



WELCOME BACK!

2020-2021 SCHOOL YEAR

WELCOME FROM HEAD OF SCHOOL

Dear LCA Students and Families,

Welcome back to the 2020-2021 School Year! We have been working diligently for your arrival, and we are confident we are fully prepared to provide a safe, healthy, and rigorous academic experience for all of our students. Our school-based COVID-19 Response Team has been carefully monitoring local, state, and federal guidelines and have consulted multiple regional healthcare and operations specialists concerning the safe reopening of school. A summary of our findings and our implemented practices and protocols can be found in this document. I encourage you to read the document in its entirety, and if you have questions or concerns, contact us immediately.

Our scripture passage of the year is Philippians 4:6 – 7, *“Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.”* As we have done on campus, I encourage you to claim the promises found in this wonderful passage not only personally but also for our school as a whole. In addition, I implore you to pray for us on a daily basis. This year certainly has its unique challenges, but I am confident that through consistent communication, the monitoring of current health trends and the implementation of best practices, and through the consistent prayers of our greater LCA family, our best days are ahead of us!

We are here to serve you. Again, welcome back!

In Him,

Dr. Scott Wells
Head of School

LIFE ON CAMPUS

Since March, the goal of Lexington Christian Academy's Board of Directors (BOD) and Executive Leadership Team (ELT) has been to establish healthy and safe practices to protect our families and employees. We are excited to kick-off the 2020-2021 school year with many new enhancements and practices. Families and employees can expect:

- Attendance will be recorded at the start of the school day (preschool-5th grade) and at the beginning of each class period (6th-12th grade). Students should not come to school if they demonstrate COVID-19 symptoms. Absences related to COVID-19 illness and quarantine will be considered an excused absence.
- Temperature checks will be conducted during morning drop-off/arrival prior to students entering the school buildings. Please check your student(s) temperature and monitor their symptoms prior to leaving home. 100.4=fever
- Social distancing will be practiced.
- Plexiglas barriers will be in place on faculty desks as well as in offices, lunchrooms, and the Wings Store.
- Students will be reminded to avoid touching their face and instructed how to cover coughs and sneezes with a tissue or elbow. Proper hand hygiene signs and reminders are posted throughout both campuses.
- Enhanced sanitizing and cleaning processes will be in place. The school has a schedule for increased, intensive, routine cleaning and disinfection throughout the school day.
- Touchless water filling stations will be installed at both campuses. All drinking fountains are deactivated. Students are encouraged to bring water bottles.
- Outdoor space, at both campuses, will be utilized to host class activities.
- Parents and visitors will have restricted access to facilities on campus. All visitors must wear a face covering and check-in at the applicable campus office.
- Any student in need of mental health counseling may make an appointment with the applicable campus guidance counselor.

HOW CAN WE HELP EACH OTHER?

Daily Health Screenings

To protect our community, it is crucial to have a strong, committed partnership with our families. We ask that our parents be diligent in regularly monitoring their children for symptoms of illness, keep any child exhibiting symptoms at home, and immediately notify the school of any suspected or confirmed illness.

Before bringing your child to school each day, we are asking parents to conduct a daily health screening of their children. Parents should determine if their child has a fever over 100.4 degrees and/or two or more of the following symptoms:

- Cough
- Shortness of breath
- Chills
- Diarrhea
- Fatigue
- Loss of smell or taste

Individuals with a fever or two or more of the above listed symptoms should remain at home and contact their Primary Care Physician (PCP).

In addition, if you travel, we are asking families to follow Kentucky's quarantine guidelines.

Face Coverings & Masks

In the interest of safety, it is required that students, faculty, and staff wear appropriate face coverings while on campus. We will coordinate safe times and locations throughout the day where masks may be removed.

Disposable & cloth reusable masks are acceptable. Cloth masks should be frequently washed. Solid color, print, stripe, or geometric patterns are permitted. Masks with LCA, collegiate, and professional team logos are permitted. Masks with other branding, graphics, text, or logos are NOT permitted. Masks that communicate political ideologies or affiliations are not permitted. The appropriateness of masks is at the administration's discretion.

Students with a medical exemption from wearing a cloth face covering should consult with the campus nurse to determine a suitable alternative. (Medical exemption documentation for mask wearing should be sent to the appropriate principal or director.)

Social Distancing

Over the summer, the leadership team developed unique plans to address social distancing needs for each campus. Each principal will tailor social distancing plans to meet the needs of the students in their care.

Examples of social distancing will include:

- Increased space between students by rearranging seating to maximize space between students to be six (6) feet or greater.
- Reduced class sizes to allow for smaller cohorts of students to decrease potential need for contact tracing.
- All desks will be arranged so students' seats face the same direction.
- Reduce congestion in common areas (school office, guidance office, media center, gym hallway, etc.).
- Minimize face-to-face interactions by designating one-way hallway traffic, when possible, and designating certain doors for entry and for exit.
- Modify field trips, assemblies, and other group activities to avoid mixing students in large common areas.
- Limit non-essential visitors on school campuses.
- Place physical barriers such as Plexiglas at reception desks and similar areas for protection.

Substitute Teachers

Being a substitute teacher is a great way to support our students and faculty. If you, or someone you know, has an interest in being in the classroom, we encourage you to complete an LCA Substitute Teacher Application. For more info and to apply, go to our **Join Our Team** section of the LCA website.

Testing

Should you wish to have your student tested for COVID-19 before the start of the school year, you can learn more about testing locations in Lexington at <https://www.lexingtonky.gov/COVID-19/Drive-Thru-Testing>.

LIFE ON CAMPUS: PRESCHOOL & ELEMENTARY

Prior to leaving home

- Please check your child's temperature and monitor for symptoms.

Student arrival on campus

- At this time, all families must use carline. We will not be allowed to have any parents park and walk their child(ren) to their class in the morning. This also applies to afterschool dismissal. Please do not park and walk into the building to pick-up your child(ren).
- Drop off begins at 07:55 AM.
- Times and lanes will be broken up into two stages using the alphabet system. Please note that if you have a younger student with an older sibling, please use your youngest child's grade level drop off lane. Students will need to remain in their car until an LCA teacher/staff has taken their temperature and releases them to go to their class. Masks will always be required during transition periods throughout the day.
 - *If your child's last name begins with letters A-L, your arrival time is 7:55-8:10 AM.
 - *If your child's last name begins with letters M-Z, your arrival time is 8:10-8:25 AM.
- **TK-1st** (with or without siblings) will be using **Lane 1** only.
- **2nd Grade** (with or without siblings) will be using **Lane 2** only.
- **3-5th Grades** (with or without siblings) will be using **Lanes 3 & 4**. Both lanes will be utilized, so please choose the lane with the fewest number of cars at the time of your arrival.
- Students should remain in the vehicle while a faculty member conducts the temperature taking protocol.
- Students may not exit the vehicle until they undergo the temperature taking procedure.
- If a student records a temperature less than 100.4 degrees, he/she is permitted to exit the vehicle wearing a mask and enter the building.
- If a student's temperature is at or above 100.4 degrees, the faculty member will record a second scan. If both scans indicate a fever, he/she must leave the campus.
- If the student records a temperature between 100 and 100.3 degrees, the student will be rescanned at 10AM.
- Students will report directly to their classroom upon entering the building.

Daily Activities

- Students are required to wear facemasks while entering/exiting the building, in the hallways, and in the classrooms when they are unable to be socially distant.
- Facemasks will not be required in the classroom when they can be socially distant, during rest time, while eating or drinking, or playing outside.
- Elementary students will be required to sanitize their hands when entering and exiting each classroom.
- In hallways, preschool and elementary students will maintain an arms-length distance.

- During recess, the preschool and elementary students will use grade level groupings to prevent comingling.
- The Spanish teacher will travel and the students will remain in their classrooms.
- Classes will take place outside whenever possible.
- If you child(ren) has an appointment, we ask that you inform the teacher, Rachel Watts or Missy Thomas no later than the morning of the appointment the time that you will need to pick them up. This will assist us in having your child ready for you. **For PS-2nd grade please wait for your child in your car in lane one (door #7); 3rd-5th grade please use lane 2 (door #8).** A staff member will walk your child out to your car. They will also have a sign-out sheet for you to sign.

Lunch

- Lunchroom seating will be limited to 2 students per table.
- Students may eat lunch in their classrooms if circumstances warrant it.

Dismissal

- Students will be dismissed in the following lanes:
 - Lane 1: Preschool-2nd Grade
 - Lane 2: Carpool – TK-5th Grade
 - Lane 3: 5th Grade
 - Lane 4: 3rd/4th Grades

After Care

- The after-care program will use grade level groupings to prevent comingling.
- After care director will insure small groups, enforce social distancing, and mask wearing.
- Playground and outdoor space will be utilized to its full potential.
- Classroom surfaces will be sanitized between the academic day and after-care program.
- Parents will be asked to call the after-care phone number for students to be escorted to the pick-up vehicle.

Birthday and Special Occasions

- The preschool and elementary school will continue to encourage the celebration of special occasions, but asks that parents consult and coordinate all plans with the teacher in advance.
- Snacks should be provided in individual servings in order to minimize handling.

Visitors

- The school will limit non-essential visitors, volunteers, and activities involving external groups or organizations on campus.
- Assessments and temperature checks must be completed prior to entry into a building.
- All building protocols must be followed such as wearing a cloth face covering.

LIFE ON CAMPUS: 6TH GRADE ACADEMY & JUNIOR HIGH

Prior to leaving home

- Please check your child's temperature and monitor for symptoms.
- Every students should bring a water bottle labeled with their name every day.

Student arrival on campus

- Drop off begins at 7:30AM
- All students must enter the campus through the 6th Grade Academy or gymnasium entrance wearing a mask.
- As students are dropped off, they will undergo the temperature taking protocol outside prior to entering the building.
- If a student records a temperature less than 100.4 degrees, he/she is permitted to enter the building.
- If a student's temperature is at or above 100.4 degrees, the faculty member will record a second scan. If both scans indicate a fever, he/she must leave the campus and return home.
- If the student records a temperature between 100 and 100.3 degrees, the student will be rescanned at 10AM.
- Students may briefly visit their lockers, and then report directly to their 1st period classrooms.
- Students will report directly to their gymnasium or first period classroom upon entering the building.

Daily Activities

- Students are required to wear facemasks while entering/exiting the building, in the hallways, and in the classrooms.
- Facemasks will not be required while eating or drinking or during physical education (P.E.).
- 6th-8th grade students will be required to sanitize their hands when entering and exiting each classroom.
- Teachers will pass out paper towels for students to wipe their desks and seats and students will dispose of the paper towels upon exiting the classroom.
- In hallways, students will utilize directional arrows and maintain arms-length distance from their peers when possible.
- Classes will take place outside whenever possible.
- The weight room and locker rooms will be disinfected in-between classes, prior to workouts, after each student-athlete utilizes the equipment, and at the end of the participation time.

Lunch

- Lunchroom seating will be limited to six, four, or two students per table based upon the table, which the students sit at for lunch.

Dismissal

- At 3:15, students are dismissed for the day.
- All students must wear a mask upon exiting the building.
- 6th grade students will go to the 6th Grade Academy entrance where they will go directly to their parent's car.
- 6th grade students will be dismissed to the gym hallway at 3:45 PM., and students must be picked up at the JH drop off lot after 3:45 PM.
- Junior High students will exit the gym entrance and walk to their parent's car in the Junior High drop off lot (second parking lot from the building).
- If you are not picking your child up right after school, students will wait in the gym hallway until parents arrive.

Visitors

- The school will limit non-essential visitors, volunteers, and activities involving external groups or organizations on campus.
- Assessments and temperature checks must be completed prior to entry into a building.
- All building protocols must be followed such as wearing a cloth face covering.

LIFE ON CAMPUS: HIGH SCHOOL

Prior to leaving home

- Please check your child's temperature and monitor for symptoms.
- Every students should bring a water bottle labeled with their name every day.

Student arrival on campus

- The high school campus will not open until 7:30 AM.
- Drop off begins at 7:30 AM.
- All students must enter the campus through high school student entrance wearing a mask.
- As students arrive, they will undergo the temperature taking protocol outside prior to entering the building. Student drivers will come to the high school student entrance doors for scan. Non-drivers will be met in the carline drop off parking lot.
- If a student records a temperature less than 100.4 degrees, he/she is permitted to enter the building.
- If a student's temperature is at or above 100.4 degrees, the faculty member will record a second scan. If both scans indicate a fever, he/she must leave the campus and return home.
- If the student records a temperature between 100 and 100.3 degrees, the student will be rescanned at 10 AM.
- Student may briefly visit their lockers, then report directly to their 1st period classrooms.

Daily Activities

- Students are required to wear facemasks while entering/exiting the building, in the hallways, and in the classrooms.
- Facemasks will not be required while eating or drinking or during physical education (P.E.).
- High school students will be required to sanitize their hands when entering and exiting each classroom.
- Teachers will pass out wipes for students to wipe their desks and seats and students will dispose of wipes upon exiting the classroom.
- In hallways, students will utilize directional arrows and maintain arms-length distance from their peers when possible.
- Classes will take place outside whenever possible.
- The weight room and locker rooms will be disinfected in-between classes, prior to workouts, after each student-athlete utilizes the equipment, and at the end of the participation time.

Lunch

- Lunchroom seating will be limited to 2-6 student per table.
- Seniors will eat lunch in the mezzanine.

Dismissal

- Students will be dismissed at 3:20 PM.
- Students should not linger in the hallways past 3:35 PM; students can wait in gym hallways, outside on steps, or work in the media center.

Visitors

- The school will limit non-essential visitors, volunteers, and activities involving external groups or organizations on campus.
- Assessments and temperature checks must be completed prior to entry into a building.
- All building protocols must be followed such as wearing a cloth face covering.

FOUR PHASE PLAN

Flexibility will be a key during the 2020-2021 school year. LCA has established a flexible plan, which allows a seamless transition between learning scenarios. The four phases are:

Phase 1 Remote Instruction	Phase 2 Hybrid Instruction	Phase 3 On-Campus & Synchronous Instruction	Phase 4 Normal On-Campus Instruction
<p>Students and staff transition to remote instruction</p> <p>Students attend live mandatory classes</p> <p>Students watch chapel recordings</p> <p>All sports are cancelled</p> <p>Follow Health Department guidelines for contact tracing</p>	<p>Students attend on campus instruction on either MW or TuTh as assigned</p> <p>All students complete digital instruction on Friday with live mandatory classes</p> <p>Students attend mandatory live class sessions on the days when they are at home</p> <p>While on campus, all employees, students, or visitors are expected to wear masks when closer than six feet to an individual</p> <p>Students attend socially distanced and smaller chapels</p> <p>Students eat in the lunchroom while maintaining proper social distance</p> <p>All athletic programs follow KHSAA guidelines</p> <p>Follow Health Department guidelines for contact tracing</p>	<p>Students may either attend on campus or choose to participate in synchronous learning</p> <p>All employees, students, or visitors are expected to wear masks when closer than six feet to an individual</p> <p>Students attend socially distanced and smaller chapels</p> <p>Students eat in the lunchroom while maintaining proper social distance</p> <p>All athletic programs follow KHSAA guidelines</p> <p>Follow Health Department guidelines for contact tracing</p>	<p>Resume normal (pre Covid-19) operations</p> <p>All athletic programs follow KHSAA guidelines</p> <p>Follow Health Department guidelines for contact tracing</p>

TECHNOLOGY

LCA is committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. It is important to our administration to maintain quality learning on campus or via remote instruction.

Over the summer, we added technological resources (such as Swivyl) and trained our faculty and staff to support synchronous and remote instruction. Our goal is to provide

- Live student-teacher contact time
- Online content delivery
- Online monitoring of student progress and student assessment

Our students will continue to engage with their teachers through a range of methods, including video, online discussions, emails, and phone communication. Teachers and administrators will be available to communicate with students and parents on an ongoing and regular basis to ensure that individual student needs are being met.

DIGITAL PLATFORMS & TOOLS

LCA is pleased to offer the following digital platforms to support our on campus and remote instruction:

FACTS SIS

FACTS SIS (formerly known as Renweb) is the school's student information system. Parents and students can access grades, calendars, announcements, and more.

Canvas

Canvas is an educational platform that supports teaching and learning. It streamlines digital tools and content for a simpler and more connected learning experience.

Microsoft Teams

Microsoft Teams is a platform for video and audio conferencing, chat, and webinars.

Microsoft 365

Microsoft technology and educational programs help students organize, prepare, and then share information, research and data.

Swivl

Swivl is an effective tool, which follows the teacher for automated lecture capture for synchronous and/or remote instruction.

HEALTH MATRIX

Before bringing your child to school each day, we are asking parents to conduct a daily health screening of their children. We have developed the COVID-19 Health Matrix for Faculty, Staff and Students to serve as a guide regarding when to remain at home versus coming on campus.

Healthy & COVID-19 Asymptomatic

- Employees, students and visitors are welcome on campus.

Sick or after COVID-19 Exposure

We are asking employees, students, and visitors to stay home:

- If they have tested positive for COVID-19
- If they are exhibiting, symptoms associated with COVID-19
- If they have been in close contact with persons who have tested positive for COVID-19

NOTE: the CDC defines close contact as, "within six feet of an infected individual for equal to or greater than 15 minutes without a cloth face covering."

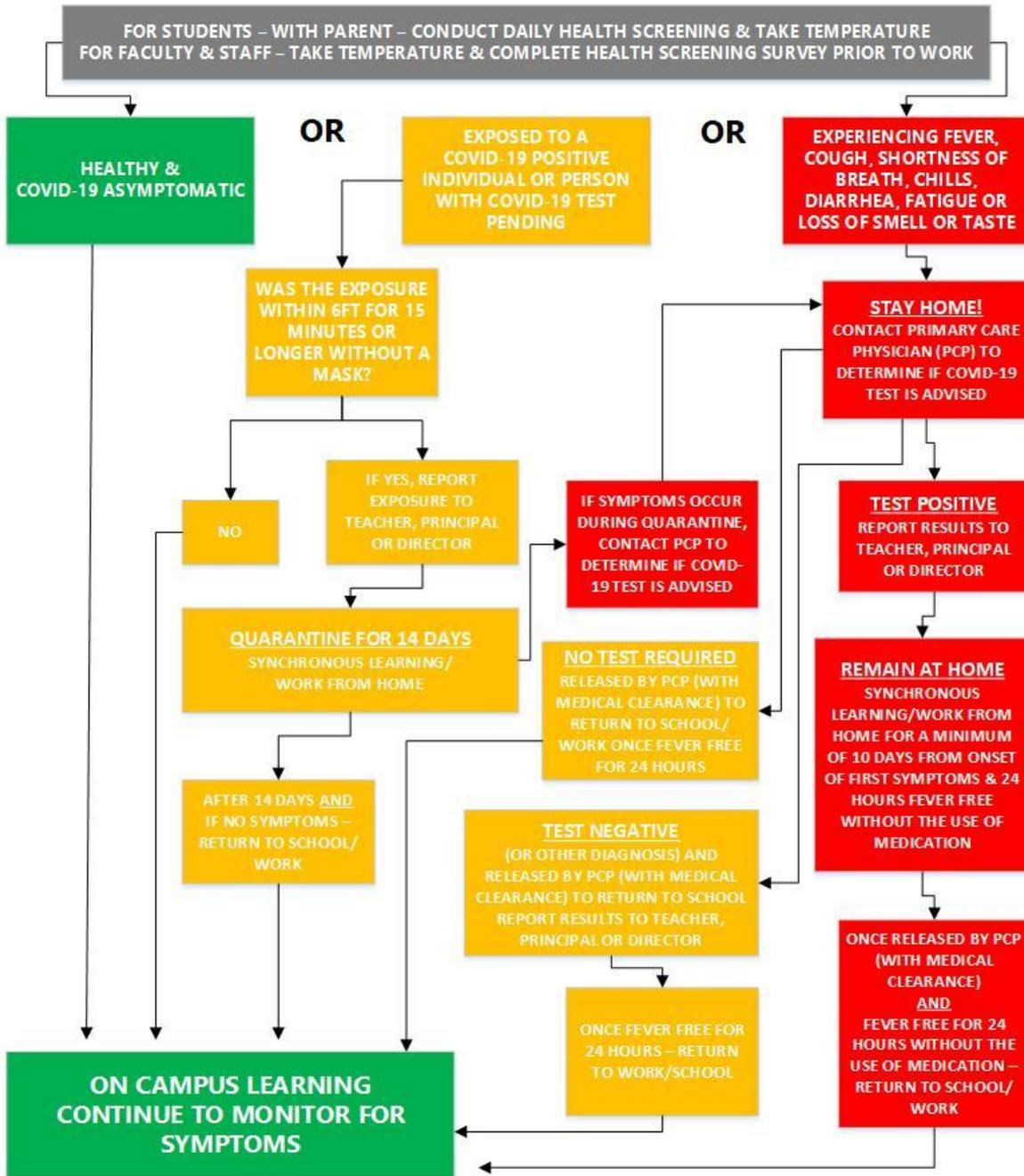
Quarantine, Isolation and then Return to School

If an individual answers yes to any questions on the daily health assessment, or is sent home sick with a fever, or symptoms of COVID-19, the following is required prior to returning to school:

- The individual will be asked to contact their primary care physician (PCP).
 - The PCP will determine if the individual needs to be tested for COVID-19.
 - If the PCP determines no test is required, the individual may return to school/work with medical clearance and is fever free for 24 hours without fever-reducing medications.
- If the PCP elects to test the individual and the result is a positive case of COVID-19, the individual should:
 - Isolate for a period of ten days from the onset of the first symptoms.
 - Participate in synchronous instruction (or work remotely).
 - Obtain written medical clearance from the PCP that the individual may return to school/work and is fever free for 24 hours without the use of medication.
- If an individual tests positive for COVID-19 and has no symptoms, the individual should:
 - Isolate for a period of ten days beginning with the date of the positive test.
 - Participate in synchronous instruction (or work remotely).
 - Obtain written medical clearance from PCP that the individual may safely return to school/work.
 - If the individual tests positive for COVID-19 and has no symptoms, but develops symptoms during the 10 day isolation period, they should:

- Isolate for at least ten days beginning with the date that symptoms first appeared THEN
 - When at least 24 hours has passed with no fever without fever-reducing medications AND symptoms have improved THEN
 - Obtain written medical clearance from PCP that the individual may safely return to school/work.
- If an individual has been in close contact with a COVID-19 positive individual, the following is required prior to returning to school/work:
 - Quarantine for 14 days.
 - Participate in synchronous learning (or work remotely).
 - During the quarantine period, the individual should monitor for symptoms.
 - If no symptoms develop, return to school/work.
 - If symptoms occur, contact PCP.

COVID-19 HEALTH MATRIX FOR FACULTY, STAFF AND STUDENTS



ONSET OF SYMPTOMS DURING THE SCHOOL DAY

A school nurse will be available to respond to medical needs and provide guidance on steps for a healthy return to school.

The school has isolation rooms (or clinics) which will be used for any individual exhibiting symptoms of COVID-19 (or other illnesses) during the school day. Students are encouraged to visit the office, and see the campus nurse, in the event he/she feels ill during the school day. Symptoms will be documented, medication may be administered if permissible, and parents will be contacted for pick-up, if necessary. The nurse will contact the parent prior to releasing a student driver who intends to drive him/herself home. Students will wait for their ride in the campus clinic.

WHEN THERE IS A POSITIVE CASE OF COVID-19

In accordance with state and local laws and regulations, we will notify local health officials, employees, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with federal state law.

CONTACT TRACING

The Lexington-Fayette County Health Department will carry out their own contact tracing investigation.

The school will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. If it's determined that one of your family members was in close contact with the positive individual, you will be notified immediately while maintaining confidentiality in accordance with federal and state law.

A general statement of notification will be sent to individuals who may be in the same class/team as the infected individual.

SCHOOL CLOSURE

We will closely monitor community transmission rates and adhere to the recommendations provided by the Governor's office, state and local health departments, and the CDC. In the event of school-wide closure, we will communicate a detailed plan for remote learning for all students.