



OAK GROVE
CLASSICAL ACADEMY



Christ-Centered. Classical. University Model.

Oak Grove Schoolwide Initiative for COVID-19 Mitigation (OGSICM)

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School Preparations

Guiding Principles

Please read through this document prayerfully and thoroughly. We are all keenly aware of the fragility of emotions and even convictions in this current climate.

The Board and School Administration of Oak Grove Classical Academy has endeavored to be faithful to its mission and vision by being obedient to and honoring God's revealed will in the Bible in regards to submission to governing authorities, loving our neighbor (students, families, staff and greater community), and being diligent and careful in protecting the mission and vision of the school. The leadership has sought to be as thorough, thoughtful, and prayerful as possible in the preparation of this document. Decisions have not been made lightly, but rather in consideration of the diverse needs expressed by our school community, and in consultation with medical experts and the most authoritative research accessible.

Bear in mind that while we put forth our best effort to make policies that are settled and determined, the policies are subject to change in order for Oak Grove to remain in compliance with state regulations. We will do our very best to communicate these changes as soon as we are able.

Understanding the Times

Regardless of background, people around the world have been wrestling with the age-old question as they contemplate this time in history: *"How should we then live?"* Each word in that question is significant. As a community, inevitably there will be a range of opinions, perspectives, and personal feelings regarding some of the policies and procedures laid out in this document.

As a community of Christians, bear in mind that God has made how we should live abundantly clear in light of our calling to consider others before ourselves, to *"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace"* (Ephesians 4:2-3). Additionally, *"Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you,"* (1 Thessalonians 5:16-18).

Defining Terms

- “Symptomatic person” refers to any person displaying symptoms which have been found to accompany COVID-19 ([Symptoms Checklist](#)).
- “Asymptomatic contact” refers to any person who does not display discernible symptoms corresponding COVID-19.
- “COVID-19 Positive Person” refers to any person who has received a confirmed positive test result for COVID-19.
- “Close contact” refers to “someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated,” ([CDC Source](#)).
- “Quarantine” refers to separating or restricting the movement of people, who have not yet tested positive, but might have been exposed to a COVID-19 positive individual.
- “Isolation” refers to the separation of people who have tested positive for COVID-19 from the rest of the school community.

Research and Preparation

Making preparations for a safe return to campus required much research of current best practices and protocols being implemented at the local and national level, and conversations with members of our community with medical training and experience in executing the most current best practices for COVID-19 mitigation. The resources utilized in the formulation of our COVID-19 Mitigation plan include the following:

[Center for Disease Control \(CDC\)](#)

[CDC Considerations for K-12 Schools: Readiness and Planning Tool](#)

[NM Department of Health](#)

[Health and Safety Guidance for New Mexico: Childcare Centers and Early Childhood Professionals](#)

[NM PED Reentry Guidance](#)

[American Academy of Pediatrics](#)

[APS Re-Entry Instructional and Operational Plan](#)

[American Enterprise Institute \(AEI\) A blueprint for Back to School \(newly integrated\)](#)

[Boyce College Response Plan](#)

*Elements from various private school plans across the country

Other Questions

While these policy guidelines have been intentionally designed to cover the most pertinent issues for families, students, and staff to know how to function in this unusual season, inevitably there are some questions that are not answered here. Depending on the question type, please direct as follows:

Reasons for Policies: Headmaster Winn (jonathan.winn@oakgroveowls.com)

Process and Procedures of Policies for:

Academics- Celeste Green (celeste.green@oakgroveowls.com)

Family Support and Care- Stacy Irvine (stacy.irvine@oakgroveowls.com)

Facilities, Operations, Admissions- Marcie Sherman (Marcie.sherman@oakgroveowls.com)

Athletics, Fine Arts, Friday Refinement and Extracurricular Activities- Vince Zunic (vince.zunic@oakgroveowls.com)

Quarantine and Isolation Protocol and Procedures- Megan Diercks (megan.diercks@oakgroveowls.com)

Community Care

Academic Support and Instruction

Learning on Campus

- Lesson Plans and Curriculum Guidance will be provided weekly to all families throughout the school year as usual.
- To provide additional support for students and co-teachers, lesson plans will include additional instructional resources.
- If at least 30% of a particular grade level/class becomes absent due to isolation precautions, quarantine, or illness due to COVID-19, then instruction in high need curricular areas will be recorded and provided virtually.
- Families with unique needs are encouraged to reach out to teachers and administration and we will do our best to meet those needs.

Distance Learning Plan

The Board and Administration believes firmly that to experience the richness of our education model, students will be best served by attending in person classes under the instruction of their classroom teachers. However, out of a strong desire to be faithful to our mission of partnering with our families in this unique pandemic season, we have decided to offer a distance learning option for families who have concerns about in-person instruction during the 2020-2021 school year.

The General Guidelines include the following:

- 1) A distance learning option will be provided for students with particular situations that temporarily prevent them from attending classes at Oak Grove.
- 2) The distance learning format and offerings vary in consideration of the developmental nature of the students and instructional delivery modes.
- 3) The distance learning option will give each student access to course instruction but does not necessarily allow for real time interaction with the class.
- 4) Families who wish to use the distance learning option **must notify the school no later than two weeks prior to the start of the next quarter, using the Distance Learning Request Form [here](#).**
- 5) As noted above, the distance learning option does make allowance for students to resume in-person classes later in the semester. To maintain continuity inside and outside the classroom, families who desire to have a change in status from “distance learning” to “in-person” for their child can do so on a quarter by quarter basis.
- 6) Students enrolled as “in person” status and are absent due to illness/quarantine do not change to “distance learning” status; they may rejoin the class as soon as they recover and have been cleared to return.
- 7) Students who choose the distance learning option will not be permitted to participate in any on campus activities, field trips, or extracurricular offerings during that time.
- 8) Students who choose the distance learning option, yet are still interested in sports, should contact Vince Zunic to determine eligibility.
- 9) The distance learning option is only being offered for the 2020-2021 school year.
- 10) Although a distance learning option requires significant additional resources of teacher effort, logistical planning and technological support, the school has decided that there will be no additional cost or expense for our families.

Full “Learn from Home” Contingency Plan

If a full time “Learn from Home” Model is implemented in response to statewide mandates requiring all school campuses to close, Oak Grove will provide direct virtual or pre-recorded instruction for:

- all core subjects (Math, Science, Language Arts, Social Studies, Foreign Language, Logic and Rhetoric);
- Friday Refinement classes, and
- extra-curricular activities and programs in which optional resources will be provided, as well as virtual instruction if feasible.
- Special Circumstances not addressed in this document will be handled on a case by case basis through the Dean of Academics.

Absence Policy

- All absences must be reported to the office via the “Report and Absence” form on the school app/website.
- All absences due to following COVID-19 mitigation protocol must be specified, and these will be relayed to the school nurse, Megan Diercks (megan.diercks@oakgroveowls.com, 505-269-2696).
- If a student is absent for non COVID-19 related circumstances, standard absence policies apply (see Family Handbook- Absences).
- Students absent due to following quarantine, isolation or health screening protocols will not be penalized for absences (*Exception may be voluntary travel, see below).
- Students are responsible for all work missed during an absence. If symptomatic, students will have at least one day to make up work for every day missed.
- Excessive absences may lead to significant academic impact and potential loss of course credit. Students and parents must be in regular communication with the Dean of Academics if absences exceed 10 days.

Travel Guidelines and Implications on Quarantine

All staff and students will be expected to abide by the most current state regulations regarding quarantine for travel outside the state of New Mexico. Due to the implications of a possible extensive absence, if travel quarantine mandates are in place, student absences will not be excused unless the travel is for emergency or other reasons deemed unavoidable (ie. Family bereavement). In any case, the Headmaster should be contacted as soon as possible for permission.

Family Support

Regular support and resources to encourage families struggling during this season of COVID-19 will be provided by the Dean of Family Outreach, Stacy Irvine.

Visitors

Visitation on campus will be allowed for essential services only. All visitors to the school must go through a proper screening process at the main office before entering other buildings on campus.

Contact Tracing Requirements

- All staff and students who have been in contact with a person who has tested COVID-19 positive must immediately report to Nurse Megan Diercks (megan.diercks@oakgroveowls.com, 505-269-2696).
- Staff and students should follow quarantine and isolation protocols.
- Staff and student positive case identities will remain confidential to the fullest extent possible.
- Students must remain in contact groups/assigned cohorts at all times during school hours. Exceptions will occur for Logic and Rhetoric Fine Arts, Latin, Wholeman, and certain core classes with advanced track options.

*Please Note: Contact tracing will be conducted for [close contacts](#) (any individual within 6 feet of an infected person for at least 15 minutes) of **laboratory-confirmed or probable COVID-19 patients**.

Quarantine and Isolation Protocols

(Applies to all Staff and Students)

Student or Staff Have Symptoms of COVID-19 (see [checklist](#))

1. Report to the school nurse immediately
 - if symptoms include fever, staff or students should be sent home as soon as possible;
 - other symptoms will be treated and assessed on a case by case basis.
2. If a community member must go home, stay home to recover and work remotely as able.
3. Consult your healthcare provider and contact the school nurse on next steps.

*Additional CDC Guidelines on what to do if you are sick can be found [here](#).

Student or Staff have no symptoms, but close contact with symptomatic person

1. Be cautious, observant, and maintain social distancing and hygiene practices.
2. No need to test or quarantine unless the contact suspects they may have COVID-19, or is planning to be tested.
3. If the close contact or household member is being tested and awaiting results, the school nurse should be informed. Neither students nor staff in close contact with an individual being tested may return to campus until test results have been issued, communicated to the school nurse, and permission is granted to return.

Student or Staff have no symptoms, but close contact with confirmed COVID-19 positive person

1. Report to the NMDOH and the school nurse immediately.
2. [Follow NMDOH current requirements and protocol](#), generally, this may include:
 - self-quarantine for at least 10 days, including a negative test
3. Report the test results to school nurse.
4. Return to school once approved with medical documentation.

Student or Staff have tested COVID-19 Positive

1. Report to the NMDOH and the school nurse immediately.
2. Isolation until approved to return to campus by the school nurse.
3. Abide by the NMDOH follow up reporting guidelines.
4. Report to the school nurse for approval to return to campus.

Communication Procedures

- As stated, any concerns regarding symptoms or contact with COVID-19 positive persons should be reported to the school nurse, Megan Diercks (megan.diercks@oakgroveowls.com, 505-269-2696) as soon as possible.
- All personal information in reports will be kept confidential from the school community, and only communicated when necessary to administration.

Facilities and Operations

General Procedures

- Common areas, offices and bathrooms will be cleaned and disinfected by janitorial staff throughout the day.
- Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility.
- Water fountains will not be operational; however, water bottle fill up stations will be available.
- Students will be instructed to bring their own water bottles labeled with their name.

Classrooms

- All classrooms will be equipped with hand sanitizer, EPA approved (but non-toxic) disinfectant spray, and gloves.
- Students may only touch or handle their own learning materials (e.g., textbooks, pens).
- Students may not touch or use another student's locker, backpack or any other item.
- Students will be encouraged to wash or sanitize their hands frequently.

Bathrooms

- Overcrowding in bathrooms will be avoided, with provisions made as necessary.
- Bathroom guidance and supervision will be provided for younger students.
- Bathrooms will be disinfected and cleaned on multiple and scheduled times throughout the day.

Nurse Station

We have expanded our nurse station to be equipped for caring for students who become symptomatic and need to be quarantined.

Fields and Playgrounds

Students will be provided opportunities for recess and use of fields and playgrounds, with staggered schedules to reduce mixing cohort groups. Playground equipment will be cleaned as needed.

Day to Day

Arrival and Pickup on Campus

- All staff, students, and any other permitted guests must be properly screened (temperature check and symptoms review) upon entry to campus.
- Drop off and pickup procedure details to reduce large groups congregating and to facilitate for younger students getting to class safely will be communicated at a later time.
- Parents or other visitors must follow screening protocols at the office or other designated areas before entering.
- Students will be assigned to designated areas for pickup. These will be communicated for each school.
- Students should remain in assigned cohort groups while on campus and until they are picked up.
- Parents should wear cloth masks while outside of their cars on campus.

Mask Policy

- **Purpose of Masks:** Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.
- We will follow the most current NMDOH mandates regarding masks and face coverings, as they are subject to change on a regular basis. At this time, in order to remain compliant with state regulations, all students and staff are required to wear a cloth mask. Staff or students with special needs related to wearing a mask should submit a doctor's note for approval, in which case an alternate covering can be approved.
- Per current government allowances, face shields are allowed for public speakers/presenters which includes teachers during class instruction.
- Creativity is encouraged with cloth mask colors and patterns! The only restrictions are no logos, words, characters, or inappropriate designs. Solid colors and patterns are fine! OG logos are approved.
- More specific guidance, and accommodations for younger students for appropriate cloth coverings or other alternatives, can be found [here](#).

Classrooms

Best practices for classroom management and mitigation will be implemented, including:

- surfaces will be disinfected between transitions of occupants,
- desks and tables will be arranged to help students maintain social distancing guidelines of 6 feet apart, and
- students will keep backpacks and all supplies with them.

Community Member Becomes Symptomatic

- Any student that exhibits a temperature of 100.3°F or higher will be held in a disinfected, private space connected to the nurses' office and parents will be notified to pick up their student to be transported home.
- Any staff with a temperature of 100.3°F or higher will be directed to leave campus immediately.
- If a student presents any possible COVID-19 symptoms, the school nurse or assistant will complete an assessment and parents will be notified to pick up their student to be transported home.
- If an employee presents any possible COVID-19 symptoms, the school nurse will complete an assessment and the employee will be directed to leave campus immediately.

Schedule and Transitions

- Students and Staff must wear mask or approved covering during all transition periods outside the classroom.
- Students must remain in assigned cohorts during transition periods.

Recess, Breaks, and Lunch

- Students must remain in contact groups during recess and breaks (No free wandering between groups).
- Per student health recommendations, periodic exercise and movement will be incorporated more frequently in the schedule.
- Students must remain in contact groups and eat in designated areas during lunch.
- Students will bring their own prepackaged lunches; sharing of food and drink is not permitted.
- Lunches catered from restaurants off campus will be prepackaged and delivered using safety protocols.

Code of Conduct Implications

Out of love and respect for their classmates and school authorities, students are expected to comply with all guidelines. For many in our community, following these guidelines will take some adjustment and we will demonstrate patience for this. Nevertheless, students who knowingly and repeatedly refuse to comply will be considered in violation of the Code of Conduct for Disruptive or Disrespectful behavior and can expect to be held accountable for their actions, as stated in the Handbook.

Programs

Athletics and PE

- Oak Grove will seek to remain compliant with the most current NMAA and APIAL requirements. For more information on specifics, please go [here](#) or contact Dean of Activities Vince Zunic (vince.zunic@oakgroveowls.com)
- Workouts will be conducted in “pods” of students with the same 5 students always working out together with the same coach to limit overall exposures.
- All coaches and students will be screened daily for signs / symptoms of COVID-19 prior to a workout, including a temperature check. Anyone with a temperature of greater than 100.3°F will not participate and be sent home.
- Individuals having traveled out of state must report and follow current guidelines for self-quarantine.
- There will be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Students should wear their own appropriate workout clothing (do not share clothing). Individual clothing/towels should be washed and cleaned after every workout.

- The allowance of scrimmages, games or competition will be subject to the most current NMAA regulations. Stay tuned for plans from Dean of Activities, Vince Zunic.
- All athletic equipment, including balls, will be cleaned after each individual use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment will be cleaned prior to use by the next individual.
- The OG Van will not be available for transport at this time.

Fine Arts, Whole Man, and Extracurricular Activities

- Classroom protocols addressed above regarding disinfecting and spacing of seating/standing will be implemented.
- The mask policy applies to these activities as well.

Morning Meeting

Until restrictions are lifted on mass gatherings, the following will be implemented to continue to meet the goals of Morning Meeting times:

- students will have regular morning meeting gatherings in smaller group settings with their classmates, and
- Headmaster Winn will deliver a special Morning Meeting message weekly, provided virtually, for families to integrate during their home days.

Schoolwide Events

- Family Education Weekend (FEW) is TBD but we are hoping to provide the option for both face to face gathering and virtual live broadcast.
- “Bootcamp,” our curriculum training sessions, will be pre-recorded for convenient access to parents.
- Student Orientation will be held in person. Students will have the opportunity to come to campus and meet classmates and teachers (Safety guidelines will be in place).
- Fall Camp and other events are TBD based on the current restrictions.