



Opening and Operations Plan

Lutheran High School La Verne

20-21 School Year

Revised March 2021

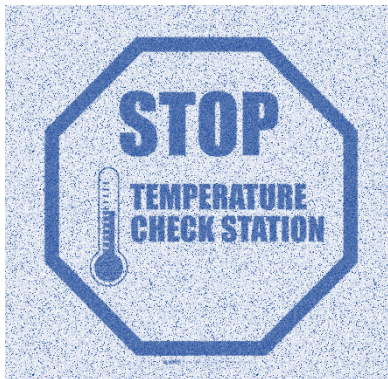
Health & Safety at LHSLV During COVID-19

Since the threat of COVID-19 first became a reality for our area and our nation, administrators at Lutheran High School La Verne began proactively preparing and supplementing our health, safety, and cleaning protocols.

As we navigate this unprecedented health crisis, LHSLV is committed to making the health and safety of students, faculty, and staff a top priority. We aim to always provide a learning environment that promotes the physical, mental, and spiritual well-being of our school community. This commitment is especially elevated during the ongoing COVID-19 crisis.

Whether consistently evaluating our cleaning protocols, adapting quickly and efficiently to remote learning in the spring of 2020, or working to determine the best scenario(s) for students returning in Spring 2021, LHSLV aims to do everything in the best interest of our students and families.

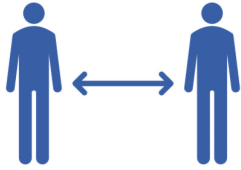
Daily Health & Safety Protocols



Daily Health Assessments

Students and personnel will take their own temperatures before reporting to school and to stay home if above 100.4 degrees Fahrenheit and/or if experiencing other symptoms. Additionally, daily temperature checks and health screening questions will occur upon entry to the campus. Once a Student or Staff member is cleared, he or she will be issued a colored wristband. This wristband must not be removed by the student until they depart the campus. The Athletic Staff may ask students to remove the wrist band if it presents a safety risk during practice or conditioning activities. Staff and Students who are ill or have a fever of 100.4 or above must stay home from school and will be sent home if they become ill at school, particularly if they have COVID-19 symptoms. While waiting to go home, ill persons will continue to wear a face mask and be placed in a separate isolation area overseen by school personnel who are also wearing appropriate PPE.

Physical / Social Distancing



Social distancing will be maximized throughout the school day. Visual cues (i.e., signage) will be used to remind Students of social distancing protocols. -- Mylar film shields may be used in the classroom where distancing prevents a challenge.

Face Masks



All persons on school grounds will wear an appropriate face covering that includes their mouth and nose. Students and employees will be allowed to go without face coverings (or alternatives, i.e., face shield) if medical approval is on file with the school. Students may remove their masks to eat, drink, or engage in vigorous activities in a Physical Education class.

Emphasis on Good Hygiene Practices



Hand sanitizer (70-95% alcohol based) and sanitizing products will be available for personnel and students, especially in high traffic areas, including at each school entrance and in every classroom. Students will be required to use hand sanitizer when entering each classroom and upon entering the campus. Water fountains will be disabled however, filtered water bottle fillers will be available on the north and south ends of campus. Students should bring their own personal water bottles and can refill them throughout the school day.



Employee & Student Training

Education and training regarding COVID-19 school protocols and prevention strategies for all employees and students will be provided. This was covered during the Virtual Back to School Zoom meeting and will be reviewed with students on opening day.



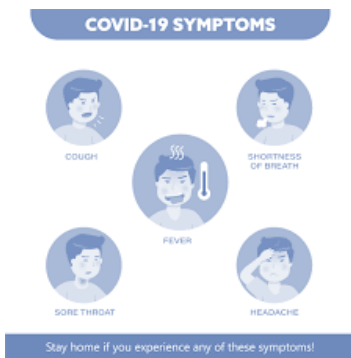
Visitors

Unscheduled visitors will be prohibited during the school day and limited to emergency situations. Scheduled visitors (meetings, admissions visits) will be required to complete a temperature check before entering the campus and will be required to wear a face mask for the duration of their visit. A drop box for documents will be placed outside the campus fence.



Cleaning & Sanitation

All surfaces will be regularly cleaned and sanitized throughout the day and overnight. Classrooms, bathrooms, walkways, common areas, locker rooms, and offices will be sanitized nightly using electrostatic disinfecting equipment. When a student cohort exits a classroom, the room will be disinfected by the teacher.



Showing Symptoms of COVID-19

Should a student or employee exhibit symptoms while physically attending school in person, he or she will report to the school office. The school personnel interacting with the individual will wear appropriate PPE. Those showing symptoms will be required to go home as soon as possible.

Synchronous Learning & Remote Resources

As part of Lutheran High School’s response to COVID-19, students can attend classes in a synchronous learning setting, meaning that they can tune in via video conferencing to live in-person classes in real time.

Teachers will be utilizing technology to deliver remote instruction that is synchronous with in-person classroom instruction.

Resources include:



Google Classroom

Students, both attending school in person and attending remote learning classes, will utilize Google Classroom for assignments, readings, and communication with teachers,

Additional Policies, Protocols, & Information

Admissions Visits

Admissions visits (interviews, tours) will be conducted by appointment. One family at a time will interact with one member of our Administrative team. All parties will wear face masks during the visit.

Athletics & Extra-Curricular Activities

Athletic practices and contests will be determined by CIF guidelines. The Athletic Department will be communicating plans and protocols for opening up practice / conditioning activities based on CIF guidelines. Students must be present in their classes, either remotely or in-person, in order to participate in after school Athletics.

Attendance Policies & Procedures

For in-person students, attendance policies remain unchanged: all absences and late arrivals/early departures must be reported to the Office by a parent/guardian via a phone call to **909-593-4494**. **Emails, text messages, or We Chats DO NOT serve as proper notification.**

For **SOLE** (Synchronous Online Learning Environment) students, the attendance policy and procedures are as follows:

- Students utilizing synchronous online learning are counted as present if they attend their classes using Google Classroom. –
- Students must be logged in at the beginning of class in order to be present.
- Students must have their video (web camera) turned on and the student's face must be visible in order for the student to be considered present.
- Parent/guardian must give at least one school day's advance notice to the Attendance Office if their student is going to participate in SOLE for an extended period of time.

→ - Students will be marked as either “Present Home” or “Present In-Person” for the day. Conversely, students who are absent will be marked “Absent Home” or “Absent In-Person.”

If a student is going to stay home and use the Synchronous Online Learning Environment (**SOLE**), the parent/guardian must notify the school office at 909-593-4494 by March 17, 2021. The parent/guardian must follow up the phone call with an email to lhsoffice@lhslv.org indicating their student's intent to learn online.

Care Management Team

In recognition that the COVID-19 crisis has and will continue to present unique challenges for students, Lutheran High School has initiated a Care Management Team. The team consists of the Acting Principal and Office Manager. The purpose of the Care Management Team is to provide proactive care for students regarding their social, emotional, and physical wellbeing. The output of the Care Management Team will be, as needed, specific care management plans for students who require additional assistance.

Chapel

During the 2020-2021 school year, Chapel will meet once each week (on Wednesdays). Students will meet, in person, in their assigned Academic Lab. The weekly Chapel will be viewed via YouTube in the individual classrooms.

Drop-off and Pick-up Procedures

The school will be open from 6:30 AM for students arriving early. Students and staff will socially distance on the campus while wearing a mask.

All Students and Staff will have their temperature taken when entering the campus through the south gate. Students and staff with an elevated temperature will be quarantined. Students and staff with an elevated temperature will follow the school’s quarantine procedures and must be picked up from campus as soon as possible. **Use of UBER / LYFT as a transportation method home is prohibited.**

At 3:10 PM when school ends, students will be dismissed to parent /guardian pickup, or own vehicles. All students must leave campus by 3:30pm or report directly to their scheduled extracurricular activity (Athletics ONLY). Students are permitted to remain on campus until 4:00pm if engaged in a tutoring session with Faculty members. These tutoring sessions must be scheduled in advance. If a student does not have an appointment for tutoring or is not involved in an extracurricular activity (Athletics ONLY) they will be asked to depart campus by 3:30pm. Faculty and Staff will depart campus at 4:00pm.

Family Member or Co-habitant COVID-19 Exposure or Diagnosis

If a family member or co-habitant of the student has had known exposure and/or diagnosis of COVID-19, the family must inform the school office at 909-593-4454. Information will remain confidential, but notification is required.

Community Agreement

Every student, and parent/guardian representative of the student, at Lutheran High School La Verne must sign a COVID-19 Community Agreement to attend school for the 2020-2021 school year in-person.

Cell Phones / Wearable Technology

For cell phone use we are following the guidance provided in Assembly Bill 272. Please read this carefully paying close attention to SEC 1. Students will be required to turn their phones off upon entry to the campus. They can keep their phone or smart watch on their person but if it is found to be on at any time during the day it will be confiscated and sent to the office. They are permitted to turn devices back on once they leave campus for the day. In SEC 2 there are clear exceptions. Please read them carefully, specifically SEC 2 #2. If faculty members give students permission to use their phones as part of the educational experience, they are providing they are accountable for any unauthorized use in the classroom. Laptop use is permitted but for educational purposes only. It is up to the faculty member of record for the class to supervise this in the classroom. https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB272

Lunch Protocols

- Students will eat lunch outdoors while maintaining the appropriate distancing.
- In the event of inclement weather, students will report to their Academic Lab for the lunch period.
- Students will not be required to use masks while eating but must remain distanced.
- Cell phones must remain OFF during lunch.

Main Office

Reception seating area in the main office has been eliminated. All visitors must schedule/phone ahead and make an appointment. If an in-person meeting is needed with Faculty or the Administrative Staff, they will be conducted by Google Meet or by phone.

Quarantine Policy

Diagnosed or Exposure to COVID-19: Families and staff must notify school if they have been exposed to COVID-19 and/or are quarantined, or if a co-habitant has been diagnosed with or medically presumed to have COVID-19 and/or is being isolated. The school will notify the local health department of all cases. We are required to make this notification to the Health Department.

Quarantine and Return to School

Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine for 14 days. Students and personnel with confirmed or presumed COVID-19 must meet these conditions prior to returning to school:

- Fever is resolved **without the use of fever-reducing medication** for 72 hours
- Respiratory symptoms (cough, shortness of breath) improve
- The person has a negative COVID-19 test result and submits a copy of it to the school.

Remote Learning / SOLE

For the 2020-2021 school year, LHS will be offering, as an option, a Synchronous Online Learning Environment (SOLE). All classrooms were outfitted with web cameras and microphones, allowing students to tune in live to their classes during the school day, per their regular class period schedule on google Classroom. Students may opt to utilize exclusively in-person learning, exclusively SOLE, or utilize SOLE when necessary. Attendance policies for SOLE students can be found in the Attendance section above.

Campus Hours

The campus will be open from 6:30 AM to 3:30 PM. Students may remain on the campus after 3:30 PM if they are involved in an extra-curricular activity (Athletics ONLY) or are staying for extra Faculty help with a pre-scheduled appointment. At 4:00 PM, all students not involved in Athletics, must exit the campus.

School Sanitizing Plan

A detailed cleaning and sanitation plan has been developed for all school facilities. The plan is based upon the following guiding principles:

- Masks and gloves must be worn and proper training for COVID-19 will be provided to all faculty and admin staff.
- Classroom surfaces will be disinfected after use by students.
- Classrooms, all bathrooms and other common spaces will be properly disinfected on a frequent and regular basis.
- The school will establish sanitizing schedules and protocols for cleaning surfaces in all areas of the building including checklists for before and after school.
- HVAC systems will be regularly inspected for serviceability.
- Extended time between class periods is scheduled to clean and disinfect between classes.

Service Hours

The parent / student service hour requirements will be suspended for the 2020-2021 school year.