**New Horizon Christian School Opening Plan**

**2020-2021**

**The New Horizon Christian School administration and school board have carefully read the CDC guidelines and have prayed over the following decisions as we are preparing to open school for the 2020-2021 year.**

**Our goal is to keep each grade with only their grade throughout the day. This will hopefully allow us to keep any germs contained within one class and not throughout the school. Masks will be required in the building unless during a supervised break, lunch, or PE/recess. We will follow CDC and Marion County Health Department guidelines when or if the need to isolate or quarantine arises.**

**New Horizon will operate on a Monday through Friday in person schedule. School will be in session from 8:15-3:20. The only change in scheduling for the year is 12:30 dismissal days will be moved to 12:00 dismissal days to eliminate any congestion at dismissal time. The building will be thoroughly cleaned daily to keep our staff, students, and families safe. This document is a “living” document and will be added to and changed as needed. I will update you when changes have been made.**

\*\*\*These plans are subject to change and be updated as the pandemic changes and time progresses.\*\*\*

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| **Arrival:** |
| -Kindergarten-2nd will be dropped off at door A wearing a mask.  -3-5 will be dropped off at door B wearing their mask.  -6-8 will be dropped off at door C wearing a mask.Pre-School will get dropped off here also but their start date isn’t until September 8th.)  -Parents will wait for the all clear before pulling away  -a map and video will be shared with our families to show this procedure  \*\*Students will be dropped off at their assigned door, have their temperatures checked, and then sit with their class in a sectioned off area until 8:10, and then they will be dismissed to their class with their teacher between 8:10-8:15 |

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| **Classroom Procedures:** |
| -Students will be required to wear a mask unless social distancing can be practiced and students have been given permission to take a break from the mask.  -Students will have assigned seats.  -Students will have scheduled breaks where masks can be removed throughout the day when social distancing can be maintained.  -School staff has the right to ask anyone to wear a mask for any justifiable reason such as showing a possible COVID 19 symptom. |

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| **Lunch:** |
| -Students will be encouraged to wash their hands before eating.  -Students will eat lunch with only their class in one of our two cafeteria areas.  -Students will be socially distanced in the cafeteria.  -Students will have their temperatures rechecked during their lunch period.  -Area will be sanitized between each lunch period.   |  |  |  |  | | --- | --- | --- | --- | | ***Time*** | ***Cafeteria(Frankie)*** | ***Storm Shelter(Sherri)*** | ***JH Commons***  ***(Office Staff)*** | | **11:00-11:20** | **1** | **2** |  | | **11:20-11:40** | **3** | **4** |  | | **11:40-12:00** | **8** | **6** | **7** | | ***12:00-12:20*** | ***SACC*** | ***5*** |  |   On 12:00 dismissal days, 5th grade will eat at 11:20-11:40 in the JH Commons.  \*\*Utensils/Napkins will not be provided. Please send from home.  **Recess/PE:** |
| Students will only be allowed to play with their grade. The playground will be closed. We will have outdoor recess as long as weather allows. PE will be outdoors as long as weather allows. Students will be sectioned off when they are required to be in the gym. Social distancing must be maintained for students to be able to remove their mask. Students will not be allowed to share any equipment.  \*\*Students will be allowed to bring items to play with individually at recess and before school. Items must be able to be stored in a gallon sized zip lock bag. Teachers will give more specific details for each grade level. |

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| **Temperature Checks:** |
| -Temperatures will be taken.  -Anyone with a temperature of 100.0 or higher will not be allowed to attend school.  -NHCS will document anyone with a temperature of 100.0.  -Students with a temperature and COVID-19 symptoms will not be allowed to return to school until they are symptom free without fever reducing medication for 72 hours. If a doctor sees your child and decides they are cleared to return to school, they may return with a signed and dated doctor's note before the 72 hour time period.  -We will also check temperatures during the students' lunch periods. |

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| **Dismissal:** |
| Kindergarten-2nd will be picked up at door A. (KINDERSACC will be picked up here.)  3-5 will be picked up at door B.  6-8 will be picked up at door C.  \*\*NO WALK UPS WILL BE ALLOWED\*\*  Friday, students will be given a number for pick-up. The number needs to be visible starting Monday, August 17. Clipped on the visor is an ideal location. We can not read them when they are on the dashboard.  Students will wait with their class until their name is called. They will then exit their dismissal place while practicing social distancing. |

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| **Visitors will be limited in the building at this time:** |
| -Meetings will take place virtually wh out en possible.  -If meetings have to happen face to face, all people entering the building will have their temperature taken before entering the building.  -Visitors will be kept away from the student population if at all possible. |

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| **Appointments or Late Arrivals:** |
| This will take place at Door B (main school entrance). When picking up a student for an appointment, parents are asked to call the office (533-6910) when they are close to the school, and we will have the student ready when you arrive. We will sign the student out for you and send them out to meet you. When a student arrives late to school, we also ask that you call the office to let us know you have arrived, and we will escort them to class. |

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| **Restroom Breaks:** |
| -Will be scheduled in the morning and afternoon  -Staggered so no grades are in the restroom together |

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| **Hygiene throughout the day:** |
| -We will have hand sanitizing stations at all three entrances and encourage everyone to use hand sanitizer upon entering the building.  -Students will wash their hands before eating under the supervision of a teacher or staff member.  -Students will have scheduled restroom breaks in the morning and afternoon where they will be encouraged to wash their hands.  -Students will have access to hand sanitizer in their classrooms and be encouraged to use it often throughout the day.  -Students will NOT be able to use the water fountains, so we highly recommend that your child be sent with a water bottle that will last the entire day. Students will be allowed to drink from the bottles during bathroom breaks or any other time the teacher deems acceptable. |

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| **Masks** |
| -Mask will be required everywhere in the building unless social distancing can be practiced and students have been given permission to take a break from the mask.  -All staff will wear a mask at all times unless social distancing can be practiced.  -Visitors will be required to wear a mask.  -If a student has a medical condition that does not allow them to wear a mask, remote learning is what will be offered from NHCS  -The office will have a back-up disposable mask for anyone who may need one because they forgot theirs.  -Mask will need to follow the dress code. |

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| **Waiver** |
| -Families will sign a form that states they will not send their child to school with any known COVID-19 symptoms or exposures. |

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| **Remote Learning** |
| -Remote Learning will happen ONLY if the state mandates us to shut down in person learning.  -This will be different from remote learning in the spring semester in the sense that everything will be graded as if we were in regular in-person school.  -New material will be introduced.  -The platform NHCS will use will be google classroom and seesaw. Lessons will be posted through this platform.  -Students will be taught how to use this platform from the beginning of school.  -Parents will be given tutorials and asked to use google classroom and seesaw early on in the year to prepare if schools were required to switch to remote learning.  -Students on quarantine |

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| **After School SACC** |
| -At 3:30, students will be walked by their homeroom teacher to the gym. K-5 will have sectioned off areas with 6 feet between each class where students will be allowed to move around and interact with their class only. SACC Will last until 5:30. Students will be signed in and out by a staff member. |

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| **Before School Sacc** |
| -SACC will begin at 7:30. Students will be dropped off at the correct door and have their temperature taken before entering the building. Once in the building, students will sit in their area all while wearing a mask. Students will be signed in by a staff member before 8. |

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| **Chapel** |
| **-**We still plan on having chapel on Fridays. It will look different because we will have to follow ISBE guidelines of 50 or fewer people in one place at a given time. I will be working with Mrs. Anita, and we will share details about chapel as the start of school gets closer.  -At this time, families will not be allowed to attend chapel but we will share on-line. |

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