



June 22, 2020

Dear Arlington Families,

In the words of Dr. Anthony Fauci, American physician, immunologist, and White House Coronavirus Task Force member, “Reopening schools is not a one size fits all for each school.” We plan to embark on a new school year at Arlington Christian School girded with wisdom and guidance from the Holy Spirit. Under the authority of God and the expertise of government and health officials, we will begin the 2020-2021 school year on August 10, 2020.

Faculty and staff will be trained over the summer break and we will be following all school considerations and guiding principles issued by the Centers for Disease Control and Prevention (CDC). As previously shared, we have put in place a Coronavirus Task Force which encompasses all poignant areas of our school campus. Each task force subgroup is diligently working to familiarize themselves with all pertinent data as we prepare to enter our new school year to incorporate CDC and Georgia Department of Public Health guidelines and instructions. Additionally, we have put together an online contingency plan if schools are instructed to close due to the Coronavirus pandemic in the Fall.

As always, thank you for your support and prayers. We are in this TOGETHER!

In Christ,

Kelvin L. Griffin, PhD
Principal

Arlington Christian School COVID-19 Building Plan

Our teachers are excited to be reunited with their scholars! We will be incredibly careful to institute an environment of academics and making learning fun yet remain in compliance with the CDC and Georgia Department of Public Health. According to the CDC, “small in-person class structures with staggered/rotating schedules to accommodate smaller class sizes are at moderate risk for the spread of COVID-19.” Per the recommendation of the CDC, starting on the first day of school, we will have a designated campus COVID-19 point of contact for all families who will be responsible for responding to COVID-19 questions and concerns. Specific constraints to be considered are:

- All stakeholders need for accommodations due to COVID-19
- Health and safety guidance
- Classroom size and capacity
- Teaching modality/faculty and staff capability and preparation for both face-to-face classes and online classes
- Need to meet instructional demand and capacity for all classes

In our buildings:

- All scholars and staff will wear masks
- Temperature checks for scholars and staff
- Scholars and staff will be asked to stay home if they are sick
- All areas will be cleaned and disinfected frequently to ensure a healthy environment
- Office areas will have sneeze guards or partitions where 6 feet apart is not feasible
- No shared spaces (includes cafeteria and playground until further notice)
- Although frequent handwashing will be encouraged, hand sanitizer will be made readily available throughout the campus
- Restrooms: Physical barriers between sinks and tape on the floor to ensure kids stay 6 feet apart
- Ventilation systems will be operating consistently and properly to ensure the circulation of outdoor air as much as possible

In our classrooms:

- In accordance with regulation, all homeroom teachers will conduct a daily wellness check for all scholars at the beginning of the instructional day
- No sharing of personal items: Scholars will need to label and sanitize all supplies
- Teachers will separate scholars’ belongings into individual cubbies or labeled containers
- No sharing of electronic devices, games, or learning aids

- Teachers will arrange desks and seating areas to be 6 feet apart and all facing in the same direction
- Teachers will prepare for scholars to enjoy lunch in their classroom, only pre-packaged boxed lunches until further notice; Elementary scholars will dine directly after 3rd period and Middle and High School scholars will dine during their 5th period class each day
- Teachers will not plan any field trips or mass group assemblies until further notice
- Teachers will not allow visitors or volunteers in their classroom until further notice
- Middle and High School teachers will stagger class change times to avoid crowds
- Teachers will be vigilant to ensure that scholars do not touch one another as the virus is believed to spread from person-to-person
- In lieu of playground time, scholars will receive extra physical education instruction; elementary school scholars will receive extra breaks during the instructional day inside their classroom

How we plan to close the “COVID-19” academic gaps:

- Teachers will receive extensive, ongoing professional development to best train them in all areas of student achievement
- Teachers will spend the first 3 weeks of face-to-face instruction reviewing the previous grade level’s curriculum to ensure that all scholarly needs are addressed
- Teachers will complete an Individualized Learning Plan (ILP) for each scholar to document specific procedures and plans that will be put into place in order to best meet the academic, emotional, mental, and social needs of EVERY Arlington Christian School scholar
- Teachers will provide face-to-face and virtual support instruction for all scholars
- Teachers will increase summative assessment opportunities
- High School scholars will receive private ACT Test Prep tutoring to target ACT concepts, content, and strategies

COVID – 19 Online Contingency Plan

Arlington Christian School will be following all school considerations and guiding principles issued by the Centers for Disease Control and Prevention (CDC). As previously shared, we have put in place a Coronavirus Task Force which encompasses all poignant areas of our school campus. Each task force sub-group is diligently working to familiarize themselves with all pertinent data as we prepare to enter our new school year to incorporate CDC and Georgia Department of Public Health guidelines and instructions. Additionally, we have put together an online contingency plan if schools are instructed to close due to the Coronavirus pandemic in the Fall.

As the health and safety of each student and staff member is of the utmost importance, if we decide to relocate our face-to-face class sessions to remote learning, the following will be put into place to ensure quality online learning:

- The Arlington Christian School Board of Directors and Administration will decide on campus close date.
- The technology team will confirm that all students have one computer per household to ensure preparedness for remote learning.
- All teachers will distribute assignments and materials; accordingly, as well as, prepare to convert from face-to-face instruction to a full online instructional schedule
- Elementary, Middle, and High School scholars will receive a daily online class schedule to continue all academic and elective subjects
- All teachers will be available during posted office hours for meeting with scholars and parents outside of the designated class time
- All scholars will have access to in-class engagement tools for hosting class lessons and discussions, i.e. lab kits, novels, etc.
- Live video streamed classes where teachers will be taking attendance, teaching, polling, and quizzing scholars with interactive instruction
- Lecture recording if scholars are absent
- Grades will be available for viewing online within one week of submission
- High School scholars will receive ongoing virtual ACT prep and virtual college tours
- 11th and 12th grade scholars will receive ongoing college application and scholarship support

Arlington Christian School Coronavirus Task Force

Board of Trustees and Administration and Fiscal Affairs (General Budget (BOTs), Title I - Cares Act Fund, Title II, and Title IV): Dr. Kelvin L. Griffin

(kelvin.griffin@arlingtonchristian.org)

- Continues to review CDC data to remain well informed of America and Georgia's statistics as it pertains to the movement of the virus
- Implements CDC and Georgia Department of Public Health guidelines that will continue to help slow the spread of COVID-19 and ensure the utmost safety and healthy environment on the ACS campus and school office
- Provide consistent, ongoing communication with all Coronavirus Task Force sub-groups and members
- Responsible for overseeing all financial and budget operations
- Responsible for all payroll and human resource matters
- Responsible for all distribution of funds as it pertains to the General Budget, Title I (Cares Act Fund), Title II, and Title IV

Scholars and Parents: Tanja Goode and Jameelah Gray

(tanja.goode35@gmail.com; jameelahgray@gmail.com)

- Serve as leaders representing the parent and family population of Arlington Christian School
- Assist in supporting the Arlington Christian School administration, faculty, staff, and families by building strong working relationships to support our scholars during a time of pandemic
- Assist in coordinating and/or facilitating pandemic plans, as needed, as per the directives of the Principal

Faculty and Staff: Mary Lomax, Marla Miller, Jason Sylvain, Bridgette Maize, Kimberly Whitehead

(mary.lomax@arlingtonchristian.org; Jason.sylvain@arlingtonchristian.org;

Bridgette.maize@arlingtonchristian.org; Kimberly.whitehead@arlingtonchristian.org)

- Primary contact for all faculty and staff members regarding daily school functions to offer accountability and support
- Communicate effectively to faculty and staff members regarding questions/concerns within 24 hours
- Communicate effectively with other Task Force Members as needed
- Work closely with the Technology Task Force sub-group to ensure that all faculty and staff members are equipped digitally while working remotely

Admissions and Enrollment: Sandria Kendrick

(sandria.kendrick@arlingtonchristian.org)

- Work for Arlington Christian School recruiting new scholars
- Assist with enrollment paperwork for new scholars and/or transfer students
- Work closely with the Faculty & Staff sub-group to communicate and new students being enrolled

College, Career, and Graduation: Wendy Cooper and Daleesha Cheatom

(wendy.cooper@arlingtonchristian.org; daleesha.cheatom@arlingtonchristian.org)

- Provide each high school scholar and parent with college, career, and graduation support
- Provide each high school scholar with a Fall and Spring “College & Career” Audit
- Complete a Graduation Compliancy Checklist on each 11th and 12th grade scholar
- Provide ongoing ACT test prep sessions for Math and English
- Provide weekly FAFSA, Financial Aid, and Scholarship sessions for all high school scholars and parents
- Provide Dual Enrollment opportunities for 11th and 12th grade scholars

Campus Operations: Greg Cannon and Marcus Bailey

(greg.cannon@arlingtonchristian.org; marcus.bailey@arlingtonchristian.org)

- Develop and recommend to the Principal policies, procedures, and processes in support of campus grounds and building maintenance operations as it pertains to COVID-19
- Implements and monitors compliance with approved policies, procedures, and processes

Technology: Paula Towns and Kimberly Whitehead

(paula.towns@arlingtonchristian.org; Kimberly.whitehead@arlingtonchristian.org)

- Provide technical support and assistance to all ASC scholars, parents, faculty and staff members regarding hardware and software issues
- Oversee and maintain computer inventory
- Aid in resolving technical issues concerning the infrastructure of ACS

Research and Health Communications: Alonia Jones

(alonia.jones@arlingtonchristian.org)

- Continue ongoing communication with the principal and Coronavirus ACS Main Point of Contact
- Handle all communications to the faculty, staff, and families as it pertains to COVID-19 public relations, press releases and media requests, and social media
- Represents Arlington Christian School to the outside world
- Drafts media statements, answer media inquiries, compiles publications, plans events and press conferences for Arlington Christian School

Arlington Christian School COVID-19 Main Point of Contact: Wendy Cooper

(wendy.cooper@arlingtonchristian.org; School Hotline - (404) 610-6599 starting August 10)

- Responsible for working with the Principal and the Communications Director to ensure timely contact for families and staff members regarding daily school functions
- Ensure contact with families and staff within 24 hours of COVID-19 inquiries
- Work closely with the Technology Task Force sub-group to ensure that all scholars are equipped digitally while working remotely to ensure there is no digital divide amongst our families
- Remain informed and vigilant of all communications and updates coming from Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health, and Georgia Department of Education to ensure timely updates to the Principal and families

Best Practices for Pandemic Online Instruction – Arlington Christian School

***Teachers will design the class/course for online learning**

Educators must strategically consider all aspects of the learning content area and learner types of the online students; thus, online teachers need a fully developed framework for the online classroom. Activities, goals and objectives, and assessments (formative and summative) will assist the online teacher to formulate a design for the class/course which will promote an intentional approach to online learning (Baran & Correia, 2014; DuFour & Marzano, 2011).

***Teachers will promote student engagement in the Online Classroom**

Engaging students is a crucial component of effective teaching, yet it is quite a task to engage students in the online culture. Online teachers must identify research-based strategies to best support student engagement in both, long-term and short-term, instructional circumstances.

Relationally, the key to promoting stellar student engagement is building relationships with students. Know them. Talk to them. Check on them. Encourage them. Support them. Love them. Pray for them. Believe in them. Instructionally, incorporate specific and effective teaching strategies, such as: collaboration, problem-based learning, and community building lessons (Mann, 2017; Zilka, Cohen, & Rahami, 2018).

***Teachers will promote parental engagement in the Online Classroom**

During COVID-19 our nation was forced to suspend “school” as normal and parents became academic instructors and problem solvers. Whether online school is unexpected or intentional, parents require support and guidance. Most importantly, parents require presence (Boonk, Gijelaers, Ritzen, & BrandGruwel, 2018).

ACS teachers will look at parents as their assistant or paraprofessionals. Parents will be made to feel like a part of the first-string team. Parents are NOT the teacher! They are support for the teacher and student.

***Teachers will provide “Hands-on Learning” in the Online Classroom**

Many typical hands-on learning experiences can be converted to an online format. While this is possible, it can be a challenging task. Effective instructional teaching must encompass detailed and careful planning. Online instruction (even through a webcam experience) is NOT the same as traditional face-to-face instruction. However, effective online teachers CAN bring instruction to life with a plethora of creativity and zest for learning (Brinkley-Etzkorn, 2018; Farmer & West, 2019).

***Teachers will facilitate difficult discussions in the Online Classroom**

Emotional, controversial, and sensitive conversations are bound to become a part of online discussions and lessons. Online teachers are essential to the overall development of the online student and should prepare for online classroom moments when transition needs to take place from data to dealing with matters of the heart. Virtual versions of face-to-face experiences require a proper transition (Ward-Jackson & Yu, 2019).

***Teachers will foster an environment of building moral in the Online Classroom**

The overall environment and disposition of the online classroom is crucial to the way in which online students will receive instruction (Gehris, 2014). Online teachers must STRIKE their online students:

Structure the online classroom as a home away from home to ensure a feeling of welcomeness

Treat everyone with love, respect, and kindness

Remove all distractions

Include time to celebrate successes

Know that team building is essential

Establish trust

***Teachers will utilize quantitative and qualitative strategies in the Online Classroom**

The online student's knowledge needs a dual level of evaluation. Online teachers are not to assume that learning outcomes will automatically formulate into a positive learning evaluation. Online instruction and preparation should begin with the result in mind and utilizing the quantitative and qualitative methods simultaneously is key to online instructional success (Yardley, 2017).

For example, asking the online student to tell you what they learned through questionnaires and quizzes can measure evaluation quantitatively while having online students to construct essays, projects, or role play using personal experiences can measure evaluation qualitatively.

Quantitative methods of instruction and assessment focus on knowledge. By implementing qualitative methods of instruction and assessment, the online teacher can dig deeper with the online student to see how the online student can use and apply their knowledge. Using both, quantitative and qualitative assessments, allows the online teacher to approach student learning and assessment with the student holistically (Flores, Walters, & Kiekel, 2018).



Frequently Asked Questions and Answers

Classroom Questions

- Are the scholars required to wear a mask every day? Yes, scholars will be wearing masks daily until after morning health checks have been completed across the campus. *Once all scholars and staff have been cleared, scholars will be able to remove their masks while in their individual classrooms. When traveling throughout the school, as needed, scholars will wear masks.*
- Will the scholar practice social distancing during school? If so, how will the classroom look? *Yes, scholars will practice social distancing during the instructional school day. Teachers will arrange desks and seating areas to be 6 feet apart and all facing in the same direction.*
- Will each Parent and Scholar be taught the requirements of social distancing in the classroom? If so, when? *Yes, please refer to the school COVID-19 Plan. Additionally, each teacher will reiterate social distancing requirements daily.*
- How many scholars will be in each classroom if we are practicing social distancing? *We will be practicing social distancing and there will be no more than 15 scholars in each class at one time.*
- How often will each classroom be cleaned and sanitized? *Hourly by teachers and a deep cleaning daily by custodial staff*
- Will the scholars be eating lunch in the cafeteria? *No. Teachers will prepare for scholars to enjoy lunch in their classroom, only pre-packaged boxed lunches until further notice; Elementary scholars will dine directly after 3rd period and Middle and High School scholars will dine during their 5th period class each day*
- Will the scholars have the opportunity to order lunch from a vendor? If so, what will be the standard guidelines/requirements of that vendor? *Yes, scholars will have the opportunity to order a hot, pre-packaged meal from the school vendor at a small fee. Scholars will not be able to order lunch from an outside vendor for delivery per the CDC guidelines, no outside individuals from vendors or organizations will be allowed into the school building.*
- If scholars bring their lunch to school, where will it be stored until the appropriate time? *Scholars will store their lunch with their personal belongings until lunchtime*
- Will the scholars be able to use the microwave to heat their lunch? *No, however, students will be offered a pre-packaged hot lunch meal from the school at a small fee*
- Will each classroom be disinfected with Lysol, Clorox, or others between each class block? *Yes*
- Will each Teacher/Classroom be stocked on a continuous basis with Lysol/Clorox wipes, Hand sanitizer, gloves, and masks? *Yes*

Virtual Classroom Questions

- Will each school have a Plan-of-Action preplanned, if the State of Georgia close all schools for required classes? *Yes. The Arlington Christian School Coronavirus Task Force has been meeting and preparing for an online plan of action if needed.*
- Will each school have a Plan-of-Action preplanned, if the State of Georgia close all schools for Elective classes? *Yes. Elective courses will be a part of the online learning plan.*
- Will there be any classes offered/taught virtually this school year such as Egnuity? *Only AP or elective classes*

School Standard Questions

- Will ACS provide masks, gloves, for each student? *Each scholar will be responsible for bringing their own mask and gloves to school each day. However, ACS will have emergency materials provided to each teacher/classroom in the event that a scholar needs assistance with personal hygiene items.*
- Will everyone entering the building, get their temperature check? *Yes*
- How will each classroom, gym, cafeteria, practice social distancing? *In all classes, scholars will practice social distancing during the instructional school day. Teachers will arrange desks and seating areas to be 6 feet apart and all facing in the same direction. Students will not be eating lunch in the cafeteria.*
- If social distancing is not being practiced by a student/teacher/administrator, will there be any disciplinary actions against that student/teacher/administrator? *Yes*
- If in-person school is halted due to the Pandemic, what is the situation and expectation for paying the monthly tuition? *The expectation is that tuition costs will continue as normal as scholars will receive instruction virtually. In the event of a school closing, each ACS scholar will receive virtual instruction and operate via their personal academic schedule.*
- Does the Insurance through the FACTs Management system cover tuition in the case of a school stoppage? *School will never cease. The insurance through FACTs Management System covers families who decide to withdraw before the contract ends. Parents only have to pay 50% due for early withdrawal.*
- Will a waiver of liability of the school be required by each Scholar's household? *Yes, a standard waiver of liability will be required by each family and will be a part of the beginning of school year paperwork to be completed on August 10, 2020.*
- Will there be Town Hall Meeting(s), and/or Open House(s) for the Pandemic Questions/Answers to be addressed? If so, when are the dates? *Yes. Future dates to be announced.*
- Will there be hand sanitizer made available throughout the halls and classrooms, gym, offices of the school? *Yes*
- Will air filters be changed throughout the building and how often? *Typically, air filters are changed every three months; however, due to COVID-19, the ACS building staff will be changing air filters as often as recommended by the CDC.*

- Will Field Trips be taken during the Pandemic? If so, will additional language to the permission slip be added with the language of a waiver of liability to the school, and the establishment? Also, will language state or “confirms that the child is or hasn't had a temperature within 24hrs and "waiver" on getting sick be added? *Per the CDC guidelines, teachers will not plan any field trips or mass group assemblies during the first semester*
- If field trip is taken, can a parent opt out of allowing their scholar to go on the field trip be given as an option? *Per the CDC guidelines, teachers will not plan any field trips or mass group assemblies during the first semester*

Medical Questions

- Will each scholar, teacher and administrator temperature be taken? If so, when, and how often. *Temperature checks for scholars, teachers, staff, and administration will take place three times a day, at home by the parents, before entering the school building, and upon entering the instructional classroom.*
- If a student does have a temperature, what will be the protocol? There should be an understanding that just because a student has a fever, it does not necessarily mean that it is related to COVID-19. Additionally, any Student that presents a fever, should be treated by normal standards. *Per the CDC and Georgia Department of Public Health, a fever almost always indicates some form of infection. The average normal body temperature can range from approximately 97F to 99F. A temperature over 100.4F most often means the individual has a fever caused by an infection or illness. In order to provide the best healthy school environment, no individuals, scholars, teachers, staff, nor administration, will be allowed into the school building.*
- What will be the normal procedures for ill students? *In order to provide the best healthy school environment, we are asking all ill individuals, scholars, teachers, staff, and administration, to please stay home.*
- What happens when/if a scholar has tested positive for COVID-19? *According to CDC guidelines, depending upon the level of interaction, if a scholar tests positive for COVID-19, the entire class will be quarantined and unable to return to the school campus for 14 full calendar days. If scholar has come into contact with multiple classrooms and fellow scholars, the entire school building will be quarantined, and online school will begin for 14 full calendar days.*

Curriculum Questions

- Will all scholars have access to computer/laptop technology for the school year? *Yes. There is currently a collaboration underway with an Eagle parent regarding a grant through Microsoft. Additionally, more Chromebooks will be purchased through our designated Cares Act Funds.*
- Will scholars have access to the Internet for the school year? *In the event that a virtual plan for instruction is implemented, all parents are responsible for Internet for their scholar.*

- What will be the curriculum used for each school for the 2020-2021 school year? *Bob Jones University Christian Curriculum and IXL for content enrichment*
- Will there be instruction standards used for each school/grade? *Yes*
- Will the teachers be trained on in-class and virtual standards and expectations? *Yes. Teachers will undergo an extensive professional development training for instructional expectations and COVID-19 prior to returning on August 10.*

Sports and Recreation Questions

- How will the different Sports be handled if in-school participation happens throughout the year? Will any be played? How will social distancing be promoted during the Pandemic? If standards are set, who will determine them? *Sports and sporting events will be handled via the guidelines of the CDC and the Georgia High School Association. 1) Staff and athletes will be screened for proper health prior to conditioning, practice, or a sporting event, 2) No groups of more than 20, including coaches, for conditioning, practice, or a sporting event, 3) There will be no use of locker rooms or shower facilities, 4) Athletes should report to the facility dressed to condition/participate in sporting event, 5) Athletes will be expected to shower at home after conditioning, practice, or a sporting event, 6) Weight equipment will be cleaned prior to each conditioning session and sanitized between each athlete, 7) Hand sanitizer will be plentiful and readily available, 8) Each athlete should have their own personal water bottle as no water stations will be set up or provided, 9) No visitors allowed during conditioning, 10) The school principal, athletic director, and coaches will remain in constant communication to be sure to adhere to the CDC guidelines as it pertains to sports in schools and school settings.*
- Will the Elementary Scholars be utilizing the Playground area this year? If so, how often will the area be sanitized? *No. Per the CDC guidelines, the playground will be closed during the fall semester. To compensate for recess time, physical education sessions will be extended to ensure safe and sanitized free time.*
- How often will the gym be cleaned after class and sporting event(s)? *Daily, in between classes, and sporting events*
- Will the bleachers be marked for attendees to sit to ensure social distancing? *Yes*
- Will the equipment used during an event be disinfected? How often? *Daily, in between classes*
- Will the temperature of players, Coaches, referees be checked before playing a game? *Yes*