



Immanuel Lutheran Christian Academy

Dear Immanuel Families,

On behalf of the Board, I wanted to address the Immanuel Lutheran Christian Academy family concerning the circumstances that our nation is facing regarding COVID-19. On July 14, 2020, the Immanuel Board of Trustees voted unanimously to open school on Thursday, August 20, 2020, as planned, with the full student body attending regularly and on a daily basis. The precautions that Immanuel are taking to prevent the spread of COVID-19 are comprehensive. I am sure you have heard that there are other schools that are starting the school year virtually or with a split schedule. The overwhelming facts, science and opinions of the Immanuel School Board and COVID task force, have compelled the Board to do what we believe is in the best interests of our children, which is to open as scheduled.

I want to be clear. We recognize the probability of someone being exposed to COVID-19 in the fall of 2020 is almost certain. I ask you to trust that the Immanuel School Board has the appropriate policies and procedures in place to take the necessary steps to protect our children and our families. As these exposures present themselves, we intend to continue to educate our children in the safe environment they deserve. But as of now, we believe that the benefits of our children attending school in person outweigh the risk associated with COVID-19.

If the circumstances change, Immanuel will be prepared to react quickly and potentially revise its plan and its stance. So be prepared for this potential for change. This change could happen quickly depending upon what occurs in the upcoming weeks and months.

The gift of a private education at an independent Christian school is that we are able to be nimble and think and react in the best interests of our own Immanuel family – trusting God and putting our children’s future and their well-being first despite what others are doing.

This is the most important part of my message: We need our parents’ help and cooperation if we are going to be able to keep our students in class, on a full-time basis. It only takes one family to not take the appropriate precautions to alter the course of the school year. Please understand we are a family now more than ever and we must all follow our school’s guidelines in unison. I respectfully ask you to follow all the guidelines set forth by Immanuel Lutheran Christian Academy and be diligent, so we can keep the kids in school and everyone healthy.

Lastly, I would ask that you please keep the Immanuel teachers and staff in your prayers. They are taking on a task and challenge that they never imagined they would face. For the sake of our children, they will be working in an environment altered by COVID-19 and there is fear and risk that we all must work together to ease. Truly, we are grateful for their resolve and commitment. Again, I ask that you please think and pray often for our front-line educators over the next several months.

On the next several pages of this letter you will find Orientation Night, School Day procedures and exposure and return to school policies. Please read carefully.

May the Lord Jesus wrap his protective arms around our school this coming year.

Stephen Zehnder
Headmaster

Miranda Smith
Board President

Orientation Night

K-4 Students and parents arrive at 6pm and go directly to the classroom. Kindergarten will meet in the Multipurpose room A (first room on right across from the office).

5-12 Students and parents will arrive at 6:45 and go directly to the church sanctuary. 6-12 graders will receive class schedules and chrome books.

School Day Procedures

The school day will be organized to bring a quality learning experience and limit the risk of infection.

- *Access and entry to the building will be limited.
- *Classes will be socially distanced whenever possible.
- *Frequent breaks for hand washing will be available.
- *Lunchrooms will be socially distanced by class.
- *Recesses and PE will be outside whenever possible.
- *Hand sanitizing is available in all classrooms.

Drop-off and Pick-up for Students

Parent drop-off line begins at the South entrance (canopy doors). Cars enter the property from the far North entrance (closest to Taco Bell), pull around the building to the South canopy entrance.

Student(s) exits the car and stands by the car for an immediate temperature check. Parents wait until given the OK to leave by staff.

Fifth-twelfth grade students drop-off and building entry begins at 7:30 am and students go directly to the gym until 7:50 (social distancing tables).

Elementary student drop-off begins at 8 am and students will go directly to their classrooms.

For the comfort of our new students, parents will be permitted to walk their children to class. Please exit the building ASAP.

Before School Care

Before school care will begin at 7:30am. Drop-off at south (canopy) entrance.

After School Activities

- *All students and parents should leave the school grounds upon dismissal.
- *Aftercare groups will continue to comply with social distancing. **In order to prevent overcrowding, all students must be pre-registered for aftercare. Parents must register their children by Friday morning for the following week.**

After School Pick-up will be as follows.

- *5-12 South Canopy Entrance
- *K-2 West (normal) Entrance
- *3-4 South Canopy Entrance

PARENTS ARE NOT PERMITTED IN THE BUILDING UNLESS A PRIOR MEETING WITH TEACHERS/ADMINISTRATION HAS BEEN ARRANGED.

General School Day Procedures

- *Teachers will develop staggered recess times or areas.
- *Traffic patterns will be established.
- *Lunch periods: In the past where only half the gym was used for lunch now the entire gym will be used. Classes will sit together.
- *Bathroom times will be staggered.
- *Masks: Due to the fact that fifth through twelfth graders are actively moving to classes throughout the day, masks are required to be worn inside the building. Masks must be provided by parents. Masks in kindergarten through fourth grade are optional.
- *To stop the spread of contact germs students will be given an individual starter kit of basic classroom supplies.
- * **No bandanas. Gaiters are permitted. Shields permitted WITH mask.**

EXPOSURE & RETURN TO SCHOOL AFTER COVID-19

Students exhibiting signs of COVID-19 or who have a fever of 100 degrees or higher will be asked to wear a face covering and sent to the office and isolated until parents can pick up the child and seek a medical opinion.

Parents will be notified by school staff in conjunction with the Tulsa Health Department if a student has been in close contact with someone who tests positive with COVID-19. Students who come into close contact with a COVID-19 positive individual must self-quarantine with distance learning assignments for 14 days or receive a negative COVID test. Students who test negative may still be required to wear a mask for 14 days.

What does "close contact" mean?

- You spent at least 15 minutes or more at a distance of six feet or closer.
- You had direct physical contact (high five, hugging) with the person.
- You shared eating or drinking utensils with them.
- You came into contact with their respiratory droplets (e.g., they coughed or sneezed on you).

Any student who tests positive OR **has symptoms** may return to school after:

- No fever for three days AND
- Respiratory symptoms have improved AND
- 10 days have passed since the first symptoms appeared

Any student who tested positive for COVID-19 but had no symptoms can return to school after:

- 10 days have passed since the test OR
- One negative COVID-19 test provided to their school site's health office. Students will be asked to wear a mask (if possible) for the remainder of the 14 days.

Any student notified to quarantine because of immediate contact can return to school after:

- No fever or respiratory symptoms for 14 days from the time he/she was exposed OR
- One negative COVID-19 test after five to seven days from initial contact

ATTENDANCE AFTER POSITIVE COVID-19 OR DURING SELF-QUARANTINE

- *Students:* Students who test positive for COVID-19 or who self-quarantine due to being in close contact with someone who tested positive for COVID-19 will utilize distance learning for

14 days. If a student completes his/her daily assignments, he/she will be counted present for that day.

- *Staff:* If you receive a positive COVID-19 test, please contact our office at 918-251-5422 and the health department. You can return to work after receiving a negative test at least ten days after the initial positive test. COVID-19 related leave (paid and unpaid) or other leave is available to help should you receive a positive test. Human resources will discuss options with individuals who test positive.

Employees who have had close contact with someone who has tested positive for COVID-19 have the option to: (a) use applicable leave to remain at home for 14 days from the date of exposure, or (b) provided they are asymptomatic, an employee must provide a negative test, self-monitor while wearing a mask at all times in the workplace and socially distance (to the extent practical) for 14 days from the date of exposure.
