



Crete Academy  
6103 Crenshaw Blvd.  
Los Angeles, CA 90043

March 2, 2021

Dear Crete Families:

It is with great excitement and anticipation that we welcome Crete students back to campus! With updated protocols and sanitation procedures, we are confident that we can return safely to campus.

On March 15th we will open the school for in-person instruction for all grades. Virtual learning will still be provided for families who choose to have their child participate in distance learning. The schedule for the remainder of the year is as follows:

- 8:00 am -8:30 am student arrival on 60<sup>th</sup> Street Gate (temperature checks, hand washing, breakfast (if applicable))
- 8:30 am Whole School Zoom Announcements (online and in-person)
- 8:45 am to 12:15 pm Math and ELA Instruction (online and in-person)
- 12:30 pm to 1:00 pm Staff Lunch
- 1:00 pm to 2:00 pm Daily Teacher Office Hours (offered online only) *Priority is given to online students, but all students are allowed to participate in office hours.*

You can find a copy of the schedule above and additional information related to re-opening our campus safely, following the COVID-19 pandemic at the link that accompanied this letter.

We look forward to welcoming you child(ren) back to school and will ensure a safe and smooth transition, while maintaining a high-quality academic experience for all students online and in-person. Please feel free to reach out to me directly at: [bmitchell@creteacademy.org](mailto:bmitchell@creteacademy.org) or 323-791-1600 if you have any questions.

Sincerely,

Brett Mitchell  
Co-Founder and Principal, Crete Academy

Crete Academy  
6103 Crenshaw Blvd.  
Los Angeles, CA 90043

## 2020-21 Crete Academy COVID-19 Plan

Crete Academy is making every effort to ensure a safe and smooth transition back to school for the 2020-21 school year. Although it is still unknown if the Distance Learning Plan (see attachment) will remain in effect for the new school year, we have taken measures to plan for an onsite return, should we be in a position to return to campus.

With that being said, the plan below describes expectations, policies and procedures to adequately provide a high-quality education to our students, while also maintaining social distancing and ensuring the health and safety of everyone. We ask that parents and stakeholders make every effort possible to follow the guidelines below, support our policies and help us make the 2020-21 school year amazing.

While we understand that things are ever changing, this plan is in place until we resume a fully on-campus instructional day. In the event that the decision not to return to campus is made, the Crete Distance Learning Plan (see attached) will go into effect immediately. Additionally, if any individual is known to have tested positive for COVID-19 is found to have been on campus, the COVID team will work to contact trace, limit contact and determine if a partial or full school quarantine is necessary. All required communication to stakeholders, those exposed, including students and families and the Los Angeles Department of Public Health, will be notified of any positive COVID-19 case. Should the school go into quarantine, the Crete Distance Learning Plan will go into effect immediately.

Finally, it is at the sole discretion of parents and guardians to determine whether or not their child(ren) should return to campus. Thus, there are two options for families to choose from when determining what is best for their child(ren). Please see the options below and inform the Front Office at: 323-791-1600 at your earliest convenience of your choice.

A few things to note: the option you choose must remain in effect for the entire trimester. If you decide to change options, that can only be done at the beginning of the following trimester. If Option 2 is selected, students are not eligible to participate in after school programming. Families may choose to have different options for different children, i.e. those who are vulnerable, have preexisting conditions or other health concerns. If a student has special needs and requires specific services, a plan for delivering such services will be determined by the family, LAUSD and a Crete representative in accordance with LAUSD Special Education policies.

Please see 2020-21 Learning Options Below:

1. Option 1: Student attends school on campus M-H 8:30 am to 12:15 pm
2. Option 2: Student attends school virtually and participates in Math and ELA during the hours of 8:30 am to 11:30 am.

*Although Option 2 is available, please note that for specific assessments, students may need to be on-campus in order to participate. By selecting Option 2, the family agrees to bring the child(ren) to campus for assessments, as needed.*

## 2020-21 Plan for Returning On-Campus

**Staff Expectations:** Crete staff are expected to adhere to all federal, state, local and Crete Academy safety guidelines. Staff experiencing a fever or cold-like symptoms will be asked to remain home for at least 24 hours, or until symptoms subside. Upon entering the school, staff will have their temperature checked by an administrator at the front gate. Any staff member with a temperature at or above 100.4 degrees Fahrenheit will be asked to return home. Staff with no temperature will put on their face mask and proceed to their morning routine.

Crete Administrators and other staff who have work-loads that can be completed virtually, will practice social distancing and remote learning when possible. This includes allowing remote work, enforcing a remote schedule so that no more than three administrators are in the front office at one time and hosting meetings on-campus, in separate rooms, when appropriate.

**Student Expectations:** Students are expected to adhere to all federal, state, local and Crete Academy safety guidelines. Crete students will be expected to wear a face mask during the following times: entering the school, while in line, during recess, lunch, PE, enrichment, while walking through the halls, while using the restroom and upon exiting the school.

Students who come to school without a face covering will be asked to wait in the front hallway until a mask is provided. If no mask is provided, the student's parent will be called to pick them up.

**Parent/Guardian Expectations:** Parents are expected to adhere to all federal, state and local social distancing policies. Furthermore, upon entering the Crete campus, parent and guardians must wear a face covering and maintain a distance of six feet from all staff and students. If a parent or guardian is sick or experiencing flu like symptoms while on campus, they will be asked by staff to leave the campus. Parents are not allowed on campus, other than by invitation from staff, for any reason, other than an emergency and to pick up their child early from the school day. Early pick-up will be on a case-by-case basis and office approval will be required prior to releasing the student. Unfortunately, parents and guardians are no longer able to enter the school for the following reasons: birthdays, to drop off late lunch, to pick up early, to drop off late, to observe in the classroom, to volunteer in the classroom, for conferences, tours or meetings with Crete staff. All conferences and meetings with staff will be held virtually or via telephone for the 2020-21 school year.

Because we know how important it is for our students to attend school with their classmates and teachers, we are prioritizing the safe return of students who have selected to come to campus. Therefore, on-campus instruction will take place Monday through Thursday 8:15 am to 12:15 pm. At the same time, those students who have elected to remain online for the remainder of the school year, will be provided with instruction from their teacher via Zoom.

For parents who have elected to have their child(re) remain online for the duration of the school year, we ask that you be patient with the hybrid experience and make use of the Friday Office Hours to resolve any issues or concerns you have.

**Schedule:** Students will attend school Monday thru Thursday onsite, and online, as applicable.

8:00 am -8:30 am student arrival on 60<sup>th</sup> Street Gate (temperature checks, hand washing, breakfast (if applicable))

8:30 am Whole School Zoom Announcements (online and in-person)

8:45 am to 12:15 pm Math and ELA Instruction (online and in-person)

12:30 pm to 1:00 pm Staff Lunch

1:00 pm to 2:00 pm Daily Teacher Office Hours (offered online only) *Priority is given to online students, but all students are allowed to participate in office hours.*

### **Friday Schedule**

To allow for deep cleaning and sanitation all teachers and staff will work remotely on Fridays, while the building is cleaned and sanitized.

8:30 am Whole School Zoom Announcements

8:45 am Morning Meeting (60 minute minimum) Optional activities: MobyMax, Jeopardy, Intervention, small groups, assessments (spelling, F&P, DIBELS, etc.)

1. **Lunch:** will not be provided at this time and students should only bring a snack to school.
2. **Recess:** Each grade level will participate in recess with students within the same grade level. Students who wish to receive a Second Chance Breakfast (if applicable) during recess time will line up according to pre-marked areas to receive their snack.
3. **Drop off:** Families will drop students off at the small gate on 60<sup>th</sup> Street. Only one student will enter the gate at a time. Families are not allowed to drive into the campus or walk onto campus for any reason outside of an emergency. Upon entry to the campus, students will have their temperature checked by one of three staff members lined up at the gate. Any student with a temperature at or above 99 degrees Fahrenheit, will immediately be sent to the front hallway waiting area and the student's parent/guardian will be called, and the student will be picked up immediately. All students with normal temperatures will be directed to line up in their class waiting area.
4. **Pick up:** Students will be released from their individual classrooms. Staff will identify students for pick up, using walkie-talkies and accompany. Parents are not allowed to drive into the campus or walk onto campus for any reason outside of an emergency. Families will be expected to wait in their cars or outside of the gate to pick up their child.

**Classroom Instruction Expectations:** Teachers are expected to ensure the following:

1. Maintain a distance of 4 feet between all persons in the classroom at any time
2. Ensure no more than two adults interact with your on-campus cohort
3. Ensure no more than 16 students at one time are in the cohort
4. Maintain student cohorts the entire school year by not moving students between groups

5. Ensure anyone entering or exiting the classroom uses the pre-marked “Enter” and “Exit” doors, as to avoid close contact with opposing foot traffic.
6. Ensure anyone entering or exiting the classroom uses hand sanitizer
7. Ensure students have their individual set of supplies that is used only by them
8. Ensure any items that are used by multiple people are sanitized after each use. This includes library books, staplers, markers, pens, pencils, pencil sharpener and other commonly used classroom items.
9. Require students to wear masks during class
10. Ensure teacher wears a mask when walking around the classroom, sitting next to or near a student or during small group instruction.
11. Ensure classroom is designed to optimize both on-campus and online instruction, this includes but is not limited to: ensuring online students have necessary packets and supplies to participate in instruction, a camera and sound is set up at all times during instruction, online students have a set daily schedule.

While teachers are conducting whole-group instruction, they are not required to wear a mask, so long as the following conditions are met:

1. They are not circulating the room
2. They are at least four feet away from all students
3. Students are seated and not moving around the room

Teachers are expected to offer as close of classroom-like experience to students online. This means they are available and responsive, to the best of their ability to student questions and needs.

**Restrooms:** Students will enter and exit the restroom through separate doors. There are to be no more than three students in the restroom at any time. Students are to wait on pre-marked areas for their turn in the restroom and enter only once another student has exited. Each student shall use their own sink and dry their hands using an air dryer. Bathrooms shall be sanitized regularly, but at least every hour. Finally, classes on the first floor will use first-floor restrooms and those on the second floor will use the second-floor restrooms, respectively.

**Enrichment:** If enrichment is provided for the 2020-21 school year, all classes will be provided by part or full time Crete staff. Outside visitors and vendors will not provide enrichment for the 2020-21 school year. Enrichment classes will follow the same Classroom Instruction expectations that are described for all classrooms.

**Office Expectations:**

1. **Visitors:** all visitors are expected to wear face coverings and enter the office only if no other visitors are present. Visitors waiting to be seen shall wait on pre-marked, foot-shaped stickers that are present on the hallway floors. Visitors will present their ID to the Office Manager and will be checked in using the visitor iPad, but will not touch the iPad. Instead, the Office Manager will be the only person using the iPad. Visitors will not be invited or allowed beyond the office/main hallways. There will be no school tours, no classroom parties by parents, no visits or observations allowed.

5. **Sanitation:** materials such as pencils, clipboards and pens will be provided in a cup marked “sanitized.” All materials that have been used by any person will be placed in a cup marked, “not sanitized,” and will be sanitized at the first available opportunity.

**Meeting Expectations:** All meetings with external stakeholders will be held via facetime, Zoom or telephone conference, unless in the case of a physical emergency. Internal meetings will be held at a large conference table with staff sitting at least six feet from one another or via Zoom or conference call in separate rooms of the building.

**Overall Sanitation:** Crete Janitorial staff will adhere to federal and state cleaning guidelines daily.

**Daily sanitation:**

Newly developed sanitations requirements will be implemented and will remain in effect until further notice. Such sanitation requirements include the following:

1. Students will use hand sanitizer upon entering and exiting the classroom
2. Teachers and staff will use hand sanitizer upon entering and exiting the classroom
3. Sanitizing of restrooms regularly or at least every hour
4. Sanitizing of the playground after each class use

Although we have tried to be extensive in covering all major concerns or issues that may arise, we are in uncertain times and cannot possibly predict everything. With that being said, we ask for your support and flexibility, as changes are likely to be made as we learn more and as school begins.

Despite uncertain circumstances, we anticipate another great year at Crete Academy, where your child will learn, grow and prosper. Thank you in advance for your support in implementing new measures to ensure a safe return to school and a robust learning experience for every Crete leader.