

# Takoma Academy

8120 Carroll Avenue  
Takoma Park, MD 20912

*Prepared for College  
Ready for Service  
Destined for Eternity  
We Are...Takoma Academy*

## 2020-2021 Reopening Plan



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Greetings TA Families,

Takoma Academy (TA) is looking forward to providing a safe, academically productive, and spiritual school year where our students are afforded continued opportunities for growth and service. We have heard from our students and their families and our faculty and staff. The common desire is to return fully to our campus to continue in the pursuit of excellence for our students. This desire is met with challenges due to world health concerns with the Coronavirus/COVID 19. We are aware of the challenges that our families have faced over the past 5 months. Challenges include loss of employment, a decrease in pay, illnesses, and in several family situations, loss of family members to this horrid virus. These have not been easy times for any of us. Prayers continue as we work together to provide some sense of normality and balance for our students.

As you may be aware, several if not all of the counties in the state of Maryland have presented return to school plans that begin in the virtual class setting. The Potomac Conference Office of Education has presented us with this recommendation for reopening...

***“The Potomac Conference Board of Education has voted to encourage the opening of schools for the 2020-2021 academic school year within the Potomac Conference following federal, state and local guidelines as well as follow the recommendations of the CDC. Ultimately, the individual schools will decide how they will move forward based on these guidelines.”***

With this being said, Takoma Academy will begin the school year in a virtual format. Each month we will reassess the state of affairs in our locale to determine safety, health, and risks for returning to the TA building. While we want to return to the building as soon as possible we are being careful in our decision to do so at this time.

Please review this document, ask questions for clarity, share concerns...all inquiries will be addressed. More than ever, we are dedicated to providing more value to our offerings and experiences for our students.

We thank you for your continued support and for working with us to educate, nurture, and love your precious children.

In His Service,



Carla Thrower



## Mission

Takoma Academy is a Seventh-day Adventist high school welcoming all races, cultures, and religions; leading young people to Jesus Christ, providing excellence in academics and a commitment to service.

## Vision

Empowering learners for everlasting excellence.



## Overview

Takoma Academy has been working to rollout a school reopening plan that will meet the needs of several stakeholders:

- Students
- Families
- Faculty/Staff

We have also taken into consideration mandates and recommendations from the following entities:

- TA Reopening Task Force
- Centers for Disease Control (CDC)
- Maryland State Department of Education (MSDE)
- Montgomery County Public Schools (MCPS)
- Potomac Conference Office of Education (PCOE)
- Columbia Union Office of Education (CUOE)
- North American Division (NAD) Office of Education

## Steps Taken

- Survey to current parents- Reviewing the virtual learning challenges from the 2019-20 school year
- Meetings w/
  - Faculty/Staff
  - TA Admin/Core Team
  - Northern area administrators
  - Potomac Conference Office of Education
  - Columbia Union Office of Education
- Development of the TA Task Force Team
  - Review/Research of practices to be implemented that will provide continued education in a facility that is:
    - Maintained/Cleaned/Sanitized
    - Minimized exposure to illness
    - Practices protocols deemed mandatory by the CDC & MSDE
    - Provides learning structures that meet the needs of all students



## Guiding Principles to Keep in Mind <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

- **The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:**
  - **Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.**
  - **More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).**
  - **Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.**

With this in mind Takoma Academy will begin the school year on line, however will continuously assess the potential to return to the campus. Fall return to campus reassessment dates with communication to stakeholders:

- August 31, 2020
- September 30, 2020
- October 30, 2020



## Our Commitment

- To provide a safe, healthy, and clean environment for our students to learn (Facilities)
- To promote behaviors that reduce the spread of the virus (Social, Behavior, Health/Safety)
- To provide learning structures that best meet the learning needs of all students (Learning Structures)
- To present instruction that is well planned, balanced, is aligned with the curriculum expected, and meets the needs for our students. (Teacher Expectations)
- To continue in adding value to the success of each student/family entrusted to the care of Takoma Academy (Administration Expectations)
- To send and respond, consistently, to communication with our stakeholders (Administration Expectations)
- To share in the accountability for the success of our students (All)
- To share/foster the Love of Jesus and provide above all else opportunities to engage in Christian Service and a relationship with our Heavenly Father

## Facilities

- Deep Cleaning and Sanitization of the entire building
- Cleaning and Disinfecting consistently
- Increased Frequency of Filter Changing
- Ventilation (Per the CDC)
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Water Systems (Per the CDC)
  - To minimize the risk of [Legionnaire's disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Plexiglass shields placed in all classrooms and designated spaces
- Per the CDC...adequate supplies
  - Soap
  - Hand sanitizer with at least 60 percent alcohol
  - Paper towels
  - Tissues



- Disinfectant wipes
- Cloth face coverings (as feasible)
- Disposable face coverings
- Additional cleaning crew support throughout the school day
  - High Touch Areas
  - Restrooms
- Arrival/Dismissal Procedures
  - Each grade will be assigned an entrance/exit areas
- Campus Movement
  - Clockwise
  - Bell Schedules adjusted to minimize hallway usage

#### Signage throughout the building

- Signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and tape on floors as needed.
- Regular announcements on reducing the spread of COVID-19
- Communicating with staff and families (ta.edu; emails)

#### Other Needs/Concerns

- Desks facing in the same direction and 6 feet apart.
- Additional lunch spaces to accommodate smaller numbers in the cafeteria
- Box lunches to be provided by the lunch provider
- Chapels to be streamed
- Meetings will be hosted via Zoom for groups over 20 people

## Learning Structures

- Takoma Academy will begin the school year through Virtual Learning
- **WHEN SCHOOL REOPENS LIVE ON THE TA CAMPUS...**Hybrid Class Structure
  - Instruction will be facilitated/taught on campus and online via Google Classroom
  - On Campus Weekly Rotations by Classes
  - November 30-December 18- ALL CLASSES ON LINE
- Orientation for All via Zoom- August 17 @ 10 am
- Senior Symposium for the Class of 2021 via Zoom- August 17 @ 1 pm



## Structured School Day

- All classes will be held via Google Classroom for students when they are not on campus or for those students who are deemed high risk and not able to attend class in person.
- When Takoma Academy transitions to live on campus attendance...
  - On campus classrooms will accommodate 15-20 students implementing social distancing practices (depending on size and location of the room).
  - Some classes may be relocated to larger areas:
    - Media Center
    - Chapel
    - Gym
    - Cafeteria
    - Music Room
- *Families requesting permission for students to attend class virtually rather than on campus in person are to complete the online education form and submit to the Principal...by August 17<sup>th</sup>.*
- When students are not on campus they are to attend class via Google Classroom at the scheduled class times.
- Fall Sports will be moved to the Spring. *More information is forth coming!*



## TA 20-21 Virtual Schedule

Direct Instruction- 60 minutes  
Teacher Support, Small Group Work, Independent Practice- 30 minutes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9:30 am	Period 1: AP Lang AP Lit Art Bible 1 Bible 4 Bio Exp Comp Sci Pre Cal Span 2 USH WH	Period 5: Alg 1 Bible 4 Bio Camerata Chem Intro to Eng Pre Cal USH	Period 1: AP Lang AP Lit Art Bible 1 Bible 4 Bio Exp Comp Sci Pre Cal Span 2 USH WH	Period 5: Alg 1 Bible 4 Bio Camerata Chem Intro to Eng Pre Cal USH	Virtual Science labs are to rotate biweekly. Course w/Virtual Labs: <ul style="list-style-type: none"> <li>Anatomy and Physiology</li> <li>Biology</li> <li>Chemistry</li> <li>Physics</li> </ul>
9:45-11:15 am	Period 2: A&P Alg 1 AP Span APUSH Bible 2 Chem Coll Prep/Soc Justice Eng 3 Eng 4 Film Graphic Design Pre Cal Span 2	Period 6: Afr Amer Studies Bible 3 Chorale Coding Eng 1 Geo Gov Honors Spanish PE 1 Physics	Period 2: A&P Alg 1 AP Span APUSH Bible 2 Chem Coll Prep/Soc Justice Eng 3 Eng 4 Film Graphic Design Pre Cal Span 2	Period 6: Afr Amer Studies Bible 3 Chorale Coding Eng 1 Geo Gov Honors Spanish PE 1 Physics	
11:15 am-Noon	LUNCH				
NOON-12:15 M-Th Students will report to their Period 3 or Period 7 classes at noon each day to attend Chapel.	CHAPEL				
12:15-1:45 pm	Period 3: Adv Algebra AP Bio AP WH Bible 1 Bible 2 Chem Chorale Eng 1 Eng 4 Exp Comp Sci Geo PE 1 Span 1 WH	Period 7: A&P Alg 2 Bible 1 Bible 2 Exp Comp Science Gov Hon Calc Hon Eng 1 Hon Eng 2 Span 1 Strength & Cond	Period 3: Adv Algebra AP Bio AP WH Bible 1 Bible 2 Chem Chorale Eng 1 Eng 4 Exp Comp Sci Geo PE 1 Span 1 WH	Period 7: A&P Alg 2 Bible 1 Bible 2 Exp Comp Science Gov Hon Calc Hon Eng 1 Hon Eng 2 Span 1 Strength & Cond	
2-3:30 pm	Period 4: Alg 1 AP Gov Bible 3 Eng 2 Eng 3 Home Ec PE/Health Span 1	Period 8: Alg 2 Bible 3 Bible 4 Bio Eng 2 Exp Comp Science Flex Geo Physics Span 1 Span for NS WH	Period 4: Alg 1 AP Gov Bible 3 Eng 2 Eng 3 Home Ec PE/Health Span 1	Period 8: Alg 2 Bible 3 Bible 4 Bio Eng 2 Exp Comp Science Flex Geo Physics Span 1 Span for NS WH	



## Expectations for Faculty/Staff

- **Staying Home When Ill**
  - 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
- **Appropriate Hygiene**
- **Social Distancing**
- **Wearing of Masks**
- **All instruction is to be provided from the assigned classroom, unless another setting has been approved due to health concerns.**
- **Teacher Support for Students (Consultations/Tutoring/Clarification)**
  - **Teacher Websites**
  - **All teachers will host faculty hours to respond to student/parent needs and concerns. These hours will be provided to students and families and are to be included on teacher websites.**
- **Substitutes**
  - **Due to concerns in regard to substitutes conducting online and in person classes, TA will refrain from usage unless a long-term substitute has been deemed by the administration.**

The Academic Support Specialist, Vice Principal, and Principal will serve as substitutes when there is a substitute need.



## Professional Development

- June 3-
  - “20-21 Expectations/Direction”
    - TA Teaching and Learning Expectations
    - Priority Standards
    - Rubrics/Student Generated Assessment Planning
- July 21, 2020
  - “The Google Classroom”  
~Adventist Learning Community
- July 23
  - “Tips for Preparing for and Teaching Your Live Online Video Class Lesson”  
~EducationAdmin WebAdvisor
- August 10
  - “What every virtual teacher should know” Training- August 10  
(<https://study.com/blog/10-must-know-tips-for-virtual-teaching.html>)
  - “The Google Classroom”
- August 11
  - “20-21 Expectations/Direction”
  - “The Google Classroom”
- August 12
  - Professional Development
    - “...In the Online Platform.”  
~Mindsteps
      - Differentiated Instruction
      - Standards Based Teaching
      - Engaging Students
- August 13
  - “The Google Classroom”



## Expectations for Students

### Reducing the Spread

- **Staying Home When Ill**
  - 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
- **No Use of the following- September – November 2020**
  - Lockers- Students are encouraged to bring rolling backpacks to carry books and belongings
  - Water fountains are not to be used unless students are refilling water bottles  
(This is a touchless process)
- **Social Distancing Protocols must be practiced and adhered to**
  - Maintain 6 feet social distancing in hallways and classrooms
  - Clockwise movement through the hallways
  - Wearing of masks
- **The following restrooms will be accessible**
  - Faculty/Staff
  - Freshman Hallway
  - Chapel



## Expectations for Families

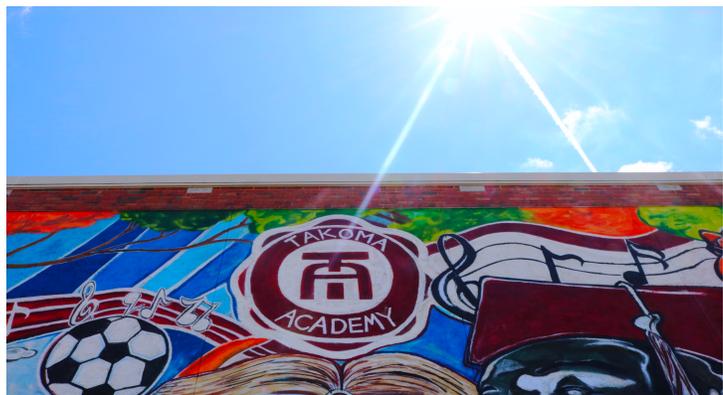
- Ensure that students arrive to school on time
  - Online and in class
  - Students will not be allowed entrance to class if they arrive 10 minutes after the start of the first period class
- Review and respond to communication from the teachers and administration
- Communicate directly with the teachers when there are concerns, issues or challenges

## COVID 19 Expectations

- Student Wellness Checks conducted as students enter the building
- Temperature checks daily upon entrance to school
- Wearing of masks (Mandatory expectation for all)
- Requests for consistent handwashing as per CDC guidelines
- Students are to stay at home if they are ill.
- Parents must come to receive their students when called due to illness
- Relocation of the TA Health Room to allow for quarantine needs
- Students will not be allowed to enter the building to attend class after 8:10 am

## When there are active cases reported...

- Advise Staff and Families
- Isolate and Seek Transport (as needed)
- Clean and Disinfect
- Notify Health Officials
- Families will be notified of school closure and length of time



## Value Added Components for the 2020-2021 School Year

**Takoma Academy will provide additional course offerings for the 20-21 School year.**

- New Diploma/Transcript Tracks (See the diploma tracks via ta.edu under the Academics Tab)
- New Course Offerings
  - Black History/African American Studies
  - AP World History
  - Calculus (Honors)
  - Coding
  - Graphic Design (Returning!)
  - Home Economics
  - Social Justice for Juniors and Seniors
  - Spanish for Native Speakers
  - Intro to Engineering (Returning!)
- Dual Credit Offerings w/WAU
  - Adventist History
  - American History
  - Anatomy and Physiology
  - Christian Beliefs
  - College Algebra
  - Communication
  - Comparative Religions
  - Government
  - Health
  - Jesus and the Gospels
  - Journalism
  - Music
  - Psychology
  - Sociology
  - Spanish
- Dual Credit Offerings w/Andrews University
  - Taught Remotely
    - RELG 160- Love



- MATH 191- Calculus I
- Asynchronous w/Substantive interaction between instructors and students
  - ANSI 114- Intro to Animal Science
  - ANTH 200- Cultural Anthropology
  - BIOL 208- Environmental Science
  - ENGL 115- College Writing
  - FDNT 230- Nutrition
  - HIST 117- Civilizations & Ideas
  - PSYC 101- Introduction to Psychology
  - RELT 225- Doctrines of the Adventist Faith
- There are more...information can be provided as requested.
- Andrews is also looking to offer Concurrent Enrollment for the 2021 Spring Semester for approved students in approved schools. We have learned that Takoma Academy has been approved for this partnership!!!

### **College Course Credit Opportunities w/Modern States**

- Students may sign up for free college course completion opportunities to the Modern States' initial program, *Freshman Year for Free™*. This program is intended to let students earn college credit without tuition or textbook expense.
  - In order to receive dual credits the student must be approved by TA to enroll in the course offering and complete the course by May 1, 2021.
  - Modern States courses are taught by some of the world's leading universities and professors. Each course includes online lectures, quizzes, tests, and other features. Textbooks and materials will also be provided online, free of charge.
  - Just as AP courses, students must complete a final test/assessment offered by the College Board.
    - Students must meet with passing criteria to receive credits through Modern States.
  - Prior to receiving approval and signing up for the course, students, are to determine if their college of choice will accept credits from the Modern States program. TA will assist in seeking pre approval.
- 
- 20-21 Modern States Courses approved by Takoma Academy
    - College Composition
    - Financial Accounting
    - French Language
    - German Language
    - Human Growth and Development
    - Humanities
    - Information Systems
    - Introductory Business Law



- Natural Sciences
- Principles of Management
- Principles of Marketing
- Social Sciences and History
- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1648 to the Present

### **Additional out of classroom support via recommended tutors and programs**

- Recommended Tutoring Programs
  - TutorRightNow
  - Math Tutoring
- TA Programing Across the Campus
  - TA-bulary! (TA Vocabulary)
  - School-Wide Journal/Blog
  - Investing and Personal Finance Education for TA Students
  - Faculty Websites
  - Increased Virtual Labs
  - Virtual Field Trips

