

Heritage Christian School

RETURN TO LEARN PLAN

Heritage - Return to Learn

- ▶ Heritage Christian School's Return to Learn plan is designed to assist Heritage in planning for and delivering instruction to students whether in-person or remotely.
- ▶ The plan addresses issues related to:
 - ▶ The health and safety of our students, their families, and our faculty and staff
 - ▶ Communication of how information to key stakeholders will occur
 - ▶ Other pertinent details related to how the school will function in the 2020-21 school year.

Return to Learn Overview

- ▶ The *Return to Learn* plan is organized according to the following categories
 - ▶ Leadership
 - ▶ Infrastructure
 - ▶ Health and Safety
 - ▶ Instruction and Student Learning
 - ▶ Social and Emotional Care
 - ▶ Equity

Heritage's *Return to Learn* plan is modeled and organized based on the Iowa State Department of Education's return to learning guidance documents. It does not address all the issues outlined in those documents since many of the issue areas required of public schools are not germane to Heritage

Leadership

PLANNING TEAM

Heritage's Return to Learn Planning Team consisted of teachers, parents, community stakeholders, and school administration. We are grateful for their input, review, and support in developing this plan.

For a complete list of team members please see the full [Return to Learn Plan](#).

COMMUNICATIONS

During the 2020-21 school year, communication will be critical. Our desire is to balance communications with relevant information that does not inundate families with too much information.

Families should expect at minimum, weekly communications through the *Weekly Heritage* and regular classroom newsletters.

All urgent messages will come from the Head of School or Administrative Assistant either through email or text message (Parent Alert) with the subject line: **COVID-19 Update**

Infrastructure

SCHOOL CALENDAR

Heritage's start date remains August, 17

ATTENDANCE/GRADING (REMOTE LEARNING)

Remote Learning is required by the State of Iowa. The goal for any instructional time outside the building is for real teaching and learning to occur, with real results and accountability.

Teachers will provide assignments, issue grades, monitor student progress, and engage with students regularly during remote learning periods.

Attendance is expected during remote learning; however, grace and love will guide our actions this year. If attendance becomes challenging, we will work with families to determine how best to support student and family needs.

SCHOOL LUNCH PROGRAM

We are working with our caterer to determine the feasibility of providing our current lunch program or moving to box lunches for our school lunch program. More information will be available before August, 1.

In an effort to limit visitors in the building during the 2020-21 school year, parents will not be allowed to enter the building to have lunch with their children.

Health and Safety

TIERED OPERATING SYSTEM

Heritage will utilize a tiered operating system during the 2020-21 school year and will work with local and state health agencies to determine any changes to operating status. See the graphic at the conclusion of this presentation for more information.

HOME MONITORING AND SELF REPORTING

If your child has a fever of 100.3 or greater, please do not send them to school.

COVID-19 has a wide range of symptoms – ranging from mild to severe. If your child displays COVID-19 symptoms, please do not send them to school:

- Fever
- Persistent cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Congestion or runny nose

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Teachers** and staff **will be required** to wear facemasks and/or face shields during school hours while inside the building in common areas.
- **Students** are required to wear facemasks at all times in the building and in common areas.
- **Visitors** to Heritage **will be required** to wear facemasks while in the building.

Health and Safety

continued

HANDWASHING/SANITIZING

Staff will provide instructions to students on proper handwashing and sanitizing techniques, as well as encourage sanitization and hand washing throughout the school day.

Signage on how to properly wash hands and use hand sanitizer will be displayed in restrooms and throughout the building.

Hand sanitizer will be provided for students before school, after recess, after group activities before meals/snacks, and throughout the school day.

SOCIAL DISTANCING

Within the common areas of the building (e.g., hallways) students will be encouraged to maintain appropriate distances from one another.

Lines, space markers, and other visual devices will be in place to assist staff and students to appropriately distance in the hallways, restrooms, and other common areas of the building.

Classroom desks will be spaced as much as the physical space of our classrooms permits to encourage distancing of students.

Health and Safety

continued

RECESSES/SPECIALS

Morning and lunch recesses will be staggered to reduce student interaction and reduce potential exposure from student to student.

Recess and specials (co-curricular classes) lengths may be adjusted to allow for additional time necessary for distancing in hallways, surface disinfecting, and handwashing.

SHARED MATERIALS

Classrooms will establish a routine for limiting the use of shared materials and for wiping down shared spaces and equipment.

Back to school supply lists should include a plastic bin for student materials (more details from each classroom teacher).

DRINKING FOUNTAINS/WATER BOTTLES

Students should bring water bottles to school. Drinking fountains in the building will be turned off to avoid the potential spread of the virus. Students will be able to refill water bottles using classroom sinks.

ELIMINATING SOFT SURFACES

Soft surfaces will be eliminated from classrooms (e.g., cloth upholstered chairs, etc.) for the 2020-21 school year.

Health and Safety

continued

TEMPERATURE SCANNING

All individuals entering the building will have their temperature scanned. Students, teachers, or visitors who present with a temperature at or above 100.3 will not be allowed to enter the building.

BUILDING ENTRY AND EXIT

To ease congestion in our hallways, Heritage will have specific entry points for morning drop-off

- **PreK – 2nd grade** students will enter the building through the **main entrance**.
- **3rd and 4th grade** students will enter the building through the **playground entrance** (the far side of the building).
- **5th – 8th grade** students will enter the building through the **side entrance** (the traditional drop off entrance closest to the parking lot).

In order to limit the number of individuals in the building, **parents will not be allowed in the building during morning drop-off or afternoon pick-up.***

* A plan is being developed for PreK/K students who are new to the school environment to ease transitions. More information on this effort is forthcoming.

Students will be called out for afternoon pick-up using the current system. If parents want to avoid the car line they may park and wait on the sidewalk nearest the parking lot.

Health and Safety

continued

VISITORS IN THE BUILDING

Heritage will limit entry to the building to students, staff, and essential visitors only (needed volunteers, deliveries, maintenance, etc.). Implementing this change will help limit the potential introduction and/or spread of the virus in the building.

- Parents will not be allowed in the building during drop-off or pick-up of students (see Entry and Exit Points section)
- Parents will not be allowed to bring lunch to, and/or eat with, their student
- Parents will not be allowed to join their students during chapel

This is a major change for many parents and we continue to pray this is temporary. The health and safety of your children and school staff are paramount this year.

VOLUNTEERS

Volunteers are essential to many of the activities on the Heritage campus. We are currently evaluating the types of activities on campus that will require volunteer assistance (e.g., lunch service, Friday Bible memory verse recitation, etc.). More information on volunteer opportunities and guidelines will be coming soon.

Health and Safety

continued

CLEANING AND DISINFECTING

Janitorial staff will conduct nightly disinfecting of high touch surfaces (e.g., desks, lockers, door handles, etc.).

Throughout the day, staff and students will work to disinfect high touch areas in classrooms and common areas: door handles, lockers, etc.

Surfaces will be disinfected with an EPA approved product that meets CDC guidelines for COVID-19.

Alternative CDC approved alcohol-based disinfecting wipes will be available for students or staff who have allergies to commonly used disinfecting wipes (Clorox, Lysol).

Any classroom or space used by a student or staff member who directly contracts COVID-19 will be closed and returned to service only after it has been cleaned and disinfected utilizing EPA approved products that meet CDC guidelines for COVID-19.

HALLWAY TRAFFIC FLOW

The main hallways of the building will be striped and students will remain on the right side of the hallways at all times while moving from place to place.

Additional marking devices will assist with social distancing in the hallways and common areas.

Instruction and Student Learning

IN-SCHOOL LEARNING

Our primary goal for the 2020-21 school year is to occupy the building to the greatest extent possible (90% of parents responded in our survey that in-school learning was their preferred option).

Health and safety procedures have been developed to support in-school learning efforts.

Teachers will spend a significant portion of our return to school evaluating individual student needs and prioritizing instructional supports to ensure maximum student success.

During in-school instruction, teaching and learning will focus on priority content standards. Additional priority will be given to ensuring students are familiar with technology that may be needed for remote learning and understanding login procedures, passwords, and other general requirements that facilitate remote learning efforts.

Return to school activities will include significant focus on learning expectations – for both in school and remote learning.

Google Classroom has been implemented school-wide to support direct instruction. Teachers will work with students early in the year to ensure student (and parent) understanding and usage of the Google environment.

All classroom newsletters, spelling lists, and Bible verses will be posted weekly in your child's Google Classroom to ensure students and parents are routinely accessing and utilizing the platform.

Instruction and Student Learning

continued

REMOTE LEARNING

If necessary due to a COVID-19 outbreak, Heritage will move to required continuous learning (Remote Learning) for students.

Remote learning is a requirement of the State of Iowa for the 2020-21 school year; attendance will be required and student progress will be monitored.

Remote learning will include specific allotted time for instruction and completion of work for each grade level.

Guidance will be provided to parents regarding the amount of time (by grade level) students should be engaged in remote learning.

Parents and students should expect daily instruction and student work and daily check-ins (Office Hours).

POTENTIAL MODIFIED HYBRID MODEL

A hybrid learning model includes some combination of Remote Learning and On-site Delivery. Hybrid models require additional resources, both human and fiscal, that make a true hybrid challenging for Heritage to fully implement.

We are currently exploring options for how we might support the unique needs of some families with modified hybrid models. These options are not yet fully developed and it is our hope to have a plan by July 17.

See the plan for initial details or contact the school with questions.

Social and Emotional Care

A priority for any Remote Learning effort will be to ensure for the social and emotional care of our students and families.

IDENTIFYING FAMILY NEEDS

Heritage will survey parents and students to better understand family needs during remote learning (e.g., technology and equipment, self-care, coping strategies, prayer/devotion needs, etc.). Results will help staff identify ways to support families during any remote learning activities.

EMOTIONAL CONNECTIONS FOR STUDENTS/FAMILIES

Heritage teachers will engage with students regularly and adapt planned learning activities, virtual lessons, and remote social-emotional care to foster connectedness while away from the school environment.

Teachers will use a variety of different activities to engage students:

- Virtual/video instruction (depending on the grade level)
- Morning meetings and devotions for students and families
- Virtual field trips, scavenger hunts, classroom/school mix-tapes and video creations, parent nights, and other efforts to promote and support school-student-family connections.
- Online classroom discussion boards and chats
- Virtual and, when possible, in-person acts of kindness, notes of gratitude and appreciation, and other efforts to remain connected to students and families.

Equity

Heritage desires to ensure all students have access to the learning supports and technology necessary to participate meaningfully in remote learning.

SUPPORTING STUDENTS WITH IEP/504 PLANS

Heritage is working with the Grant Wood Area Education Agency to ensure students receiving special services through the AEA can continue to receive those services during remote learning times.

Heritage expects our students to continue to receive those services during any remote learning effort.

ACCESS TO TECHNOLOGY AND LEARNING MATERIALS

Ensuring all families have access to technology and materials necessary for remote learning is critical for remote learning success.

Heritage will make available school-owned laptops to students who lack a device or have limited devices.

Chromebooks for Middle School students will ensure all students in grades 6-8 have access to a device and learning opportunities throughout any remote learning period.

Our Chromebook initiative allows approx. 80 additional devices to be used in grades K-5. If needed during a remote learning situation, the school can loan these resources to K-5 students in need of a device.

Tiered Operating Status

GREEN Status No – Minimal Outbreaks	YELLOW Status Minimal to Moderate Local Outbreaks	ORANGE Status Moderate to Severe Local Outbreaks	RED Status Severe Outbreaks
<ul style="list-style-type: none"> • Know the signs and symptoms of COVID-19 and monitor students and staff for symptoms at school • Evaluate students and staff who are at increased risk of illness and develop plans (as appropriate) for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact <ul style="list-style-type: none"> ○ Parents of children at increased risk for illness should discuss with their health care provider whether those students should stay home in case of school or community spread. ○ Staff at increased risk for severe illness should have a plan to stay home if there are school-based cases or community spread. • Encourage staff and students to stay home when sick and notify school administrators of illness • Clean and disinfect frequently touched surfaces daily. • Ensure hand hygiene supplies are readily available – and used frequently – in the building 	<ul style="list-style-type: none"> • Continue cleaning, disinfecting and hand hygiene efforts • Implement social distancing measures <ul style="list-style-type: none"> ○ Reduce the frequency of large gatherings (e.g., chapel, assemblies) ○ Limit the number of attendees per gathering. ○ Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times) ○ Limit inter-school interactions • Health checks (e.g., temperature screens upon entering the building and respiratory symptom screening) of students, staff, and visitors • Required use of PPE for staff in common areas of the building (e.g., hallways, gym, etc.) • Encourage increased use of PPE for students in common areas 	<ul style="list-style-type: none"> • Students at increased risk of severe illness should consider implementing individual plans for remote learning • Short-term closure of school (2/3 days – two weeks) and cancellation or rescheduling of extracurricular activities as needed (e.g., infection of staff/students) for cleaning and contact tracing • Implement short-term remote learning protocols if closure is longer than 3 days. • Temporary remote learning for some classes (if direct exposure to a class occurs) while other classes (not directly impacted) occupy the building. 	<ul style="list-style-type: none"> • Broader, longer-term school closure, either as a preventive measure, because of staff and/or student absenteeism, or due to a state/local mandate. • Cancellation, change, or rescheduling of school-associated gatherings (e.g., concerts, Association meetings, etc.) • Implement remote learning protocols