



A Message from the Administration of Christian Life Academy

During this very uncertain time our nation is experiencing in the COVID-19 Pandemic , it is a priority to maintain a safe environment for our staff, students,volunteers, and families to experience at school. Our board has discussed and prayerfully considered the many aspects of how to re-open Christian Life Academy for the 2020-2021 school year. Our number one priority is that we are making ethical decisions for the safety of all involved in our school- staff members, students, families, and volunteers. Our second priority is that our students are receiving a continual high-quality academic experience. Although we are beginning the school year in a traditional return model, we are prepared to transition to a blended or online model as needed during the school year. This decision will be based on recommendations from the Ohio Department of Public Health as well as the Ohio Department of Education. We are continuing to work closely with our local health department and other government leadership to monitor the COVID-19 situation daily.

This school year will not be like any other time that any of us have ever experienced in our lives. No doubt you have felt the great stress and division in our nation regarding COVID-19 and probably never want to hear words like “social distancing”, “flatten the curve”, etc. again after this pandemic is past us. However, it would be foolish for us not to acknowledge that we are indeed living in the midst of a global pandemic event. We must use caution , care, and wisdom in our actions and decisions, even more so when they involve the health , safety, and welfare of our children and people that we love that are at risk. We understand that not everyone will want to wear a mask. We do strongly encourage you and your children to wear a mask when at school, but we are not requiring them to. Our staff and volunteers will be wearing masks this year, and that may be something that you may need to discuss with your children prior to the first day of school, as that can be scary for young children.

Please know that you and your children are counted among the list of those that we love, care for and want to keep safe daily. We enter into this school year with the understanding that it will not be like any other that we have had to plan, that there will be things that will be subject to change from the normal schedule. We will learn to be adaptable and flexible and we will all get through it together, because we are CLA. We support each other with love, prayer, and friendship, and we will continue to do so through this pandemic.

Serving You,

Melissa Boggs, CLA Administrator
July 20, 2020



With the understanding that the COVID-19 Pandemic is an evolving situation, we present this plan for Christian Life Academy school re-opening for 2020-2021 school year, with the understanding that this plan is subject to change per the needs of the pandemic situation and / or to comply with guidance or regulations from the local, state, or national authorities.

**Good Shepherd Wesleyan Church / Christian Life Academy Local Board Authority
July 20, 2020**

COVID-19 County Alert Levels and Plans

Christian Life Academy is basing the decision for how school is open during the 2020-2021 school year on the Ohio Public Health Advisory System. The system is a color-coded system designed to supplement existing statewide orders through a data-driven framework to assess the degree of the virus’ spread and to engage and empower individuals, businesses, communities, local governments, and others in their response and actions. The system is maintained on the Ohio Public Health webpage updated daily (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system>) .

Although Christian Life Academy has students attending that reside in multiple locations, the decision of how instruction will be delivered (traditional, hybrid, distance learning) will be based on the geographical location of the school, Jackson County.

Color Codes Indicate a County Alert Level on the Public Health Advisory System

Level 1 0-1 Indicators Triggered	Level 2 2-3 Indicators Triggered	Level 3 4-5 Indicators Triggered	Level 4 6-7 Indicators Triggered
Public Emergency Active exposure and spread. Follow all current health orders.	Public Emergency Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	Public Emergency Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	Public Emergency Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
Traditional Return for all students.	Traditional Return for all students.	Hybrid and distance learning options.	Distance learning for all students.



School Calendar and Schedule

Christian Life Academy school calendar will remain in place, with the first day of school to be on Monday August 17th, 2020. Health and safety precautions have been put into place for all students to attend school Monday-Friday in person.

The regular school operation schedule will be maintained :

Early Morning Drop off	7:00 am-7:45 am
Preschool Classes	7:45 am-11:10 am
K-6 Classes	7:45 am-3:15 pm
Grades 7-12 Classes	7:30 am-2:30 pm
PreK Afternoon Program	11:15 am-5:15 pm
K-12 After School Program	3:15 pm-5:15 pm

Back to School Orientation Events

- Back to school orientation will be pre-recorded with teachers and sent to parents the week of August 10-14th.
- Friday August 14th, the school will have a two hour open house event from 4-6 pm. During this time the classrooms will be open and families may stop by to meet their child's teacher and to drop off school supplies to the classrooms. School supplies may also be dropped off to the school office the week of August 10-14th.
- There will not be a formal back to school in person orientation event held in the sanctuary this year due to COVID restrictions.

Early Morning Drop Off Procedures 7:00 am-7:45 am

Preschool-Grade 3

Seat homerooms together at assigned lunch tables throughout the gymnasium.

Grades 4-8

Seat students in their assigned homerooms. Two morning care staff will be present in the hallway to monitor the classrooms.

Grades 9-12

Seat students in their assigned homerooms. Two morning care staff will be present in the hallway to monitor the classrooms.

*All tables / desks must be sanitized after students exit the early morning drop off areas.



Morning Drop Off Procedures 7:45-8:00

Preschool- Grade 3

All students being dropped off after morning care has been dismissed (7:45 am and on) will need to enter the front building office entrance doorway. They will then need to proceed to their homeroom class.

Grades 4-12

All students being dropped off after morning care has been dismissed (7:30 am for gr 7-12; 7:45 am for gr. 4-6) will need to enter at the second building principal's office entrance door and proceed to their homeroom class.

After School Pick Up Procedures

Preschool

Preschool morning class will be dismissed at 11:10 am. Parents are requested to use the Remind Me app to notify the homeroom teacher that they have arrived for pick-up. Teachers will check the app beginning at 11:10 am dismissal time. Students that have been signed out through the app at dismissal time will be released by a school staff member at the office side entrance (front building) and released to the adult picking them up .

Grades K-3

K-3 students will be dismissed for the day at 3:15 pm. Parents are requested to use the Remind Me app to notify the homeroom teacher that they have arrived for pick-up. Teachers will check the app beginning at 3:15 pm dismissal time. Students that have been signed out through the app at dismissal time will be released by a school staff member at the office side entrance (front building) and released to the adult picking them up .

Grades 4-6

Grades 4-6 students will be dismissed for the day at 3:15 pm. Parents are requested to use the Remind Me app to notify the homeroom teacher that they have arrived for pick-up. Teachers will check the app beginning at 3:15 pm dismissal time. Students that have been signed out through the app at dismissal time will be released by a school staff member at the principal's office side entrance (second building) and released to the adult picking them up .

Grades 7-12

Middle School and High School students will be dismissed for the day at 2:30 pm. Parents are requested to use the Remind Me app to notify the homeroom teacher that they have arrived for pick-up. Teachers will check the app beginning at 2:30 pm dismissal time. Students that have been signed out through the app at dismissal time will be released by a school staff member at the principal's office side entrance (second building) and released to the adult picking them up . Students that drive themselves do not need a parent to sign them out on the RemindMe app.



After School Programs

Preschool

Preschool afternoon programs will operate on a normal schedule Monday-Friday 11:15 am-5:15 pm. Instead of operating out of a single daycare room as in prior school years, now each preschool classroom will operate as a daycare room in the afternoons. The homeroom preschool class will also remain the afternoon daycare location for each class. Parents will still need to physically enter the building to sign students out of the preschool daycare program, from their homeroom classroom at pick up time. Parents entering the building are strongly encouraged to wear a face covering.

Grades K-3

K-3 after school child care will be in the school gymnasium Monday-Friday 3:15-5:15 pm. The program will be operated by one or more CLA staff. Students will be set up in grade specific learning / activity centers that will rotate . On Wednesdays the program will move to one or more classrooms in the front building to accommodate the use of the gym by Good Shepherd Wesleyan Church for mid week service events. Parents will need to physically enter the building to sign students out of afterschool programs. Parents entering the building are strongly encouraged to wear a face covering.

Grades 4-6

Grades 4-6 after school child care will be in the second building, room 101 (Mrs. Conley's class) Monday-Friday 3:15-5:15 pm. The program will be operated by one or more CLA staff. Students will be set up in grade specific learning / activity centers that will rotate . Parents will need to physically enter the building to sign students out of afterschool programs. Parents entering the building are strongly encouraged to wear a face covering.

Grades 7-12

Grades 7-12 after school child care will be in the second building, room 102 (Mrs. Rhodes's class) Monday-Friday 3:15-5:15 pm. The program will be operated by one or more CLA staff. Students will be set up in grade specific learning / activity centers that will rotate . Parents will need to physically enter the building to sign students out of afterschool programs. Parents entering the building are strongly encouraged to wear a face covering.



Classrooms

Preschool (self-contained classes)

- Individual materials kits will be provided for students to store and have access to supplies and to reduce sharing of classroom materials : pencils, erasers, art supplies, classroom supplies
- Students will have a designated area to store their backpack and supplies in their classroom
- Hand sanitizer will be in use at each classroom
- Classrooms will be sanitized daily by teachers and custodial staff

Grades K-3 (self-contained classes)

- Textbooks will remain in the classroom . Textbooks may be taken home if there is an assignment or if parent requests for studying at home.
- Students will be assigned a technology device for their individual use during the school year. The device will stay at the school unless needed for assignments at home or in the event online learning becomes a necessity.
- Classrooms will be sanitized daily by teachers and custodial staff

Grades 4-12 (rotating classes)

- Students will be asked to bring a backpack to school daily to store their supplies. Lockers / storage units will not be provided. Coats may be hung up on coat racks downstairs (gr. 4-8) or upstairs (gr 9-12).
- Textbooks will remain in the classrooms and will be assigned to individual students for use. Students may take the textbooks home if they are needed for assignments or for studying.
- Students will be assigned a technology device for their individual use during the school year. The device will stay at the school unless needed for assignments at home or in the event online learning becomes a necessity.
- Classroom tables / desks will be sanitized between groups of students rotating classes.
- Classrooms will be sanitized daily by teachers and custodial staff



Restrooms

Preschool- Grade 3

- Share a common restroom in the front building. Restroom breaks of the whole class will be scheduled and staggered to prevent multiple groups of students being in the restroom at same time.
- Teachers aides will assist with escorting individual students to restroom for breaks as needed

Grades 4-8

- Share a common restroom downstairs of the second building. Restroom breaks of the whole class will not be scheduled. Individual student breaks will be permitted as needed during the day.

Grades 9-12

- Share a common restroom in the upstairs of the second building. Restroom breaks of the whole class will not be scheduled. Individual breaks will be permitted as needed during the day.

Lunchtimes

Preschool

Preschool lunch time will be 11:50-12:10 daily. Preschool students will eat lunch in their classrooms. Classroom tables will be sanitized before and after lunch . Students would be required to sanitize / wash hands before and after lunch.

Grades K-3

K-3 Lunchtimes will be 11:15-11:45 daily. K-3 students will eat lunch in the cafeteria, seated by homeroom classes. Lunch tables will be sanitized before and after lunch. Students will be seated in assigned seats that are safely distanced. Students would be required to sanitize / wash hands before and after lunch.

Grades 4-6

Grades 4-6 lunchtimes will be 11:30-11:50. Grades 4-6 students will eat lunch in the cafeteria, seated by homeroom classes. Students will be seated in assigned seats that are safely distanced. Students would be required to sanitize / wash hands before and after lunch.

Grades 7-12

Grades 7-12 lunchtimes will be 11:50-12:10. Grades 7-12 students will eat lunch in the cafeteria seated by homeroom classes. Students will be seated in assigned seats that are safely distanced. Students would be required to sanitize / wash hands before and after lunch.



Recesses

Preschool

Preschool morning recess will be 10:30-11:00 daily. Weather permitting, the recess will be outdoors. In the event of poor weather, the preschool playtime will be in the gymnasium or in the classroom. The teachers will use cones to designate play areas specific for each class to remain in during outdoor play or indoor play in the gym. Students would be required to sanitize / wash hands before and after recess.

Grades K-3

- Morning recess will be 9:15-10:00 am daily. Weather permitting, the recess will be outdoors. In the event of poor weather, the K-3 playtime will be in the gymnasium or in the classroom. The teachers will use cones to designate play areas specific for each class to remain in during outdoor play or indoor play in the gym. Students would be required to sanitize / wash hands before and after recess.

- Lunch recess will be 11:45-12:00 daily. Weather permitting, the recess will be outdoors. In the event of poor weather, the playtime will be in the gymnasium or in the classroom. The teachers will need to use cones to designate play areas specific for each class to remain in during outdoor play or indoor play in the gym. Students would be required to sanitize / wash hands before and after recess. Students would be required to sanitize / wash hands before and after recess.

Grades 4-6

- Morning recess will be 10:15-10:30 am daily. Weather permitting, the recess will be outdoors. In the event of poor weather, the Gr 4-6 playtime will be in the gymnasium or in the classroom. The teachers will need to use cones to designate play areas specific for each class to remain in during outdoor play or indoor play in the gym. Students would be required to sanitize / wash hands before and after recess.

- Lunch recess will be 11:50-12:10 daily. Weather permitting, the recess will be outdoors. In the event of poor weather, the playtime will be in the gymnasium or in the classroom. The teachers will need to use cones to designate play areas specific for each class to remain in during outdoor play or indoor play in the gym. Students would be required to sanitize / wash hands before and after recess.



Chapel Services

Preschool - Grade 3

Chapel services will be Tuesdays 8:15-8:45 am. Students will be seated by homeroom class, spaced apart from other classes. Chapel will be in the Good Shepherd Wesleyan Church Sanctuary.

Grades 4-6

Chapel services will be Thursdays 8:00-8:45 am. Students will be seated by homeroom class, spaced apart from other classes. Chapel will be in the Good Shepherd Wesleyan Church Sanctuary.

Grades 7-8

Chapel services will be Thursdays 1:45-2:30 pm. Students will be seated by homeroom class, spaced apart from other classes. Chapel will be in the Good Shepherd Wesleyan Church Sanctuary.

Grades 9-12

Chapel services will be Tuesdays 1:45-2:30 pm. Students will be seated by homeroom class, spaced apart from other classes. Chapel will be in the Good Shepherd Wesleyan Church Sanctuary.

Band Classes

Band classes will continue on a normal schedule. Students will be spaced apart during instruction. The determination to participate in marching band activities will be made as parade / festival events are presented.

High School Community Service Requirements

During the 2020-2021 school year, CLA high school community service hour requirements will be decreased to 20 hours for the year.



Masks / Face Covering Policies For Staff and Students

Staff

Office staff will wear masks when answering the doors for visitors, when entering or exiting the building, in the hallways, or when within less than 6 feet of others.

Teachers and Aides

Teachers and aides will wear masks when answering doors for visitors, when entering or exiting the building and when in the hallways. Masks will be worn when working in close proximity with students (closer than 6 feet).

Students

Students are strongly encouraged to wear masks when entering or exiting the building, when in close proximity of others less than six feet, and when in the hallways. Masks will not be mandatory in the classroom.

Visitors

Visitors to the buildings will be limited. All visitors must check into the school office (front building, side entrance) and are strongly encouraged to wear masks while in the building. Parents are asked to use the RemindMe app at pick up times instead of entering the building.

Personal Hygiene

Hand sanitizer will be placed in classrooms and at entrances of buildings. Frequent handwashing will be encouraged for all students and staff throughout the day. Staff and students are asked to self screen at home daily for COVID-19 symptoms:

- fever or chills
- cough
- shortness of breath
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea



Quarantine of Classroom

In the event that a teacher or student in a classroom is diagnosed with COVID-19, the classroom will be quarantined from school for 14 days. The classroom will switch to an online learning platform during this time.

Distance Learning / Online Platform

In the event that schools will need to close again due to COVID-19, Christian Life Academy will transfer all classrooms to an online instructional delivery platform to provide distance learning. All technology devices are 1:1 for students to use in this learning style.

Technology Devices

Technology devices will be provided 1:1 for all students during the school year. Devices will be specifically assigned for the use of only one student. Devices will be sanitized daily .

Wi-Fi / Hot Spot

Wi-Fi will be available upon request in the CLA parking lot and upon the campus. The password must be requested from the main office , but will be made available for student academic use as needed.

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