

Background

Winnebago Lutheran Academy exists to nurture the growth of every student to live as Christ's Child within their families, congregations, and communities. Our Christ centered mission continues to be our focus even in the middle of this pandemic. The WLA family looks forward to continuing face to face Christian education on campus this fall.

This Operation Plan has been crafted in cooperation with Fond du Lac County Schools, our area WELS Lutheran Elementary Schools, and the Fond du Lac County Health Department. It seeks to minimize risk for students, teachers, and all our WLA families, and also provide flexible Christ-centered learning options for our school families on our campus.

Ministry to our Academy families is paramount to WLA, and what follows is an effort to make reasonable plans that take into consideration all of our families. It is understood that in the eyes of some this operational plan will go too far, and in the eyes of others it will not go far enough. Unfortunately, it will be impossible to construct an operation plan that will be acceptable to 100% of our families. NO plan we propose will cover the behavior of our students and faculty 24/7. Also, understand that this plan focuses upon only the time our students are on our campus. Having an understanding of these and other challenges, the administration respectfully requests open communication regarding the needs of your family. In the end, it is the parents' responsibility to consume all of the information to make the best educational decisions according to their specific family situation.

All of us are aware that best practice guidelines from medical and scientific experts and various health organizations continue to change day to day and week to week. As new research and guidelines emerge this plan may also change. Please, continue to pray for the health of all of the families of our beloved Academy.

Objectives

1. Create conditions to safely reopen WLA to students, faculty, and staff.
2. Maintain curricular and extra curricular opportunities so that all students of WLA can grow closer to their Savior through face to face Christian Education.
3. Minimize the spread of the virus on our campus and in our congregations and community.
4. Support learning for all students of all abilities in a flexible way that meets their individual health needs.
5. Prepare families and faculty to efficiently move between primary traditional and virtual learning while supplementing with a blended approach to best serve our students and their families.

Educational Models

Winnebago Lutheran Academy understands the need to be able to be flexible when providing a Christian high school education to our families. The primary focus for delivering the curriculum at WLA will be a face to face, in person learning environment. High school students need to be afforded the opportunity to interact personally with peers and mentors in a distinctly Christian learning environment. We also recognize that health and community circumstances may dictate that we provide this education by means of these models. With this premise in mind, WLA will seek to provide Christian education through the following models.

1. **Primary Face to Face, In Person Learning:** This is traditional schooling on campus following guidelines of this operational plan. This primary option follows the established school calendar for the 2020-21 school year and normal instructional hours. WLA will remain with this primary model until we have an absentee rate of 25% for two consecutive days, or until we are advised by Fond du Lac County Health Department to move our instruction to the virtual model.
2. **Blended Learning Support:** This support model will exist whether WLA is implementing primary face to face or primary virtual learning. This will mean that there will be BOTH online and face to face opportunities for students as they achieve the objectives of the course. The same objectives being taught in our face to face classrooms will be made available in the online classroom. Students will be expected to complete the assigned work and reach out to teachers for support. Whether we are primarily in person or virtual, Teachers will provide at least two Zoom office hour sessions per week where they will be available to any virtual student. Blended learning requires a great deal of parent facilitation and strong student initiative.
3. **Primary WLA Virtual Learning:** This model provides flexibility in case of individual extended illness, a large absentee population, or a county directed school closure. Like the last part of the 2019-20 school year, work will be expected to be completed online through Google Classroom. This model requires a great deal of parent help and student engagement as well. Student attendance is marked as present as long as all required coursework is completed. A modification of this particular model may also need to be employed if a WLA instructor becomes ill and unavailable for in person instruction and no substitute is available.

Winnebago Lutheran Academy will either be primarily face to face or primarily virtual. We expect that under either primary model there will be a need to support learning with the other model. For example, when WLA begins its year under the primary face to face model we understand that there may be sickness, quarantine, or family issues that some of our families may need to navigate, therefore we will support learning virtually for those specific situations. Conversely, if we are forced to move to a primary virtual model we understand that there will be student learning that will need to be addressed with in person, face to face learning support at the Academy.

Safely Reopening WLA For Face to Face, In Person Learning

The following guidelines are proposed to minimize the risk of exposure for both instructor and student, inside the Academy walls. While these guidelines are designed to reduce the risk of exposure during the school day, the practices of individual families and students are important to consider during nonschool hours. Parents must recognize their activity will impact the larger WLA community and should work with the school in a spirit of cooperation to uphold these guidelines. No proposed plan will 100% eliminate exposure risk, but we desire above all to cooperate with your family to make WLA a safe learning environment for your family.

Before the School Day

- Parents should regularly reinforce healthy hygiene practices to reduce risk of infection (washing of hands with soap and water, coughing and sneezing into their sleeve, avoiding hand to face contact, not sharing food or drink with others, social distancing, etc.)
- Students and Faculty will be required to complete a daily health screening via Ruvna Health.
- It is important that a student's fever is not reduced by medication prior to the screening.
- Seasonal allergies may have symptoms such as sneezing, itchy eyes, sore throat, and runny nose. If the student has seasonal allergies, he/she may come to school.
- Parents are expected to determine if symptoms are related to seasonal allergies or sickness.

Student Individual Arrival At WLA

- Upon arrival students will need to present their Ruvna Health QR Code for the door monitor to scan in order to enter the building.
- Students that have not completed the screening will not be allowed to enter until the screening is complete.
- Students being dropped off that have not completed the screening process will be isolated until a parent picks them up.
- Students arriving after 7:55am, must arrive through Merrill Avenue entrance and be admitted by office personnel.
- No WLA student may arrive before 7:15 am.
- Hand sanitizer will be available at all authorized entrances.

Masking for Faculty and Students

- Currently WLA continues to work in conjunction with the schools in Fond du Lac County along with our County Health Department to come up with a consistent plan for mask use across the county.
- Efforts will be given to promote and maintain physical distancing throughout the school day. However, we recognize that there will be times throughout our school day when this is not possible.

Bussing

- Students who ride the bus will be required to abide by the rules and processes that have been set up by the bussing company, local public school districts, and [Wisconsin State Patrol](#) to safely transport our students.
- Bussed students not completing the screening process will be isolated until they are picked up by a parent.

Classroom Instruction and Passing Time

- Desks will be separated as much as possible to promote physical distancing. Efforts will be made to lower the risk of exposure, but WLA cannot guarantee six feet of physical distancing between desks in each class period or between students during the course of a day.
- All desks will be sanitized after each block of teaching during school day.
- Instructors will regularly remind students of the best hygiene practices for their classroom.
- Fresh airflow will be increased through the HVAC system's air to air exchanger in order to provide the healthiest environment in our classrooms.

Chapel Worship

- Students gathering in the chapel will do so on a rotation basis in order to promote physical distancing.
- Students not attending chapel will attend virtually in their homeroom.

Choirs and Band

- Band
 - Mask use in our Band rehearsal has yet to be determined.
 - Teachers will use portable mic/amplifiers to save their voices and project less.
 - Seating and percussion instruments will maintain 6' distancing.
 - Brass players will use bell covers while playing. Reed players will use nylon sheaths while playing.
 - Percussionists must provide their own snare drum/drum set sticks and one pair of yarn mallets. Other percussion equipment will be disinfected between use.
 - Equipment sharing will be limited to large percussion instruments.
 - Rehearsals will be limited to 30 minutes of playing time.
 - Following rehearsal blocks the band room will be vacant for at least one block so that our HVAC system can safely exchange the air in the room.
- Choir
 - Wear masks at all times in the choir classroom, always talking and singing with a mask. Teachers should use portable mic/amplifiers to save their voices and project less.
 - Students in choir will be appropriately distanced from each other during rehearsal times.
 - Following rehearsal blocks the choir room will be vacant for at least one block so that our HVAC system can safely exchange the air in the room.

Physical Education

- When possible, P.E. classes will take place outside.
- Students will be designated to assigned groups that will have access to the locker room at appropriate times. Half of the students will be in the locker room at a time to promote

social distancing.

- P.E. equipment will be sanitized regularly according to usage.
- A maximum of 18 students will be allowed in a locker room at one time.

Student Lockers and Locker Room

- Lockers will need to be used to store student belongings.
- Food items should remain in a closed container and personal belongings kept in a backpack.
- PE and Athletic Locker Room areas will be cleaned and sanitized after each class period of use or after each sport practice.
- Students should limit gathering by hallway lockers, gym locker rooms, or in the hallway outside of the locker room area, unless being seen by the trainer.

Student Commons and Lunchroom

- Hot lunch will be provided for those who desire it. Bringing lunch from home is welcomed..
- Students will eat in the lunchroom, East Mezzanine, or a designated classroom using physical distancing guidelines.
- Hot lunch staff will follow mitigation guidelines to ensure student safety.
- Condiments and many food items will be pre-packaged.
- The lunch schedule will be determined based upon occupancy of the designated eating areas.
- General student gathering in the Commons will be discouraged.

Drinking Fountains and Water Refill Stations

- Access to clean drinking water is essential for a positive school experience.
- Water refill stations will be in operation; students will be expected to use their own personal water bottle.
- Drinking fountains should not be used by the students.
- Water refill stations will be sanitized regularly.

Restrooms

- Students will be expected to wash their hands with soap and water before leaving the bathroom.
- Physical distancing will be expected in our restrooms.
- Restrooms will be cleaned and disinfected regularly throughout the day.

COVID-19 Procedures

Symptoms of Sickness or Student Confirmed COVID-19

- If any student displays symptoms of sickness during the school day, they will be directed to a designated isolation room. Following use by any student, the room will be sanitized.
- Parents or emergency contacts will be notified and will pick up the student promptly.
- If the student is exhibiting symptoms, it will be expected that they be tested for COVID-19 or begin a 14 day quarantine.
- If a student tests negative for COVID, they may return to school after being fever free for 24 hours.
- A child who tests positive for COVID will need to follow [Fond du Lac Health Department guidelines before returning to school](#).

Faculty Confirmed Case of COVID-19

- Should a faculty member or student test positive for COVID, the Administration will work with the Health Department to determine a course of action according to the [Fond du Lac Health Department guidelines before returning to school](#).
- The student will move to virtual learning for the duration of the quarantine period.
- If a faculty member tests positive the primary option will be a long-term substitute in place to lead in person learning during the instructor's time of quarantine.
- If a faculty member tests positive a secondary option will include a supervised classroom with students taking the class virtually as it is presented by the instructor.

Cleaning and Disinfecting Procedures

- Daily cleaning and disinfection will take place using approved cleaners that kill the COVID virus.
- Hallways and high touch areas (door handles, light switches, drinking fountains, etc.) will be disinfected regularly throughout the school day.
- Classrooms will be disinfected regularly throughout the school day.
- PE Equipment and locker rooms will be disinfected regularly throughout the school day, and following sports practices.
- Restrooms will be disinfected regularly throughout the school day.

Parents/Guardians, Volunteers, and Visitors in School

- Anyone visiting or volunteering at our Academy will need to submit to a health check. If you are a regular volunteer arrangements will be made for access to the Ruvna Health screening application.
- Masking protocols are under review in this area as well, and will be communicated to our WLA family once direction has been determined.

International Students

- All international students must be tested upon arrival in the United States and produce evidence of a negative Covid-19 test OR quarantine for 14 days.
- If international students will be attending WLA virtually, they will be given a limited schedule of credits.

Field Trips and Youth Apprenticeship

- Off campus field trips will not be allowed. Instead, teachers are encouraged to utilize virtual field trips and Zoom guest speakers to provide enhanced learning experiences.
- Some exceptions may be allowed but will be clearly communicated to WLA families.
- The Youth Apprenticeship Program continues as planned.

Large Group Calendar Events

- Large Group Calendar Events such as Homecoming Skit Night, Christmas Concert, Drama Productions, etc. provide memorable experiences for our school families. At this time, no decisions have been made for these events. Risks and county guidelines will be determined before any event takes place.

Extracurricular Activities

- All extracurricular activities guidelines and the Covid response will be communicated through the office of the Activities Director, in accordance with Academy and WIAA leadership.
- All 2020 summer activity and athletic schedules can be found in the [WLA Facilities and Activity Kickstart Plan](#).

Summary

The beginning of the 2020-21 school year at Winnebago Lutheran Academy will be full of challenges for sure. As we reflect upon those challenges I urge all of you to also reflect upon the blessings that our Viking family will enjoy. We rejoice to be able to once again gather in the halls and classrooms of our Academy under the theme, "God is the strength of my heart, and my portion forever." We rejoice to be able to see friends and teachers again. We rejoice in our common faith and the opportunity to daily grow in our relationship with Jesus, our Savior. The guidelines laid out above will continually be reviewed for possible improvements according to county directive, research, and emerging developments in our county, state, and nation. Please expect them to be modified to meet the needs of the Academy. Join with me in prayer the God of health and strength daily preserve all of us while providing wisdom and discernment to our state and local leaders so that during this time of social anxiety and fear the Viking family at WLA may continue to be encouraged and instructed to rely upon our God, the strength of our heart, every day of our life.