

Grades 3-6 Back to School Reopening Plan
Mt Calvary Lutheran School
Diamond Bar, California

The Mt Calvary Re-Opening Plan for Grades 3-6 in the midst of the 2020-21 school year incorporates ***Health Order Guidelines from the County and State***, gives consideration of current ***Best Practices*** for health management in schools, and assures a fluid delivery of our ***MCL Curriculum and Program Operations***.

As we move forward, our guidelines for a return to school on **March 1, 2021** for Grades 3-6 are as follows:

- 1) **Classrooms** While each classroom has their own set of learning objectives, unique to their grade level that are developmentally, academically, socially, and spiritually appropriate for each of one our classrooms, our students will all adhere to the following standards:
 - a) socially distant arrangements of desks
 - b) proper social distancing will be practiced between students and teachers at all times of the school day
 - c) teachers will wear a face mask or shield in the room for their safety and the safety of others, and may also choose to teach from behind a sheet of plexi-glass
 - d) cloth facemasks will be worn by students, in Grades 3-6; into the classroom at the beginning of the day in the morning, and worn the entire day, except when eating or drinking
 - e) children will need to provide their own cloth facemasks and have at least one (1) spare with them at school in case it needs to be replaced
 - f) cloth facemasks or face shields will be worn by teachers in the classroom during upfront instruction and other MCL staff in their direct encounters with students
 - g) facemasks with printed designs must be in good taste
 - h) temperature checks will occur every morning for staff and for students as they arrive, anyone registering 100.4 or higher will be sent home to be further monitored
 - i) no parent visitors will be allowed in our classrooms, unless specifically approved by the administration and the teacher, and then—for a limited time only
 - j) teachers will monitor student health and well-being all day long, and report any concerns to the MCL office for needed action
 - k) students will follow hand sanitizing and hand washing procedures as outlined by each classroom teacher for each classroom/grade level
 - l) no classroom food functions will be allowed; i.e. theme parties, birthday treats, special events—anything that brings in “home-prepared food” from the outside or “prepares food” on the premises that would be share by the students
 - m) treats for students can be brought to class for special occasions, but must be commercially prepared, sealed and individually wrapped

- n) classroom doors and windows will be kept open as much as possible to allow for ventilation of fresh air
- o) regular cleaning and sanitizing will take place every night in every classroom by our professional cleaning service using upgraded cleansing material
- p) desks will be sanitized by staff at the end of each school day
- q) each classroom may create a more detailed specific set of health and safety rules for use within their room

2) **Morning Recess Procedures** Grade 3 recess will happen at the same time as Grades K-1-2 and will occur in a rotation with Grades K-1 & 2 with each grade using the following areas, visiting each “station” on a rotating scheduled basis:

- a) Area A: Play Structure and Sand Area near the field Pavilion – students will be allowed “free play” on the play structure and slides, but not allowed to play in the sand
- b) Area B: Swings – students will be allowed individual free play on the swings, which will be sprayed and washed on a regular basis, no pushing of students by other students
- c) Area C: Wall Area and Half of the Softball Diamond – students will be allowed to enjoy individual play on the grass in this area of the field
- d) Area D: Other Half of the Softball Diamond and grass area in front of pavilion – students will be allowed to enjoy individual play on the grass in this area of the field
- e) each class may have their own playground equipment that will be used only by them, and will be sanitized and cleaned following each use
- f) all classes will practice proper social distancing as they travel to/from their designated play area
- g) There will be no use of the Ga-Ga Ball pit, or the field drinking fountains

3) **Restroom Procedures**

- a) limited to no more than 3 students in a restroom at any one time
- b) 6st grade will use the Middle School restrooms at the top of the stairs as they return from recess following lunch.
- c) 3rd grade will use the Middle School restrooms following the morning and lunch recesses in rotation with 1st grade.
- d) Kindergarten and 2nd Grade will rotate using the Lower Grade restrooms following morning recess and lunch recess
- e) following recess use, restroom visits will be supervised by teachers to limited contact with other classes and to avoid large groupings of students
- f) restrooms will be monitored and cleaned following use by class groups
- g) students will wash their hands thoroughly following the use of the restroom and return from recess
- h) use of sanitizer will occur by all students when they get back to their classroom following trips to the restroom is required

- i) no students will be allowed in MCL Office restrooms during the day, unless their class is using the gym
- j) restrooms will be thoroughly cleaned every evening by our professional cleaning squad, using enhanced cleaning materials and supplies
- k) the drinking fountains will not be available for use, except for the “bottle fill” feature on the drinking fountain in the lower-grade hallway and in the MCL office
- l) students are expected to bring their own personal water bottle for use during the day

4) **Student Drop-off Procedures**

- a) students in grades 3-6 will be required to wear their MCL uniforms
- b) students in grades 3-5 will be dropped off at the “cone zone” on the North Side of campus, temperature checks will be taken of all students by a staff member as they exit their vehicles
- c) students in grade 6 will be dropped off in a special unloading zones created by cones in the staff parking area, in front of the middle school, and temperature checks will be taken of all students by a staff member as they exit their vehicles
- d) if a student temperature is 100.4 or higher, they will not be allowed on campus
- e) appropriate Covid screening questions may also be asked of the students or parents at the time of check-in if deemed necessary
- f) if a child is tardy, the student must go to the MCL office for a temperature check and tardy slip, if things are okay, they will then proceed on their own to their classroom

5) **Student Pick-up Procedures**

- a) parents will pick up their child(ren) in the same “pick-up” line we have used for years on the north side of our MCL campus
- b) students will be grouped with siblings/ family units and wait together, or wait individually, under the supervision of an MCL staff member, keeping a proper social distance from one another at all times
- c) all students will wear facemasks, as will parents when they are outside of their car or speaking to staff from inside their car
- d) parents/designated guardians of all children will be required to remain in their cars, except to help a child safely enter their vehicle

6) **Lunch Service and Supervision** whenever possible, lunch will be eaten outside at MCL observing the following guidelines:

- a) seating will be arranged to accommodate students at our 8’ and 6’ tables
- b) seats will be assigned to students by each teacher/lunch monitor
- c) a seating chart will be created for Grades 3 as they eat lunch with Grades K-2 students in the lunch area, and for students in Grades 4-5-6 as they eat lunch in the pavilion area on the field

- d) our hot lunch service is not available to serve students at this time, so students must bring their own lunch every day to school
 - e) no heating/warming of food/lunch items will be allowed
 - f) when a parent or family member brings a “late lunch” to school, they will need to drop it off in the MCL Office entry way cart, prior to the child’s scheduled lunch time
 - g) no outside “lunch service” is allowed (i.e. Uber Eats, Doordash, etc.) this will help keep foot traffic and outside visitors to a minimum on our campus
 - h) all staff and students will practice proper social distancing going to/from lunch
- 7) **3rd Grade Lunch Recess Procedures** will happen at the same time as Grades K-1-2 and will occur in a rotation with Grades K-1 & 2 with each grade using the following areas, visiting each “station” on a rotating scheduled basis:
- a) **Area A:** Play Structure and Sand Area near the field Pavilion – students will be allowed “free play” on the play structure and slides, but not allowed to play in the sand
 - b) **Area B:** Swings – students will be allowed individual free play on the swings, which will be sprayed and washed on a regular basis, no pushing of students by other students
 - c) **Area C:** Wall Area and Half of the Softball Diamond – students will be allowed to enjoy individual play on the grass in this area of the field
 - d) **Area D:** Other Half of the Softball Diamond and grass area in front of pavilion – students will be allowed to enjoy individual play on the grass in this area of the field
 - e) each class may have their own playground equipment that will be used only by them, and will be sanitized and cleaned following each use
 - f) all classes will practice proper social distancing as they travel to/from their designated play area
 - g) There will be no use of the Ga-Ga Ball pit, or the field drinking fountains
- 8) **Lunch Recess Procedures for Grades 4-5-6** will occur in a rotation of each grade using the following areas, visiting each station on a scheduled basis:
- a) **Area A:** Play Structure and Sand area near Pavilion – students will be allowed “free play” on the play structure and slides, and allowed to play in the sand, but without sand toys
 - b) **Area B:** Swings – students will be allowed individual free play on the swings, which will be sprayed and washed on a regular basis, no pushing of students by other students
 - c) **Area C:** Wall Area and Field – students will be allowed to enjoy individual play on the grass in this area of the field
 - d) Each class will have their own playground equipment that will be used only by them, and will be sanitized and cleaned following each use
 - e) All classes will practice proper social distancing as they travel to/from their designated play area
 - f) There will be no use of the Ga-Ga Ball Pit, or the field Drinking Fountain

9) SAC – School Age Care

- a) School Age Care services will open at 6:30 am on regular school days in Room 1 & 2, and children arriving between 6:30 and 7:45 am will need to be signed in by a parent and have their temperature taken
- b) At 7:45 am, SAC staff will direct children to their classroom, or their teacher will come and accompany them to their classroom
- c) School Age Care will open again at 3 pm for Grades K-6 students and remain open until 6 pm, requiring parent signature at check-out time
- d) wearing of masks, social distancing, hand washing procedures will continue to apply to all students in the SAC program
- e) Regular SAC rates will apply for use by students in grades K-6
- f) The SAC Distance Learning Center will no longer be open for Grades 7 & 8 during the school day

10) MCL Office The Mt Calvary School Secretary will operate behind a sheet of plexi-glass, and will wear a face mask in the office for her safety and the safety of others. Those visiting the office will adhere to the following procedures:

- a) limit of one visitor at a time at the front desk to see the School Secretary
- b) only essential visits by children during the school day
- c) only essential visits by adults to the office, appointments preferred
- d) visit time kept to a minimum, no lingering socialization allowed
- e) we ask that families not bring special treats or snacks for public consumption that would be placed in the office area
- f) staff and visitors will wear face shields and masks while in the MCL office
- g) proper social distancing will be practiced by all who visit the office

11) Use of Gym and Library

- a) gym use will be scheduled and used only by one class at a time for Grades 3-4-5-6
- b) library use will be schedule and used by only one class at a time for Grades 3-4-5-6
- c) regular cleaning will occur of the surface areas following use by a class in library
- d) regular cleaning of the gym by our professional cleaning service will take place daily

12) Chapel

- a) due to restrictions on worship gatherings, Chapel will not be held in the gym as it would usually occur
- b) until restrictions for worship gatherings are lifted, we will continue our broadcast of chapel from the MCL sanctuary to classrooms (and to homes) via our Youtube channel
- c) offerings will be collected from our K-6 on-campus students at the time of our chapel broadcast on Wednesday's, and we will still make an offering basket available for on-line students during "packet pick-up" on Friday's

13) Technology for On-Campus students

- a) use of personal devices brought to school by students is encouraged, especially headphones
- b) all personal devices will need to be inspected and approved for use at MCL by staff from our technology department
- c) MCL headphones will be assigned for use by the same user in a classroom—personal headphones brought to school are welcomed
- d) lap tops will also be assigned to the same user in a class
- e) all devices will be wiped clean following each use

14) On-line Instruction

- a) Mt Calvary will continue to provide live instruction from our K-2 Classrooms teachers via Zoom, and for our Grades 3-8 students on Google classroom for those students who prefer to remain at home
- b) the schedule for on-line students will vary as adjustments are made to accompany the schedules of students who are now on-campus
- c) teachers will create and publish a weekly schedule of work expectations for their classroom, and deliver it to parents and students, so that there is a clear understanding that on-line requirements are equal to on-campus school work
- d) our “safe contact” system of delivery for “hard copy” work will continue with the process of our “packet exchange system” on Friday afternoons for on-line students
- e) on-line attendance will be taken daily, and follow-up will occur if students are missing or tardy from class sessions
- f) Mt Calvary will continue to make computer devices available to families on loan who need one for their child who continue to learn from home

15) Parent and Family Communication During this pandemic, it is vital that the MCL office be informed of any health care situation regarding a student that could affect students, staff and others in the Mt Calvary community. We require that parents and families adhere to the following:

- a) If there are any health issues that need to be shared in with our Office Staff, please call and inform us, knowing that it will be kept in confidence
- b) we ask that parents and families “self-monitor” their health situations every day, and if there are any Covid-19 symptoms, call your Doctor and seek to get tested if needed
- c) we ask that parents and other adults in the home, continue to communicate and educate their children regarding proper social behavior and safe personal hygiene during this Covid-19 crises
- d) keep the MCL Office up-to-date about health care concerns related to your children, immediate family, and those in your extended family who have had close contact with

MCL students, as well as any health care updates related to family work situations or close circle of family friends that would be of concern to us at Mt Calvary

16) If Someone in the MCL Community Tests Positive for Covid-19

- a) If a student or staff member tests positive for Covid-19 they will not be allowed at school and will be required to quarantine for 7-10 days if they are not symptomatic, and show a negative test result before returning
- b) If a student or staff member tests positive for Covid-19 they will not be allowed at school and will be required to quarantine for 14 days if they have been symptomatic, and be required to show a negative test result before returning to Mt Calvary
- c) If a student or staff member has had close contact with an individual who has tested positive for Covid-19, they will not be allowed at school until they can show a negative test result or quarantine for 7-10 days if they are not symptomatic,
- d) the MCL community will notify other potentially exposed students and employees (we will not share names, and anonymity will be maintained)
- e) confidentiality of anyone, or anyone's family member testing positive will be maintained by the MCL administration and staff and the community of Mt Calvary.

STATEMENT OF ACKNOWLEDGEMENT AND ACCEPTANCE

As a parent/legal guardian of a Grade 3, 4, 5, or 6th Grade student(s) at Mt Calvary Lutheran School in Diamond Bar, California, I acknowledge that I have read these guidelines and will instruct my child(ren) to follow them as outlined. I understand the risks involved in allowing my child to return to school during this Covid-19 crises, and commit to abiding by these guidelines by my signature below.

Name of Mt Calvary Student(s) _____

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____