



HARLAN CHRISTIAN SCHOOL

2020-2021

Return to School Plan



Home of the Hawks

Job 39:26



Proverbs 9:10: “The fear of the Lord is the beginning of wisdom; and the knowledge of the Holy One is understanding.”

Dear HCS Families,

It has been a long and arduous 2020 year. Since the abrupt ending of the 2019-2020 school year, we have faced unprecedented times. In preparation for the 2020-2021 school year, HCS has been in contact with IDOE, ISDH, CDC, and ACHD for guidance in reopening for this school year. As we have developed our plan, please note that we have used the following values to guide us:

- 1) Ensure safe environments for student and staff alike by promoting appropriate health hygiene.**
- 2) Take full advantage of in-person student learning in conjunction with state and local guidelines.**
- 3) Provide the academic standards as defined by the HCS school board and state guidance.**
- 4) Give the necessary information for staff to prepare for reopening school for the 2020-2021 school year.**

As we have received said guidance, we are trying to use the best discretion and flexibility to meet the demands of the upcoming school year. We ask that you exhibit patience with the school, board members, and staff as HCS is implementing the guidance given by local government officials in the best possible way. We know with your support, we can make this difficult year a fantastic year. We continue to pray for God’s guidance and direction.

Sincerely,

Josh Burton



HCS COVID-19: Protocols for Re-Opening

Disclaimer: The Harlan Christian School (HCS) will be using the guidelines as laid out by the Indiana Department of Education (IDOE) INCLASS Re-entry Guidance as the foundation for our COVID-19 protocols. We are also receiving information and guidance as well for the Allen County Health Department. Please understand that we are learning how to address and respond to guidelines at the time we receive aforementioned guidelines. As guidelines are updated, we will update protocols as necessary. We appreciate your cooperation and support as we continue to provide the safest learning environment for your student(s).

Guidelines for Returning to School:

- 5) Ensure safe environments for student and staff alike by promoting appropriate health hygiene.
- 6) Take full advantage of in-person student learning in conjunction with state and local guidelines.
- 7) Provide the academic standards as defined by the HCS school board and state guidance.
- 8) Give the necessary information for staff to prepare for reopening school for the 2020-2021 school year.

Table of Content:

- 1) General Health Protocols for HCS
- 2) Athletics
- 3) Attendance and Calendar
- 4) Classroom
- 5) Cafeteria
- 6) Cleaning Standards
- 7) Field Trips
- 8) Visitors and Volunteers
- 9) Water Fountains
- 10) Other



General Health Protocols

Symptoms of COVID-19

- 1) A fever of 100.4 degrees or greater
- 2) Cough
- 3) Shortness of Breath
- 4) Chills
- 5) Shaking
- 6) Muscle Pain
- 7) Headache
- 8) Sore Throat
- 9) New loss of taste and smell
 - a. Other

If a student has any of the following symptoms that cannot be explained or if the student has tested positive for COVID-19, they are to be excluded from in-school attendance as per ISHD or CDC recommendations.

Return to School after Exclusion

- 1) Untested
 - a. Students may return if they do not have a fever for at least 72 hours and other symptoms have improved and 10 calendars days have passed since your first symptoms appear.
- 2) Positive Test- Symptomatic
 - a. Students may return to school if they do not have a fever and symptoms have improved and ten calendars days have passed since symptoms first appeared.
 - b. Student has received two negative tests 24 hours apart (the testing).
- 3) Positive Test- Asymptomatic
 - a. Students may return after ten calendars days without symptoms and release by their healthcare provider. The release must be in writing.

Face Masks

- 1) Students in third grade and above will be mandated to wear face masks.
 - a. This is in accordance with the governor's orders made July 22, 2020.
- 2) Staff will be required to wear face masks.
 - a. This is in accordance with the governor's orders made July 22, 2020.
- 3) Wearing of face masks may change according to IDOE or other guidance.

Hand Sanitizer

- 1) Stations will be found throughout the school facilities.
- 2) Hand sanitizer will also be available in the classrooms as well.



High Risk Individuals

- 1) HCS recognizes that COVID-19 affects individuals to varying degrees of severity.
- 2) However, individuals 65 or older as well as those with pre-existing health conditions are greatly affected by the COVID-19 virus.
- 3) We ask that those individuals susceptible do not enter HCS's facilities. If those individuals must be on property, i.e. staff, HCS will make appropriate accommodations to help keep risk and exposure to a minimum.

Online Learning and/or Drop-off and Pick-up

- 1) The use of online learning and/or drop-off and pick-up will take place if Harlan cannot meet the staff numbers necessary to keep in-person classes functioning properly and/or other COVID-19 circumstances occur that would not allow for in-person classes.

Screening

- 1) All students are to be home-screened by parents before arrival to school **each school day**. Parents should check for symptoms and fever.
- 2) Parents should use the school's checklist found on the school's website: www.harlanchristian.org
- 3) HCS will also monitor student's health and report observational symptoms as necessary.

Signs

- 1) Signs will be posted throughout the school to maintain awareness in regards to handwashing as well as social distancing.

Social Distancing

- 1) Classrooms will emphasize social distancing (six feet) as applicable.
- 2) Stair Cases will be one directional

Training

- 1) Training videos and meetings are taking place to make staff aware of HCS's COVID-19 protocols.

Athletics

Additional Information to Follow

Attendance and Calendar

Attendance

- 1) The HCS school day will still run from 8:00 a.m. to 2:45 p.m.
 - a. Morning drop off can begin at 7:30 a.m.
 - b. Pick-up needs to take place by 3:00 p.m.
- 2) We will work with families as best as possible to ensure that students are in class.
- 3) Please note that our goal is to have students here as much as safely possible.



Calendar

- 1) The school 2020-2021 calendar will continue as released. The first day of school will still be August 17, 2020.

Cafeteria

Lunch A

- 1) Will be held in the student's individual classrooms or cohorted as best as possible.
- 2) Microwaves will be accessible to the students in the classroom.
- 3) Food will not be available to purchase for the first nine-weeks
 - a. This will be reviewed continually
- 4) This plan will continue throughout the year until we can safely return to normal cafeteria protocols.

Classroom

Attendance

- 1) Attendance will be taken every day.

Field Trips

- 1) All field trips for the 2020-2021 school year are postponed until further notice.

Handwashing and Hand Sanitation

- 1) Students will be reminded about appropriate hand hygiene in combating the spread of COVID-19.

Masks

- 1) Students in third grade and above will be mandated to wear face masks.
 - a. This is in accordance with the governor's orders made July 22, 2020.
- 2) Staff will be required to wear face masks.
 - a. This is in accordance with the governor's orders made July 22, 2020.
- 3) Wearing of face masks may change according to IDOE or other guidance.

Safety Drills

- 1) Safety Drills (i.e. fire drills) will be reviewed with students in class.
- 2) We will continue with social distanced drills and modifications.
- 3) We will commence with traditional drills as allowed by IDOE.

Symptomatic Student in Class

- 1) Any student experiencing COVID-19 like symptoms will be ushered to a separate infirmary for pick up.

Visitors

- 1) In-class visitors are prohibited from HCS until it is deemed safe to reinstitute.

Cleaning



Classrooms

- 1) Student's desks will be disinfected every day by staff.
- 2) All appropriate hard surfaces will be disinfected everyday by staff.

Doors

- 1) Will be cleaned and disinfected every day by cleaning staff.

Lockers

- 1) Will be cleaned and disinfected every day by cleaning staff.

Restrooms

- 1) Will be cleaned and disinfected every day by cleaning staff.

Surfaces (High Contact)

- 1) Will be cleaned and disinfected every day by cleaning staff.

Field Trips

- 1) All field trips for the 2020-2021 school year are postponed until further notice.

Visitors and Volunteers

- 1) All volunteers and visitors are to be excluded from school functions until further notice unless they are necessary to the function of the school.

Water Fountains

- 1) Water fountains will be unavailable for use. Students are allowed to bring water bottles from home and/or fill up water bottles at the bottle filler in between the bathrooms in the new building.
- 2) Bottles filled on campus must follow the listed protocols:
 - a. Students are to go to fountain with their teacher.
 - b. The teacher will fill up the water bottle for the student.
 - c. This will happen at specific times during the day.

Other

FAQs

- 1) What if I am uncomfortable with sending my student back to the classroom?
 - a. HCS will work to help accommodate families as best as possible. However, understand that in-class instruction is the best instruction for all students.
 - b. Also, with the size of our school, we may not be able to accommodate as well. Please contact the office for further information.
- 2) What will happen if HCS has a case of COVID-19 in the school?
 - a. HCS will be working with local health officials and follow their lead in regards to closing school and safely reopening.

Remote Learning

In the case that HCS would have to go to remote learning, we will be using a combination of online learning as well as pick-up and drop-off of work. Please note the following information:

- 1) Students in all grades will need to have access to a device that can access the internet



- 2) Students will need to have access to the ZOOM program
- 3) Please note the following online-meeting schedules if we need to remote learn
 - a. Elementary
 - i. 8:00-9:00- Pre-K and Kindergarten Classes
 - ii. 9:00-10:00- 1st and 2nd Grade Classes
 - iii. 10:00-11:00- 3rd and 4th Grade Classes
 - iv. 11:00-Noon- 5th and 6th Grade Classes
 - v. Noon-1:00- 1st and 2nd Grade Classes
 - vi. 1:00-2:00- 3rd and 4th Grade Classes
 - vii. 2:00-3:00- 5th and 6th Grade Classes
 - b. Junior High and High School
 - i. Students will follow their daily schedule as normal
- 4) Please contact the school if you have any questions or concerns.

Drafted Date: 7-23-2020