely monitoring and while these are very uncertain times for all of us, the safety and well being of our MKA student-athletes and coaches will be at the forefront of any decision the NJSIAA, and subsequently MKA, makes in regards to returning to the fields and courts this fall.



Anticipating the School Year Ahead for Our Community



MKA helps students to build an essential foundation for academic and personal success by developing the self-awareness, empathy, and good character needed to make responsible decisions and create positive relationships with others. We are committed to achieving this goal in whatever learning modality in which we find ourselves.

We uphold that an inclusive school environment fosters a culture of mutual respect and moral responsibility; we strive for equity and social justice as the foundation for our engagement with an increasingly complex world; and we believe that the diversity of experiences presented through a rigorous multicultural curriculum develops our global cultural competency.

HOME AND SCHOOL COVENANT

It is necessary for all MKA families to acknowledge [The Home-School Covenant](#). You will be asked to confirm that you have read and will adhere to the agreement as a requirement in Magnus Health.

Minimizing the risk of infection of coronavirus at MKA will require active support and effort on the part of our families outside of the school day and campus. For the protection of the entire community, we expect families who bring students to campus to commit to the following measures, to the best of their ability:

- Close daily monitoring of symptoms
- Daily temperature check
- Quarantining students and employees at home who test positive for coronavirus
- Quarantining students and employees at home who are known to have had significant exposure to coronavirus
- Maintaining social distancing (6 feet)
- Teaching and maintaining healthy hygiene techniques and routines, emphasizing frequent hand washing or the use of hand sanitizer
- Daily cleaning of classrooms
- Installing air purifiers with HEPA filters in all classrooms and small offices
- Cleaning restrooms and shared spaces multiple times a day
- Required use of face masks
- Required use of face shields when appropriate
- Modifying student and employee codes of attire to facilitate changing and washing of clothes at home
- Limiting non-essential visitors to campus
- Amending normal schedules and routines in order to accommodate safe practices related to minimizing transmission between groups of student

MENTAL HEALTH & WELLNESS

We recognize that this is a challenging time for students in our community. We want to take this opportunity to remind families that wellness support is available by emailing your child's advisor and/or the appropriate campus counselor.

PS

Primary School Counselor -
Melanie Bieber (mbieber@mka.org)

MS

Middle School Counselor -
Daniella Kessler (dkessler@mka.org)

US

Upper School Counselor -
Varsay Lewis (vlewis@mka.org)

WHERE TO FIND RETURN TO SCHOOL INFORMATION

- This document
- [Planning Forward webpage](#)
- Roadmap Back to School newsletters
- COVID-19 Supplement to MKA Handbook
- Campus Orientations
- Magnus Health
- Campus Signage

WHERE TO SUBMIT QUESTIONS

Please submit your questions or concerns via email to responseteam@mka.org or to your Head of Campus.