



Dear Legacy Families,

We here at Legacy Christian Academy have developed our 2020-2021 Reopening Plan based on the current CDC, state and local guidelines. We strive to keep our focus on the spiritual and academic development of our students. Because of this, we are making thorough plans for them to reconvene with us as safely as possible.

Our goal is to have all students back on campus to resume classes **August 13**. In doing this, we will keep the health and safety of our school community at the forefront of every decision made. We understand that each family has unique concerns. We want to support you and your students in making the decisions that work best for your family.

We understand that you may have questions and concerns regarding this very fluid situation. Please know we are making every effort to adhere to these reopening plans. However, we will continue to monitor state and local officials, and we will make necessary changes to remain in compliance. Any additional protocols and procedures will be sent out as needed.

## **2020-2021 Reopening Plan**

### **I. IN-PERSON LEARNING OPTION**

#### **When will the school day begin?**

Morning drop off will be from 7:30-7:50 each morning. Please make every effort to have your child here by 7:50.

#### **What will morning drop off look like?**

We encourage all parents to remain in their vehicles and use the carpool drop off lane. All students, staff, and visitors will be required to self-screen before entering campus. A self-screening form will be sent to all families for their use at home. Students will have their temperatures checked by staff on duty. Temperatures must register below 99.5 in order to exit the vehicle. If your child does have a temperature of 99.5 or above, we will ask you to pull forward to the handicap parking spots where the nurse will give you further instruction.

#### **Walk-up drop off (Elementary Only)**

We ask that you use this option minimally. There will be a staff member on duty taking temperatures of those walking up. In order to safely enter the building, you will be subject to screening protocols. The guidelines as listed above will apply upon entry. ALL

visitors will be REQUIRED to wear a face mask while on campus, this includes when walking your child to the building.

### **Lunch orders and money**

We are in the process of developing a contactless lunch order and payment system. Parents or students will order and pay for their lunches digitally. More information about this will be coming soon.

### **When will school dismiss?**

For the elementary campus, dismissal time will remain at 2:50. We will ONLY be dismissing students through the carpool line this year. We ask that everyone remain in their vehicle. Walk-up will NOT be open. Please continue to visibly place carpool name cards to help us expedite the dismissal line. We will provide those for each student, as usual.

For the secondary due to the split schedule for the junior high and high school students, dismissal time will be 3:05pm for the junior high and 3:17pm for the high school. We also ask that parents remain in their vehicles in the car pick-up line.

### **Will students' temperatures be checked at school?**

We ask that parents be diligent in catching temperatures at home first. Please take your child's temperature before sending him or her to school as part of your morning routine. Students will have their temperature checked before entering the building each day. If you would like more information on this, please refer to our COVID Precaution Letter that was sent out through email. It gives more detail on health screening protocol.

### **Will face masks be required?**

Elementary students are welcome to wear a face mask on campus, but will not be required to at this time. If you desire your child to wear a face mask while at school, please provide one for your child.

Based on the governor's guidelines, secondary students and faculty will be required to wear masks at this time. Mask designs should follow the normal dress code in our Family Handbook for Friday dress.

If needed, our uniform company has a face mask option available for purchase online. Teachers have been asked to wear masks at all times, including drop off/pick up times. We ask that you please show your child what a mask looks like so children are prepared for what they will see when coming to school for the first time. ALL visitors will be required to wear a mask while on campus.

### **Will there be social and physical distancing in place?**

Yes. We are making every effort to social distance when it is reasonable and feasible. Teachers will be spacing desks and tables more in the classrooms. We will also have markings in the hallways, on the boardwalks, and drop off/pick up areas to encourage social distancing when moving around campus.

## What health precautions will be in place?

- **Cleaning and disinfecting:**
  - Desks, chairs, doorknobs, lightswitches, high-touch shared devices, and any frequently touched surfaces will be wiped down with hospital grade disinfecting wipes each day.
  - Cleaning and disinfecting fogging machines will be used daily to disinfect classrooms and common areas. Please refer to the COVID Precaution Letter for more information.
  - Hand sanitizer stations will be available in every classroom and in common areas around the school.
  - All lunch tables will be cleaned with a food grade sanitizer between lunches.
  - Hand washing will be required before lunch.
  - Signs will be posted around campus reminding students of proper hygiene and social distancing practices.
- **Additional Elementary precautions:**
  - Elementary students will stay with their homeroom class as much as possible.
  - In times such as PE and recess, students will mix primarily with children in their grade level.
  - We will also have all students in the gym at the end of the day for pick up. We have cautiously measured out the gym so that students will be social distancing while in this area together. We will be utilizing the gym floor as well as the tables to make this a safe environment for your children.
  - Also, to help children understand appropriate distances, teachers will place markers on the floor and benches.
- **Elementary Chapel**
  - We will have two separate chapels to provide for a better spiritual engagement as well as social distancing.
  - Pre-k-2nd grade Chapel will be Wednesday from 8:00-8:30.
  - 3rd-5th grade Chapel will be Wednesday from 8:45-9:15.
  - Chapels will be held in the Rec building as in the past. We will utilize the gym floor to space children in order to provide for better social distancing of 6 feet apart.
  - Teachers will also be using the doors to the boardwalk and side door to reduce the number of students near each other when exiting.
  - Parents and immediate family will only be allowed to attend while wearing masks and following screening measures in our efforts to minimize the risk of COVID.
  - We plan to live stream these services on our facebook page for you to join us virtually.

- **Secondary Chapel**

- We will have two separate chapels to provide for a better spiritual engagement as well as social distancing.
- The Junior High Chapel will be Wednesday from 8:00-9:00.
- The High School Chapel will be Wednesday from 9:32-10:32.
- Chapels will be held in the Dabney as in the past.
- We will arrange the chairs when needed to provide for better social distancing of 6 feet apart.
- Parents and immediate family will only be allowed to attend while wearing masks and following screening measures in our efforts to minimize the risk of COVID.
- We plan to continue to live stream these services on our facebook page for you to join us virtually.

- **Elementary Lunch**

- We will have 2 lunch times:
  - PreK-2nd will eat at 10:45
  - 3rd-5th will eat at 11:30.
  - This will allow students to spread out more and promote social distancing.
- Parents and immediate family will be allowed to eat on campus with only their child following safety protocols including eating separately with their child only and following screening measures.
- If you need to drop off lunch to your student, you will need to drop it off at the entrance of the Rec building. Please place lunches on the benches clearly marked with the student's name on it.

- **Secondary Lunch**

- We will have 2 lunch times.
- Junior High lunch will be from 11:20-11:45.
- High School lunch will be 12:00-12:30.
- High School students will start 3rd Block this year and after 30 minutes will go to lunch. After lunch high school students will return to 3rd Block. This will allow students to spread out more and promote social distancing.
- Parents and immediate family will be allowed to eat on campus with only their child following safety protocols including eating separately with their child only and following screening measures.
- If you need to drop off lunch to your student, you will need to drop it off at the entrance of the Dabney as before. There will be clearly identified areas

for lunches to be dropped off. Lunches will need to be clearly marked with the student's name on it.

- **Library**
  - Your child will be able to check out books from our library. We will be following the American Library Association's recommendations on how to circulate library books for checkout.
  - We will adjust the schedule so that fewer children are in the library at one time.
  - Also, we will provide visual markers on the floor for social distancing.
- **Water fountains:** Water fountains will not be used to drink from this year. We highly encourage you to send your student with a clear water bottle labeled with his or her name. This bottle needs to be an extra bottle on top of the drink you send with your child for lunch. Water bottles used in the classroom may only contain water.
- **Birthday parties:** We understand that birthdays are a big deal to our children and we want them to be celebrated on their special day. However, due to our current circumstances and efforts to social distance, visitors will not be allowed to come on campus for these events. Teachers will have their celebration in their classrooms sometime during the day. We do ask that you send store bought treats with your child in the morning. (Exceptions for homemade goods will only be allowed in cases where food allergies and dietary restrictions are present). If they need help carrying those to the classroom, a staff member will be happy to assist them.
- **Forgotten items from home:** We understand that items like lunch kits, jackets, etc. could be forgotten. Please feel free to call the front office or use the doorbell outside the gym for the elementary school or the front of the high school for the secondary school. Once the staff is contacted, you may leave your item on the bench or table outside and someone will come out and get the item to deliver to your student.
- **Lockers and hallways for secondary students:** Only students that request a locker will have an assigned locker. Lockers will be assigned to support social distancing in the hallways.
- **Bell schedules:** We will have separate bell schedules for high school and junior high students. This will allow more separation during transition between classes. There will be 7 minutes between classes to allow students opportunities to wash their hands between classes.

### **What will PE look like?**

PE classes will be held as usual in the gym. We have measured the space and can provide ample space for the amount of students attending class at one time. We will take extra precaution to sanitize equipment between classes and choose activities that encourage social distancing.

### **Will elementary students be able to play outside?**

Yes! We will adjust our schedule so that there are transition times between classes to and from the playground. The equipment will be sanitized between each use by different groups of children. Also, we will be using the field behind the playground as an area for students to play. Any equipment such as balls, hula hoops, etc will be sanitized after each use.

### **Will there be field trips?**

At this time, we will not be planning any field trips for our students.

### **Will we have Legacy Launch?**

Yes! In our efforts to social distance it will look different this year. We have attached the schedule below. More detailed instructions will be provided at a later date.

Elementary Legacy Launch will be held on August 11th.

|                 |              |
|-----------------|--------------|
| 9:00am-9:30am   | PK4          |
| 9:45am-10:15am  | Kindergarten |
| 10:30am-11:00am | 1st grade    |
| 11:15am-11:45am | 2nd grade    |
| 11:45am-12:45pm | Lunch        |
| 1:00pm-1:30pm   | 3rd grade    |
| 1:45pm-2:15pm   | 4th grade    |
| 2:30pm-3:00pm   | 5th grade    |

Secondary Legacy Launch will be held on August 12th. The schedule will be as follows:

|                   |               |
|-------------------|---------------|
| 10:00am - 12:00pm | 6 - 8 grades  |
| 1:00pm - 3:00pm   | 9 - 12 grades |

## **II. ELEMENTARY REMOTE LEARNING OPTION**

We at Legacy Elementary understand that some of our families feel more comfortable choosing a remote learning environment. Our goal is to provide the best education for our students regardless of their learning status -- in-person or remote. Please refer to the parent letter from administrators outlining our protocol for school start up and more detailed information on how this will look. Here are some specifics on how that will look for our elementary campus.

### **How will Remote Learning be different from last spring's online learning experience?**

We will make every effort to ensure that the quality of learning is at the level of expectation that our Lord desires. So, students participating in remote learning will be expected to adhere to the same expectations as on campus students.

We will utilize Google Classroom this year to organize all videos, classroom assignments, and correspondence on classwork between the teacher and students. Parents will have access to their child's account in order to help facilitate their learning from home. Students participating in remote learning will be expected to adhere to the same expectations as on campus students.

Teachers will be working diligently to prepare high quality lessons for students in-person and adapting those lessons to any students that must be at home for COVID-related reasons. All teachers will respond to questions from remote students in a timely manner to ensure that remote students have comparable opportunities to learn as if they were in-person.

### **How will my student receive instruction?**

We will utilize Google Classroom as a conduit to provide instruction in weekly increments. You will be provided with detailed instructions on how to access this. The teacher will post a personalized weekly video, lesson plans, online resources, BJU curriculum resources, and assignments here. These resources will be posted in your child's Google Classroom by Monday morning. All teachers will respond to questions from remote students in a timely manner, from 7:30 AM to 4:00 PM, to ensure that remote students have comparable opportunities to learn as if they were in-person.

### **How will assignments be handled?**

Assignments will be due each Friday by 3:00 PM. They will be submitted for grading using Google Classroom. You will have the option to scan or take a photo of the assignment and then submit to your child's teacher. Once the assignment is graded, you will be able to check their grade using the FACTS system.

Late assignments will follow the Family Handbook guidelines for late assignments.

### **How will my child get materials needed to complete assignments?**

If your child will be beginning the year remotely, the teacher will provide as much of the materials as possible prior to the first day of instruction. There will be instances where your child will need additional resources, such as library books, etc. All materials needed for the upcoming weeks lessons will be available for pick up on Fridays. The teacher will contact you and let you know there are additional materials needed and then place them in the front office. When you are ready to pick up those materials, please call the office during school business hours to schedule a pick up time. Once you have scheduled a time for pick up, your student's items will be placed in a labeled bag and placed on the benches outside the gym.

### **Will students take tests at home?**

In most situations students will be able to test at home with the parent acting as a proctor. Parents will be asked to sign a document committing to the highest level of integrity when facilitating these tests. We will ask students to come on campus to complete IOWA testing in the spring. We will make every effort to provide an isolated area. Arrangements will be made for each student based on individual needs.

### **Will students take any Renaissance testing at home?**

Students will need to come on campus to take these assessments. They may bring their personal devices and be able to take it in a disinfected room with the maximum level of social distancing possible. Arrangements will be made for each student based on individual needs.

### **III. SECONDARY REMOTE LEARNING OPTION**

We at Legacy Christian Academy understand that some of our families feel more comfortable choosing a remote learning environment. Our goal is to provide the best education for our students regardless of their learning status, in-person or remote. However, there are many logistical challenges that this causes. So, we will provide answers to many of these questions shortly. Here are some tentative plans for those.

#### **How will Remote Learning be different from last spring's online learning experience?**

- We will make every effort to ensure that the quality of learning is at the level of expectation that our Lord desires. So, students participating in remote learning will be expected to adhere to the same expectations as on campus students.
- We will continue to utilize Google Classroom to organize all videos, classroom assignments, and correspondence on classwork between the teacher and students. Since Google Meet is integrated into our Google Classrooms, we will move to using that platform this school year. This product has developed and enhanced many security features to protect our students while participating in meetings.
- Teachers are working diligently to prepare high quality lessons for students in-person and adapting those lessons to any student who must be at home for COVID-related reasons. Our goal has been and will continue to be to prepare our students for college and higher academic aspirations.
- Remote students will be expected to participate in class activities at the same time as in-person students. So, remote students need to follow the same class schedule as if they were on campus. This will better prepare them when they return to school. Some teachers are preparing to interact and engage remote students during a regular class time. Others are preparing lessons that can be accessed at home prior to the scheduled class. Finally, others will offer a recording of the lesson after that class as soon as possible, but no later than 4:00 PM of the day of that class. All teachers will respond to questions from remote students in a timely manner, from 7:30 AM to 4:00 PM, to ensure that remote students have comparable opportunities to learn as if they were in-person.
- To ensure a clear understanding of expectations and procedures for each class, we expect parents of remote learners to participate in a virtual parent/teacher conference before class starts with each of their child's teachers.

- In addition, all remote learners will be expected to have the necessary resources to complete assignments and access the class instruction, either through video or Google Classroom. Remote learners will be able to have their school-issued Chromebook along with any of their needed textbooks or other material from their class. These can be picked up prior to beginning of school.

### **How will assignments be handled?**

Assignments will be placed in Google Classroom and in RenWeb.

Due dates for assignments and homework will coordinate with in-person due dates. Due dates will be the same for remote and in-person students unless the teachers identify a need for an alteration to the schedule. In this case, the teacher will communicate that adjustment to the student and parent before the due date of the assignment.

Late assignments will follow the Family Handbook guidelines for late assignments.

### **Will students take tests at home?**

While some situations may allow students to complete tests and quizzes at home, most situations will require a student to come to the campus to test on the scheduled day of the test. When this is necessary, we will take the necessary precautions to ensure your child is safe. This will include a separate, isolated testing location on campus. Arrangements will be made for each student based on individual needs.

When the opportunity is presented by the teacher for the remote student to test at home, it will be during the regularly scheduled class time with a live video of the remote student testing. This will allow the teacher to monitor remote students testing at the same time as in-person students testing.

### **How will attendance be taken for remote students?**

We will follow the attendance guidelines outlined in the Family Handbook as much as possible. Remote students will be required to check in to each class at the designated class time for attendance purposes. If a remote student knows in advance that they will miss a class time, then it will be their responsibility to contact the teacher prior to class, not during class. The remote student must make arrangements for any make-up work prior to missing the class.

If a remote student misses a class due to illness or any other circumstance, then we will follow the Family Handbook guidelines. Make up lessons or recorded videos will not be made available to students due to an unexcused absence.

If a remote student misses a class due to COVID-related reasons, then documentation for this must be submitted to the nurse. The nurse will then inform the campus and teachers regarding the return to "class" for the student based on the information received. After the protocols are complete, the remote student may return to their

“class” as per the nurse’s directions. (“Class” for a remote learner in this situation would be their remote learning place.)

### **In Conclusion**

We are looking forward to the 2020-2021 school year, although there will be many hurdles to overcome in starting the year off. Please know that these are not ideal times for us here at Legacy. We love our parents, grandparents, and volunteers, and we love you being a part of this special family. Rest assured that we are making every effort to do this in the safest way possible for all faculty, staff, and students.

We will monitor any changes to the CDC and government guidelines and address them as they are presented. You will be notified of any changes that need to happen. This is not an exhaustive list, and we understand that more questions will arise. Every effort is being made to provide the highest level of spiritual and academic development for our students. What a blessing to be part of our Legacy family. Your continued prayers and support are always welcome.

In Him,

Brooke Moczygemba

Legacy Elementary Principal

Dr. Kevin Wharton

Legacy Secondary Principal