

LCS families, staff, friends –

We are eager to be back in school so we can see the students! Your prayers, patience, and flexibility are appreciated as we have spent countless hours developing the safest way to reopen. Thanks to the COVID Task Force Committee for their steadfast work in creating a plan. This plan is a small part of many details that need to be developed. We are grateful to be back in our building where the priority is to honor our mission statement and respect the health guidelines.

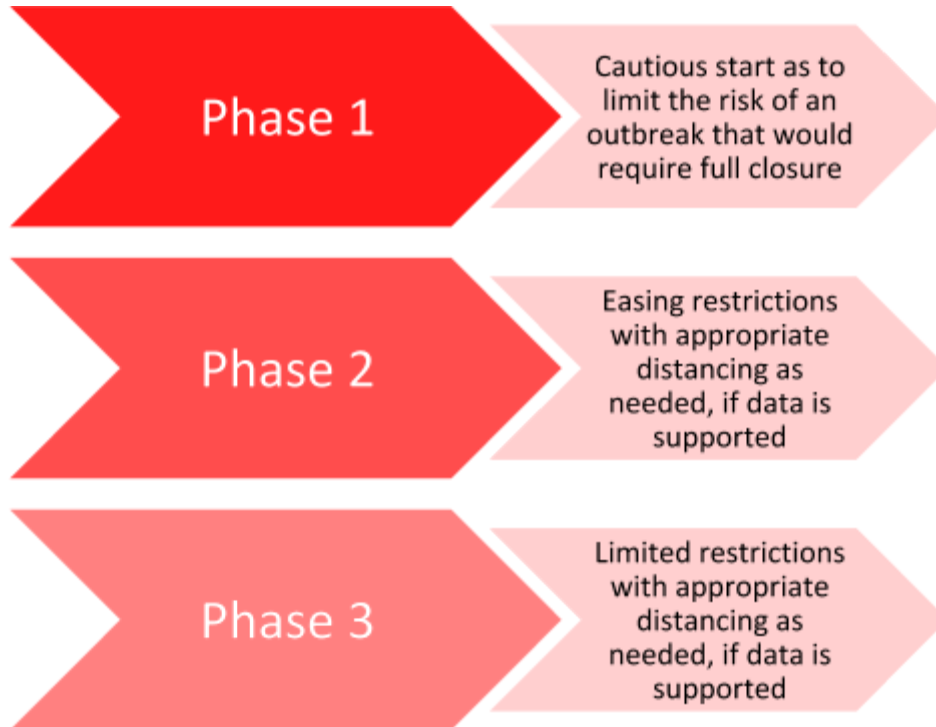
In the following pages, you will see a phased approach to the beginning of school this year, similar to the state of Indiana. Our plan is to start on-site five days per week on our regular start date of Wednesday, August 12. Please note that the movement to the next phase is dependent on the data and COVID-19 guidelines from the Tippecanoe County Health Department (TCHD). If an outbreak of COVID were to occur, the TCHD as well as the state-level authorities can mandate a closure again. Our phased approach is to help minimize the risk of an outbreak so that we can resume education centered in Christ.

The 2020-21 LCS school theme is “Love in Action.” Let us show the love of Christ to others during this moment in time. Please read this plan with the understanding that this is temporary and plans can change. We covet your prayers and understanding as we continue with some inconveniences to keep your children and our staff safe.

*Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Romans 12:9-12*

Some events need to look different, but change can provide new opportunities and creativity. Instead of our traditional back-to-school night with supply drop off, small group meetings for kindergarten and new students will be created to meet their teacher and view the classroom. Students in other grade levels are asked to drop-off large and unlabeled supplies designated on the supply list at the school on Monday, August 10th between 5 - 7 pm. This will be very similar to the end-of-year parade back in May. Other supplies that are labeled should be brought on the first day of school. On August 10th, teachers will email a video to each student in their class welcoming them to the classroom and ‘showing’ the students around. Teachers will be spending a good portion of the first week of school sorting out supplies, practicing procedures, and educating on proper handwashing techniques. We also will become more familiar with digital learning by practicing how to utilize Google Classroom and ClassDojo. Each teacher will share individual changes in their classroom as they pertain to the subject matter. Cleaning of the school includes carpet cleaning, vinyl floor cleaning, as well as contracting cleaning services with Facilities Management of Lafayette. LCS values volunteers and will gradually add these roles in different phases.

In His Service, *Michelle Tuinstra*, LCS Interim Principal  
with the LCS Board of Trustees and the COVID-19 Task Force Committee (*Sarah Bollock, Beth Carlson, Katrina Elliott, Tina Eversman, Laura O’Shaughnessey, Patty Siener, Jennifer White, and Bridget Winger*)



The LCS COVID Task Force Team will reevaluate every two weeks to decide upon moving to the next phase.

## PHASE 1

- Visitors
  - Non-parent visitors are prohibited past the front foyer and deliveries by vendors are to be made before or after school hours.
  - Parent visitors only during drop-off and pick-up.
    - In order to enter the building during drop-off or pick-up, parent visitors must:
      - Entering and exiting at entrance A (26<sup>th</sup> Street) *only*.
      - Confirm no COVID symptoms<sup>1</sup>
      - Have completed the [Self-Screening Assessment](#) before coming to school
      - Use hand sanitizer before entering second set of doors
      - Facial coverings required
      - One family in the foyer at a time
    - Please socialize outside instead of school hallways
    - Eating lunch with your child will be phased in a later phase done by scheduled appointments with the classroom teacher.
- Self-Screening
  - Employees will [self-screen](#) each day and report any possible COVID symptoms to the principal.
    - Each employee will keep a self-screen log to be referenced if needed.

<sup>1</sup> Cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit, known close contact with a person who is lab confirmed to have COVID

- Students (with parent help) will [self-screen](#) each day prior to coming to school.
  - Report any possible COVID symptoms to the school office.
  - The office/principal will give instructions on the next steps.
  - Do not bring a symptomatic student to school. Please call the office.
- PPE (Personal Protective Equipment)
  - Facial coverings are not required but encouraged if the employee, parent and/or student feel more comfortable wearing one. *All students and staff need to have one available.*
    - Teachers and/or administration reserve the right to ask students to put on a facial covering if appropriate distancing is not feasible (i.e. fire drill, assemblies and other possible situations)
    - LCS will have a limited number of facial coverings available.
    - Students are not to share or trade facial coverings with other students.
  - Hand Sanitizer stations will be placed around the school and everyone is encouraged to use them often. LCS is blessed with many classroom sinks as well. Classrooms will also have hand sanitizer available to use liberally.
  - Hand washing will be encouraged when possible over hand sanitizer.
- Food/ Drink
  - Each student needs a personal, labeled water bottle.
  - Students are to bring their own snack each day.
    - Students will be eating their own food and avoiding sharing food with others.
  - Birthday celebrations can be pre-packaged items for the homeroom class only.
  - Lunch
    - Lunch will be eaten in a rotating schedule of classrooms, gym, and outside.
    - Hot lunch will be served each day using pre-packaged foods as much as possible.
    - Students are not to share lunch items from home or from school lunch.
    - Microwaves will not be available. Students should bring sack lunches that do not require heating or they may order school lunch.
    - Seating will be assigned and changed on a rotational basis in the classroom and in eating areas.

**PHASE 2 (CHANGES FROM PREVIOUS PHASE ARE IN BOLD)**

- Visitors
  - Non-parent visitors are prohibited past the front foyer and deliveries are to be made before or after school hours.
  - **Parent visitors during the school day**
    - Must enter and exit at entrance A (26<sup>th</sup> Street) \*This is the normal procedure pre-COVID
    - Must sign-in and confirm no COVID symptoms
    - Have completed the [Self-Screening Assessment](#) before coming to school
    - **Have temperature checked and recorded**
    - Use hand sanitizer before entering second set of doors
    - Facial coverings required
    - One family in the foyer at a time
    - Planning an intentional visit and socializing outside instead of school hallways
  - Parent visitors during drop-off
    - Can enter and exit at entrance A (26<sup>th</sup> Street) They must sign-in, confirm no COVID symptoms, and have completed the Self-Screening Assessment before coming to school
    - Socializing with other parents needs to take place outside the building.

- Parent visitors during pick-up
  - If entering at entrance A (26th Street), parents should stay in their cars until 2:50 pm. They must sign-in, confirm no COVID symptoms, and have completed the Self-Screening Assessment\* before coming to school
  - **Can walk-up to entrance D (drive through) and staff will radio to have the student meet under the awning. Parents must wait for the gate to open, walk on the left side in the yellow striped area, and wait under the awning.**
  - Socializing with other parents needs to take place outside the building.
- Self-Screening
  - Employees will [self-screen](#) each day and report any possible COVID symptoms to the principal.
    - Each employee will keep a self-screen log to be referenced if needed.
  - Students (with parent help) will [self-screen](#) each day prior to coming to school.
    - Report any possible COVID symptoms to the school office.
    - The office/principal will give instructions on the next steps.
    - Do not bring a symptomatic student to school. Please call the office.
- PPE (Personal Protective Equipment)
  - Facial coverings are not required but encouraged if the employee, parent and/or student feel more comfortable wearing one.
    - Teachers reserve the right to ask students to put on a facial covering if appropriate distancing is not feasible (i.e. fire drill, assemblies, and other possible situations)
    - LCS will have a limited number of facial coverings available.
    - Students are not to share or trade facial coverings with other students.
  - Hand Sanitizer stations will be placed around the school and everyone is encouraged to use them often. Classrooms will also have hand sanitizer available to use liberally.
  - Hand washing will be encouraged when possible over hand sanitizer.
- Food/ Drink
  - Each student needs a personal, labeled water bottle.
  - Students are to bring their own snack each day.
    - Students will be eating their own food and avoiding sharing food with others.
  - Birthday celebrations can be pre-packaged items for the homeroom class only.
  - Lunch
    - Lunch will be eaten on a rotating system in the gym, classroom, and outside with appropriate distancing.
    - Hot lunch will be served each day using pre-packaged foods as much as possible.
    - Students are not to share lunch items from home or from school lunch.
    - Microwaves will not be available. Students should bring sack lunches that do not require heating, or they may order school lunch.
    - **Eating lunch with your child can be done by scheduling appointments with your child's teacher.**

**PHASE 3 (CHANGES FROM PREVIOUS PHASE ARE IN BOLD)**

- Visitors
  - **Non-parent visitors**
    - **Must enter and exit at entrance A (26<sup>th</sup> Street)**
    - **Have completed the [Self-Screening Assessment](#) before coming to school**
    - **Facial coverings are recommended**
    - **Must use hand sanitizer before entering second set of doors**

- **Necessary deliveries can be made during the school day**
  - Parent visitors during the school day
    - Must enter and exit at entrance A (26<sup>th</sup> Street)
    - Have completed the [Self-Screening Assessment](#) before coming to school
    - Facial coverings are **recommended**
    - Use hand sanitizer before entering second set of doors
  - Parent visitors during drop-off and pick-up
    - Can enter and exit at entrance A (26<sup>th</sup> Street) or entrance D (Drive through).
    - At pick-up, if entering at entrance A, parents should stay in their cars until 2:50 pm.
    - At pick-up, if entering at entrance D, parents must wait for the gate to open and stay to the left side in the yellow striped area.
- Self-Screening
  - Employees will [self-screen](#) each day and report any possible COVID symptoms to the principal.
    - Each employee will keep a self-screen log to be referenced if needed.
  - Students (with parent help) will [self-screen](#) each day prior to coming to school.
    - Report any possible COVID symptoms to the school office.
    - The office/principal will give instructions on the next steps.
    - Do not bring a symptomatic student to school. Please call the office.
- PPE (Personal Protective Equipment)
  - Facial coverings are not required but encouraged if the employee, parent and/or student feel more comfortable wearing one.
    - Teachers reserve the right to ask students to put on a facial covering if appropriate distancing is not feasible (i.e. fire drill, assemblies)
    - LCS will have a limited number of facial coverings available.
    - Students are not to share or trade facial coverings with other students.
  - Hand Sanitizer stations will be placed around the school and everyone is encouraged to use them often.
  - Hand washing will be encouraged when possible over hand sanitizer.
- Food/ Drink
  - Each student needs a personal, labeled water bottle.
  - Students are to bring their own snack each day.
  - Birthday celebrations can be pre-packaged items for the homeroom class only.
  - Lunch
    - Lunch will be eaten in the gym, classroom, and outside with appropriate distancing.
    - Hot lunch will be served each day using pre-packaged foods as much as possible.
    - Students are not to share lunch items from home or from school lunch.
    - Microwaves will not be available. Students should bring sack lunches that do not require heating or they may order school lunch.
    - Seating will be assigned and changed on a rotational basis in the classroom and in eating areas.
    - Eating lunch with your child can be done by scheduling appointments with your child's teacher.

*Other information:*

- Teachers/staff will have a supply of a recommended CDC cleaner to disinfect surfaces throughout the day.
- The locker rooms will be closed and utilized for a health care room.
- Social-emotional learning techniques will be part of teacher training.

- Certain classrooms have moved to different parts of the building. The middle school students will mostly be upstairs for the upcoming school year.
- We are developing plans to use more outside space for learning.
- Field trips will be phased in as restrictions change.
- Recess will continue to be part of the students' school environment. Handwashing will take place before and after recess.
- Students will receive training on proper handwashing techniques at the beginning of the school year.
- Social distancing measures will be put into place by classroom teachers (i.e. spaced desks and lining up for events).
- Large-group chapels will be phased in throughout the year.
- If a mandated closure occurs, the LCS digital learning plan will be utilized and is available at: <https://www.lafayettechristian.org/academics/digitallearning.cfm>
- Arrival
  - Students will be required to report directly to their classrooms in the morning.
  - Doors will open at 7:40.
  - At least three staff members will be outside to assist students and keep the line moving.
- Dismissal
  - Dismissal for elementary students will be from 2:50-3:05 pm.
  - Dismissal for middle school students will be from 3:10-3:20.
  - We ask that you plan on picking up your family based upon the oldest child in your family. Drivers may be asked to circle through the pick-up line again if in line earlier than dismissal. This allows the line to proceed in a timely manner.

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### LCS PLEDGE

Honoring others above ourselves as stated in our theme verse means that sometimes we will deal with inconveniences. We ask that you honor the LCS school community by taking care of your own health, the protection of others, and help keep the LCS community safe from the spread of COVID-19 and other infections.

1. *Care of self*
  - a. Monitor symptoms of COVID-19 and report to a medical professional if a fever of 100.4 F or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste/smell
  - b. Wash hands often with soap and water or use hand sanitizer
  - c. Consider receiving the flu shot when it's available.
2. *Care for others*
  - a. Maintain appropriate social distancing with others
  - b. Stay home if feeling ill, after being exposed to someone who is ill or has tested positive for COVID-19. Wear a facial covering when requested.
  - c. Be positive and realize there are many emotional feelings regarding COVID-19. Your views may or may not match another person's. However, we want to make every effort to maintain unity with others as expressed in our school theme verse. Please be considerate with your conversations
3. *Care for community*
  - a. Carefully observe instructional signs placed around the LCS building and honor them.
  - b. Pray for the health and safety of students, teachers, staff, and families.