



## Table of Contents

|  |           |
|--|-----------|
| Mission & Vision _____   | 2         |
| Daily Bell Schedules _____   | 3         |
| Master Schedule – Middle School _____                                | 4         |
| Master Schedule – High School _____                                  | 5         |
| Campus Map _____   | 6         |
| Masking _____  | 7         |
| School-Related Events _____  | 9         |
| Campus Access, Screening and Self-Isolation _____                    | 9         |
| Staff Surveillance Testing _____                                     | 11        |
| If You Feel Sick _____   | 11        |
| Confirmed COVID-19 Cases and “Close Contacts” _____                  | 13        |
| Travel _____   | 15        |
| School Facility Cleaning/ Closure _____                              | 16        |
| Social Distancing Enforcement _____                                  | 16        |
| Shared Materials _____   | 17        |
| Transportation _____   | 17        |
| Populations with Underlying Medical Conditions _____                 | 17        |
| Field Trips _____  | 18        |
| Meals/ Food on Campus _____  | 18        |
| Extracurricular Activities _____                                     | 18        |
| Recess Breaks _____  | 19        |
| Attendance for Success _____   | 19        |
| Staff Training _____   | 20        |
| <b>MACCS Agreement to Comply with COVID-19 Safety Measures _____</b> | <b>21</b> |

## Mission & Vision

The Media Arts Collaborative Charter School (MACCS) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts.

We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.

MACCS will provide an integrated, inclusive curriculum through hands on experiential learning that satisfies New Mexico standards for graduation from secondary schools. We seek to prepare students for an education in the media arts at the university and community college level, as well as to prepare all students to understand the role of the Media Arts in the world and how people’s lives can be affected by them. Our mission stems from the need to provide an education that recognizes the extensive influence the media has on our children and society. Our vision is for MACCS to contribute sustainability to the growth the state of New Mexico is experiencing in the film and television industries through new generations of New Mexico residents, with marketable skills, playing important creative roles in these industries.

# Daily Bell Schedules

## ***In-Person Learning***

### **High School – Monday-Thursday AABB Master Schedule**

|                                   |                 |
|-----------------------------------|-----------------|
| 1 <sup>st</sup> / 5 <sup>th</sup> | 8:30-10am       |
| 2 <sup>nd</sup> / 6 <sup>th</sup> | 10:10-11:40am   |
| Lunch                             | 11:40am-12:20pm |
| 3 <sup>rd</sup> / 7 <sup>th</sup> | 12:20-1:50pm    |
| 4 <sup>th</sup> / 8 <sup>th</sup> | 2-3:30pm        |

**3:30-4pm Staff Collaboration**

### **Middle School – Monday-Thursday AABB Master Schedule**

|                                   |                 |
|-----------------------------------|-----------------|
| 1 <sup>st</sup> / 4 <sup>th</sup> | 9-10:30am       |
| 2 <sup>nd</sup> / 5 <sup>th</sup> | 10:40am-12:10pm |
| Lunch                             | 12:10pm-12:50pm |
| 3 <sup>rd</sup> / 6 <sup>th</sup> | 12:50-2:20pm    |
| Study Hall                        | 2:30-3pm        |

**3-3:30pm Staff Collaboration**

## ***Remote Learning***

### **High School – Monday-Thursday AABB Master Schedule**

|                                   |                 |
|-----------------------------------|-----------------|
| 1 <sup>st</sup> / 5 <sup>th</sup> | 8:30-10am       |
| 2 <sup>nd</sup> / 6 <sup>th</sup> | 10:10-11:40am   |
| Lunch                             | 11:40am-12:20pm |
| 3 <sup>rd</sup> / 7 <sup>th</sup> | 12:20-1:50pm    |
| 4 <sup>th</sup> / 8 <sup>th</sup> | 2-3:30pm        |

**3:30-4pm – Staff Collaboration**

### **Middle School – Monday-Thursday AABB Master Schedule**

|                                   |                 |
|-----------------------------------|-----------------|
| 1 <sup>st</sup> / 4 <sup>th</sup> | 9-9:55am        |
| 2 <sup>nd</sup> / 5 <sup>th</sup> | 10:00-10:55am   |
| 3 <sup>rd</sup> / 6 <sup>th</sup> | 11:00-11:55am   |
| LUNCH                             | 11:55am-12:45pm |

12:45-1:30pm – Work Time/ Tutoring  
1:30-3:00pm – Office Hours

**3-3:30pm – Staff Collaboration**

## ***Friday – ALL SCHOOL Remote Learning***

### **High School**

|                                   |                 |
|-----------------------------------|-----------------|
| Advisory                          | 8:30 – 9:30am   |
| 1 <sup>st</sup> / 5 <sup>th</sup> | 9:35-10:05am    |
| 2 <sup>nd</sup> / 6 <sup>th</sup> | 10:10-10:40am   |
| 3 <sup>rd</sup> / 7 <sup>th</sup> | 10:45-11:15am   |
| 4 <sup>th</sup> / 8 <sup>th</sup> | 11:20-11:50am   |
| LUNCH                             | 11:55am-12:45pm |

12:50-2:30pm – Work Time, Online Help

**2:30-4pm – Staff Collaboration**

### **Middle School**

|                        |               |
|------------------------|---------------|
| Advisory               | 8:50-9:40am   |
| 1 <sup>st</sup> Period | 9:45-10:05am  |
| 2 <sup>nd</sup> Period | 10:10-10:30am |
| 3 <sup>rd</sup> Period | 10:35-10:55am |
| 4 <sup>th</sup> Period | 11-11:20am    |
| 5 <sup>th</sup> Period | 11:25-11:45am |
| 6 <sup>th</sup> Period | 11:50-12:10am |
| LUNCH                  | 12:10am-1pm   |

1-3pm – Work Time/ Office Hours

**3-3:30pm – Staff Collaboration**

## Master Schedules

To meet the needs of our students and families, and to honor the requests from teachers and staff, MACCS has organized the following master schedules: One for the High School and another for the Middle School. Students are placed in two cohorts: In-Person Cohort and Remote Cohort. Teachers come to campus on either “A” Days or “B” Days. Both the High School and the Middle School will follow the same AABB block schedule from Monday-Thursday. All students and staff will work in the remote setting on Fridays to allow the campus to be cleaned thoroughly.

While the cohort approach will work for a majority of students, because of the results of the recent *MACCS Reentry Survey for April 2021*, Seniors will have one cohort. Teachers of Seniors will need to teach in both settings simultaneously. Likewise, because of the survey results, Freshmen will have two cohorts, but teachers of Freshmen will need to teach in both settings at the same time as most of the Freshmen cohorts wish to return to campus.

On **Monday, April 19**, the MACCS community will be returning for six weeks of instruction. However, the week prior, April 12-16, will be designated as a “Catch-Up Week.” Teachers will meet with students during the first period to help them work on incomplete assignments. This time will be similar to the current tutoring time that teachers are utilizing as part of the *MACCS Operation: Reconnect*. After this time, teachers and staff will have the remainder of the contract day to prepare classrooms and to restructure lessons for in-person students. Teachers and staff will also meet in EWS Goal Teams to monitor student progress and to learn and practice the new in-person schedules.

### *Middle School*

| Teacher  | 1A            | 2A            | 3A            | 1B            | 2B            | 3B            |
|----------|---------------|---------------|---------------|---------------|---------------|---------------|
| Lopez    | IN-PERSON (4) | IN-PERSON (5) | IN-PERSON (3) | REMOTE (1)    | REMOTE (2)    | PREP          |
| Confoti  | IN-PERSON (5) | IN-PERSON (3) | IN-PERSON (4) | REMOTE (2)    | PREP          | REMOTE (1)    |
| Dolce    | IN-PERSON (3) | IN-PERSON (4) | IN-PERSON (5) | PREP          | REMOTE (1)    | REMOTE (2)    |
| Coates   | REMOTE (1)    | REMOTE (2)    | PREP          | IN-PERSON (4) | IN-PERSON (5) | IN-PERSON (3) |
| Edington | REMOTE (2)    | PREP          | REMOTE (1)    | IN-PERSON (5) | IN-PERSON (3) | IN-PERSON (4) |
| Strader  | PREP          | REMOTE (1)    | REMOTE (2)    | IN-PERSON (3) | IN-PERSON (4) | IN-PERSON (5) |

# High School

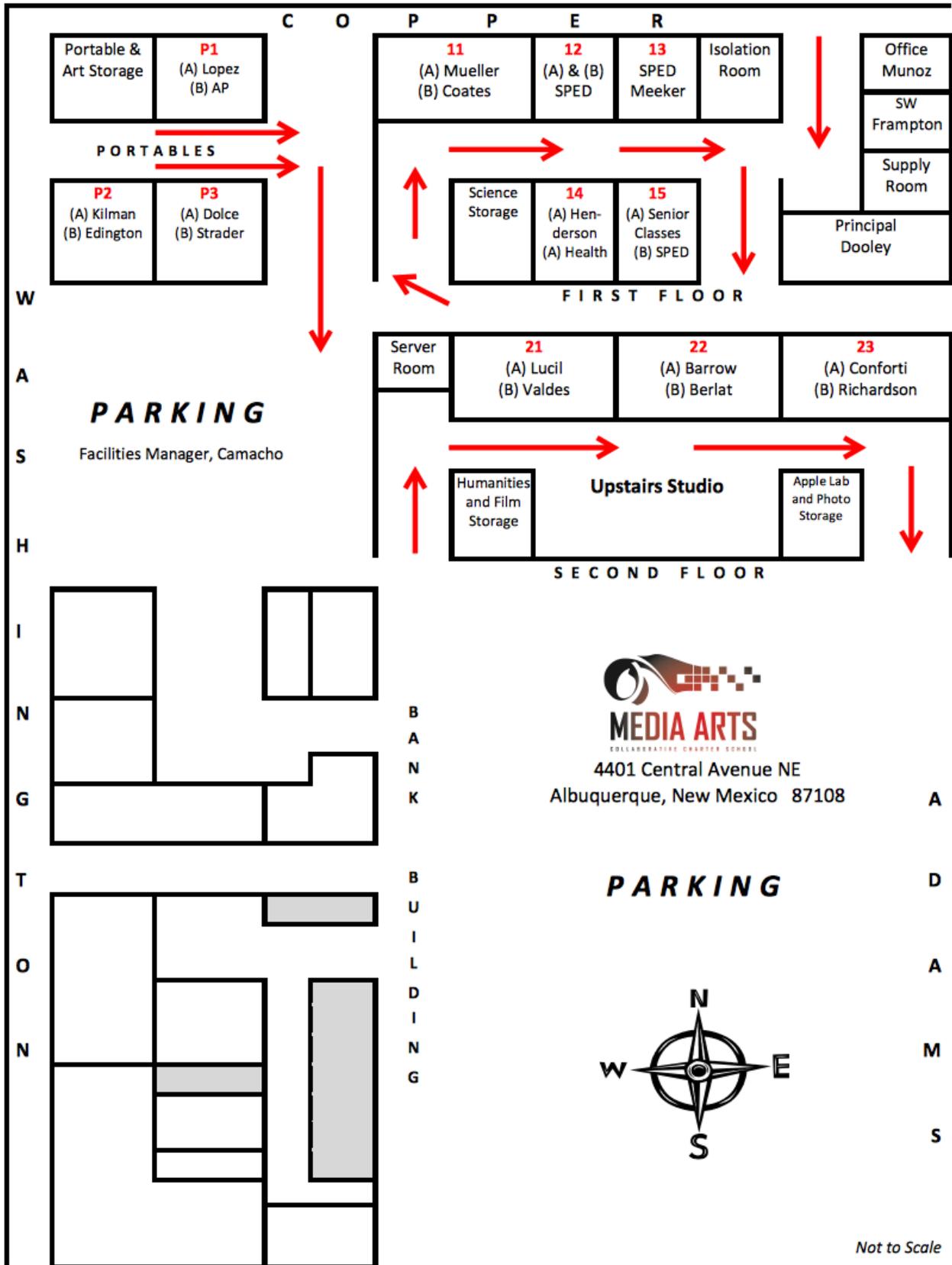
## 2020-2021 Spring High School Master Schedule - IN PERSON

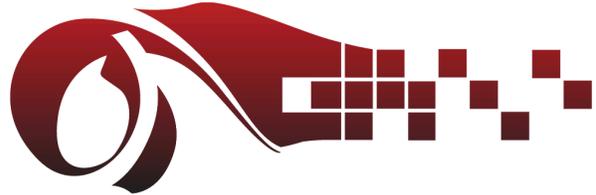
|   |    | A              | A                        | A                       | A                       | B                  | B                        | B                       | B                   |
|---|----|----------------|--------------------------|-------------------------|-------------------------|--------------------|--------------------------|-------------------------|---------------------|
| Teacher                                     |    | Period 1       | Period 2                 | Period 3                | Period 4                | Period 1           | Period 2                 | Period 3                | Period 4            |
| Kim Berlat 1.125<br><i>Freshman Advisor</i> | S1 |                |                          |                         |                         | English 11         | 10A - English 10         | ENG 12                  | 10A - World History |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Faulds/Johnson 0.125                        | S1 |                |                          |                         |                         |                    |                          | 10A Health              |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Valdes 1.00<br><i>Freshman Advisor</i>      | S1 |                |                          |                         |                         | 9A - English 9     | 9B - English 9           | 9A - NM History         | US History          |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Lucil 1<br><i>Junior Advisor</i>            | S1 | 10A Spanish I  | Spanish II               | 9B - Skills for Success | 9A - Skills for Success |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Mueller 1<br><i>Sophomore Advisor</i>       | S1 | 9B - Biology   | 9A - Biology             | Physics                 | 10A - Chemistry         |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Henderson 0.625<br><i>NO Advisory</i>       | S1 |                |                          |                         |                         | 9B Math Ready      | 9A - Math Ready          | 10A Computer Science    | College Math Ready  |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Kilman 1<br><i>Sophomore Advisor</i>        | S1 | 9A - Algebra 1 | 9B - Algebra 1           | 10A Geometry            | Algebra 2               |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Barrow 1<br><i>Junior Advisor</i>           | S1 | Film Survey    | 10A - DC Media Work Flow | 9A - Film 1             | 9B - Film 1             |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Richardson 0.875<br><i>Senior Advisor</i>   | S1 |                |                          |                         |                         | 10A - Studio Light | 2D Design                | 9B Media Arts Practices | 9A - Photo 1        |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| AlaridPease 0.875<br><i>Senior Advisor</i>  | S1 |                |                          |                         |                         | 10A - Inter Art    | Advanced Media Portfolio | Career In the Arts      | 9B - Survey Art     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| Asay  | S1 |                |                          |                         |                         |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| McDowell 1                                  | S1 |                |                          |                         |                         |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |
| SPED Director Meeker                        | S1 |                |                          |                         |                         |                    |                          |                         |                     |
|   | S2 |                |                          |                         |                         |                    |                          |                         |                     |

## 2020-2021 Spring High School Master Schedule - REMOTE

|   |    | A                    | A                  | A                    | A                   | B                        | B              | B              | B               |
|---|----|----------------------|--------------------|----------------------|---------------------|--------------------------|----------------|----------------|-----------------|
| Teacher                                 |    | Period 1             | Period 2           | Period 3             | Period 4            | Period 1                 | Period 2       | Period 3       | Period 4        |
| Kim Berlat<br><i>Freshman Advisor</i>   | S1 | 10B - English 10     | English 11         | PREP                 | 10B - World History |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Faulds/Johnson +1                       | S1 |                      |                    | 10B Health           |                     |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Valdes<br><i>Freshman Advisor</i>       | S1 | PREP                 | Government         | PREP                 | US History          |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Lucil<br><i>Junior Advisor</i>          | S1 |                      |                    |                      |                     | PREP                     | PREP           | 10B Spanish I  | Spanish II      |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Mueller<br><i>Sophomore Advisor</i>     | S1 |                      |                    |                      |                     | PREP                     | Physics        | PREP           | 10B - Chemistry |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Henderson +1<br><i>NO Advisory</i>      | S1 |                      | PREP               | 10B Computer Science |                     |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Kilman<br><i>Sophomore Advisor</i>      | S1 |                      |                    |                      |                     | Algebra 2                | 10B - Geometry | PREP           | PREP            |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Barrow<br><i>Junior Advisor</i>         | S1 |                      |                    |                      |                     | 10B - DC Media Work Flow | PREP           | Screen Writing | PREP            |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Richardson +2<br><i>Senior Advisor</i>  | S1 | Advanced Photography | 10B - Studio Light | 2D Design            | Internship          |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| AlaridPease +1<br><i>Senior Advisor</i> | S1 | Community Leaders    | 10B - Inter Art    | PREP                 | Internship          |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| Asay                                    | S1 |                      |                    |                      |                     |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| McDowell                                | S1 |                      |                    |                      |                     |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |
| SPED Director Meeker                    | S1 |                      |                    |                      |                     |                          |                |                |                 |
|   | S2 |                      |                    |                      |                     |                          |                |                |                 |

# Campus Map





**MEDIA ARTS COLLABORATIVE CHARTER SCHOOL (MACCS)  
COVID-19 REENTRY: SCHOOL POLICIES/ PROCEDURES GUIDEBOOK**

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at the school, in addition to the policies and procedures contained in the Media Arts Collaborative Charter School (MACCS) *Student/ Parent Handbook* and/ or *Employee Handbook*, and other MACCS policies/ procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the MACCS *Student/ Parent Handbook* and/ or *Employee Handbook*, or other MACCS policy/ procedure, the policy in this Guidebook shall control.

Violation of these policies/ procedures may subject students/ staff to disciplinary action. Parents/ guardians, visitors and other persons who refuse to adhere to MACCS policies and procedures shall be required to immediately leave MACCS premises.

**MACCS will abide by all current federal and state public health orders applicable to MACCS and MACCS-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order, the public health/ executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's guidance shall control.**

**RE: MASKING**

Any person entering MACCS premises, who uses MACCS transportation, or who is participating in or attending a MACCS-related activity must wear a face mask or similar protective face covering, covering the nose and mouth, at all times, except while eating or drinking during allowed times. MACCS may provide supervised mask breaks for small groups of students outdoors, while maintaining more than 6 feet social distancing between individuals. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) face masks with a clear plastic window; or (3) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks:

(a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/ neck fleeces; (e) face shields.

MACCS requests that cloth face masks be washed and dried after each day of use at MACCS, and that masks not be reused without washing.

Students who cannot bring their own face coverings for use at MACCS should notify Jonathan Dooley, Principal, who will arrange for face coverings to be provided. MACCS will have a sufficient quantity of masks, as well as PPE (for staff in close contact assignments: any staffing assignment in which a staff member must be within six feet of distance from a student in order to fulfill their duties) on hand to start the school year prior to students returning for in-person learning, following applicable PED guidance and requirements.

If a student removes the face mask and refuses to wear the mask during required times, then the student will have to be picked up from MACCS and taken home. Students who take off their masks outside of permitted times shall be given a disciplinary warning. After three (3) such warnings, the student shall be subject to further disciplinary measures, including but not limited to required remote learning (if available), suspension or expulsion, depending on the circumstances. MACCS disciplinary policies and procedures shall apply.

General Exceptions. This masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or exacerbate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in MACCS during the public health emergency.

**Students who do not have and are not eligible for an IEP or 504 Plan MUST wear a face mask in order to attend MACCS in person. The alternative is fully remote learning.**

Students with IEPs/ 504 Plans. Students who cannot wear a face mask and have an IEP or 504 Plan shall meet with the IEP/ 504 Team to make a determination about possible accommodations based on the totality of needs, including the student's needs and the community's public health needs. In most cases, the IEP/ 504 team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. The IEP/ 504 team may request medical documentation and may determine whether a face shield could be substituted for a face mask. In the event the IEP/ 504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/ 504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/ 504 team will convene to develop a fully remote learning option and a plan for teaching the student to wear a face covering so that the student may

return to in-person learning as soon as possible. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

School Employees/ Staff/ Contractors. The face mask requirement is considered a lawful condition of employment during the public health emergency. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for the staff member, the staff member will provide medical documentation to support a request for alternate work as a reasonable accommodation, if feasible; these requests shall be treated pursuant to the process for staff requests for a workplace accommodation. Staff who work with students under an IEP/ 504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; MACCS will provide staff in this situation with a medical mask and/ or other PPE. The use of a mask is not required by a MACCS employee when in that person's private office with no one else present.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to MACCS community, or when it presents an "undue burden" involving a "significant difficulty or expense", as described/ set forth in ADA regulations. During the public health emergency, all people's health and safety must be considered.

## **RE: SCHOOL-RELATED EVENTS**

School-related events, including assemblies, dances, award ceremonies, academic competitions and extracurricular events, may be limited to only the most essential events during this time. The degree to which spectators are allowed at a school-related event is as follows: School's county in "Red" category – no spectators allowed; "Yellow" category—spectators allowed at up to 25% capacity of the outdoor venue; no spectators for indoor venues; "Green" category – spectators allowed at up to 25% capacity of indoor venue, 50% capacity of outdoor venue; "Turquoise" category – spectators allowed at up to 33% capacity of indoor venue, 75% capacity of outdoor venue.

COVID-safe practices such as social distancing and mask wearing are required at all school events, wherever located. There shall be no selling or serving of food or drinks at school events.

Singing at or playing wind instruments at an indoor event is prohibited.

## **RE: CAMPUS ACCESS, HEALTH SCREENING AND SELF-ISOLATION PROCEDURES**

Other than during school-related events (e.g. assemblies, dances, award ceremonies, academic competitions, extracurricular events, etc.), access to MACCS buildings by nonessential visitors and volunteers shall be denied entry to buildings or otherwise restricted during this public health emergency. Visitors/ volunteers seeking access to campus must contact the MACCS front office by telephone (505-243-1957) and complete the screening process before any access to campus is allowed. Visitor/ volunteer access to campus is at the discretion of the MACCS Head Administrator.

**Screening.** PED makes screening optional for students, but recommended, to extent practical. MACCS shall maintain a daily log of all persons entering MACCS who is not a student at MACCS, or a MACCS employee. The name, telephone number, and date of entry shall be logged for each MACCS visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at MACCS, or a MACCS employee. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by Jonathan Dooley, Principal. Visitors may be temperature-checked and/or asked COVID-screening questions as part of the School's discretion regarding campus access during this time.

**Self-Isolation/ Quarantine Procedures.** Any person who is denied access to MACCS premises or in-person events because of the results of the screening or temperature check requirements herein or as required by the State of New Mexico, OR any person experiencing any symptoms of COVID-19, shall be required to do the following before further attempting to access MACCS premises or in-person events:

- (a) Engage in a period of self-isolation/ quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the MACCS Head Administrator, which results shall be kept in confidence by MACCS to the extent such does not conflict with orders and directives of the DOH and/ or New Mexico Public Education Department (PED); and
- (c) Attend MACCS from home, or work from home to the extent that work can be performed remotely with the permission of the Head Administrator. Any MACCS employee engaged in a period of self-isolation required under this Policy/ Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act. *See related policy*
- (d) If the result of the COVID-19 test is NEGATIVE, you may return to MACCS site 24 hours after you no longer have symptoms and have been fever-free without medication. If the result of the COVID-19 test is POSITIVE, you must stay home until you are released from isolation (10 days after symptom onset, 24 hours fever free, and improving symptoms). See Confirmed COVID-19 Cases and "Close Contacts", below.

Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. MACCS will comply with this directive for employees with a known COVID-19 positive result.

MACCS shall adhere to DOH and/ or PED guidelines and shall work with state and local health officials with respect to contact tracing.

Paperwork/ records relating to employee/ student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by MACCS Administration in confidential, segregated, locked files as medical records.

## RE: STAFF SURVEILLANCE TESTING

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with NMDOH requires a statewide surveillance testing program for faculty and staff who are physically working at a school providing in-person student services, including small-group special education services and athletics. The purpose of surveillance testing is to detect COVID-19 outbreaks as early as possible by screening asymptomatic staff. MACCS will participate in and cooperate with that program as required by PED/ NMDOH. A 5% surveillance testing requirement is required for on-site faculty and staff each week when the School's county is in the "turquoise" category. A 12.5% surveillance testing requirement is required for faculty and staff each week when students are present on campus in a hybrid operating category when the school's county is in a "green" or "yellow" NMDOH category. The surveillance testing requirement is 25% weekly for on-site faculty and staff when the school's county is in the "red" category. Access to testing will be provided at no cost to staff under this program. MACCS has designated a COVID-19 Point Person (Jonathan Dooley, Principal) to identify staff to be tested, to coordinate staff attendance at testing, and to track the number of staff tested on a weekly basis. Reporting to NMDOH and/ or NMPED shall be as required by NMPED/ NMDOH.

Asymptomatic staff who have not been exposed to COVID-19 and who participate in surveillance testing are not required to self-isolate/ quarantine from specimen collection until their results arrive. However, asymptomatic staff who test positive for COVID-9 must self-isolate for 10 days, counted from the date of specimen collection. Staff who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive. COVID-19 vaccinated individuals who are otherwise eligible to participate in surveillance testing should participate in surveillance testing. COVID-19 vaccination will not cause a surveillance test to have a positive result.

**Individuals who provide evidence of full COVID-19 vaccination are not required to participate in surveillance testing.**

## RE: IF YOU FEEL SICK

If you or your student feel unwell before school or work, you must stay home and follow attendance notification requirements.

**Students/ staff with mild non-specific COVID-19 symptoms** such as headache, runny nose, diarrhea, etc.:

- **Staff** should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the staff member shall return to school, provided that their mild non-specific symptoms do not interfere with their ability to work at school.
- **Students** with chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school nurse, their health care provider or their parents/ guardians. If there are no changes in symptoms from the baseline state, students need

not be tested and may participate in school. If the student has a change in symptoms from their baseline as assessed either by a parent/ guardian, school nurse or health care provider, then the student should be tested for COVID-19 and shall self-isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in their baseline state and the student does NOT get tested, the student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

- **Students/ staff with allergies, asthma, or other non-infectious disease** which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Staff members may be required to provide to administration a memo from their health care provider stating that present non-specific mild symptoms do not differ from the staff member's baseline, and indicate that the staff member may return to school without being tested for COVID-19.

**If you have COVID-like symptoms** (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and/ or diarrhea), you must stay home from school/ work and get tested for COVID-19. If the test result is NEGATIVE, you may return to school after 24 hours fever-free provided that any remaining symptoms do not interfere with the ability to work at school, **unless** you have had a known exposure to COVID-19, in which case you must quarantine for the full 14 days regardless of a negative test. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. Students/ staff with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until they demonstrate to MACCS that they have met NMDOH criteria to discontinue home isolation.

**If you have COVID-like symptoms after receiving the COVID-19 vaccination:**

- If you have injection site pain, swelling or redness, only: self-isolation not recommended.
- If you have cough, shortness of breath, runny nose, sore throat and/ or loss of taste/ smell: self-isolate and get tested for COVID-19.
- If you have a fever of 100 degrees F or higher, fatigue, headache, chills, myalgia, and/ or arthralgia: self-isolate until all of the following have been met: 1) you feel well enough to perform normal activities, AND 2) your fever has resolved, AND 3) you experience no additional COVID-19 symptoms. Self-isolate and get tested for COVID-19 if symptoms are not improving or if they persist for more than three days.
- A negative test result after vaccination will discontinue the isolation and the student/ staff member may return to MACCS provided that the symptoms do not interfere with the ability to work at school.

**Students/ staff who become unwell while at School** must do the following:

- Students must notify a staff member that they feel unwell. Staff must notify Administration.
- Persons who feel unwell on campus shall immediately be taken to an isolation room or area to separate them from others. MACCS healthcare staff shall conduct COVID-19

screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance

- Parents/ guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, MACCS shall call for ambulance transportation to a healthcare facility. Ill students/ employees shall not be allowed to drive themselves home.
- Students/ staff feeling unwell at school with symptoms consistent with COVID-19 are required to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform MACCS of the date(s) of testing and the results of any testing. MACCS shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Students/ staff with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until they demonstrate to MACCS that they have met DOH criteria to discontinue home isolation.

#### **RE: CONFIRMED COVID-19 CASES AND “CLOSE CONTACTS”**

- Confirmed COVID-19 positive individuals who are members of the school population must notify MACCS immediately of that result, and the date of the test. Notification should be provided to: Bonnie Kaufman at Charter School Nursing Services.
- Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing, and shall be sent home. Students/ staff who are confirmed infected individuals must participate in an online or remote-only program until they have completed their period of home isolation and are cleared to return to school, see below.
- Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. MACCS will comply with this directive for employees with a known COVID-19 positive result.
- Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, MACCS will notify families and staff in writing that a positive case has been identified at the school site (notification to the school community is only required if the positive case was on campus while infectious), using the NMPED's COVID-19 Positive Case Letter form. Within four (4) hours of learning of a confirmed positive case at the school site, MACCS will notify families and staff who constitute close contacts (as defined by NMPED) of the infected individual in writing of the requirement to quarantine for 10 days from the last exposure. MACCS shall not specifically identify the infected student/ staff member in such notifications. *NOTE: If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the*

*specimen leading to the positive test result was collected) through the isolation period, there is not a school exposure and there is no need to notify the school community, per NMPED.*

- MACCS administration shall follow NMPED and NMDOH protocols with respect to reporting to/ notifying those entities of a positive result at the school site or within the school population. Reporting of positive cases of COVID-19 to NMPED shall be made within 4 hours of notification (students and/ or staff) and to NMENV within 4 hours of notification (staff).
- MACCS may share information relating to the infected individuals with NMPED and/ or NMDOH and/ or other appropriate parties, consistent with applicable FERPA exceptions.
- If a confirmed positive individual resides with any other students or employees at other schools, MACCS will share the confirmed positive case information among the appropriate schools through their COVID-19 Points of Contact so that impacted students and staff are quarantined.
- **COVID-19 confirmed positive individuals with symptoms must self-isolate for ten (10) days from the onset of symptoms and be fever free for 24 hours without fever reducing medication and until symptoms are improving before returning to the school site/ school activities; asymptomatic COVID-19 confirmed positive individuals must self-isolate for 10 days from the date of the specimen collection leading to the positive test before returning to the school site/ school activities.**
- **Siblings and household members of a COVID-19 confirmed positive individual should quarantine during the positive individual's isolation period and for an additional 10 days afterward. It is also recommended that they are tested for COVID-19.**
- **Close contacts at School** (someone who was exposed for three minutes or longer within six feet of a confirmed COVID-19 case, with or without a face covering, **or** who was in the same class or cohort as a confirmed COVID-19 case, **or** who was on the same bus as the confirmed case) must quarantine for **10 days; staff must get tested**. MACCS will notify close contacts of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the requirement to quarantine for 10 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population.
  - Testing for COVID-19 is only required for staff members identified as “close contacts” of a confirmed COVID-19 case; testing is recommended for students who are “close contacts” of a confirmed case.
  - Testing for close contacts should happen 7-10 days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.
  - Students and staff who are close contacts shall participate in an online-only program until they have completed their 14-day quarantine.
  - Even if a close contact's COVID-19 test is negative, the 14-day quarantine must be adhered to.

- Once the 10-day quarantine period for close contacts is completed without symptoms, the close contact staff member/ student may return to school; a negative test is not needed in order to return.
- Individuals who are fully vaccinated against COVID-19 and who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:
  - Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a two-dose series, or greater than 2 weeks following receipt of one dose of a single-dose vaccine);
  - Are within 3 months following the receipt of the last does in the series;
  - Have remained asymptomatic since the current COVID-19 exposure.

**Close contacts away from School:** Students and staff must notify the Head Administrator if they live with, or know that they have been exposed to, others who have tested positive for COVID-19. MACCS will keep this information in confidence to the extent such does not conflict with orders and directives of the NMDOH and/ or PED. If a MACCS student or employee is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the employee shall get tested (students are recommended to get tested) AND the student/ employee shall engage in a ten (10) day quarantine period from the last date on which the infected case is likely to have been infectious (as defined/ determined by CDC/ NMDOH), before returning to MACCS and/ or participating in MACCS-related in-person events. Test dates and results shall be reported to MACCS administration. MACCS may seek confirmation of the contact’s/ household member’s positive COVID-19 testing and nature of the contact for staff members.

Staff/ students who are **not** within the definition of “close contacts” of confirmed COVID-19 cases should continue to come to school.

## **RE: TRAVEL**

Travel. **MACCS employees shall not travel out of state for MACCS-related business until further notice.** To minimize risk of exposure, all students, families, and MACCS employees are strongly discouraged from traveling out of state on personal business. Any MACCS employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Head Administrator before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. It is recommended (but not required) that any student or employee who engages in or returns from out of state or international travel shall engage in a 10-day period of quarantine upon return to New Mexico before returning to the campus or attending in-person MACCS events, whether or not they are exhibiting any health symptoms. Staff quarantining after out of state travel for personal business shall not be eligible for paid sick leave pursuant to the Families First Coronavirus Response Act, or any similar successor federal or state legislation.

## **RE: SCHOOL FACILITY CLEANING/ CLOSURE**

Cleaning. All MACCS facilities and buildings operated by MACCS must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. Staff shall be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with all applicable DOH guidelines. Staff further shall comply with any/ all cleaning/ maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA), NMENV, and/ or OSHA.

Closure of Impacted Areas. MACCS site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with NMPED Rapid Response Team, NMDOH and CDC guidelines. In consultation and partnership with the NMPED and NMENV, MACCS will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen will be based upon appropriate completion of required action steps related to the positive case.

## **RE: SOCIAL DISTANCING ENFORCEMENT**

Social Distancing. All large group gatherings shall be avoided on MACCS premises or during MACCS-related events, to the extent feasible. Students are required to follow the instructions of MACCS staff regarding social distancing, the goal of which is to maintain 6 feet between individuals, wherever/whenever possible.

Students/ staff/ essential visitors must follow signs and instructions regarding entering/ exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

Passing periods will constitute moving in an eastwardly direction through the halls in groups larger than five (5), or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the MACCS area. The furthest classrooms to the east will leave/ enter the building first. The west staircase will move in an upwardly direction; the east staircase will move in a downwardly direction. In the CTE Wing, for groups larger than five (5), students and staff will wait until the hallway/ staircase is clear before leaving/ entering in one direction. In the event fewer than five (5) students and staff are in the hallway/ staircase, people will stay to the right like vehicles on the highway. **MACCS bell schedules will be modified to meet DOH guidelines.**

Time for recess/ breaks shall not be reduced or eliminated, and withholding of recess/ breaks shall not be used as a student disciplinary measure. Students engaged in exercise during recess/ breaks need not utilize face coverings, but must maintain social distancing requirements. Students not engaged in exercise during recess/ breaks must use their face covering. Playground equipment shall be regularly cleaned and disinfected.

Restroom breaks will not be reduced or eliminated. Only one student from each classroom at a time will take a restroom break. MACCS employee will document the student taking the restroom break.

Students taking the restroom break will use their face coverings.

Where possible/ practical, meetings/ conferences shall be held virtually or in small groups with maximum social distancing. Staff shall closely monitor and enforce social distancing requirements.

## **RE: SHARED MATERIALS**

Students and staff should wash and/ or sanitize their hands before and after using shared textbooks, school equipment, educational materials, etc.

## **RE: TRANSPORTATION**

Transportation. All drivers, attendants, staff and students must wear protective face coverings covering nose and mouth on MACCS-provided transportation. Students will be assigned to certain seating. Where possible, school buses shall be used to transport students, rather than student activity vehicles. All reasonable steps shall be taken to limit bus seats to one student per seat, with a maximum of two per seat. If student activity vehicles must be used, only one student per bench seat is permitted, and students in the vehicle should be staggered so students are not seated directly in front of or behind each other. Windows in the student activity vehicle should remain open at all times. Hand sanitizer will be provided and required upon entry and exit. MACCS vehicles shall be thoroughly cleaned and disinfected before and after each use. Bus drivers and assistants must implement social distancing rules and require students to be six feet apart at bus stops. The same rules apply to athletic/ student activity trips.

MACCS students and staff using MACCS-provided transportation will be screened for symptoms of illness prior to entering the school vehicle.

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

Student pick-up/ drop-off must follow MACCS protocols relating to staggered entry and release periods, and marked spacing for pick-up/ drop-off.

## **RE: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS**

Students and employees with underlying medical conditions as defined by the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical->

[conditions.html](#), staff and students defined as “high-risk” pursuant to 6.12.14.7 NMAC, and/ or employees over the age of 65, and/ or those who live with someone who is in a high-risk category, should contact Jonathan Dooley, Principal, prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. MACCS will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures.

Staff with high-risk medical conditions are exempt from in-person learning until reaching full protection from the vaccine (two weeks after the second shot of a two-dose vaccine; two weeks after the single shot of a one-dose vaccine). Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements; MACCS will consider formal requests for high-risk staff to continue working remotely and/ or for alternative work assignments, and shall address the circumstances of personnel who live with someone who is in a COVID-19 high risk group. *See also Emergency Paid Sick Leave and Extended Family Medical Leave Policy.* MACCS aims to be as flexible as possible in making alternative arrangements for both students and staff, in accordance with law.

## **RE: FIELD TRIPS**

Until further notice, MACCS field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by MACCS administration and parents/ guardians.

## **RE: MEALS/ FOOD ON CAMPUS**

To maintain social distancing and reduce the risk of virus transmission, breakfast and lunch for all students may be served in classrooms, outside (as safe and appropriate), and in other large spaces in which students can maintain safe distances. Any food served in the cafeteria shall be staggered by classrooms/ grade levels to reduce the number of students in the cafeteria at any one time. To the greatest extent possible, students should sit on only one side of a table in the cafeteria and maintain greater than six feet of distance from others.

During mealtimes on campus, students and staff are required to maintain social distancing requirements and to wear masks when finished with their meal. Cleaning/ disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day. Meals will continue to be provided to eligible students through the MACCS designated food distribution site: 4401 Central Avenue NE, Bldg. 2. Please contact Stephany Munoz, Registrar, for further information. Masks must be worn, and social distancing must be maintained, during meal distribution.

## **RE: EXTRACURRICULAR ACTIVITIES**

MACCS shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. Coaches and staff shall be included in COVID-19 surveillance testing.

Any student who has had a COVID-19 infection must complete the self-isolation period and then receive medical clearance from a medical professional using the appropriate medical clearance form before returning to participation in an NMAA-sanctioned activity. Students who have had COVID-19 infection and have received clearance for participation must continue to follow the protocols given for return to activity.

### **RE: RECESS/ BREAKS**

Time for recess shall not be reduced or eliminated, and withholding of recess shall not be used as a student disciplinary measure. Students must utilize masks, and maintain social distancing requirements, during recess. Playground equipment shall be regularly cleaned and disinfected.

### **RE: ATTENDANCE FOR SUCCESS**

Students are expected to attend in-person or remote instructional programs, as provided by MACCS, each day. Students opting for one mode of instruction will not be allowed to switch to the other without advance permission of and discussion with the School's Head Administrator. Students who must quarantine or self-isolate pursuant to COVID-related requirements may ask to attend school remotely during quarantine/ self-isolation, to the extent feasible; arrangements should be made through the MACCS Head Administrator. Attendance will be officially recorded and reported to PED, whether school is conducted online or in-person. MACCS further will track online participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Attendance shall be taken by teachers for both in-person and remote instructional classes and school programs. Accurate attendance data shall be documented and reported by MACCS, in accordance with the Attendance for Success Act. For students in remote instruction, teachers will track student engagement and whether or not students are logging on to online instructional activities or otherwise using other means to participate in a class/ activity, and MACCS will maintain this data. MACCS will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.

For students in in-person classes, school attendance for this student will be marked and reported as usual. However, teachers will still track participation and engagement data for remote learning days if the in-person student is home during quarantine/ self-isolation due to COVID-related circumstances. This data shall be kept at the school site.

In the MACCS synchronous delivery system, MACCS employees will visually or aurally track the student. In the asynchronous delivery, MACCS employees will track attendance through assignment completion. Additionally, MACCS employees will contact students, and families, who are struggling with attendance issues. MACCS employees meet weekly to discuss student interventions, and in some cases, will make home visits to students and families. *Note: MACCS is aware that ASA requires that attendance be tracked and recorded/ reported on the basis of EACH SCHOOL DAY (24-hour period).*

MACCS will make portable devices, such as ChromeBooks and Lenovo laptops, available for computer access. MACCS will also provide Internet hotspots to students who need access. In some cases, MACCS employees may need to provide alternatives, such as calling in, arranging for an alternative activity that doesn't involve synchronous learning, etc. Please contact Principal Jonathan Dooley at [jdooley@nmmediaarts.org](mailto:jdooley@nmmediaarts.org) if you/ your student requires assistance with remote participation/ engagement methods.

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Failure to attend and/ or participate in instructional classes and school programs shall result in processes being implemented pursuant to the MACCS Attendance Policy and the Attendance for Success Act (see student/ parent handbook). Meetings that need to be held with parents/ guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences: Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing MACCS attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

## **RE: STAFF TRAINING**

All MACCS personnel and contractors shall follow guidelines in current statewide public health orders. All staff and contractors shall be trained in local and state rules regarding health and safety procedures, such as appropriate use of PPE and procedures for when school personnel or students exhibit symptoms of COVID-19.

**MEDIA ARTS COLLABORATIVE CHARTER SCHOOL (MACCS)  
AGREEMENT TO COMPLY WITH COVID-19 PREVENTION SAFETY MEASURES**

Media Arts Collaborative Charter School (MACCS) is committed to keeping all staff and students safe and healthy while our community and world battles the coronavirus disease. To that end MACCS has adopted certain Covid-19 Prevention Safety Measures that meet or exceed guidance issued by the Center for Disease Control, NM Department of Health, the NM Public Education Department, and the Occupational Health and Safety Administration. These School rules alone, however, cannot prevent staff, students or visitors from getting sick. Consequently, the School requires that every student, parent/guardian, and visitor commit to following all the School's Covid-19 Prevention Safety Measures, and to acknowledge and accept by your signature below the consequences for not following these rules. Some of these rules include:

- Not coming to school or work if you do not feel well and follow the process for reporting illnesses
- Screen your student for health issues before the student arrives at school
- Wear a mask, face covering or face shield over your nose and mouth unless you are told it is okay to remove
- Wash your hands or use hand sanitizer frequently
- Keep 6 feet away from other people whenever possible
- Participate cooperatively with the School's health screening and reporting processes
- Learn about and follow all health and safety procedures including those posted around the School, on the School's website or otherwise provided to you while on the School's campus or at a School activity
- Tell a School employee or the Head Administrator as soon as you do not feel well or if you see some behavior that could violate the health and safety procedures



I understand that if I do not cooperate with or are unwilling to follow the School's Covid-19 Prevention Safety Measures, the following consequences may occur at the discretion of the School's Head Administrator:

- If I am a student, I may be required to attend school and school activities online from home for a period as determined by the Head Administrator.
- If I am a parent/guardian, I understand that my student(s) may be required to participate in distance learning as determined by the Head Administrator and that such decision does not deny my student required educational opportunities, but rather such action is a safety measure for our entire community.
- If I am adult, I may be asked to leave or be denied entry to the School.
- If I am an employee, I may be subject to employment actions as decided by the Head Administrator.
- Any other consequence deemed appropriate by the School's Head Administrator.

**By signing my name below, I agree to strictly follow all School Covid-19 Prevention Safety Measures and understand that I, or if a parent/guardian my student, may not be able to come in-person to MEDIA ARTS COLLABORATIVE CHARTER SCHOOL (MACCS) or may be subject to other consequences as decided by Mr. Jonathan Dooley, Principal of MACCS.**

\_\_\_\_\_/\_\_\_\_\_  
Staff/Student/Parent/Guardian **Printed Name & Signature** (circle one)

Date: \_\_\_\_\_, 202\_\_