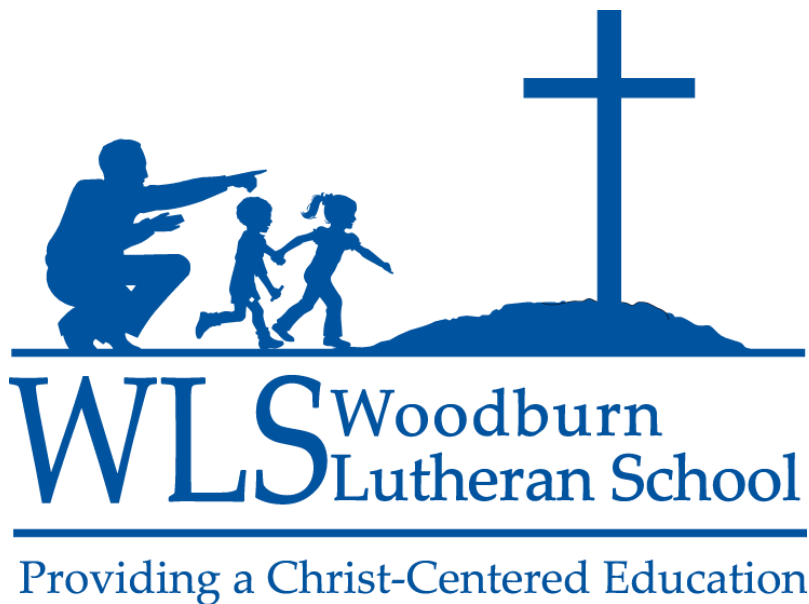

WOODBURN LUTHERAN SCHOOL

2020-2021

RETURN TO SCHOOL PLAN



Dear WLS Families,

Since schools were forced into remote learning back in March, there has been much speculation concerning what the 2020-21 school year would look like. Several agencies have provided opinions on what schools and districts should do in the new school year. In June, the Governor and the Superintendent of Instruction of Indiana released a document to guide schools in their planning. In late June, the Allen County Department of Health provided further guidance to schools and tools to aid in their planning. As we have developed our plan to start the 2020-2021 school year at WLS, the following principles have guided us:

- We desire to do all we can to ensure the safety and health of all students and staff at WLS by promoting healthy and hygienic practices.
- We desire to maximize in-school learning as allowable by state and local guidelines.
- We desire to prepare and educate all students, staff, and families for successful re-opening as well as best practices to maintain in-school learning as much as possible.

In receiving guidance from a variety of authorities, some flexibility has been given to health departments, school districts, and individual schools in responding to COVID reports and in procedures regarding day to day operations. However, even with some flexibility, the operation of school will be different than it has been in past years. We are determined to get our students back into the school building because we strongly believe it is the best place for them to learn, grow, and succeed. In order to make this a reality, there are some extra precautions that we need to implement. We understand that some of the procedures outlined in this document might not be ideal for all, however, we have done our best to interpret the guidance from State and local officials and implement as we feel is best for our school community. We appreciate your support in helping our re-opening to be successful and in implementing these procedures for a great 2020-2021 school year.

May God bless you as we head into the new school year!

David Van Spankeren
Principal

GENERAL GUIDELINES & CLASSROOM PROCEDURES

ACADEMIC CALENDAR:

1. WLS is moving forward with the originally published academic calendar for the 2020-2021 school year.
2. The first day of school for K-8 is August 12 and the first day for preschool is August 17.

ATTENDANCE:

1. It is the goal of WLS to have as many students as possible in attendance daily.
2. The school day will remain the same: 7:45-2:35 (2:05 on Wednesday) for K-8 and 7:45-10:45 for preschool.
3. WLS will not use attendance awards or perfect attendance as incentives to students.
4. WLS will work with families to be as accommodating as possible to provide remote learning opportunities for students who are sick and/or unable to come to school.

SELF-SCREENING:

1. The success of minimizing COVID-19 at WLS relies upon consistent and effective self-screening.
2. All students and staff are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 (fever of 100.4 or greater, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Parents are encouraged to perform daily temperature checks prior to arrival at school.
3. Students and staff should not return to school until the following conditions are met:
 - a. The individual has received a note from their doctor stating there is an alternative diagnosis and that it is appropriate for the individual to return to school; and
 - b. The individual no longer has a fever (without the use of medicines that reduce fevers); and
 - c. Other symptoms the individual has experienced have improved (for example, when your cough or shortness of breath have improved).

USE OF MASKS:

1. The CDC recommends that all school students and staff wear face masks.
2. WLS will emphasize social distancing so as to minimize the necessity for students to wear face masks.
3. Parents will have the opportunity to indicate whether or not they would prefer their children to wear face masks at all times.
4. Students in grades 3-8 will be required to wear face masks when out of the classroom. Students in grades PK-2 are encouraged to wear a face mask when out of the classroom, but it is not required.
5. WLS Faculty and staff will wear coverings when out of the classroom and when social distancing cannot be maintained.

6. The use of masks is not meant to be a preventive measure for the mask wearer, but instead is meant to reduce the amount of droplets that person expels--not breathes in. The wearing of a mask reduces droplets that are expelled from sneezing, coughing, singing, or close talking. The wearing of masks allows WLS to be in session as much as possible with as many students as possible.
7. If any student has a medical reason not to wear a mask, please contact the school office.
8. WLS does not require a certain type of mask for face covering (e.g. n95 respirator masks). However, masks should follow the WLS dress code by not containing offensive sayings or images that run contrary to the mission and vision of WLS.

DRILLS

1. In accordance with IC 20-34-3-20 Emergency preparedness drills: Sec. 20. (a) The governing body of a school corporation shall require each school in the governing body's jurisdiction to conduct periodic emergency preparedness drills during the school year in compliance with rules adopted under IC 4-22-2 by the state board:
 - WLS will continue with safety measures such as monthly safety drills. Communication and timing may be adapted to help promote social distancing when possible.

ENHANCED CLEANING:

1. Hand Sanitizing stations have been added to common areas throughout the school.
2. There will be intense, daily cleaning of common-use spaces (doorknobs, light switches, common areas, etc.) and shared classroom items.
3. Classrooms/work areas will be cleaned after each use. Students will wipe down their areas, and teachers/staff clean their work areas. Supplies for cleaning provided by the school.
4. Students will be taught proper handwashing technique and proper application and use of hand sanitizer.
5. Posters and flyers will be posted in restrooms and common areas promoting hand washing.
6. Students and staff will be encouraged to wash hands often with soap and water for 20 seconds.

SOCIAL DISTANCING:

1. Social Distancing (six feet apart) will be emphasized and utilized whenever possible by all students, teachers, and staff.
2. Students will sit facing the same direction whenever possible.
3. Assigned seating charts will be kept when possible.
4. If students work in groups, teachers should assign and keep track of the groups. Groups will remain the same for the entire school week. The groups will also be the same across subjects.
5. WLS will implement measures to decrease students from different classes congregating in one location.

6. Whole staff gatherings/meetings will be minimized. When meeting, staff is strongly encouraged to practice social distancing and/or wear a mask when 6' of space cannot be maintained.

CLASS SCHEDULES:

1. Class schedules will be created specifically to minimize the number of people in the hallways at one time.
2. As much as possible, specials will be held in the homeroom with cleaning of supplies between classes. This will be reevaluated each quarter.
3. Students may not work in the hallway--either alone or in groups.

PREVENTION MEASURES FOR PHYSICAL EDUCATION CLASSES

1. Students and staff will wash and/or sanitize hands before and after class.
2. PE classes will be held in the gym or outside.
3. The PE teacher may plan for outdoor lessons when possible.
4. Any equipment will be sanitized before and after use.
5. Equipment that cannot be sanitized will be removed from use.
6. Games and activities that promote social distancing are encouraged.

SHARING OF SUPPLIES

1. Sharing of supplies will be avoided whenever possible.
2. Supplies that are unable to be sanitized, or difficult to sanitize, will be eliminated; or be required to be set aside for a period of 3 days prior to continued use.
3. Teachers will limit classroom procedures that require multiple students to touch the same item.
4. If students bring snacks from home, no sharing of food is permitted.
5. Birthday treats are permitted but limited to pre-packaged store bought food items.

TECHNOLOGY USE

1. Laptops, Chromebooks and shared iPad may be designated to specific grades or groups to minimize exposure.
2. Students will wash or sanitize their hands before and after use of technology.
3. Devices will be sanitized after use.

RECESS:

1. Recess times will be assigned. No more than two classes will be at recess at the same time.
2. Masks are not required at recess.
3. The playground equipment will be sanitized after each use.

VISITORS

1. During the school day visitors are restricted to the school office until such a time that COVID measures can be lifted. This includes, but is not limited to, parents, relatives, and guest speakers.

2. Any business that can be conducted via phone, mail, online, or by sending to school with your child are encouraged. Please always consider alternatives to coming into the school office.
3. Vendor access to the school will be restricted, when possible, to times when students are not present.
4. Exceptions will be made for any delivery, emergency, or repair situation.
5. After school (no earlier than 2:45pm), visitors may come into the building for the purpose of meeting with a teacher or staff member.
6. Accurate records of people entering the building will be kept including purpose and locations in the building to which they had access.

VOLUNTEERS

1. As with prior years, any volunteer in the building must submit a background check prior to volunteering.
2. Volunteers must check in at the office and are restricted to using the office area.

SPECIAL EDUCATION

1. Annual Case Reviews, Case Conference Committee Meetings, and Transition meetings will be held via video, teleconference, or in a socially distanced manner as arranged with East Allen County Schools. Parents will be informed via prior written notice.
2. Individual student services through EACS will continue as stated in the child's service plans.
3. When possible grade levels will be kept separate from each other.
4. Students will wash hands prior to and after working with EACS teachers. Hand sanitizer will be available to students before, during, and after learning.
5. Desks, supplies, and work areas will be sanitized after each use.

CHAPEL:

1. Chapel will remain a weekly part of building faith at WLS. WLS strongly believes that chapel is a critical part of creating Christ-like leaders in our churches, schools, and community.
2. WLS will not sit in multi-grade chapel families. Students will sit with their homerooms and will be distanced 6 feet apart as much as possible.
3. Whenever possible, projected information will be used to minimize the necessity to share hymnals.
4. WLS will alternate on a bi-weekly schedule which students attend chapel in person and which students view chapel in their classrooms in order to minimize the total number of students in the gym at one time.
5. Staff and Students in grades 3-8 will wear masks when attending chapel in the gym.
6. Students in grades K-2 are encouraged to wear masks when attending chapel in the gym.
7. Students will sit 3-6 feet apart when attending chapel in the gym.

FIELD TRIPS/ASSEMBLIES

1. Field trips will be limited until such time that COVID restrictions are lifted.
2. WLS may pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and parent meetings, as possible.
3. School wide assemblies will be limited until such time that COVID restrictions are lifted.

LIBRARY

1. During library, students shall practice social distancing of 6ft or greater when possible.
2. Students will be required to wash and/or sanitize hands before and after use
3. Returned library books will be boxed and isolated for 3-5 days between use to reduce disease transmission.

SUBSTITUTE TEACHERS

1. All substitute teachers will be provided with the WLS Re-entry plan prior to substituting at WLS.
2. All substitute teachers will receive information on the day they substitute reminding them of distancing, masking, and extra cleaning procedures.

ATHLETICS/EXTRA CURRICULAR

1. WLS will follow guidance and recommendations that are set forth by the Lutheran Schools Athletic Association regarding safety procedures during practices and games. Spectators may be eliminated/limited and masks may be required.
2. Social distancing, when practical, will be encouraged.
3. Students, when not engaging in activities and when practical, will be allowed to wear a face covering.
4. Coaches and supervisors are recommended to wear face coverings when social distancing cannot be maintained.
5. Appropriate clothing/shoes should be worn at all times. No sharing of clothes, shoes, towels, or water bottles will be allowed. Every student needs his/her own water bottle. There will be no shared hydration stations available. Hand sanitizer will be plentiful and available.
6. All equipment will be cleaned after each practice. All seats/tables will be cleaned after each club activity. The responsibility for cleaning the equipment should fall to each coaching staff or supervisor of the program.
7. Celebratory and sportsmanship acts (handshakes, etc.) should be prohibited.
8. There will be no concession stand for the fall sports season.

CROSSWALK (BEFORE/AFTER CARE):

1. Before Care - Parents will enter the building to drop-off their student, however, will wait at the school office for a before care worker. Before care workers will sign students in.
2. After Care – Parents will enter the building to pick-up their student, however, will wait at the school office for an after care worker. After care workers will sign students out.
3. Students and staff will wash and/or sanitize their hands upon entering the building and will proceed to the Crosswalk room.

4. Social distancing will be maintained except for family groups.
5. Supplies will be limited to small games and coloring that can be easily sanitized between use and/or stored to prevent the spread of germs.
6. Crosswalk will be available only for WLS students during the 2020-2021 school year.

ARRIVAL, DISMISSAL, TRANSPORTATION

ARRIVAL

1. Parents dropping off students who are not utilizing our Crosswalk before care program will drop off students at Door #3 no earlier than 7:30am, the same as in previous years.
2. Students arriving by bus will exit the bus from front to back under the direction of the bus driver.
3. Students will be required to walk directly to their classrooms upon entering the building.
4. Students will wash their hands or use hand sanitizer upon arriving.

DISMISSAL

1. All students will remain in their homeroom during dismissal until they are called to the dismissal door.
2. Bus riders will be called to dismiss first. Students will maintain 6 feet of distance while walking to and entering the bus.
3. Carline dismissal will begin once the bus has been loaded.
4. Family numbers will be called, four at a time as in previous years. Students will be dismissed from their classroom upon hearing their car number. They will exit the building and walk directly to their vehicle.
5. Students staying after school for sports will wait in their classrooms until their coach arrives. Students cannot leave their classroom until dismissed.
6. Crosswalk after school care students will be dismissed after the carline is finished.

EACS BUS RIDERS

1. Students riding the East Allen County buses will at all times follow the protocols and recommendations as set forth by East Allen County Schools.

NUTRITION SERVICES

PREPARATIONS

1. PPE will be utilized by all food service staff preparing and serving food.
2. Self-serve items will be eliminated.
3. Food sharing is prohibited.
4. Access to the kitchen and serving will be restricted to include only kitchen staff.

LUNCH:

1. Students will eat lunch in their classrooms until COVID restrictions can be lifted.
2. Each class will go through the lunch line separately to maintain distance and allow for cleaning between serving or lunches will be delivered directly to the classroom.
3. Students will sanitize their hands at the sanitizing station upon entering the cafeteria.
4. Students will remain socially distanced while in line.

WATER FOUNTAINS:

1. Drinking directly from water fountains is prohibited.
2. Students, staff, and visitors should have their own water bottles to use while at WLS.
3. Use of water bottle filling stations is permitted.
4. The sharing of water bottles is prohibited.

ILLNESS REPORTING, MITIGATION STRATEGIES, AND RE-ADMITTANCE ISOLATION AREA FOR POSSIBLE COVID CASES:

1. Students and employees will be educated to recognize the following COVID-19-related symptoms:
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
2. In the event a staff member observes a student with COVID symptoms that cannot be explained by other conditions (common cold, allergies, etc.), the student will be required to wear a mask and will be removed from the class. They will immediately be sent to the office. Office staff will escort the student to the isolation area where their temperature will be taken and, if necessary, parents will be contacted to pick up the student.
3. Indiana Department of Education recommends having a separate area for students who are exhibiting symptoms of COVID. An isolation room will be established in the office.
4. If any member of our school community contracts COVID, the Allen County Department of Health will assume control of any contact tracing to make sure that we can work together to contact anyone who may need to quarantine according to Department of Health guidelines.

EXCLUSION

1. General illness - All children/staff are to be excluded from school for a communicable disease of a condition that is readily transmitted to others until a written permit from the doctor is provided.
 - If a child/staff member has an acute respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100.4 degrees or more, the student/staff member should be kept home or will be sent home.
2. Students and employees should be excluded from school if they test positive for COVID-19 or exhibit multiple symptoms of COVID-19 (see above).
3. Anyone who tests positive for COVID-19 is considered contagious for the two days prior to onset of symptoms.
4. Those who have documented COVID-19 are to remain out of the building until able to satisfy the current CDC recommendations for return (see below).
5. If a student or employee has recently had contact with a person with a confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the student or employee will be sent home from the school building and recommend that they self-quarantine for 14 calendar days.

6. Individuals who are known to have been exposed or suspected to have been exposed directly to COVID-19 are to remain home and satisfy the current CDC recommendations for return.
7. The objective is to quarantine the smallest group necessary to control spread and to minimize the disruption of in-school learning.

HOW ILL EMPLOYEES OR STUDENTS RETURN AFTER EXCLUSION

1. Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:
 - **Untested – With Alternate Diagnosis**
 - Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms and have been seen by their doctor may return if the following conditions are met:
 1. The individual has received a note from their doctor stating there is an alternative diagnosis and that it is appropriate for the individual to return to school; and
 2. The individual no longer has a fever (without the use of medicines that reduce fevers); and
 3. Other symptoms the individual has experienced have improved (for example, when your cough or shortness of breath have improved).
 - **Untested – Without an Alternative Diagnosis**
 - Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms and have not received an alternative diagnosis from a doctor may return when:
 1. At least 10 calendar days have passed since symptoms first appeared; and
 2. The individual no longer has a fever (without the use of medicines that reduce fevers); and
 3. Other symptoms the individual has experienced have improved (for example, when your cough or shortness of breath have improved).
 - **Tested Positive - Symptomatic**
 - Persons who experienced symptoms and have tested positive for COVID-19 may return to school if the following conditions are met:
 1. The individual no longer has a fever (without the use of medicines that reduce fevers); and
 2. Other symptoms the individual has experienced have improved (for example, when your cough or shortness of breath have improved); and
 3. At least 10 calendar days have passed since symptoms first appeared.
 - **Tested Positive - Asymptomatic**

- Persons who have not had symptoms but test positive for COVID-19 may return when:
 1. They have gone 10 calendar days past their test without symptoms and have preferably been released by a healthcare provider.
- Tested Negative – Symptomatic
 - Persons who have experienced COVID-19 symptoms at some point before, during, or after testing, but they may be attributed to something other than COVID-19 or symptoms may have resolved on their own after testing may return if the following conditions are met:
 1. The individual has received a documented negative test; and
 2. The individual has received a note from their doctor stating there is an alternative diagnosis and that the individual can return to school.
 3. If no alternate diagnosis can be provided, the individual must follow the same criteria as a symptomatic person who tested positive – see above.
- Tested Negative – Asymptomatic
 - Persons who have no symptoms at all before, during, or after testing
 1. The individual may attend school unless they are a close contact to a confirmed case, in which case, they must complete the required 14-day quarantine period regardless of the negative test outcome.

REMOTE LEARNING

The goal of the WLS administration, staff, and school board is to maintain in-class teaching and learning as the preferable and most efficient way to educate. However,

1. Remote learning will be implemented if a positive COVID case is determined. The Allen County Department of Health will be notified immediately and may recommend closing for a period of time for 2-5 days to trace students likely affected and needing a longer period of quarantine.
2. It is possible that only a portion of the school will need an extended period of time in quarantine due to close contact with a COVID positive case. Classes affected will transition to remote learning while the remainder of the school will continue with in-person classes.

REMOTE LEARNING EXPECTATIONS

If continuous in-person instruction is not possible for a period of up to two [2] weeks, continuous Remote Learning daily Monday through Friday will be utilized.

1. The goal of remote learning is to continue classroom instruction until such time as students can return to class, as such it is imperative that learning continue through participation in remote learning activities.
2. Daily participation in learning sessions via video conferencing, the viewing of recordings, and work completion is required.
 - Attendance will be taken by participating in learning activities for the day. Participation includes the completion of assignments, correspondence with the teacher, and confirmed viewing of instructional lessons.
 - Live learning sessions will include direct instruction from a WLS teacher.
 - Recorded sessions will be available for those unable to make it to live sessions.

If it becomes necessary for WLS to provide remote learning continuously for a period longer than 2 weeks, an alternative schedule other than Monday through Friday instruction, will be considered.