

**Harvest Christian School
Reopening Procedures
School Year 2020 - 2021**

Dear Harvest Church Family

First, let me thank you for your support and understanding as HCS has responded, as all of you have, to the unexpected events that modified the end of last school year. We would also like to thank each of you for working diligently with our teachers and staff to meet the challenges we are facing due to the pandemic. As we reopen in August, although we are in the business of educating, our priority is the safety of our students and our employees. Be assured, we have been working diligently on our academic plans for each student and have plans to close any gaps that result from the disruption to our regular school schedule earlier this year. Our plan is to continue with the spirit of excellence that has always governed our Ministry and school.

Seamless Learning Experience

In order to ensure that the HCS learning experience is seamless for the 2020 – 2021 academic school year, the staff has developed several options. These options allow us maximum flexibility during this pandemic. We are beginning our school year with Option A. In the event our state, national government, and/or CDC issue mandatory requirements, HCS can easily switch to another option that adheres to all requirements. The schedule for all options (except, of course option E) will remain the same. See Appendix A for school schedule.

HCS leadership has worked with great intention and care to develop a multi-option/phase program for the return to school.

OPTION	METHOD OF INSTRUCTION	DESCRIPTION
A	Face to face	Tuesday through Friday classes are held in the traditional classroom setting. Monday instruction online for the entire school to allow for deep sanitizing of all areas
B	Distant Instruction & Learning	All courses taught online Monday through Friday. Teachers are at the school, students are at home.
C	Hybrid distant and face to face instruction	Two days of distant instruction and three days face to face instruction. Monday distant instruction for the entire school to allow for deep sanitizing of all areas.
D	Virtual Instruction and Learning	Both teachers and students are teaching and learning from home
E	School closure	No instruction provided distant, face to face or virtual

If you are not ready to have your child in school physically at this time, you can opt to have him/her join us virtually. In this case, please note the following:

- This will be at the same schedule as the students that are in the building physically. They will join the classroom activities via google classroom or zoom.
- If you elect to take the virtual option, you child is required to remain part of the virtual classroom for 9 weeks. If you want to change to the physical classroom, you can do so at the end of the 9-week period.
- The school day begins at 8:30 am. The school day ends at 3:00 pm. It is expected that your child be online during this time. If not, your child will be considered absent for the day.

Parents who elect to enroll students in the physical classroom can move to virtual at any time.

We must be proactive and be prepared during these ever-changing times to continue educating our students if, and when, circumstances change, as predicted, throughout the year related to the health and safety of our students and employees. Thank you, in advance, for your flexibility.

Hours of Operation

Harvest Christian School will be open from 7:45 AM – 3:00 PM. Breakfast is served beginning at 7:45 AM to 8:15 PM. Due to COVID-19, the following services will not be provided:

- Bus Service (Cannot do social distancing on the Bus or Van).
- Afternoon leadership. To facilitate parent/guardian pick-up for the students who have siblings in the ELC, they will be allowed to remain in the building (with their teacher) until 4:00 PM. This time will be for used by your child to complete homework. Once homework is complete, your child can read, or journal.
- Acceptance of cash for tuition or fee payments. Parents must pay via Credit card of FACTS.

Pandemic Protocols and Procedures

Student Drop-Off and Pick-up

- Prior to bringing your child to school, review the Daily self-check list as it pertains to your child. See Appendix B. Please be advised that we are continually praying for you and your child(ren). We are trusting God (our healer) to cover us. (I Timothy 1:7, Psalm 91, Psalm 23)
- Due to the need to adhere to procedures necessary for drop off during the pandemic, it is necessary that all students be in the building no later than 8:15 AM. If there is an emergency that prevents you from being at school by that time, please call the school office and let us know.
- Temperatures will be taken as you child enters the building. Students with a temperature of 100.0 (38 degrees Centigrade) or above, will not be permitted to enter the building. The temperature will be recorded daily.
- Hand sanitizes will be place at the entrance to the building so that children can clean their hands before entering the building. The hand sanitizers used will have an alcohol content of minimum 60%.
- Backpacks and outerwear will not be allowed in the classrooms. Thus, lower grade students will receive 2 cubicles in which to store their belongings. Upper grade students will be assigned lockers which are set up in Hampton Hall. This is where they will store outerwear and backpacks.
- When in the building, students must always wear face masks except when eating lunch. Parents are required to provide face masks. Please label face masks clearly with a permanent marker. Unlabeled misplaced face masks will be discarded. The child will be issued a disposable face mask for the remainder of the day.

Student daily expectations

- Students are not allowed to bring food into the building. This includes lunch and snacks. All food will be provided by the school. Lunch fees will be waived for the 2020-2021 school year.

- Each classroom will be equipped with a sanitation center where the students can clean their hands as often as necessary. Hand sanitizers used have, at minimum, 60% alcohol.
- For upper grade students, small hand sanitizer bottles will be available at their desks. Please caution your child to use it with care and to be careful not to spray other children.
- Water fountains have been shut off. However, each classroom will have a small refrigerator. Students can store water bottles in the refrigerators. Please send water by the case or 6-pack/8-pack so that students are not bringing in a bottle every day.
- All students from K4 and above will be issued a chrome pad or ipad. Parents are expected to sign an ipad agreement.

Parent daily expectations

- Talk to your child about precautions that will be taken at school. Let them know that they will be asked to:
 - Wash and sanitize their hands more often. Review and practice proper hand washing techniques.
 - Keep physical distance from other students.
 - Wear a face mask.
- Please practice with your child on the correct method of putting the mask on. Ensure your child's mask fits his/her face correctly. See Appendix C.
- Please keep your child well supplied with pencils, pens, paper, and other essential school supplies. Your child needs to understand that although sharing is a biblical principle, during this season encourage them not to lend or borrow from another students. The teacher will maintain a supply of unused items that may be made available when needed.
- Establish a family plan to protect household members, for example, wash or sanitize hands as soon as entering the home, etc.
- Although lunch fees have been waived, it is extremely important for all parents to complete the state lunch form. It impacts state revenue to schools.
- Pray with your child each day. This will relieve them of undue stress and strengthen their faith.

Staff daily procedures

- All staff members are always required to wear a mask except when eating lunch.
- All staff is required to wash/sanitize hands often.
- Cover cough and sneezes.
- All staff employees are required to clean all "high touch" surfaces every day. High touch surfaces include desks, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, etc. Hang tags indicating a room has been sanitized will be made available.
- Professional sanitation and cleaning will take place once a week.

Handling sick students at the facility (CDC recommended guidelines)

- Place the student in the designated isolation room to isolate them from the general population of healthy students and staff. Any staff members with symptoms, will be send home immediately.

- If a sick child member has been isolated in the facility, clean and disinfect surfaces in the isolation room after the child member has gone home.
- Contact the child's parent/guardian and require an authorized person pick them up right away.
- If COVID-19 is confirmed in a child or staff member -
 - Close off areas used by the person who is sick.
 - Open outside doors and windows (where possible) to increase air circulation in the area.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common area.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue daily routine cleaning and disinfection.

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Appendix A

Time	Monday	Tuesday, Wednesday, Thursday, Friday		
8:20 – 8:30a	Student Check-in			
8:30 – 8:50a	Bible Innovation	1st – 4th Tuesday, Thursday 5th – 7th Wednesday, Friday On alternate days students will journal, pray, have an activity or quiet time.		
8:50 – 9:00a	Student Check in			
9:00 – 10:15a	Innovation Station	Language Arts 1 st & 2 nd Gr.	Math 3 rd & 4 th Gr.	Science 5 th – 7 th Gr.
10:15 – 10:30a	Student Check in			
10:30 – 11:30a	Innovation Station	Math 1 st & 2 nd Gr.	Language Arts 3 rd & 4 th Gr.	Social Studies 5 th -7 th
11:30 – 12:00p	(Phonics 1 st and 2 nd Gr.) (Peace Room) (Small Group)			
12:00 – 12:50p	Lunch			
12:50 – 1:00p	Student Check in			
1:00 – 1:50p	Innovation Station	Social Studies 1 st & 2 nd Gr.	Science 3 rd & 4 th Gr.	Math 5 th – 7 th Gr.
1:50 – 2:00p	Student Check in			
2:00 – 3:00p	Innovation Station	Science 1 st & 2 nd Gr.	Social Studies 3 rd & 4 th Gr.	Language Arts 5 th – 7 th Gr.
3:00 – 3:30p	(Small Group)			

Student Check-in is dedicated for teachers to reach out to individual students who have not been to Google Meets or completed work. Students will have an opportunity to sign in before class begins to ensure the class begins on schedule. Teacher will take attendance and share important information.

Innovation Station - A series of elective courses students sign up to participate in.

Virtual Help: Students and/or parents can speak with a teacher via phone, email, or Google Meet for one on one conferencing or remediation. Teachers will post on Google Classroom their Virtual Help times.

Live Lesson: This time is dedicated for teachers to provide students core curriculum to be taught. All live videos will have a recorded version posted to Google Classroom to ensure students have access to the video any time of day. Attendance is crucial.

Teachers will meet with students in the same grade level.

Appendix B

COVID-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist each day before bringing your child to school. If you reply YES to any of the questions below, please keep your child at home:

1. Does your child have a fever (temperature over 100.0 degrees F) without having taken any fever reducing medications?

____ Yes ____ No

2. Does your child have loss of smell or taste, muscle aches and/or cough?

____ Yes ____ No

3. Does your child have shortness of breath, chills and/or headache?

____ Yes ____ No

4. Have your child experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

____ Yes ____ No

5. Has your child, or anyone your child has been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

____ Yes ____ No

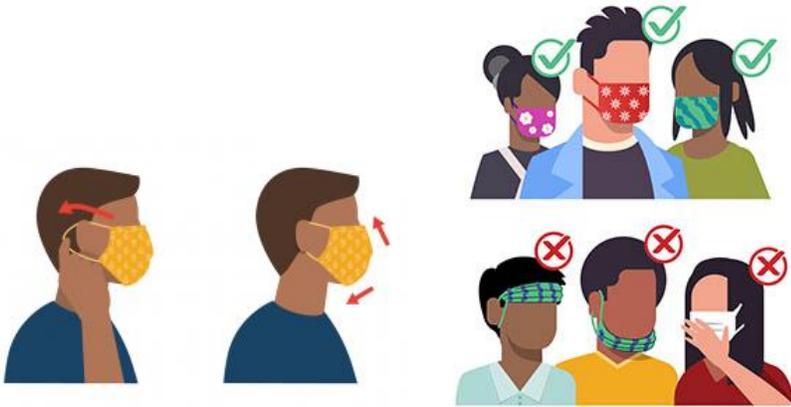
6. Has anyone in your immediate family been asked to self-isolate or quarantine by a medical professional or a local public health official?

____ Yes ____ No

Appendix C

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about [how to wash masks](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.