

**St. John's Eagles**  
**St. John's Lutheran School**  
**Re-Entry "Back to the Nest" Plan**  
**2020-2021 Policies and Procedures**

*\*Amended by the St. John's Lutheran School Board on 10-13-2020*

- **We WILL come back!**
- **We WILL be safe!**
- **We WILL learn!**

**Overview:**

- On behalf of the St. John's Lutheran Church and School, it is our plan to bring students back to school in a safe environment conducive to learning. **The Re-Entry Plan is a fluid document and changes may occur.**
- We want children to feel safe returning to school. Although there are restrictions, we want children to enjoy learning, being with their friends and meeting their new teachers. St. John's will always be a happy place to learn and grow.

**Opening of School 2020-2021:**

- School will open on August 24, 2020 with a full day of instruction. This will be in person at school.
- The school building has been cleaned and sanitized. New flooring has been installed in Preschool/PreK/Eagle Care.
- Prior to the start of the school year, teachers will be contacting families for virtual Back to School meetings.
- Registration will be open August 3-7, 8-3 p.m. School supplies may be dropped off during these dates/times.
- Teachers will contact students in their classrooms to help make the transition easier.

**Attendance and Home Check:**

- A daily quick check must be completed for all students and staff. Parents must complete a daily quick check for their student(s).
- Parents will be required to submit a daily "Quick Check" form that will serve two purposes:
  - Attendance
  - The **form** will be a checklist that your child is **not exhibiting symptoms Covid-19 as defined by the CDC**: Please check this link for current updates.
  - Fever (99.4)
  - Congestion or runny nose
  - Shortness of breath or difficulty breathing
  - Cough beyond seasonal
  - Chills
  - Headache
  - Sore throat
  - Muscle pain and fatigue
  - Loss of taste or smell

- Nausea
- Students who are ill or experiencing ANY of these symptoms MUST be kept home.
- If your student had a fever, the student must have a doctor's note to return to school.
- Discontinuation of perfect attendance incentives for 2020-2021.
- If your child has been in contact with someone with COVID -19, contact the school so that the school can monitor all students.
- Please advise the school if you plan to travel outside of the Tri-State (MI, IL, IN) area. please see the [CDC travel guidelines.](#)
- If there is a confirmed case of COVID-19 of a student or staff member, we expect to be closed for 2-5 days for cleaning and sanitizing.
- If a student or immediate family member will be traveling out of the country, you will likely be requested to quarantine for 14 days. Please notify the school. Submitting negative COVID-19 test results to the school before entering may also be an option for your student to return to school.

### **Untested Students with Symptoms:**

- Students who have not been tested but are exhibiting COVID-19 symptoms will be excluded from school. They must be released by a healthcare provider and be fever-free for 72 hours without medication or be symptom-free for 10 days before returning to school.

### **ENTRY LEVEL PLANS:**

- GREEN
  - Students will attend school in-person 5 days a week.
  - Home-based Learning Plan offered by 9-weeks basis.
- YELLOW:
  - Students will attend school in-person 1-5 days and week, with Home-Based Learning day(s) also during the week.
  - Home-Based Learning offered by 9-weeks basis.
- RED:
  - All students will have Home-Based Learning.

### **Student Arrival:**

- Bus transportation will be provided through LaPorte Community School Corporation. They will require that students wear masks.
- School doors will open at 7:40 a.m. At this time students may be released from parents and go directly to their classrooms.
- Parents may walk students to the main front doors at morning arrival time. Parents will not escort students to the classrooms.
- Preschool and Pre-K will enter through their doors located near the school playground. Preschool and Pre-K students will be signed in at the door.

### **Face Masks:**

- Acceptable Face Mask Dress Code: Solid color, patterned or may have St. John's logo. No masks with pictures or words are allowed.
- Preschool/PreKindergarten - Grade 2 : Masks must be worn into the building and out of the building, hallways, in the classrooms if not socially distanced from others, restrooms, and to lunch until seated.
- Grades 3 - 8: Masks must be worn into the building and out of the building, hallways, in the classrooms if not socially distanced from others, restrooms, and to lunch until seated.

- The school will provide every student with two reusable masks and one breakaway lanyards to hook the mask onto while not wearing.
- If students are required to wear a mask for medical reasons, a plan must be written through the school so teachers can enforce it.
- If students are not allowed to wear a mask for medical reasons, documentation from a doctor needs to be on file with the school.
- Staff will wear masks in the hallways, cafeteria, and in the classrooms if not socially distanced.

### **Water Bottles:**

- Students must bring their own water bottles. Water refill stations refill will soon be available. Water fountains are not available.
- Refillable water bottles must go home daily and be properly washed. Disposable water bottles must be disposed of at the end of each day.

### **Classrooms:**

- Students will be socially distanced, facing the front of the classroom. Teachers are not required to wear face masks while teaching when social distancing is possible.
- Students will be seated in rows facing one direction. Desks are spaced at 6 feet distance from each other.
- Throughout the day, exposure to students in other classrooms will be limited.
- Masks may be required based on the activity and ability to social distance.
- Seating charts will be in effect for purposes of contact tracing should COVID-19 cases surface in the school
- Teachers will wear masks when they need to be closer to students, i.e., individual assistance, etc.
- Individual student supplies will be distributed prior to school starting and collected at the end of each day for sanitizing. School supplies(pencils, scissors, etc.) will **not** go to and from school. Many classrooms have containers for students to store their individual supplies.
- Students may **not** bring personal items to school unless specifically directed by their teacher.
- Some classroom items such as stuffed animals, shared chairs, play items and toys have been removed for safety reasons.
- Students will not be required to wear gloves. They will be asked to wipe down their desks with a sanitizing wipe throughout the school day.
- Classrooms will be thoroughly cleaned every night.
- Hand washing and the repeated use of hand sanitizer will be expected throughout the school day.
- Student desks will be disinfected daily.

### **Alternate Learning Spaces:**

- Students participating in small group instruction will be grouped with only their classmates and spaced appropriately. Masks will be used for all small-group instruction.

### **Specials:** Social distancing guidelines will apply.

- **Art-** Students will be required to wear their mask during art, unless able to social distance. Equipment will be distributed by class and sanitized after use by each class.
- **Library/Media Center/Computers-** Classes will be allowed to check out books. When books are returned, they will be placed in a sealed container for a period of time prior to reshelving. Computer area will be sanitized between classes.
- **Music/Choir -** Students will face one direction and be spaced out to meet social distancing guidelines.

- Choir will be held in the church on Wednesdays.
- Music will be in the classrooms every other week.
- **Physical Education-** Students will be spaced out to meet social distancing guidelines. Any shared equipment will be cleaned between usage.
  - Grades 7-8 gym clothes will need to go home daily.
  - PE will be provided by one of the teachers. Grade levels will partner: K/1, 2/3, 4/5, 6/7/8.
  - Students will be socially distanced. Equipment will be distributed by class and sanitized after use by each class.
  - Students must wash/sanitize hands at the end of the class.

**Hallway Traffic:**

- Traffic in the hallway will be limited. Masks are required when traveling in the hallway. There will be socially distanced markings in the certain areas of the hallways and cafeteria.

**Personal Items Allowed:**

- Reusable water bottles
  - Cleaned/sanitized daily
- Book bags
- Lunch boxes & containers
  - Cleaned/sanitized daily
- Cold weather apparel
- Sweaters and sweatshirts
  - Need to go home daily

**Lunch:**

- Lunch will be in the cafeteria for grades K-8. Students will be socially distanced. Round tables will not be used, only the “picnic” tables that can be moved for easy cleaning.
- Traditional school lunches will be offered. School lunch items may not leave the cafeteria.
- Students may bring their lunches. Reusable materials must be cleaned at home every night. Students can purchase milk through the lunch line.
- Preschool and PreK will use the Music Room for lunch.
- No food sharing is allowed.
- Students will eat lunch at an assigned seat in the cafeteria while following social distancing guidelines.
- Lunch personnel and custodians will wear masks.

**Recess:**

- The playground will be divided into areas. Classes will be assigned an area each day to play. Students will wear their masks to recess and from recess. During recess students can put their masks in pockets or on the lanyards provided to students from the school. Students will wash/sanitize their hands as they enter the building.
- Recess will be outside as much as possible. Grade levels are staggered to reduce the number of students. This will help to reduce potential exposure. When inside, activities will be spread out to allow for social distancing.

**Chapel:**

- Chapel will continue to be held on Wednesdays at 8:10 a.m. in the church. Social distancing guidelines will be followed.

**Chapel Families:**

- Will be on hold until further notice.

**School Assemblies:**

- All school assemblies will be on hold until further notice.

**Restrooms:**

- Classes will visit restrooms one at a time to take restroom breaks. Masks will be worn.
- The number of students in the restroom at one time will be limited depending on the size of the restroom.

**School Visitors:**

- To reduce the number of visitors in the school, we ask that you contact the school for an appointment.
- ALL visitors to the school building must enter through the Kingsbury Avenue entrance (there is parking on the street.)
- Visitors will be required to wear a mask.
- If your child needs to leave school during the day, he/she will be brought to you at the main entrance doors.
- Vendors will need to call ahead and make an appointment.
- A dropbox will be available by the parking lot.

**Extra-Curricular Activities:**

- St. John's is planning on after school clubs. Logistics are still in the planning stage.
- There will be no extra-curricular clubs or activities for the first nine weeks. This will be reassessed after the first grading period. Virtual field trips may take place. There will be no off-campus field trips until further notice.
- After School Group Leaders
  - Will complete a cleaning checklist provided by the office. Lounge, cafeteria, gym, restrooms, etc.
  - Be responsible to implement the School Re-Entry Plan.
  - Log attendance
- Spectators at extra-curricular events will need to practice social distancing and masks must be worn.
- Commonly used equipment/materials will be wiped down regularly.
- Additional information will be provided as updates occur.

**Athletics:**

- St. John's is planning on having sports after school. Logistics are still in planning the planning stages.
- The opposing teams will come dressed ready to play.
- Fans at athletic events will need to practice social distancing and masks must be worn.
- Commonly used equipment (ex. game balls) will be wiped down during time outs and between matches.
- Additional information will be provided as updates occur.

**Student Dismissal:**

- Bus students will be dismissed first and will be required to wear masks on the bus.
- Students in Grades K-8 will be dismissed on a staggered schedule. Teachers will supervise dismissal. It is very important to be on time. If you are running late, please call the office.

- Dismissal Pick - Up procedures are being revised
- Dismissal times:
  - 2:10 Bus students
  - 2:13 1 & 2
  - 2:16 K & 3
  - 2:20 4 & 5
  - 2:25 6-8

### **Eagle Care:**

- Eagle Care will continue before and after school for Preschool to eighth grade
- Hours: Opens at 6:30 a.m. Closes at 5:30 p.m.
- Several areas will be used for Eagle Care including the classrooms, Music Room, cafeteria, Ladies Lounge, and occasionally gym in order to keep supervised groups small.
- More information on Eagle Care can be found in the Student Parent Handbook.

### **School Safety Drills:**

- These will be completed as required by the state either by grade level or by school depending on the ability to socially distance.

### **What if my child gets sick at school?**

- Students exhibiting symptoms of Covid-19 will be moved to the Nurse's Office, previously known as Mrs. Husmann's office. This location provides a secluded restroom and sink. A staff member will be trained to supervise and keep children comfortable.
- Parents will be contacted and will need to immediately pick up their child. He/she will need to be seen by a physician.
- Student Enrollment Forms will need to have at least four emergency contacts.

### **When a student is absent:**

- Contact the school office for schoolwork to be picked up after school hours.
- In case of extended absences, please contact the school office. Situations will be dealt with individually.

### **Returning to School After Illness:**

- Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.
- COVID-19 Positive Protocol: They must be fever-free without meds and symptoms-free for 10 days or have 2 negative COVID-19 tests at least 24 hours apart before returning.

### **What if St. John's has a case of COVID-19?**

- The Health Department will be contacted for further guidance.
- If your student or someone in your household may have been exposed to COVID-19, follow the CDC guidelines for self-quarantine. Please contact the school immediately.  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- Yellow or Red Entry Plans will be implemented at the decision of the Administration and School Board.

### **CARES ACT Funding:**

St. John's Lutheran School should be receiving \$14,000.00 from the State Indiana through the CARES ACT. Funding has been allocated to the following items.

- Carpet cleaning, Preschool/Pk floor, sanitizing fogger, cleaning supplies, safety supplies, water conversion kits (2), dropbox for the building.
- Teacher Stipends for after school tutoring.

***As mentioned earlier, this is a fluid document. Please ask questions, share concerns, etc.***

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### **Re-Entry Plan Amendment**

**Approved by St. John's Lutheran School Board on 10-13-2020**

- Daily Health Checks on-line or in paper form continuing.
- If a family member has tested positive for COVID-19 or the student is exposed, the student may need to be quarantined up to 14 days. The Health Department will be contacted for re-entry guidance, including whether testing may be needed .
- If students are required to wear (or refrain from wearing) a mask for medical reasons, a plan must be written through the school so that teachers can enforce it. This plan will be done through an ISP, 504, or Medical Plan.
- Partner and/or Center Work may be done with students using plastic/plexiglass dividers and students must be wearing masks. Students must be 3ft- to 6ft feet apart per the CDC and Health Department guidelines.
- Students in grades 4-8 may switch classes. Students will be socially distanced when switching rooms. Students will wipe down their desks and chairs with a sanitizing wipe before switching classrooms.
- When two classes combine such as music classes, art classes, and other times two classes may be combined, students will be socially distanced in the downstairs area. (If classroom size does not accommodate social distancing)
- Extra-Curricular Activities
  - Extra-curricular school sponsored clubs and teams for St. John's students may begin in the second quarter. (Coordinator is responsible for ensuring the school guidelines located here and in the Parent/Student Handbook are followed.)
  - Supervisors are responsible for cleaning and sanitizing the area according to the provided checklist.

- Returning to School After Illness:
  - If a student or employee has been ill or exposed to a person that is positive with COVID-19, the Health Department and/or Indiana Back to School helpline will be contacted for further guidance.
- Snacks: In addition to following the guidelines in the school's Wellness Policy, snacks and birthday treats should be prepackaged and preferably individually wrapped. Homemade items are not permissible.
- Athletics
  - Spectators:
    - Spectators are required to wear masks (must fit snugly to the nose and chin as defined by the CDC/Department of Health) when making their way to the designated side-line space for spectator seating and while seated.
    - Family members may sit closer than required by the social distancing protocol when attending games.
    - Any type of bleacher/bench should be cleaned between games.
    - Spectators are not required to wear their masks when sitting in a designated area as long as they are sitting a minimum of 6' from another household.
    - When a spectator moves from their designated seating area, they are required to wear their mask.
    - If spectators are interacting with other spectators (other families) at the gym, they are required to wear their mask and maintain the minimum social distance, 6' apart.
    - Spectators should arrive at the gym no earlier than 10 minutes before the game is to begin.
    - A maximum of 2 guests per player is permitted, due to the occupancy limitations of the gym with respect to social distancing. Further restrictions may be given if needed.
    - Children spectators must remain with their parents.
  - Players:
    - Players are required to wear masks (must fit snugly to the nose and chin as defined by the CDC/Department of Health) when going to the gym.
    - Players should have a designated area for them to place their personal equipment in compliance with the 6' minimum social distancing protocol.
    - Players may remove their masks for training/warm-ups and when the games begin. When sitting on the bench, players must be masked and in assigned seating.
    - Players are not to share drink containers, even with their own family.
    - When leaving the practice/game, players are required to wear their mask.
    - Athletes need to come ready to play. There will not be locker rooms.
    - Players for games: arrive at the 25 minutes before game is to begin
  - Coaches:
    - Coaches are required to wear masks (must fit snugly to the nose and chin as defined by the CDC/Department of Health).
    - There should be no physical contact between players, coaches or referees pre- or post-game. There will be no high fives, fist bumps, or handshakes with coaches or players.
  - Officials should follow the expected IHSAA protocol.



- Concessions and Game Workers:
  - There should be signage saying, "No Mask – No Service," at all concession stands.
  - Social-distancing marks will be placed on the ground for those waiting in line.
  - Servers are required to wear a mask and gloves.
  - Concessions will only serve pre-packaged food/drinks.
  - The local health department will be contacted for guidelines when the decision is made to offer cooked products, i.e. hot dogs and popcorn
  - Only designated workers are allowed at positions, i.e. concessions, tickets, and game clock.
  - Only one person will handle money at the concession stand and at the entrance.