

Waiver Application Form



CHRIST LUTHERAN CHURCH & SCHOOL
C O S T A M E S A

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): Christ Lutheran School

Name of District/School: Christ Lutheran, Costa Mesa

If this is a School District Consolidated Application Yes: No:

(Please list each school on a separate sheet)

School Type: Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 124

Superintendent (or equivalent) Name: Marsha Hafer

Address:

Christ Lutheran School
760 Victoria Street
Costa Mesa, CA 92627

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
	24	22	12	12	24	14	16

Date of Proposed Reopening: August 25, 2020

Name of Person Completing Application: Marsha Hafer

Phone Number: 949-548-6866

Email: mrs.hafer@christcm.org

Signature:

Date: 8-4-2020

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Teachers and staff were consulted through survey, Zoom meetings, emails, and phone calls during July 17-30, 2020. A letter of support from this group is attached.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Parent Teacher League (PTL), Christ Lutheran Church, and School-Aged Care/Summer Camp were consulted by survey, Zoom meetings, email, and phone calls during June 30 through July 23, 2020. Letters of support from these groups are attached.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The teaching staff was brought together in a variety of informational meetings that included opportunities for discussion and reflection of procedures to reopen campus. This group was surveyed, and the results were 100% positive in support. Survey results are attached.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Website URL** where reopening plan and waiver are posted.

<https://school.christcm.org/re-entry/>

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

TO: Dr. Clayton Chau, Agency Director/Action County Health Officer, Orange County Health Care Agency

FROM: Marsha Hafer, Principal, Christ Lutheran School

RE: Waiver Petition Requesting Re-Opening of Christ Lutheran School

DATE: Aug 4, 2020

Christ Lutheran is an elementary school located in Costa Mesa, California that has operated since 1959 serving families with high-quality education. Christ Lutheran Elementary School has an enrollment of approximately 130 students, and the school grounds are large and expansive. The physical size of the classrooms is large enough to accommodate social distancing protocol, outdoor learning spaces are available for instructional learning, clear plastic barrier shields are purchased for each child and classes are grouped into cohorts to restrict the number of people interactions.

We are committed to offering a safe and healthy campus for our students, families, and staff. On-campus health and safety guidelines have been established which meet and/or exceed the CDPH guidelines dated July 17, 2020. Additionally, updates are monitored and applied as necessary. All faculty and staff have received a copy of these guidelines and protocols. Administration oversees that the guidelines and protocol are complied by at all times.

Christ Lutheran families were surveyed to express their needs for the upcoming school year and were offered three learning models to choose from: on-campus, distance learning, and blended learning. The families responded with 93% requesting on-campus learning and the remaining 7% chose distance learning or blended learning to meet their needs.

School families have received a copy of Christ Lutheran's Safety and Health Plan. Their compliance with the guidelines is mandatory for their child to attend face-to-face, on-campus learning.

Should Christ Lutheran be granted this waiver, we have all protocols in place to fully follow Governor Gavin Newsom's COVID-19 and Reopening In-Person Learning Framework for K-8 Schools in California. This framework can be fully implemented at our institution along with all the proper industry health and safety guidelines.

While Orange County is on the watch list for the State of California, Costa Mesa has not been hit with COVID-19 cases as hard as other areas of the county. There have been significantly low numbers of children in Costa Mesa with cases of COVID-19. Most families at Christ Lutheran come from Costa Mesa, Newport Beach, Huntington Beach, and Fountain Valley, which all have low rates of COVID-19 cases.

Our school has successfully been operating a summer day camp since early June, following all state industry guidelines, with no COVID cases among staff or children. Additionally, Christ Lutheran's state licensed preschool has also been operating childcare since early June with no COVID cases among staff or children.



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

The Christ Lutheran School community requests the school to be open for face-to-face instruction so the essential working parents and caregivers can attend work and have their children on campus learning.

This waiver is respectfully submitted by the school principal, who serves as the chief executive of the school, as well as Mrs. Karen Culp, who serves as the chief operating officer of the organization, and Kristie Flohra, who serves as the designated COVID-19 contact (mrs.flohra@christcm.org).

We ask that the decision be made relatively quickly, so that we can provide certainty for families and as much notice to teachers as possible. With Orange County on the 30 county "watch list" and the Governor requiring a county to be off the list for 14 days prior to resumption of in person learning (without a waiver), we are very concerned that the start of the school on August 25, 2020, could be in great jeopardy without the waiver. Thank you for your consideration, and we look forward to hearing from you.

MARSHA HAFER / Principal



CHRIST LUTHERAN CHURCH & SCHOOL

760 Victoria Street • Costa Mesa, CA 92627 • 949.548.6866 • www.christcm.org

July 27, 2020

To Whom It May Concern:

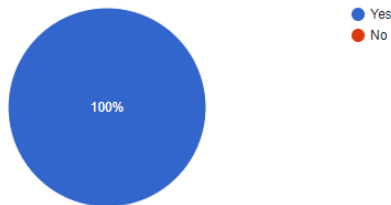
On behalf of the teachers and support staff of Christ Lutheran School in Costa Mesa, please receive this letter in support of the waiver that our elementary school is submitting to open for on-campus learning (face-to-face) for the 2020-2021 academic year.

Christ Lutheran School serves a small student body of about 130 students from kindergarten through 8th grade. Most of our families live in Orange County cities where COVID-19 cases are low: Costa Mesa, Huntington Beach, Fountain Valley, and Newport Beach. The majority of our families are essential workers and have reported back to work, so they require their children to be on-campus. Furthermore, 93% of our parents, when surveyed, opted for on-campus learning (options for student learning included on-campus, at a distance, or blended). Additionally, my colleagues and I affirmed that we feel safe to return to on-campus instruction with our CDPH-compliant planned health and safety protocols in place.

Teacher Survey Results

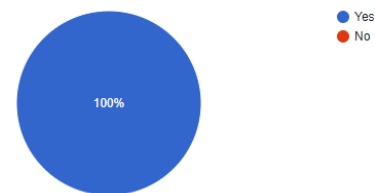
Knowing what the health and safety protocols are at Christ Lutheran, do you feel safe coming back to start face-to-face instruction on August 25?

24 responses



Knowing that Christ Lutheran has measured the rooms for social distance space, added Outdoor Classroom space, and provided clear barrier shields, do you feel safe teaching and serving in your classroom?

24 responses



To reopen safely, Christ Lutheran's administrative staff has thoughtfully and intentionally developed plans to ensure that learning will commence safely on campus. The *Christ Lutheran Safety and Health Plan for COVID-19* and the *Christ Lutheran Infectious Disease Plan for 2020-2021* have been shared with staff to support them during COVID-19 as well as mitigate the contagious virus as we prepare for reopening.

Our school will continue to provide up-to-date education and training for all staff on COVID-19 risk factors and protective behaviors; provide essential personal protective equipment for all staff members including masks, hand sanitizer, gloves, and face shields; and provide additional sick days for employees who remain home due to illness. Within each of our small classes, we will implement social distancing by utilizing our large classrooms with flexible learning furniture (6-foot markings), outdoor learning spaces, and clear barrier shields.

With these thorough health and safety protocols in place, we feel confident we can safely return to campus for the 2020-2021 school year. We believe that Christ Lutheran School is an exceptional and safe school for its students, families, and staff, and we assert that we can be open during this pandemic while following all CDPH guidelines and keeping our school community safe.

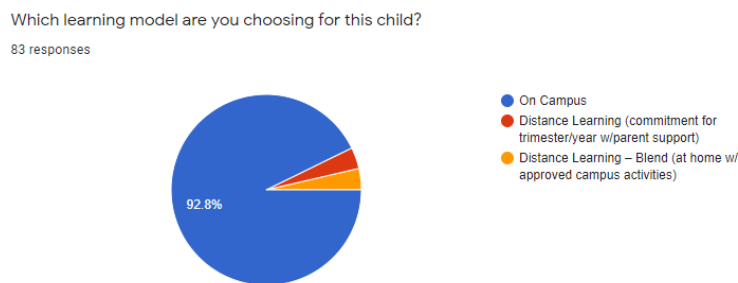
Sincerely,

Gianna Jason ~ 2nd Grade Teacher ~ Christ Lutheran School

July 24, 2020

To Whom it May Concern,

As President of Christ Lutheran School PTL, I'm writing on behalf of parents and teachers, in support of re-opening the Christ Lutheran campus for face-to-face learning. Our PTL Board, parents and school administration overwhelmingly support in-person instruction on our campus. Parents were given options for student learning to be on campus, at a distance, or blended (distance and campus) and the results were tallied in a survey. In the parent survey, 93% of parents opted for on-campus learning (see graph below).



Most of our families are essential workers and have reported back to work so they require their children to be on-campus.

Parents feel secure in sending our children to Christ Lutheran for multiple reasons:

- COVID-19 cases are low in Costa Mesa, Huntington Beach, Fountain Valley, and Newport Beach where most of our families live.
- The Christ Lutheran Safety and Health Plan for COVID-19 was shared with parents to mitigate the contagious virus.
- Staff and students are wearing masks according to CDPH guidelines.
- Social distancing is implemented in small class sizes, large classrooms with flexible learning furniture (6ft markings), outdoor classroom space, and clear barrier shields.
- Continuous Communication and thorough preparations by school administration and staff help parents feel safe sending their students back to campus.

Please consider the voices of Christ Lutheran parents and teachers as you consider approving a waiver for Christ Lutheran School.

Honor,

Melissa Meredith

PTL President, Christ Lutheran School



CHRIST LUTHERAN CHURCH & SCHOOL
C O S T A M E S A

Christ Lutheran School
760 Victoria St.
Costa Mesa, CA 92627

To Whom It May Concern:

As schools are gearing up for a new school year, Christ Lutheran School in Costa Mesa, CA has been doing an outstanding job of staying abreast of all state and county recommendations and requirements, in order to demonstrate a high level of caution due to Covid-19. Thankfully, the day school summer camp, and preschool summer camp have been functioning since early June, and have proven themselves to provide an exceptional and safe environment for learning, and students to be on campus. Many of the teachers of these summer camps are also classroom teachers during the school year, allowing them to already be in practice with the necessary procedures to maintain a healthy environment.

Christ Lutheran has a Safety and Health Plan for Covid-19 which has been developed to mitigate the contagious virus. Per the CDHP guidelines, staff and students are committed to wearing masks, and social distancing is a practical reality on their campus. Not only do the indoor classrooms already allow for social distancing among all students, being large in size, but multiple outdoor classroom spaces have been created in order to accommodate more options for teachers and students to experience safe learning environments. The indoor spaces have also been equipped with flexible learning furniture (with 6ft. markings), and clear barrier shields around every student desk.

In order to ensure that students and parents were in alignment with the school providing on-campus learning, a thorough survey was conducted with enrolled student families. The parent survey indicated that 93% of parents opted for on-campus learning, as they are aware of how Christ's campus can accommodate the necessary procedures of a safe environment, and the high quality of dedicated teachers and administration who are committed to the Safety and Health Plan. In addition, most of Christ's families are essential workers who have reported back to work, requiring their children to be on-campus.

Thank you for considering the high quality of work accomplished at Christ Lutheran School, especially in effort respectfully observe the most current state and county guidelines.

Respectfully submitted,

Drew Ross

Lead Pastor

Christ Lutheran Church & School

May 6, 2020

To Whom It May Concern:

I am the owner of a local business in the city of Costa Mesa and I writing on behalf of the Christ Lutheran School in Costa Mesa, CA. I want to let you know that I support their efforts to open on-campus schooling at the beginning of this school year. First, please let me assure you that they have been working diligently to ensure compliance with all of the state and county recommendations regarding the Covid -19 pandemic.

It is important to our local community that on-campus schooling be permitted for several reasons. A recent parent survey indicated that 93% of parents opted for on-campus learning and the school has made extensive plans to offer on-campus, on-line, as well as a third option that is a mixture of both, so that each family in our entire community can choose the option that serves their family best.

As you know, this pandemic has caused a great deal of disruption to our daily lives, but not being able to have their children attend school on campus adds another level of disruption to a state and country and that are trying to find a way to respond.

One of the more compelling reasons that I support their request for a waiver is because many of the school's parents have been called back to work. The state's denial of on-campus learning is forcing them to pick between their jobs and day care Our families are aware that there is very little risk associated with this virus and young children, and in light of all of the precautions that the school has made, I would ask that you please consider the waiver that Christ Lutheran School is requesting.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by a horizontal line.

Chris Fewel, President

August 3, 2020

To Whom It May Concern:

My name is Paul Schroeder and I am Chairman of the Christ Lutheran congregation. I have been in this position for over 10 years. A central reason for my dedication is my belief in the quality education provided by Christ Lutheran School. The teachers and staff are dedicated to providing this quality education to the community and our congregation members.

Just like in my business Christ Lutheran School has adopted and implemented state and county guidelines to address the Covid-19 risks. The Christ Lutheran Congregation has provided whatever funding is need for this Plan. The accompanying waiver request and letter from our lead Pastor, Drew Ross, details the Safety and Health Plan.

Sincerely,



Paul A. Schroeder





CHRIST LUTHERAN CHURCH & SCHOOL
C O S T A M E S A

To Whom It May Concern:

As the beginning of the new school year approaches, the staff and administration of Christ Lutheran are eagerly looking forward to serving our students and their families in a safe, engaging environment. As the director of our School Age Care Program, I am writing to show my support of the waiver for re-opening our elementary school with on-campus learning for the 2020-2021 school year.

We have had the privilege of running our summer day camp program since early June 2020 and have been able to put into practice and fine tune the well thought out safety plan Christ Lutheran has developed for our campus. These policies have proven to be well functioning and very successful in keeping our students safe. Our administration team continuously monitors all recommendations and requirements in order to ensure the safety of our staff and students.

In conversations with our families enrolled in the summer program, we have learned of the importance of safe environments such as ours for parents to feel comfortable leaving their children so they may continue to work. The parent feedback of the safety protocols we have implemented have been very positive and the families are extremely grateful for the safe environment the school has created.

I feel very confident that the coming school year will be as successful as the summer program has been due to the large classrooms that easily allow for social distancing, flexible learning furniture, and creative outdoor learning spaces. Above all, the commitment and dedication of the staff and faculty here at Christ Lutheran to follow safety protocols such as daily health checks, wearing masks and providing a clean, safe environment is the reason we feel so confident in opening for on-campus learning.

I believe our school is an excellent candidate for this waiver and thank you for considering the hard work and dedication of the faculty and staff at Christ Lutheran by allowing our families return to a safe on-campus learning environment.

Respectfully,

Tracy Colyer
Director of School Age Care

Christ Lutheran
760 Victoria Street
Costa Mesa, CA 92627



CAMPUS SAFETY AND HEALTH PLAN FOR 2020-2021

Christ Lutheran is committed to the safety and health of your child, your family, and our staff. Multiple safety procedures and practices have been implemented for a successful school year with robust and exceptional educational experiences for your child(ren) in a safe environment. Protocols with proactive strategies and enhanced measures are practiced throughout campus.

If we experience a mandate for distance learning, we assure you our focus remains consistent, lessons are delivered, accountable learning takes place, teachers are present and available throughout the school day (8-3), and we are returning to campus as soon as the mandate is lifted.

EDUCATIONAL GOALS AND EXPECTATIONS

- ★ Christ Lutheran's values, educational philosophy, and school mission where faith, academics, and families come together are the core of the educational experience.
- ★ Students are on campus for robust and exceptional educational programs, five full days a week.
- ★ Current state and local guidelines are monitored and evaluated for the safety and health of our campus.

SAFETY AND HEALTH PROTOCOLS

In accordance with [CDPH Guidelines](#) for schools, Christ Lutheran is committed to the safety of the community of students, family and staff. The following safety and health guidelines guide us through the school year but are subject to change as state, and county guidelines develop, and as legal advice determines what is best for our organization.

CAMPUS SCREENING

- ★ Students are to arrive within their 15-minute window as closely as possible to reduce congestion during health check and drop off.
- ★ Each Monday, parents provide current data by submitting a healthy checklist for each student during temperature check.
- ★ At arrival, students receive a non-contact temperature check inside the vehicle before getting out. Any student with a temperature over 100.4 is not be permitted on campus until



the temperature is below this level for 24 hours without medication. Parents are encouraged to perform temperature checks at home prior to leaving for school.

- ★ Students go directly to their classroom upon exiting the vehicle. Students are escorted, as necessary.
- ★ Afternoon pick-up is conducted with students sitting in their assigned class and/or family group. Parents must wait in their vehicle for students to walk up. Parents are to wear a mask if they need to exit the vehicle to assist with loading or unloading. In the case of inclement weather, students are escorted to vehicles.

DISTANCING INSIDE AND OUTSIDE OF CLASSROOM

- ★ Contact is minimized between students, staff, and families at beginning and end of the school day.
- ★ Traffic is kept to the right when walking in halls or walkways in the direction of the arrows. Students follow directional signs in walkways.
- ★ One door is designated for entry and one door for exit in each classroom.
- ★ Designated spaces are created for students during circle or group time (ie: seating spots) spaced for social distancing to minimize face-to-face contact.
- ★ Student desks and workstations are spaced apart appropriately for social distancing with flexible learning furniture and clear barrier shields.
- ★ Non-classroom space is open for instruction along with outdoor space when weather permits.
- ★ Physical distance is practiced in a developmentally appropriate way.
- ★ Middle school teachers switch classrooms to minimize congregate movement through hallways as much as feasible. Staggered passing times are implemented when students cannot stay in one room.
- ★ Playground space is zoned to promote physical distance.

HEALTHY HYGIENE PRACTICES

- ★ Staff model and teach handwashing for students to wash hands before recess, after recess, and prior to any eating.
- ★ Handwashing stations are in classrooms and outside in the bathrooms.
- ★ Hand sanitizer is provided when hand washing is not practical.
- ★ Tissues are utilized for cough and/or sneezing with proper hygiene modeled. Hands are washed after sneezing and coughing.
- ★ Students are encouraged to reduce frequent touch to the eyes, nose, and mouth.



- ★ Staff and students wear face coverings/masks in accordance with CDPH Guidelines. Masks are provided to those who inadvertently fail to wear one. If someone refuses to wear a mask, they are removed from campus by administration.
- ★ Clear barrier shields are provided for student workspaces to promote a healthy environment.

MAINTAINING HEALTHY ENVIRONMENTS

- ★ Frequent sanitizing of high touch areas is implemented by staff throughout the day (door handles, sink handles, light switches, bathroom surfaces, tables, desks, chairs, playground equipment, etc.).
- ★ Disinfecting of classrooms and spaces utilized during the day occur after hours each night.
- ★ Sanitizing checklists are provided and monitored for each classroom, bathroom, lunch area, and space occupied throughout the day. Additional checklists are used by evening cleaning crews for disinfecting.
- ★ Cleaning supplies are applied and stored appropriately out of the reach of children.
- ★ Students and staff bring their own refillable water bottles since drinking fountains are not available.
- ★ Proper filters for air quality have been installed. Doors and windows are open to increase proper ventilation when possible.
- ★ Classrooms have individual HVAC units which eliminate cross-classroom airflow.
- ★ Student belongings are separated and stored in individual containers, cubbies, etc. and are sent home each day for cleaning.
- ★ Adequate supplies are available to avoid shared objects.

MAINTAINING HEALTHY OPERATIONS

- ★ Students consistently stay in the same cohort with their teacher throughout the day, limiting cross interaction.
- ★ Flexible learning furniture, clear barrier shields, and social distancing promote healthy learning environments.
- ★ Rotation station teaching provide activities for smaller groups and self-directed learning.
- ★ Classroom practices are implemented to minimize contact for a variety of everyday tasks (turning in assignments, getting supplies, etc.).
- ★ Outdoor learning spaces have been designed for student instruction and located outside the Kindergarten through fourth grade classrooms.



- ★ Cater Tots is offering individually packaged lunches with a high level of controls built into their food preparation process to prevent pathogen exposure or contamination of any sort. Due to COVID-19, they have added additional monitoring and [safety precautions](#).
- ★ Lunch is eaten outdoors at staggered times for social distancing.
- ★ Students who bring lunch from home are required to clean lunch boxes/bags each night before return.
- ★ Students do not share food or drinks.
- ★ Christ Lutheran does not provide food for snacks, lunches, or any other activities.
- ★ Volunteers are not present in campus activities.
- ★ Classroom field trips and activities are virtual.
- ★ Large multiple group gatherings are limited (to smaller groups) or eliminated and creative video streaming is provided for classroom participation.
- ★ The campus provides an environment to support the social-emotional, mental, and spiritual well-being of our students, families, and staff.

MONITORING AND PREPARING FOR COVID-19 SYMPTOMS

- ★ Staff and students are instructed not to come to school and to notify school officials (e.g., the designated COVID-19 point of contact) if they or someone in their family becomes sick with COVID-19 symptoms or tests positive. This includes being exposed to someone with COVID-19 or a suspected case (for example the parent of a student who is exposed at their workplace).
- ★ Staff and children with COVID-19 symptoms at school are immediately moved to a separate area to wait for pickup.
 - Symptoms may include: Fever or chills, cough, muscle or body aches, new loss of taste or smell, congestion or runny nose, shortness of breath or difficulty breathing, diarrhea, fatigue, headache, sore throat, nausea, or vomiting.
- ★ Individuals who are sick go home or to a healthcare facility depending on the severity of symptoms following CDC guidelines. They are picked up from school by parent/guardian within 30 minutes.
- ★ Any person with a fever of 100.4 or higher is sent home.
- ★ Areas used by any sick person are closed off and not used again before cleaning and disinfection. If COVID-19 is suspected, cleaning and disinfecting are delayed by 24 hours to reduce risk of exposure. If it is not possible to wait 24 hours, the most practical delay is implemented. A safe and correct application of disinfectants with personal protective



equipment and ventilation for cleaning is applied. Disinfectant products are kept away from students.

- ★ Staff and students do not return until they have met CDC's criteria to discontinue home isolation.
- ★ Anyone who has close contact with someone with COVID-19 stays home for 14 days **after exposure** based on the time it takes to develop illness. If they are tested for COVID-19 and receive a negative result with recommendation, they can return to school.
- ★ Anyone who had symptoms of COVID-19 may return after meeting the following per CDC criteria: 1 day (24 hours) with no fever (without the use of fever reducing medications (ie: Tylenol, Advil, etc) **and** respiratory symptoms have improved (e.g. cough, shortness of breath) **and** 10 days have passed since symptoms first appeared.
- ★ Anyone who has tested positive for COVID-19 but had no symptoms may discontinue isolation in accordance with CDC criteria and approval from Christ Lutheran's appropriate school official.
- ★ Anyone who had symptoms that could be COVID-19 but is then diagnosed with a different illness (ie: flu, strep throat, etc) may return prior to the 14-day period with a doctor's release note.
- ★ Students who are required to isolate due to possible exposure immediately enter the distance learning program while at home.

PARTIAL OR TOTAL CLOSURE

- ★ In consultation with the local public health department, the appropriate school official decides whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- ★ The classroom or office where the patient was based closes temporarily as students or staff isolate given standard guidance for isolation at home for at least 14 days after close contact.
- ★ Additional close contacts at school outside of a classroom also isolate at home.
- ★ Additional areas of the school visited by the COVID-19 positive individual are also closed temporarily for cleaning and disinfection.
- ★ Communication plans for school closure are implemented via email and app notification to include outreach to students, parents, teachers, staff while maintaining confidentiality as required by law.
- ★ Staff is provided with information regarding labor laws, Disability Insurance, as applicable.



- ★ Guidance is provided to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- ★ Regular communications is maintained with the local public health department.
- ★ Students who are affected by closure immediately enter the distance learning program.

CONCLUSION

- ★ The safety and health of the community of Christ Lutheran is paramount as we provide the best educational experience possible in a restrictive environment while following CDC and CDPH Guidelines.
- ★ Christ Lutheran is adapting to the changing requirements that COVID-19 presents. Regardless of what comes our way, our commitment remains the same. Academics, social emotional development, and faith are pillars in our education in all our learning models.



INFECTIOUS PLAN FOR COVID-19

In an ongoing effort to mitigate the spread of COVID-19 in the Christ Lutheran community of church, school, and workplace, we submit the following information and practices.

Personnel	PPE
All Staff and Faculty	Surgical masks are provided, or employees may wear their own cloth mask.
	Hand sanitizer in all classrooms, office spaces, and worship center.
	Gloves are provided, if desired.
Teachers	Additionally, limited use of face shields for developmental reasons (communicating with young children, those with special needs, etc.)
Maintenance Staff	Respirators and safety glasses provided as needed for cleaning/disinfecting.
Visitors	Masks are required and provided.

Basic Infection Prevention Measures

- Staff, faculty, and students are encouraged to frequently and thoroughly wash hands by providing adequate places to wash hands. If soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol are available.
- All employees are instructed to stay at home if they are sick and to contact their supervisor for additional information.
- All employees are required to wear face coverings/masks when on campus.
- Staff, faculty, and students practice social distancing by observing a physical distance of at least 6 feet when possible, utilizing alternate work areas as needed, holding electronic meetings, and implementing physical barriers when possible.
- Employees are required to self-monitor for symptoms of COVID-19, including taking their temperature daily and staying home if they have a temperature above 100.4 degrees.
- Working-from-home is practiced (as appropriate) to reduce the number of staff on campus. For essential staff, measures are followed for social distancing on campus.
- Employees are discouraged to share phones, desks, offices, or other work tools and equipment. Disinfectant cloths are available and stocked in every room and classroom in



every building for individual use to clean all shared areas (copier, restrooms, doorknobs). Individual cleaning efforts take place throughout the day.

Facility Cleaning and Capacity

- Regular housekeeping practices are enforced, including routine cleaning and disinfecting of surfaces of the work environment. When choosing cleaning chemicals, the company will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS- CoV-2 based on data for harder to kill viruses. Manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will be followed.
- Cleaning and disinfecting of all spaces occupied during the day (offices, classrooms, restrooms, etc.) will be completed every night following a detailed checklist by a professional cleaning company.
- Additionally, deep cleaning will be performed as necessary using electrostatic cleaning equipment, appropriate disinfection products, and PPE/Safety equipment for operators.
- Revised facility room capacities will be observed to accommodate physical distancing requirements.

Procedures for Prompt Identification and Isolation of Sick People

- It will be critically important to promptly identify and isolate potential infectious individuals to protect employees, students, visitors, and others.
- Employees will self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee will report to their supervisor that they are sick or experiencing symptoms of COVID-19.
- An employee that shows signs of COVID-19 will be isolated until the potential sick employee can be removed from campus.
- Employees who have been exposed, or potentially exposed, are directed to contact their supervisor immediately.
- Tracking sheets will be enabled for all rooms and cohorts to identify every individual who occupied that space, the dates of occupancy, and cleaning and disinfectant performed on that space.
- Current CDC and Health Department instructions and protocol will be followed when there is a possible exposure or direct exposure of a staff member.
- If notified of a positive COVID-19 exposure, the appropriate school official will contact the Orange County Health Department immediately and implement instructions as directed. Protocol may include contacting those employees, visitors, and others at risk due to direct



or indirect exposure to infected individual; 24 hour closure of all areas that the infected individual occupied; deep disinfecting of all occupied spaces; and close monitoring of all.

Workplace Controls

Administrative controls currently in place include:

- Encouraging sick employees to stay at home.
- Providing additional sick days for employees who remain home due to illness.
- Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Encouraging work from home practices when feasible to reduce the total number of employees on campus at a given time, allowing an onsite work week for essential staff.
- Encouraging employees to discontinue nonessential travel to locations with ongoing COVID-19 outbreaks.
- Providing emergency communication plans.
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE). On-line COVID-19 Workplace Safety training required for all employees.
- Communicating weekly with all staff and faculty advising of current protocol related to COVID-19 including hygiene, safety, and State, County, and City mandates.
- Training employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

Safe work practices currently in effect:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Hands are to be washed when they are visibly soiled and after removing any PPE.
- Posting signage promoting good hygiene, safe practices and what do to if you feel ill.



Christ Lutheran Costa Mesa Screening Procedures

(Script)

STATION 1 – Entry at parking lot locations

Welcome to Christ Lutheran! As you enter campus, we want to protect the health and safety of you and others by following a screening process. While you are on campus, we ask you to wear your own mask or we can supply one. Please answer the following questions.

1. Do you or anyone in your household have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Vomiting
 - Diarrhea
2. Have you or anyone in your household been tested for COVID-19 in the past 14 days?

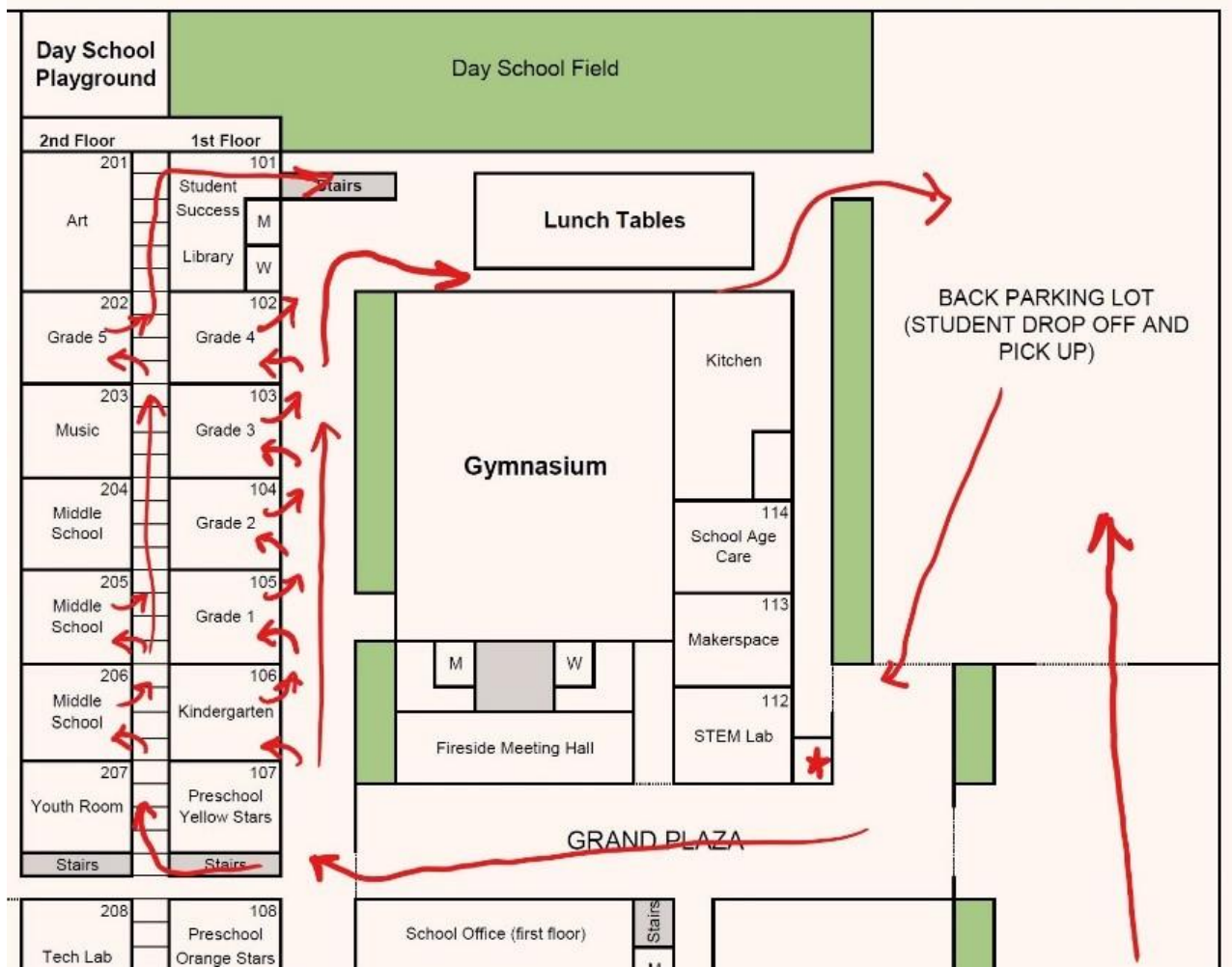
If YES to any, ask for details and list on sheet. Politely ask them to park and wait in car until you return to them. Report symptoms to person in charge and/or leadership for clearance.

If NO to all, proceed to STATION #2

3. Student thermometer check (thermometer, gloves, antiseptic wipes, and hand sanitizer); check for mask and supply one if needed
4. Check temperature and document results. If no fever is present (under 100.4 degrees), send car to drop off student at STATION 2 (crosswalk area). If fever is present, notify them in a professional manner and do not admit to campus.

STATION 2 – Crosswalk Area (families wait in car and drop off students)

Hi! Welcome to Christ Lutheran. Please walk directly to your classroom following the one-way traffic flow. Direct child to destination.



CLASSROOM PROCEDURES – Safety and sanitizing

- ✓ **Hello! Please wash your hands using the hand sanitizer.**
- ✓ One-way traffic in and out of classroom (enter south door-closest to preschool, exit north door-closest to field)
- ✓ One-way traffic in hallways (clockwise from plaza to hallways to field to parking lot)
- ✓ Staff and students are to wear masks according to CDP guidelines
- ✓ All supplies for students are single use (new one for each student)
- ✓ Sanitize student and teacher workspace between each student (spray bottle w/cleaning solution)



Google



[Home](#) / [Hub](#) / How Concordia Plan Services is addressing COVID-19

How Concordia Plan Services is addressing COVID-19

Legislative Updates



Leadership Updates



Important changes regarding your Health Plan



Your health plan coverage now has FREE COVID-19 testing, treatment and telehealth coverage*

Frequently Asked Questions

We know that during uncertain times questions can arise about the Concordia Plans. Below is a list of frequently asked questions about the coronavirus disease pandemic.

My Health

Are COVID-19 related services covered under the Concordia Health Plan?

What Telehealth options are available through the Concordia Health Plan?



Christ Lutheran School K-8 Teacher Guidelines

Encourage Distancing Inside and Outside of Classroom

- Keep to the right when walking in halls or walkways in the direction of the arrows. Encourage students to follow directional signs in walkways.
- Minimize contact between students, staff, and families at beginning and end of the school day.
- During morning arrival times have independent quiet time projects for students to do while waiting for all students to arrive.
- Create designated spaces for students to sit during circle or group time (ie: seating spots spaced as far as possible), space student and teacher desks apart to minimize face to face contact.
- Encourage physical distance in a developmentally appropriate way.
- Utilize non-classroom space for instruction when possible. Use of outdoor space is strongly recommended, weather permitting.
- Designate one door for entry and one door for exit in each classroom.

Morning Drop-off and Afternoon Pick-up

- Students are to arrive within their 15-minute window as closely as possible to reduce congestion during health check and drop off.
- Each Monday parents will provide the healthy checklist for each student during temperature check.
- At arrival, students will receive a non-contact temperature check inside the vehicle before getting out. Any student with a temperature over 100.4 will not be permitted on campus until the temperature is below this level for 24 hours without medication. Parents are encouraged to perform temperature checks at home prior to leaving for school.
- Students go directly to their classroom upon exiting the vehicle. Students are escorted, as necessary.
- Afternoon pick-up is conducted with students sitting in their assigned class and/or family group. Parents must wait in their vehicle for students to walk up. Parents are to wear a mask if they need to exit the vehicle to assist with loading or unloading. In the case of inclement weather, students are escorted to vehicles.



Monitor for COVID-19 symptoms and immediately isolate anyone showing signs

Staff and students are instructed not come to school and to notify school officials (e.g., the designated COVID-19 point of contact) if they or someone in their family becomes sick with COVID-19 symptoms or tests positive. This includes being exposed to someone with COVID-19 or a suspected case (for example the parent of a student who is exposed at their workplace).

- Staff and children with COVID-19 symptoms at school are immediately moved to a separate area to wait for pickup.
 - Symptoms may include: Fever or chills, cough, muscle or body aches, new loss of taste or smell, congestion or runny nose, shortness of breath or difficulty breathing, diarrhea, fatigue, headache, sore throat, nausea, or vomiting.
- Individuals who are sick go home or to a healthcare facility depending on the severity of symptoms following CDC guidelines. They are picked up from school by parent/guardian within 30 minutes.
- Any person with a fever of 100.4 or higher is sent home.
- Areas used by any sick person are closed off and not used again before cleaning and disinfection. If COVID-19 is suspected, cleaning and disinfecting are delayed by 24 hours to reduce risk of exposure. If it is not possible to wait 24 hours, the most practical delay is implemented. A safe and correct application of disinfectants with personal protective equipment and ventilation for cleaning is applied. Disinfectant products are kept away from students.
- Staff and students do not return until they have met CDC's criteria to discontinue home isolation.
- Anyone who has close contact with someone with COVID-19 stays home for 14 days **after exposure** based on the time it takes to develop illness. If they are tested for COVID-19 and receive a negative result with recommendation, they can return to school.
- Anyone who had symptoms of COVID-19 may return after meeting the following per CDC criteria: 1 day (24 hours) with no fever (without the use of fever reducing medications (ie: Tylenol, Advil, etc) **and** respiratory symptoms have improved (e.g. cough, shortness of breath) **and** 10 days have passed since symptoms first appeared
- Anyone who has tested positive for COVID-19 but had no symptoms may discontinue isolation in accordance with CDC criteria and approval from Christ Lutheran's appropriate school official.
- Anyone who had symptoms that could be COVID-19 but is then diagnosed with a different illness (ie: flu, strep throat, etc) may return prior to the 14-day period with a doctor's release note.
- Students who are required to isolate due to possible exposure immediately enter the distance learning program while at home.



When a classroom or the school must be closed due to COVID-19 exposure:

- In consultation with the local public health department, the appropriate school official decides whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- The classroom or office where the patient was based closes temporarily as students or staff isolate given standard guidance for isolation at home for at least 14 days after close contact.
- Additional close contacts at school outside of a classroom also isolate at home.
- Additional areas of the school visited by the COVID-19 positive individual are closed temporarily for cleaning and disinfection.
- Communication plans for school closure are implemented via email and app notification to include outreach to students, parents, teachers, and staff while maintaining confidentiality as required by law.
- Staff is provided with information regarding labor laws, Disability Insurance, as applicable.
- Guidance is provided to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Regular communications is maintained with the local public health department.
- Students who are affected by closure immediately enter the distance learning program.



Promote Healthy Hygiene Practices

Area/Item	Method	Frequency/Comments
Wear cloth face covering or face shield	Staff should wear a face covering and students should wear coverings according to CDPH Guidelines.	Remind students to wear face coverings. Educate on proper use, removal and cleaning of cloth face covers.
Model Proper Hand Washing	Staff should model and practice handwashing.	Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing. Hands should be washed for 20 seconds with soap, rubbed thoroughly clean under water and dried completely with paper towels.
Utilize hand sanitizer when handwashing is not practical	Sanitizer must be rubbed into hands until dry.	Hand washing is preferred to sanitizer. Children under 9 should be supervised.
Utilize tissues to wipe nose or cough/sneeze.	Cough or sneeze into elbow or tissue and wipe nose with a tissue. Wash hands afterwards.	Model hygiene practice, students and staff should wash hands after coughing or sneezing. Post signs encouraging healthy hygiene.
Use proper ventilation when possible	Open windows or doors as possible.	Increased air flow of fresh outdoor air is recommended.



Classroom Cleaning Guidelines

Area/Item	Method	Frequency/Comments
Tables, door and cabinet handles, light switches	Clean with bleach solution, water and clean cloth.	Daily and between student groups and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. High traffic areas to be cleaned more frequently.
Chairs/ desktops	Clean with bleach solution, water and clean cloth.	Daily and between student groups, before and after use; if soiled with blood or body fluids, follow with disinfecting procedures, rinse, and dry. High traffic areas to be cleaned more frequently.
Soft items – if shared.	Machine wash in a hot cycle according to manufacturer's instructions (NOT USED DURING COVID PERIOD).	Daily. If soiled, take out of use immediately.
Hard manipulatives/items that may have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard items e.g. doll house, climbing frame, art supplies, games, etc.	Daily spray with bleach solution. Wipe down weekly or immediately if soiled.	After child use or immediately if soiled.



Cleaning Checklist

Room #/Location: _____ Week starting: _____

Area/Item to be cleaned	Frequency of cleaning	Days of the week					Teacher's Initials
		Mon	Tues	Wed	Thurs	Fri	
Tables	Daily, after use and prior to food being served						
Chairs	Daily						
Doors and door handles	Daily						
Sinks & surrounding counters, soap & paper towel dispensers	Daily and immediately if soiled						
Hard manipulatives/items that may have had student contact.	Daily Clean with warm water and soap / bleach, rinsed and dried thoroughly after each child's use (daily for no mouth contact)						
Doll houses, larger equipment, other large structures	Daily spray with bleach solution. Wipe down weekly or immediately if soiled						
Hard floors (Rugs-vacuum daily)	Sweep & mop after each meal and at the end of the day						
Soft toys & dress up clothes	Wash weekly or before if needed (NOT USED DURING COVID PERIOD)						
Trash	Empty when full and at closing, put outside of door. Cleaning Service to clean inside and outside daily.						
Windows & Blinds	weekly						
Door frames, all cabinets, all cubbies	weekly						
Ceiling fans & Air Vents & Baseboards	Monthly—By Cleaning Service						



Christ Lutheran School Welcome Back Agenda August 10-14, 2020

Monday, Aug 10

1. Welcome
2. Straightening the Path of Uncertainty
3. Classroom Environment
 - o Fire Safety Compliant
 - o COVID-19 Ready
4. Safety and Health Training (Kristie Flohra)
5. Handbooks
6. The Blended Learning Environment - Distance Learning
7. Back to School Picnic - Backpack Blessing
8. Executive Skills
9. Chromebook/Digital Citizenship

Tuesday, Aug 11

10. CPR/AED Training & Certification
 - o Rob Pryce - pryce.rob@gmail.com
 - o Location: Fireside Room (2 groups for social distancing)
 - Session 1: 8:15-11:15 AM (Teaching staff - click [HERE](#) to see the details)
 - Session 2: 12:00-3:00 PM (Office/Support/Church staff)
11. Student Behavior
12. Love and Logic

Wednesday, Aug 12

13. Nearpod Webinar 9:00 - 10:30AM
 - o Training: Transform Student Engagement (Nearpod 101 + Dlipgrid/Google Slide Add-On Showcase)
 - Webinar Registration:
https://nearpod.zoom.us/webinar/register/WN_VSu7jpFETWeyXMg8ltUTSw
 - Location: Fireside Room
 - Nearpod Consultant: Phil Wagner - philipw@nearpod.com
14. Art Program - 11:00 (Sarah Ross)
15. Homework
16. Report Card

Thursday, Aug 13

17. Step Up to Writing (SUTW)
 - o Self-paced online training (about 5 hours housed on the Learning Platform)
 - o Set up the Teacher Edition w/online resources

- UN: MHafer | PW: FreeRope6 | Account Login Link: elibrary.voyagersopris.com
 - Instructions: <https://www.voyagersopris.com/literacy/step-up-to-writing/start-up>
18. Writing - Map K-8

Friday, Aug 14

19. Emergency Preparedness
- Training with Brian Bresemann
 - Location: Fireside Room

[Link to Wish List Form](#)

Upcoming Calendar Events

Aug 17 – All Staff Meeting, 8-4

Aug 20 – Welcome New Families, 2-7pm

Aug 23 – Back to School BYO Picnic + Backpack Blessing, 12-3pm

Aug 24 – Professional Development with Dr. Jerry Weichman, 10-11:30am (Fireside)

Aug 24 – New Family Orientation, 6-7 pm

Aug 25 – First Day of School - Minimum Day, 12pm dismissal

Aug 28 – Classroom Newsletters, due by noon to Brian

Sep 3 – Back to School Night, 7-8pm (possibly virtual)

Sep 2 – Baptismal Birthdays Celebrated

Sep 4 – Dollar Free Dress Day

Sep 7 – No School - Labor Day Holiday (office closed)



DISTANCE LEARNING HANDBOOK

Christ Lutheran will provide learning models to personalize the education experience for students to connect and learn from a distance with versatility to the learning environment. At the core of Christ Lutheran's distance learning program is a commitment to our values, educational philosophy, and school mission where faith, academics, and families come together.

Christ Lutheran School offers a distance learning option for families or students who are more successful in a different learning environment than the traditional on-campus model. The students will take courses in all core subjects - Discipleship, ELA, math, science, and history as well as PE and art. Core subjects follow state and national standards. Coursework is a mix of on- and off-screen learning activities which emphasize skill development and experiences which connect content to curriculum. Student understanding and mastery will be demonstrated in a variety of methods.

Community is valued in our distance learning option, and *Class Connect* opportunities are planned for students to meet with the distance learning facilitator and virtually connect with the on-campus classroom.

If a student or class enters a quarantine phase or mandated distance learning is initiated, the student and/or class will enter the distance learning option with provisions. See the addendum at the end of the handbook for instructions.

KEY TERMS FOR DISTANCE LEARNING

***Asynchronous** - Students participate in online learning at different times, and instruction is not delivered in real time. Students engage with materials and complete work at their own pace and schedule within a given timeframe.*

***Synchronous** - Students participate in online learning at the same time but in different locations. Students may virtually attend class together via video conference, webinar, message board/chat feed, or other platforms.*

***Distance Learning** - Learning where the instructor and students are in physically separate locations, and instruction is delivered via an electronic device, such as a computer, tablet or mobile phone. The learning can be synchronous, in which all participants are connected at the same time, or asynchronous, when participants are engaged in learning at different times.*



eLearning - Short for electronic learning, an umbrella term that refers to all types of training, education and instruction that occurs on a digital medium.

Learning Platform - An online learning platform is an integrated set of digital resources, activities, and interactions to support the education of the learner. K-3 will use SeeSaw as their learning platform. Grades 4-8 uses Google Classroom.

Zoom - An online web conferencing platform which allows students, teachers, and parents to meet face-to-face in a virtual setting.

Netiquette- the correct or acceptable way of communicating on the Internet.

Zoom Netiquette

To make the instruction time as productive as possible, please help us by having your child follow these steps:

- *Show RESPECT* in speaking, responding, and appearance.
- *Be READY* (Show up on time or early; Have all materials ready.)
- *LIMIT DISTRACTIONS* (Sit in chair in a quiet place; Sit still and listen carefully.)
- *Be PRESENTABLE* (Dress in spirit shirt or uniform top; Be mindful of lighting and background.)
- *Video ON* and maintain eye contact.
- *SAVE eating, drinking and chewing gum for off Zoom times.*



TEACHER ROLE

A Christ Lutheran teacher will design the curriculum for the distance learner and will post daily lesson plans for the student to follow. Daily and weekly progress checkpoints will be posted. The teacher will be responsible for assessing the overall progress towards meeting mastery of grade level requirements.

DISTANCE LEARNING FACILITATOR ROLE

Daily attendance, check-in points, and keeping pace with the learning is essential to overall success. The digital learning facilitator will oversee that the student is staying connected in these areas. Student engagement and participation is highly valued, and *Class Connect* virtual face-to-face times will be scheduled to check in with the student and provide feedback, moral support, or necessary intervention.

PARENT/FAMILY ROLE

Christ Lutheran provides a dedicated support system to the family and the student. Working closely with the teacher and digital learning facilitator, the parent (or other responsible adult) serves as a "Learning Coach" to the child to facilitate the child's progress and monitor the pace and scheduling. While the teacher designs the lessons, the parent/learning coach partners and assists with the learning process and checks for understanding.

Grades K-2	Parent/learning coach involvement is critical for approximately 85% of the educational time. Students are to be monitored when working with digital components. Approximately 20% of the time will be online. Students are to be monitored while completing lesson tasks to ensure understanding of directions and concepts. Students will be able to show growing independence with practicing skills and application of learned concepts.
Grades 3-5	Parent/learning coach involvement will be for about 65-70% of the school time to monitor pacing, student understanding of instructions, and student achievement. About 40-50% of the school time will be online. The student will show growing independence with goal setting and completing a variety of homework tasks and projects.
Middle School	The parent/learning coach involvement is approximately 15% of the educational time as the parent moves to an advisory role for the middle school student. In an advisory role, the parent/learning coach will guide student independence and hold the student accountable. Approximately 60% of the school time will be online. The student will show independence with goal setting, self-directed learning, homework tasks, and projects.



PARENT/LEARNING COACH RESPONSIBILITIES

Establish routines and schedules.

- Set regular hours for your child's school work.
- Keep normal bedtime routines.
- Schedule regular physical movement breaks.
- Establish device-free times.

Define the physical learning space for your child.

Establish a space or location where your child will learn most of the time.

- Find a place that can be quiet and has a strong internet connection.
- Find a place where adults are present and can monitor activity.
- Create an organized area for school items.

Begin and end each day with a parent/child check-in.

Start and end each day with a simple check in with your child. This brief contact point allows your child to plan and helps them organize and set their goals.

In the morning ask

- What are you learning today?
- What are your goals? How will you spend your time?
- What materials do you need?

In the evening ask

- What was your learning today?
- How did you spend your time?
- Did you meet your goals?
- What support do you still need?
- What questions do you have?

Monitor communication from the teacher and distance learning facilitator. Middle school students take on this role and monitor their communication.

- Check emails regularly.
- Check postings on the website or learning platform each morning by 8 am.
- Open and read daily lesson plans each morning by 8 am.

Monitor how much time your child is spending online.

Distance learning will require an eLearning experience for your child. Keep online activity for learning experiences. If in question, ask your child how the online activity is supporting their learning.

- Help your child find the right balance between online and offline learning experiences.
- Actively monitor your child when they are online.
- For the older students, set rules/guidelines for online social behavior.



STUDENT EXPECTATIONS

The student learner will be an active participant in the learning process and cooperate with the parent/learning coach, distance learning facilitator and classroom teacher.

- Establish and maintain daily routines.
- Design a learning space and keep learning materials neat and organized.
- Be dressed and ready for the day by 8 AM.
- Dress in a uniform shirt or spirit shirt for Zoom sessions.
- Check in and access lesson plans by 8 AM.
- Actively participate in the parent/student check ins.
- Be an active, curious learner and be proactive in learning.
- Complete assignments with integrity and academic honesty. Do your best work.
- Meet timelines, commitments, and due dates.
- Check for announcements and feedback from the distance learning facilitator and teacher.
- Follow the *Christ Lutheran Student Technology Use Agreement*.

ATTENDANCE

Daily attendance is taken Monday through Friday. Students are to check in by 8:00 am, complete the check-in form, and access the daily lessons. However, students may be working on lessons asynchronously at times outside of the traditional 8:00 to 3:00 timeframe.

If a student is sick, check absent on the daily attendance form. Policies for absent work will be communicated.

EXPECTED HOURS OF SCHOOLWORK

K-2	Estimate approximately 5 hours of productive school work 5 days per week.
Grades 3-5	Estimate approximately 6-7 hours of effective school work 5 days per week.
Middle School	Estimate approximately 7 hours of effective school work 5 days per week with additional time spent on homework.



MASTERING LESSON CONTENT

Students are required to show mastery of lessons by achieving 80 percent or better on lesson assessments. If a student is finding it difficult to master a lesson, support sessions are offered through the classroom teacher, distance learning facilitator, and/or the director of student support services.

NWEA MAP STANDARDIZED TESTING

Students will participate synchronously in MAP Testing to assess progress in Math and Language Arts three times a year (Fall, Winter, Spring). Teachers use the data to identify growth and provide the support necessary to ensure student success.

TECHNOLOGY REQUIREMENTS AND DIGITAL EXPECTATIONS

The [Christ Lutheran Chromebook Manual](#) outlines the guidelines for chromebooks in grades 3-8 and our digital use policy. Students are expected to follow the guidelines outlined in the *Christ Lutheran Student Technology Use Agreement*.

Technology devices are to be used as a tool to enrich student learning and academic achievement. Any digital activity should be supporting a learning activity. Parents are expected to monitor all digital activity of students in kindergarten through grade 2. Parents should be aware of digital activity in grades 3 through 8. As students grow in their responsibilities with using technology, parents are to continue to be aware and guide proper use.

- Kindergarten through Grade 2 students are required to have an iPad, tablet, or Chromebook.
- Grade 3 through 8 students are required to have Chromebooks.

DIGITAL PLATFORMS USED TO COMMUNICATE LEARNING

- Kindergarten through 3rd grade students will use Seesaw and Zoom to deliver asynchronous and synchronous learning.
- Grades 4 through 8 will use Google Classroom and Zoom to deliver asynchronous and synchronous learning.