



Zion Lutheran School

2020 Vision Plan

July 10, 2020

Zion Lutheran School is a ministry of Zion Lutheran Church. Together as one, we provide education, ministry, and partnership with families through training at our school. We continue to offer excellence in education while maintaining guidelines that follow with the Indiana Department of Education (IDOE), The National Lutheran School Accreditation Association, and the guidelines in place from the Board of Christian Education at Zion Lutheran.

Moving into a new school year amidst the COVID19 Pandemic requires a thorough plan and process to maintain a Safe and Healthy school and environment for students, staff, and families that are a part of Zion Lutheran. The following protocols will be in place as we begin a new school year. We will maintain these temporary protocols until they are no longer necessary in the State of Indiana. Zion has partnered with and received information from the CDC, the IDOE, Indiana Governor's Office, the Indiana Department of Health, the Hancock County Health Department, The Office of Early Childhood and Out of School Learning (OECOSL), and the Board of Christian Education to continue to prepare and implement the current Plan.

At Zion our ministry focus is on Connecting People to Christ, Making a Forever Difference Today. Putting a Pandemic Plan in place seems to go against the very grain of who we are as a Lutheran church and school. In preparing for a safe educational learning environment, we know that most of these are not who we usually are, but who we need to be during this time. Sound educational practices will continue, growing students and families will continue, and ministry will continue.

The 2020 Vision Plan is effective on July 10, 2020. As we all know, all plans at this time are fluid, temporary, and ever-changing. Our goal at Zion is to be Socially Engaged and Physically Distanced. With the help of many, including the 2020 Vision Task Force, the Board of Christian Education, and Dr. Aspy, Hancock County Health Department's Physician, we are excited to begin in the classrooms for our 2020-2021 school year.

Our Mission

We teach the message of salvation in Jesus Christ to children in our community within an environment of high academic standards, equipping them to serve Church and society.

Our Goal

Students will have an opportunity to learn and grow through their educational experiences, academic excellence, opportunities for developing and growing in their faith while being supported in their learning needs.

Our 2020 Vision Plan

The Plan listed below includes opportunities for an educational experience that is safe and appropriate for students, faculty, and staff. This is an ever-changing plan that will continue to change as more information is released and updated. We will comply with the Indiana Governor's Office, The Indiana Department of Education (IDOE), The Office of Early Childhood and Out-Of-School Learning (OECOSL), the Indiana State Department of Health, and the Hancock County Health Department.

Educational Goals

1. Maintain a safe environment for students, faculty, staff, and families enrolled at Zion Lutheran
2. Provide an appropriate and progressive educational plan for each student
3. Maintain Social Engagements and Physical Distance that is safe for students, faculty, and staff within their Unit of Learning.
4. Provide a complete virtual learning environment that offers instruction to all grade levels should the need arise during the 2020-2021 school year

Educational Options for Families in K-8

Families have two options for education in the 2020-2021 school year.

1. Elementary Classes begin on August 6 in the classrooms. Details following in the 2020 Vision Plan.
2. Families may choose to enroll their students in an online program through Zion. Students will log-on to their class while learning from home. Families will choose by semester and lock into that choice of learning. The times for this remote learning will follow the regular schedule of the child's physical classroom. Students will participate from 8:30 - 3:10 of each school day. Not all areas of the educational school day will be available online possibly including, but not limited to Physical Education, Library, Art, Music, and Computer, and other whole school activities. Details and platforms will be available at Sign-Up Night.

Educational Options for Families in Preschool Classrooms

Families have two options for education in the 2020-2021 school year.

1. Preschool classes begin on August 17 in the classrooms. Details following in the 2020 Vision Plan.
2. Families may choose to receive a digital packet of learning opportunities to present to students in the home setting. These will be available digitally. Digital day-to-day access to the classroom will not be available for preschool students. Some items may be picked up on a bi-weekly at a designated Drop-off/Pick-up Location.

2020-2021 Start of School

K-8 Students will begin classes on Thursday, August 6, 2020. Preschool Classes begin on Monday, August 17.

All Staff and Students will complete a daily in-person health screening. The screening will help verify that the staff and students do not have COVID19 symptoms and are fever-free. A staff person will complete the student screening in the Dropoff area before the student enters the building.

Students are expected to wear a face covering at school. Masks will be utilized when traveling through the building. Desks for students in grades K-8 will have shields. While a student is seated at their desk area, they may remove their masks. All classroom desks will face the same direction and maintain 6 feet separation. Students will remain in their classrooms for core subjects. For departmentalized instruction, teachers will move between classes as needed.

Each student will have an area for their supplies. Supplies will not be shared in the classroom and will be stored at the student's desk area. Some supplies may be stored in their individual cubbies.

Students will eat lunch in the classrooms. Students may bring their lunch or choose a Hot Lunch Option from the menu each day.

Visitors will not be allowed in the building during the school day. Appointments can be scheduled as needed for meetings with teachers, Administration, etc. If parents are dropping off an item at school, deliveries may be dropped off at Door #2. Parents are to ring the doorbell and let the office staff know there is a drop-off.

Parents, dropping off or picking up a student during drop off and dismissal times, will need to remain in their car. Calling the school office will notify the staff of a need. Physical Distance is essential to maintain a safe environment at all times.

Parents should make plans for alternative care in case of a closure. It may be necessary to close our school for cleaning or, as defined by Governor Holcomb, the Hancock County Health Department, Indiana Department of Education, or the Indiana Health Department. Having a plan in place will prevent frustration if the need should arise.

Cleaning will be completed often throughout the school day. The increased cleaning and sanitization will include profoundly touched surfaces, desks, restrooms, and other areas determined by the staff.

Daily School Schedule

Before School Care	7:00 a.m. - start of school day
After School Care	3:15 p.m. - 6:00 p.m.
Doors Open	8:00 a.m. - 8:25 a.m.
K-8 School Hours	8:30 a.m. - 3:10 p.m.
Dismissal	3:10 p.m. - 3:30 p.m.
Preschool - PreK AM	8:45 a.m. - 11:15 a.m. (Arrival 8:30 - 8:45)
Preschool - Pre3's AM	9:00 a.m. - 11:00 a.m. (Arrival 8:45 - 9:00)
Preschool - PreK PM	12:30 p.m. - 3:00 p.m. (Arrival 12:20-12:30)
Preschool - Pre3's PM	12:45 p.m. - 2:45 p.m. (Arrival 12:30-12:45)

Extra time will be necessary for Drop-off/Pick-up times. The health screenings and proper distancing will take a bit more time. Please plan accordingly as we begin this new process.

Masks and/or Face Coverings

Indiana State Health Commissioner, Dr. Kristina Box, and Hancock County Health Department have issued the following guidelines regarding masks and/or face coverings at school:

1. All adults in the building will wear a mask when school is in session. Staff working in an individual area without others will be able to remove their mask. Face Coverings will be strongly recommended for students in all situations when physical distancing is in effect.
2. Face Coverings will be required at various points during the school day. These situations include but are not limited to
 - a. Any situation where close contact may occur, and physical distancing is not possible.
 - b. Certain classroom situations where a face covering may be necessary
 - c. Traveling through the hallways at all grade levels
 - d. Moving through the building for various activities or classes
3. Face masks are on the school supply list for the coming school year. We recommend practicing with a mask before the start of the school year. Paper masks are available if a student is unable to find a mask or forgets to bring the mask to school.
4. Students uncomfortable with a mask will be given the option of wearing a gaiter, if that is more comfortable. Looking for a mask is the best way to determine the type needed to help your child.
5. Masks from home must be appropriate for school. They may not have inappropriate words or pictures on them. Masks should not distract other students because of their form, fabric, or style. Administration determines guidelines on appropriateness. If an inappropriate mask/gaiter is worn to school, a paper mask will be given to the students as a replacement.

Learning at School

Providing students with appropriate physical distancing is essential in a school setting. All desks will face the same direction. Each elementary desk will have a clear acrylic shield. The shield will allow students to work at their seats without having to wear their masks. When students move to a new area, masks will be necessary.

Engaging in social interactions is crucial in student learning and development. Students will be able to interact with other students in their classrooms during the school day. Teachers will continue to guide and instruct students on physical distancing. Maintaining physical distancing will be a learning process as the class comes together.

Seating charts will be kept in need to conduct contact tracing, should a student at Zion test positive for COVID19. The Hancock County Health Department has advised all county schools that an inability to contact trace positive COVID19 cases would result in additional and potentially more extended closures.

Student Health and Wellness

Student's health includes social, emotional, physical, mental, and spiritual areas of consideration. Ensuring that the students are learning in an environment conducive to these areas is a goal for our 2020 Vision .

Immunization

All student immunizations must be current by the start of the school year on August 6, 2020. Students who do not have an updated immunization record will need to stay home until the proof of updated records is submitted, a doctor's appointment is scheduled, or an exemption is filed with the school.

Daily Temperatures and Health Screenings

Daily temperature checks will be done daily at drop-off by a staff member.. A health screening will be completed by a staff member each day at drop-off. This process may take a few extra minutes at the start of the schoolyear but decrease as everyone becomes more familiar with the routine. Parents must remain on campus until the health screening is complete. Records will be maintained throughout the school year.

Illnesses

Students exhibiting symptoms of COVID19 and/or a fever over 99.5 will be placed in a designated quarantine area. Parents will be notified to pick up their children with a recommendation to contact their health provider. Only one child or staff person will be in a designated quarantine area at a time. Each area will be sanitized after an ill person has been waiting in the area. Staff will be masked and gloved while caring for a sick child or staff person.

Students may not return to school until they are fever and symptom-free for 72 hours without medication. (Please note the required time difference due to COVID19). Physician's diagnosis should be reported to the school. Parents must report positive test results to Zion's principal. If the parent reports a positive case of COVID19, the Hancock County Health Department will be contacted. Contact tracing information will be shared with the Hancock County Health Department.

Medically Fragile Students

Medically fragile students will need to review their health plan with the administrator. It may be necessary for that student to receive their education online to provide the best area for safe learning.

Building Procedures for K-8 Students

Return to Traditional Learning

1. Staff and Students are strongly encouraged and expected to wear face coverings while at school. Students will be required to have masks with them at all times. Students may remove their masks while seated behind the shield in their learning area.
 - a. Teachers will wear a clear mask or face shield, allowing students to see their expression
 - b. Paper masks will be provided to students who do not have one.
2. Classrooms are arranged with physical distancing according to recommendations
 - a. Desks are 6 feet apart
 - b. Desktops contain shields. Alternate shields will be mounted as needed in areas of close contact
3. Student's desks will be cleaned daily.
4. Markers will be placed on the floor or wall to determine physical distancing reminders and guidelines outside the classroom
5. School supplies will not be shared. Each student will have their individual supplies
6. Students will wash their hands when entering and leaving the class. Hand sanitizer will be available in each class and common areas
7. Families should send a filled water bottle to school with each student. Bottle filling stations will be available at school. Drinking fountains with mouthpieces will be off during the school day.

Building Procedures

1. Visitors will be permitted only by appointments and must remain in the lobby of the school
2. Visitors must maintain physical distancing. Markers will be placed in the office areas to determine a six-foot distance
3. All visitors must wear a mask
4. Visitors will not be permitted in classrooms
5. Parents/guardians must remain in their cars during student drop-off/pick-up
6. Parents will not be allowed to walk their students inside the building
7. Item drop-off/pick-up will be at Door #2 at an area designated for supplies

Food Service and Lunch

1. Students will wash hands or sanitize before getting their lunch
2. Students in grades K-8 will eat lunch in their classrooms
3. Lunch will be provided for a student who chooses Hot Lunch
4. Visitors will not be permitted during lunch

Illness

1. A quarantine area will be set up for students showing signs or symptoms of COVID19
2. Minor issues will be resolved with the classroom teachers

Student Arrival and Dropoff

1. Student drop-off will be at Door #2. After the Health screening, students will walk to their classroom to be greeted by their teacher. Parents must remain on campus until health screening is complete.
2. At the end of the day, students will be dismissed from their class by family groups for the carpool line. The pickup line will start in the front and progress to the back parking lot when directed by a staff member.
3. Students will be loaded into cars at Door # 11, by the Middle School Wing.
4. Parents will need to travel slowly through the parking lot to ensure safety for everyone.
5. Students arriving at Before School Care will complete their Health Screening before leaving their car. Students staying for After-School Care will proceed to the cafeteria.
6. Parents picking up students from After-School Care will wait at Door #2, while accessing the door buzzer. Students will be escorted to the door to go home for the day.

Building Procedures for Preschool Students

Return to Traditional Learning

1. Staff and Students are strongly encouraged to wear face coverings traveling through the school. Students will be required to have two masks with them each day. Students may remove their masks once they enter their classroom.
 - a. Teachers will wear clear masks or face shields
 - b. Preschool students should wear one mask into the school building, have an extra mask in their backpack, and the third mask at home.
 - c. Paper masks will be provided to students who do not have one.
 - d. Students will not need to wear masks in the classroom unless there is a different activity that requires a mask.
2. Classrooms are configured with physical distancing according to recommendations by OECOSL
 - a. Students will interact with smaller groups in the classroom.
 - b. Social engagement is vital in preschool classrooms. Students will be able to interact with others at school.
3. Classroom cleaning will occur before and between classes each day.
4. Teachers will determine physical distancing to follow the guidelines by OECOSL
5. School supplies will not be shared. Each student will have their supplies
6. Teachers will assist students in handwashing when entering and leaving the classroom. Hand sanitizer will be available in each class and common areas as needed
7. Classes will have water for students. Students will not utilize drinking fountains.

Building Procedures

1. Visitors will be permitted only by appointments and must remain in the lobby of the school
2. Visitors must maintain physical distancing. Markers will be placed in the office areas to determine a six-foot distance
3. All visitors must wear a mask
4. Visitors will not be permitted in classrooms
5. Parents/guardians must remain in their cars during student drop-off/pick-up
6. Parents will not be allowed to walk their students inside the building
7. Item drop-off/pick-up will be at Door #2 at an area designated for supplies

Food Service and Lunch

1. Students will wash hands or sanitize before getting their lunch
2. Students in Preschool and Childcare will eat lunch in the cafeteria at designated seats
3. Lunch will be provided for a student who chooses Hot Lunch
4. Visitors will not be permitted during lunch

Illness

1. A quarantine area will be set up for students showing signs or symptoms of COVID19
2. Minor issues will be resolved with the classroom teachers

Student Arrival and Dropoff

1. Student drop-off will be at Door #2. After the Health Screening, students will be walked to their classroom to be greeted by their teacher. Parents must remain on campus until health screening is complete.
2. Students will be dismissed from their class by family groups for the carpool line. The pickup line will start in the front parking lot by the gym.
3. Students will be loaded into cars at Door # 2.
4. Parents will need to travel slowly through the parking lot to ensure safety for everyone.
5. Students arriving at Before School Care will complete their Health Screening by a staff member. Students staying for After-School Care will be escorted to the cafeteria.

Parent and Visitor Expectations and Procedures

Keeping the students and staff healthy is a priority at Zion. The following procedures are designed to keep everyone healthy. Our school will work to make a clean, safe environment that is safe for students and staff. Zion has focused on creating relationships by connecting with people. Due to COVID19, we will need to make changes to the norm to ensure safety and health by limiting visitors' access to our building.

1. All visitors must make an appointment before coming to school.
2. All visitors will complete a School Visitor Form stating they are feeling well
3. All visitors must wear a mask or face covering
4. All visitors must comply with the temperature screening requirements

Visitors may not go past the office of the school. Visitors may not visit classrooms.

Parents and Guardians

Parents or guardians are considered to be visitors to the school. If the parent desires to talk with the principal, director, teacher, or other staff members, they must have an appointment. The parent or guardian must complete the School Visitor Form before entering the building. Parents/guardians will not be allowed access beyond the front office of the school.

If parents need to drop off an item for their students, they must call ahead to the office. Every attempt will be made to conduct contactless drop off of items for the students. There will be times that a parent needs to enter the building. Parents should then ring the doorbell for assistance.

If a student needs to be picked up from the school, the office will make those arrangements. There may be a time when a parent needs to come to the office to pick up an ill child. All attempts will be made to walk the child to the car, so parents do not need to enter the school building.

Food Service

Zion will continue to utilize Aramark Food Service through the courtesy of Southern Hancock Community Schools. Lunch options will include 3-4 direct serve lunches. Students will be able to choose the main lunch items, and the other sides will be added to their lunch for them. No sharing of lunch items will be allowed. The Fresh fruit and veggie bar will not be utilized this year.

All students will need to complete their breakfast before arrival at Zion. Breakfast items will not be served or available during before school care. After School Care will provide a packaged snack for students. Students with allergies may pack an afterschool snack. Sharing of snacks will not be allowed.

Registrations, Orientations, and Planning

Zion Sign-Up Night/Day

Zion families will have the opportunity to sign up on Sign-Up Genius for a time for Sign Up Night/Day. These will be on Thursday, July 30, from 4:00 to 8:00 and Friday, July 31, from 9:00 am to 4:00 pm. The Sign-Up Genius will allow a limited number of families in the building at one time to ensure Physical Distancing

Parent Orientation

Parents will learn about a variety of things at Zion through digital presentations this year. Zoom Offerings will also be available as the start of the school year gets closer.

Back to School Events

Zion will put out information about events as the time gets closer for such activities. Please continue to check your parent portal for updates.

Facilities Procedures

The following procedures are in place to keep Zion a clean and safe environment for students and staff.

1. The facility cleaned daily following school hours.
2. High-touch areas and common spaces will be cleaned throughout the day.
3. Additional hand-sanitizers are available.
4. Bottle Filling stations are available in place of drinking fountains. Guidance from the CDC and Indiana Department of Education indicates that shared water fountains should not be used to help stop the spread of COVID19.
5. A backup sanitization plan is in place should we experience the significant outbreak of COVID19
6. Faculty and staff will receive updated training on new expectations and CDC guidelines.
7. Acrylic shields will be installed in high traffic areas of the facility before the start of school.
8. Additional supplies, including hand sanitizer and disinfectant, will be provided to each classroom. Staff will be asked to periodically clean high-touch areas in their classrooms and areas of use.

Athletics and Extracurriculars

Athletics

Indiana Governor Holcomb has permitted Indiana School to reopen with athletic activities at the start of the school year. Zion will follow the guidelines put out by the Lutheran School Athletic Association for Central Indiana Lutheran Schools. All schools will follow the same protocols for practices, games, and spectators. This information will be released before the start of the school year.

Clubs and Activities

Clubs and activities will be limited during the current school year. When restrictions are lifted, Administration will determine if activities can be added.

As we move closer to the start of the 2020-2021 school year, more detailed information will be provided for parents. If questions arise, please contact Kristie Sombke at 317-679-1083 for more information. We are excited to work together in a partnership with teachers and parents to provide a new school year in a new way.