

St. John Lutheran School

Reopening Plan for 2020-2021

St. John Lutheran is committed to keeping its students, faculty and staff safe while ensuring the continuity of education for our students. The following plan is based on mandatory guidelines and suggested best practices created by the Louisiana Department of Education. Protective measures include social distancing, student and adult monitoring, handwashing and environmental cleaning. The implementation of these measures will be further explained in this document.

The LDOE has told schools to plan for a case of COVID-19 in their school community. Therefore, this document also outlines the procedures that will be followed if a student or staff member is diagnosed with COVID-19.

This pandemic has been a challenge for us all. Many of the new procedures will require changes and change is sometimes difficult. This year will require patience, prayer, rethinking, relearning and probably a lot of stress-management for students, teachers and parents alike. It makes this year's school theme more fitting than ever. As Christians we know we have Christ on our side. He is and always will be there for us, His children, all day of every day. Turn to Christ often in prayer, trust in His power and lean on his comforting, unconditional love.

In Christ, I Can!

"I can do everything through him who gives me strength."

Philippians 4:13

Part I: Health and Safety

Social Distancing

All Phases:

- Masks
 - Masks must be worn by all adults and all students in grades 3 thru 8.
 - Masks are **STRONGLY** recommended for students in grades K thru 2 and encouraged in preschool and pre-k.

- Classrooms
 - Static groups will be maintained. Each class will maintain physical separation.
 - Teachers interacting with more than one class will maintain a distance of six feet from students other than their homeroom students. This includes middle school teachers, lunch personnel, librarian, tutors, social worker, etc.
 - Separation shields will be used in all classrooms. These clear plastic, three sided shields will sit on desks and tables to further protect students.
 - Face shields may be worn by for additional protection.
 - Shared items should be kept to a minimum. Students should keep their individual pencils, markers, etc. separated from that of others.

- Playground
 - More than one class may be on the playground at the same time but must remain in separate areas so as not to interact.
 - Sports games such as basketball and football will not be allowed due to close contact during the game.
 - Students **WILL** be allowed to play no contact games such as HORSE, hopscotch, take turns shooting the basketball, toss the football to each other, etc.
 - Social distance markers will be painted on the playground for line up after recess is over.

- Lunch Room
 - Preschool – Fourth Grade will eat lunch in their classrooms.
 - Lunch will be brought to these classrooms.
 - Separation shields will be utilized.
 - Fifth – Eighth Grade will eat lunch in their classrooms.

- Students will pick up lunches from the cafeteria and bring them back to their classrooms.
 - There will be no talking while eating to limit distance of particle spread.

- Arrival / Dismissal
 - Parents will not be allowed in the classroom building.
 - Elementary students must be dropped off and picked up in cars at the breezeway, or walked to and from the classroom main entrance in the breezeway.
 - Preschool and pre-k students must be walked to the backdoors of their respective classrooms for arrival and picked up from the same doors.
 - Seventh grade students may be picked up during dismissal from the front entrance of the gym.
 - Social distancing of 6 feet must be practiced in the breezeway, hallways and stairwells. Distancing lines will be taped on walls inside the classroom building hallways and stairwells. Lines will be painted outside.
 - Everyone walking in the breezeway must stay to their right.
 - The stairwell to the second floor closest to the breezeway will be one way up during arrival and one way down during dismissal.
 - Only one family at a time will be allowed in the office. Families waiting to go in the office must wait in a socially distanced line outside of the office building.

- Extended Care
 - Grade level groups will be separated from each other by at least 10 feet.
 - Masks will be worn at all times.
 - Reservations will need to be made for both morning and after care in order to ensure a socially distant seat!

- Extracurricular Activities
 - All multi grade level extracurricular activities and sports teams are cancelled.
 - Only activities that involve a single grade level will be allowed.

Phase 1: Classroom Size

- Maximum group size is 10, including adults

- Classes larger than max size will be divided in half and students will attend class every other day. “A” group will attend class on days that “B” group stays home with “homework” assignments. The following day, “B” group attends class and “A” group stays home with homework assignments. Parents will be given group assignments in advance. Siblings will be assigned to the same group so as to attend classes on the same days unless the parent requests otherwise.
- Preschool and Pre-K will meet every day. Classes may be redistributed to adjust numbers to meet requirements.

Phase 2: Classroom Size

- Maximum group size is 25, including adults.
- St. John does not have any classes above this size; therefore classes will maintain full size and meet on campus every day.

Phase 3: Classroom Size

- Maximum group size is 50, including adults.
- No adjustments in size necessary.

Quarantine: Classroom Size Zero

- Online learning and packets sent home.

Personal Hygiene and Environmental Cleaning

All Phases

- Handwashing and Hand Sanitizing
 - All students and adults must use hand sanitizer before entering the building.
 - Handwashing or sanitizing should occur every two hours as well as before and after going outside to use play equipment and before and after going to a different room.
 - Handwashing must be done before eating and after using the restroom.
 - Hand sanitizer must be used after eating.
 - Hands must be washed for 20 seconds.
 - Gloves are only necessary when cleaning.
 - Each teacher will have a Handwashing Schedule for his/her class.
- Water Fountains
 - All water fountains will be closed.

- All students must bring bottled water daily for hydration.
 - Student's name must be clearly visible on their water bottle.
 - Water bottles must have a cap to close securely when not in use.
- Routine Cleaning
 - Gloves need to be worn to protect skin when cleaning and sanitizing.
 - High touch areas such as light switches, doors, bannisters and restroom fixtures will be cleaned regularly throughout the day.
 - Students' desks and chairs will be cleaned and sanitized at the end of each day.
 - Playground equipment will be cleaned daily.
 - Classroom items or supplies that are shared will be cleaned after each use. (All sharing will be avoided if at all possible.)

Screening and Monitoring

All Phases

- Any student or staff member who is sick with any contagious illness should stay home.
- All parents dropping off students must give a “thumbs up” to confirm a “no” answer to the following statements which will be printed on a sign at both arrival entrances to the campus:
 - My child has taken a fever-reducing medication in the last 24 hours.
 - My child or I have had shortness of breath, sore throat or a cough.
 - My child or I have had a temperature of 100.4 or higher.
 - My child or I am experiencing a loss of taste or smell.
 - My child or I am currently positive for COVID-19.
- Everyone entering the campus will receive a temperature check and will not be allowed to enter with a temperature of 99.9 or above.
 - If a student registers a temperature of 99.9 or higher, their temperature will be taken a second time 5 to 10 minutes later.
 - If the second reading is normal and no other symptoms are presenting, the student may enter.
 - If the second reading is still high, the student may not enter.
- Teachers will regularly make a visual check of students to monitor for shortness of breath or cough.

Self-Quarantine

All Phases

- Any student who comes in close contact with a family member, friend or anyone else who is positive for COVID-19, must quarantine at home for 14 days from the day of contact. The student must not come to school and the parent must notify the school. Assignments will be sent home for that student. All parents in the students grade level will be notified that someone in the class is in quarantine.

Sick Students

All Phases

- Students who become ill at school will be isolated in a safe area with appropriate supervision.
 - Parents must come to school immediately to take the child home or to a doctor.
 - This area will be cleaned and disinfected after the student leaves.
 - If COVID-19 is suspected, parents must have the child tested for COVID-19 and report the results to the school.
- In the event that a student or staff member is or is presumed to be positive for COVID-19,
 - Local health officials will be notified; other procedures may be required by the local health authorities.
 - Parents and teachers will be notified.
 - The student or staff member's class will be quarantined for 14 days or until it is determined that the illness was not COVID-19.
 - A quarantined class will have to revert to online or packet learning for the duration of the quarantine period.
 - The school will undergo enhanced cleaning.
 - The State of Louisiana contact tracers will conduct contact tracing activities.

Part II: Student Attendance

All Students

All students are required by the Louisiana Dept. of Education to attend classes for 330 minutes / 5.5 hours daily for a minimum of 175 days. Attendance must be taken daily for all students.

Remote Learners

- All students learning off campus must report attendance each school day; this includes:
 - Remote learners
 - Group A students on B days when the school is following an A/B schedule
 - Group B students on A days when the school is following an A/B schedule
- Reporting is done by messaging the homeroom teacher on FastDirect between 8:00 AM and 8:25 AM
- The subject line of the message must include Student's First and Last Name and the word "Present"
- Students reporting after 8:25 AM must report to the secretary (in the same manner as above) and will be marked tardy
- Students who fail to report will be marked absent

On Campus Learners

- Students will report to homeroom by 8:25 AM and respond "Present" during roll call
- Students reporting to school after 8:25 AM must report to the secretary to be marked tardy before reporting to homeroom

Teachers / Secretary

- Teachers will check their FastDirect messages at 8:26 AM and mark students 'present' if the student has sent an attendance message
- Teachers will call roll and mark students present if they are physically in class
- The secretary will mark students present and tardy if they send an attendance message to the office after 8:25 AM

Part III: Communication Plan

Office

All communication from the office will be done via FastDirect which has a secure messaging component.

Teachers

Teachers will also message parents using FastDirect messaging. Some teachers will also have secondary means of communication such as Class Dojo, email and phone calls. Teachers will communicate these preferences to the parents of their students.

Part IV: Meals

Breakfast

- St. John Lutheran does not serve breakfast

Lunch

- Lunch will be offered to students on each school day
- Lunches must be orders two weeks in advance as per the policy of our provider, Revolution Foods
- On campus students will be served lunch on campus (see above in Part I for details on how lunch will be served and where students will eat)
- Remote learners may pick up lunch from the school kitchen if they have ordered
- A/B schedule students may pick up their lunch from the previous day as well as their lunch for the day and take one home if they ordered
 - This option must be prearranged and a waiver must be signed concerning food quality

Part V: Remote Learning

A/B Schedule

- Students will be taught lessons in person on days they are on campus
- Students will be given assignments (that correlate with the lessons that were taught) to do on days they are off campus
 - These assignments will include learning, practicing and reviewing from textbooks, workbooks, and videos as well as writing assignments and projects
 - Questions about these assignments may be submitted to the teacher via FastDirect messaging
 - During the third full week of school, students will Zoom in to lessons taught by the teacher on the days that they are not on campus
 - The delayed start of Zoom is due to the need to put health and safety first. During the first two weeks, we will extensively practice health and safety measures so that teachers and students will feel comfortable and stress free putting all of these new procedures into well-rehearsed daily routines.

Total Remote Learning

- Parents will pick up all textbooks and workbooks before the start of school
- Teachers will post weekly lesson plans and other instructions for the week on their FastDirect bulletin boards no later than Monday morning
- Teachers will post other links to on line learning materials on their FastDirect bulletin boards
- Teachers will prepare packets of materials weekly for students
 - New packets will be picked up by parents from the school office each Monday
 - Completed work packets will be dropped off by parents on Mondays when the new packet is picked up
- Grades will be posted in FastDirect
- During the third full week of school, students will Zoom in to lessons taught by the teacher on the days that they are not on campus
 - The delayed start of Zoom is due to the need to put health and safety first. During the first two weeks, we will extensively practice health and safety measures so that teachers and students will feel comfortable and stress free putting all of these new procedures into well-rehearsed daily routines.
- Parents must give the school a minimum of one week notice to switch from remote to on campus learning