



July 18, 2020

Dear CLA Community,

Thank you for your patience as we have been busy preparing for a school year that promises to bring both known and unknown challenges. We are incredibly excited to share our plans with you. All of our options are designed to give you, the parent, the flexibility to make the health and safety decisions that are best for your family on an ongoing basis throughout the year. Community Leadership Academy has never been based on the idea that “one size fits all” when it comes to education, and now we are offering more options than ever before. We also believe that the plan outlined in this document will allow CLA to navigate through a variety of responses to the pandemic with the continuity and stability that our community needs.

Currently, we are preparing to open our campus on Monday, August 17, with all the usual CLA options. We will also be implementing some new health and safety procedures to do our best to keep students and staff healthy and safe while functioning as normally as possible. Families who are not yet ready to return to campus may choose to take advantage of our distance learning program for students in kindergarten through twelfth grades. CLA’s distance learning program is designed to allow students to receive direct and engaging instruction from our CLA teachers and staff while working to help students feel as though they are a part of the class on campus. You will see that distance learning students will have opportunities to participate in live online interactions with teachers and classmates. They will also have the ability to sign up to attend campus for resource classes, electives, and standardized tests. Distance learning students are considered a part of the class. As such, they will retain their spot in the class and will have the option to return to the onsite classroom at any time during the semester if a family feels that distance learning is no longer needed or effective for their child. The distance learning program also allows families the ability to move from onsite learning to distance learning at any point in the semester if they feel the need to be more protective. We believe this will offer parents the flexibility they need to make the best decisions possible for their family throughout the year.

We also have some good news for our families with FTC and FES scholarship students. Last week we received word that scholarship students will be allowed to select distance learning options through December 2020. Please note that at this time it is our understanding that scholarship students must choose between five-day onsite or five-day distance-learning options.

You will notice that our distance learning program begins as young as Kindergarten, but does not include preschool. At this time the Early Learning Coalition has not authorized schools to provide any distance learning options for VPK students. Therefore, we will endeavor to keep our entire preschool and kindergarten open throughout the year, if at all possible, as a number of childcare centers throughout the country have done up to this point.

We ask that you read through the information provided in this document about our on-campus and distance-learning options for Lower School and Upper School. After you have made the decision that is best for your family, we ask that you inform us in writing by submitting a response on this google form **by July 24th**. Simply click on this link to submit your decision.

<https://forms.gle/2whmkfwy1DZoqsQS8> You will also need to sign the attached waiver.

Please remember that we have **moved our school start date by one week to Monday, August 17th**. This is two days earlier than Leon County. This also moves our orientation week to August 10th – 15th. Please be on the lookout for more information about orientation so that you can plan to attend and participate. We are in the process of modifying our normal orientation plans to account for health and safety guidelines while maintaining as much personal interaction as possible.

Finally, while we have prayerfully considered our plans to reopen, the situation surrounding the COVID-19 virus can change very quickly. Even as we write this letter there is much discussion and debate about the best practices and timing of reopening schools across the nation. Any of the plans we have laid out in this document are subject to change based on directives from local, state, and federal authorities. We believe that we have accounted for most of the programmatic changes we may need to make, but we humbly admit that it is impossible to foresee everything the future may hold. At the end of the day, we trust the Lord our God to lead us as we continue to partner with you to develop the next generation of godly leaders.

We are thankful for the incredible community we have at CLA. Thank you for your patience this year as we navigate an ever-changing landscape of health and safety guidance from authorities as well as the needs of our families and staff. We pray that the options we have provided empower you to make the best decisions possible for your family and the flexibility to adjust as the months progress.

Enjoy the rest of your summer and we will see you in August!

Sincerely,

CLA Administration



Community Leadership Academy 2020

The following document provides an overview of CLA's plans for reopening our campus, an explanation of onsite safety precautions, and a description of the distance learning program options for the 2020-2021 school year. Please read it thoroughly as you prayerfully consider your decisions as a family. If you have any questions, please feel free to contact the school.

Plans for Reopening

CLA has developed plans for three possible scenarios as we prepare to reopen our campus. Each plan is designed to allow for maximum flexibility so that CLA can move from one plan to the next and back again with minimal adjustments and disruptions. While we plan to fully reopen our school on August 17 under Plan A, we recognize that changing situations could force a temporary shift to Plan B or Plan C, with a shift back to Plan A as soon as allowable. Please note that in all options, students with personal learning plans will be accommodated.

Plan A: Under Current Health and Safety Guidelines

- On-Campus Options: CLA opens the campus for those who want to be on campus. All of our normal options are available, with added health and safety measures. An overview of safety measures is discussed in the next section. Overall, our goal will be to provide a CLA experience that feels as normal as possible for students, while still maintaining an environment that supports the health and safety of our students and staff.
- Distance-Learning Options: CLA offers distance-learning options for K5 - 12th grade that mirror our onsite 3, 4, and 5 day options. Our goal for distance learning is to offer an opportunity for students to learn from home with the direction, instruction, and support of our CLA teachers and staff and to make these students and families feel included in the CLA community throughout the process. Students who must quarantine for long periods of time may use the distance learning program as well, and then may return to the On-Campus option when safe to do so.

Plan B: Under Stricter Health and Safety Guidelines

- On-Campus Options: Stricter social distancing guidelines may temporarily require us to have fewer students in the building/classroom at a time. In this event, we plan to have one group of students who attend on campus on Monday and Wednesday and another group of students who attend on campus on Tuesday and Thursday, in order to limit the risk of exposure. Everyone will learn from home on Friday. Any days at home will be facilitated through the distance-learning program. When dividing students into groups, called cohorts, consideration will be given to making sure all students within the same family are on the same schedule.
- Distance-Learning Options: Classroom instruction continues as usual through the distance learning format. Ability to attend electives, resource classes, or any other activities on campus may be limited.

Plan C: Campus Closure

- Campus: The campus is closed temporarily due to localized outbreaks and/or the direction and guidance of local, state, and/or federal officials.
- Distance Learning: All students temporarily shift to distance learning with ongoing live, interactive support and direct instruction provided by CLA teachers.

We are asking parents to choose one of the onsite or distance learning options available under Plan A as their choice for how they wish for their student to begin the school year. We are providing additional details for our Plan A options below to aid you as you prayerfully consider which option you feel will best meet your students' needs.

On-Campus Programming Option Details

What it Looks Like

Our Plan A on-campus program is offering our normal on-campus options for all grade levels, including:

- Half day or Full Day options in our K2, K3, and VPK classes
- 3-Day, 4-Day, and 5-Day options in Lower School,
- 4-Day and 5-day options in middle school
- 5-Day model in 8th grade through high school.
- Afterschool will also be available.

Basically, you may keep any options you chose during enrollment. Our goal will be to provide a CLA experience that feels as normal as possible for students, while still maintaining an environment that supports the health and safety of our students and staff.

Safety Precautions and Procedures

In order to keep our doors open as much and as long as possible and to provide as normal of an experience as possible, we will be implementing the following additional health and safety measures in accordance with the guidance from federal, state, and local health officials. These safety precautions may be adjusted throughout the year based on evolving guidance and directives from those agencies.

At Drop Off and the Start of the Day

- Students and staff will be screened upon arrival each morning, including temperature checks. Families will also be asked to self-screen prior to arrival on campus.

- Drop-off and Pick-Up car lines will be used for all grade levels so that parents are not in the hallways during this most crowded time of day.
- Morning assembly for Lower School will be broadcast into each classroom through Zoom so that we can still start the day with worship and set minds on Christ.

In the Classroom

- Classroom seating will be arranged to allow for the maximum distance possible between students, though the distance may often not reach 6 feet. Individual desks have been purchased for many classrooms to better facilitate distancing.
- Students will be taught and routinely reminded to use preventative hygiene practices such as hand washing and sanitizing.
- Students in lower school will have individual supplies at their seat. Students in upper school are required, as usual, to bring their own pencils, paper and other materials to class with them.
- Lower School students will have recess each day. Equipment will be cleaned regularly.

Mask Policies (section updated August 2020)

- CLA is committed to balancing the health and safety of students and staff with the desire to allow students as much time as possible during the school day to be without masks. CLA will follow local, state and federal ordinances and guidance in order to prevent a spread of the virus in our school, and will adjust any health and safety policies as required, including mask policies. Wearing masks may allow us to function more normally during certain times of the day and remain open as we work together to avoid community spread within our own school community!
- Students in Kindergarten and under will not be required to wear a mask unless parents require it. We request that students who are able please wear masks at drop-off and pick up times for the safety of our staff and to reduce any potential spread during this busy time.
- Students in 1st grade and older will be required to wear masks at all times, unless eating or taking a mask break. Mask breaks will be provided throughout the day in ways that are as safe as possible such as when outdoors or when more than 6 feet apart.
- Students will not be required to wear a mask outside, except during drop off and pick up.
- Parents of students with a medical exemption may submit a doctor's note to allow an exemption to the mask policy in accordance with ADA guidelines.

Food Service

- Students will eat lunch in classrooms, similar to this past school year. If possible and weather permitting, students may be allowed to eat outside according to the school schedule.
- Food service staff will wear masks and gloves during food preparation and service and will have daily temperature checks and health screenings.
- Students will not wear masks while eating.
- There may be absolutely no sharing of food or drinks between students.

Cleaning Schedule and Procedures

- The school will be cleaned and disinfected at the end of each school day. High touch surfaces will be cleaned more often.
- The CDC recommends we do not spray disinfectant on outdoor playgrounds. It is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public. High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- In Preschool classrooms, toys will be cleaned and disinfected daily. Some items will be distributed to students individually in order to reduce possible spread of germs.

On-Campus Visitors

- Parent partner hours will be waived during the fall semester.
- Volunteers and visitors will be limited in the building.
- Any visitor must come in through the front door, wear a mask, and submit to screening procedures.

Sick Policies (updated August 2020)

- **Temporary revisions to sick policy:** Students must be fever free for 24 hours before returning to school. Other temporary revisions may also be necessary.
- Students and staff should not come to school if they are experiencing any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a student is tested for COVID-19, he or she may not return to school before receiving test results. If results are negative the student may return to school if they are free of symptoms and have been fever free for 24 hours.
- Any student who has tested positive for COVID-19 may return to school once they have completed the period of isolation determined by the Department of Health.
- A student who must quarantine may have access to distance learning materials during quarantine and will follow distance learning program policies and procedures.
- If a student or staff member tests positive for COVID-19, CLA will coordinate with local and state agencies to determine an appropriate course of action, which may include a temporary closure of part or all of campus for a few days while areas are being disinfected. During closure, students will continue school through the distance learning program.

Staffing

- In order to keep our doors open to students for on-campus learning for as much of the time as possible and to maintain continuity of instruction for the students to the greatest extent possible, we will be increasing the number of substitute teachers who will be on call.
- If a parent who has been through our background screening process would like to apply for a substitute teaching position, please email your resume to Becky Starnes at bstarnes@clatallahassee.org.

Distance-Learning Program Details (K5 - 12th grade only)

What it Looks Like

For families who are not ready to return to campus, CLA will also offer a distance-learning program for students in kindergarten through twelfth grades. This option provides families with an opportunity to spend more time together, learning from the safety and stability of home with the direction and support of our CLA teachers and staff. Parents of students who are in a medically vulnerable category or with family members who are medically vulnerable may wish to choose one of the distance learning options as the safest option for their family. Provisions for extra support will be provided for students with documented special needs in accordance with their personal learning plans.

Any family choosing to participate in this program must have reliable internet access, access to a printer, and a device for each student engaged in distance learning. We do not recommend phones as it may be difficult to see written instructions on such a small screen. FTC and FES scholarship students may request to check out a device from the school, if needed. Descriptions for both the Lower School and Upper School Distance-Learning Program are as follows.

(Note: At this time, the Department of Education has decided to allow FTC and FES scholarship students to participate in 5-Day distance learning options through December. There is no guarantee this will be allowed in the spring semester. At this time, scholarship students are not authorized to participate in the 3 and 4 day distance-learning options that mirror our homeschool hybrid model.)

- video instruction and materials will be made available to students. Distance-learning students may sign up to participate in resource classes on campus under our Plan A for reopening. Participation in these online and on-campus electives will be optional for distance learning students. If students opt out, they will not receive grades for these courses.
- Field Trips - Students will be invited to participate in any field trips or special events if and/or when these types of activities are allowed. Parents may be asked to attend these events with the student.

- Standardized Tests (1st - 5th grades only) - Distance-learning students will be invited to participate in the SAT-10 test when it is given. This test must be taken on campus.

In Lower School:

Students will learn from home with a combination of pre-recorded video instruction and live instruction opportunities, very similar to our spring distance learning program, but with our full academic program. Distance-learning teachers will be added to our team to assist homeroom teachers in facilitating the program. Distance learning students will have regular interactions with both the homeroom teacher and the distance learning instructor. Lower School families may choose to participate in distance learning on 3, 4, or 5 days per week, just like our onsite options. You can follow the same kind of schedule and pricing you would have chosen onsite.

- Start each day with worship! Morning assembly will be available in both live and recorded formats.
- Combination of Pre-Recorded Video Instruction and Live Instruction Opportunities - Students will watch daily recorded video instruction and will then complete assignments as directed on detailed lesson plans. Students may also have opportunities to participate in certain live lessons with their onsite classmates during the week, if desired.
- Interaction With Teachers - Students will connect online with both distance learning teachers and homeroom teachers regularly throughout the week. Students will receive feedback and direction on assignments. Teachers will be available for questions by email or during office hours. Students may also sign up for individual online help sessions as needed. Kindergarten and 1st grade students will attend daily live reading groups with distance learning and/or homeroom teachers.
- Full Academic Program - All core subjects such as Bible, language arts, math, science, and social studies will be a part of the distance-learning curriculum just as they would be in the classroom. Distance-learning students will be subject to the same grading and late work policies as students on campus.
- Work Submission - Work will be submitted online daily and/or weekly depending on the class and subject matter. Students will receive feedback on grades and assignments.
- Tests - Teachers may utilize a variety of assessment methods to monitor a student's academic progress. Families will agree to ethical testing practices.
- Art, Music and PE! - Resource classes such as art, music and PE will be offered through
- Flexibility - If a family decides that distance learning is no longer needed or effective for their family, they may choose to switch to the onsite classroom at any time. Your student is counted in the class total so that you reserve your spot at CLA. You may rejoin us at any time when you feel ready by notifying the registrar, in writing, of your request to return to campus permanently.
- Options: Lower School families may choose to participate in distance learning on 3, 4, or 5 days per week, just like our onsite options. You can follow the same kind of schedule and pricing you would have chosen onsite.
- Student Privacy - Student privacy will be maintained by limiting the sharing of classroom videos with current class members only. Students, parents, and teachers should at no time share links, screen shots, or recordings publicly with those outside the classroom. Any instances of this would be in violation of student privacy laws and student codes of conduct.

Access to closed Zoom class sessions will only be granted to current class members and staff, and these sessions will be password protected to safeguard student privacy.

In Upper School:

Students will attend live daily classes, with full instruction from CLA teachers. Students will be participants in the classroom with their onsite peers through the Zoom platform and will have live access to the class to ask questions and participate in classroom discussions. Recordings of classroom instruction will be posted daily so that if students are unable to attend, they can watch the recording. Tests must be done live on Zoom.

- Live Classes on a Regular Daily Schedule – Students will attend daily classes live, with full instruction from CLA teachers. Students will be participants in the classroom with their onsite peers through the Zoom platform and will have live access to the class to ask questions and participate in classroom discussions.
- Recordings of class sessions will be posted each day by 4:00 pm so that students who miss a live class due to technical difficulty, illness, or a doctor appointment, have the ability to make up classwork with recorded teacher instruction. Any missed live class will be treated as an absence with the normal allotted extra time to submit missed work. Please limit absences as you would in a normal onsite model.
- Student Privacy - Student privacy will be maintained by limiting the sharing of classroom videos to current class members only. Students, parents, and teachers should at no time share links, screen shots, or recordings publicly with those outside the classroom. Any instances of this would be in violation of student privacy laws and student codes of conduct. Access to closed Zoom class sessions will only be granted to current class members and staff, and these sessions will be password protected to safeguard student privacy.
- Digital Work Submission - Work will be submitted online daily and/or weekly depending on the class and subject matter and according to deadlines set by the teacher. We will utilize our usual CLA late work and grading policies as stated in the Family Handbook and Upper School Handbook.
- Teacher Access – Students may ask questions of teachers during the live class session. Teachers are also available through email to answer questions, as usual.
- Live Testing – To provide accountability in upper school, students will log in live through Zoom with their cameras on to take tests during class time. Test periods will not be recorded or posted. Those who do not wish to login in live with their Zoom camera on will be required to make arrangements ahead of time to come on campus with testing proctored onsite by a CLA staff member on the same day as the test will be given. Additional testing fees may be required in order to staff the testing classroom unless students join the onsite classroom for the testing period.
- High School Electives - High school elective classes will be offered digitally all 5 days per week. Distance-learning students may sign up to attend elective classes online or on-campus. Space in these classes may be limited if the school is open under Plan B.

- Middle School Electives - Middle school electives will be offered digitally. Distance-learning students may sign up to attend elective classes online or on-campus. Space in these classes may be limited if the school is open under Plan B.
- Field Trips - Students will be invited to participate in any field trips or special events if and/or when these types of activities are allowed.
- Standardized Tests - Middle school students will be invited to participate in the Stanford-10 test when it is given in April. High School Students will be invited to take the PSAT in October. Both of these tests must be taken on campus.
- Flexibility - If a family decides that distance learning is no longer needed or effective for their family, they may choose to switch to the on-campus classroom at any time. Your student is counted in the class total so that you reserve your spot at CLA. You may rejoin us at any time when you feel ready by notifying the registrar, in writing, of your request to return to campus permanently.
- Options: Students in 6th or 7th grades may choose to do distance learning on 4 or 5 days of the week, just like our onsite options for those grades. You can follow the same kind of schedule and pricing you would have chosen on campus.

Decisions

On the following pages you will find information about the tuition and supply fees for our distance learning program as well as our revised calendar for the 2020-2021 school year. Once you have made a decision please fill out the following google form to submit your choices for each student to the registrar.

<https://forms.gle/2whmkfwy1DZoqsQS8>

Thank you for being a part of Community Leadership Academy.
If we can help you in any way, please contact the school.

Distance Learning Tuition

Lower School

Distance Learning Option	Annual	Semester Plan Two Installments	10 Month Plan August 1 st - May 1 st	12 Month Plan August 1 st – July 1st
Kindergarten – 4 th M-W	\$5846	\$2923	\$584.60	\$487.17
Kindergarten – 4 th M-TH	\$6948.50	\$3474.25	\$694.85	\$579.04
Kindergarten – 4 th M-FRI	\$8051	\$4025.50	\$805.10	\$670.92
5 th M-TH	\$7035	\$3517.50	\$703.50	\$586.25
5 th M-FRI	\$8190	\$4095	\$819	\$682.50

Middle School

Distance Learning Option	Annual	Semester Plan Two Installments	10 Month Plan August 1 st - May 1 st	12 Month Plan August 1 st – July 1st
6 th -7th M-TH	\$7210	\$3605	\$721	\$600.83
6 th – 7th M-FRI	\$8240	\$4120	\$824	\$686.66
8 th M-FRI	\$8240	\$4120	\$824	\$686.67

High School

Distance Learning Option	Annual	Semester Plan Two Installments	10 Month Plan August 1st- May 1st	12 Month Plan August 1st – July 1st
9th – 12th M-FRI	\$8000	\$4000	\$800	\$666.67

* For students who have not yet applied for admission to CLA, other fees such as registration fees, testing fees, additional Gardiner fees, cap and gown fees, etc, still apply. Please check the CLA website for more information on fees.

** For all students other fees such as cap and gown fees and additional Gardiner fees still apply. Please check the CLA website for more information on fees.

Supply Fees for Distance Learning Students:

Supply fees for distance learning students are half the cost of onsite supply fees. Students will still be provided with certain manipulatives or other materials that would be challenging for parents to acquire. However, we recognize that parents will need to provide regular school supplies such as paper, pencils, crayons, glue, etc. If a student returns to onsite learning, the other half of the supply fee will be due at that time. Distance learning supply fees are as follows.

Lower School K4-5th Grade:

- Class Supply Fee is \$110 per student M-W and covers all class supplies, manipulatives, class books and curriculum packets, art class supplies, etc..
- Lower School Thursday/Friday Distance Learning Supply Fee is \$38 per student whether attending Thursday or Thursday and Friday. This fee is in addition to the \$110 class supply fee needed for the regular M-W school week.

6th-7th Grade:

- Class Supply Fee is \$125 per student M-TH and covers all class supplies, manipulatives, class books and curriculum packets, art class supplies, etc.
- 6th-7th class supply fee is \$25 per student for students attending Friday. This fee is in addition to the \$125 class supply fee needed for the regular M-TH school week.

8th Grade-High School:

- Class Supply Fee is \$150 per student and covers all class supplies, class books and curriculum packets, art class supplies, etc.

CLA Revised Calendar 2020-2021

August	3 - 7 10-15 17	Teacher and Staff Training/Classroom Set Up Orientation (specific times TBA) First Day of School!
September	7 28	Labor Day Holiday - no school Fall Holiday - no school
October	8 - 9 9	Early Release for students, Staff Inservice Afternoons End of 1st 9 weeks (43 days)
November	11 23 - 27	Veterans Day - no school Thanksgiving Holiday - no school
December	10-11, 14-15 16 17 - 18 21 - 31	Exams for Upper School Christmas Program - Early Release Early Release. Staff Inservice Afternoons. End of 2nd 9 weeks. Christmas Break
January	1 - 3 4 18	Christmas Break Students return to school MLK Holiday - No school
February	15	Presidents Day Holiday - no school
March	11-12 12 15 - 19 22	Early Release for students. Staff Inservice Afternoons. End of 3rd 9 Weeks (47 days) Spring Break Students return to school
April	2 5 19 - 21	Early Release for Good Friday Easter Holiday - no school SAT-10 Testing - early release at 1:00
May	12 24 - 27 24 - 27 27 28	Early Release after Grandparents' Day program Exams for Upper School Early Release for all students. Last Day of school/ End of 4th Quarter (47 days) Staff Inservice Day