



CRISIS RESPONSE GUIDELINES

In response to the coronavirus/COVID-19



HEIGHTS
CHRISTIAN SCHOOLS

PLANS FOR 2021/2022 SCHOOL YEAR
Preschool - Junior High, On-campus Instruction



TABLE OF CONTENTS

1	Introduction
2	Safety Guidelines and Practices
3	Health & Safety
8	Facility
10	Programming/Extracurricular Offerings
13	Operations
15	Campus Events
18	Communication
20	Contingency Plans

INTRODUCTION

HCS offered in-person, on-campus instruction on all HCS campuses, for all students, preschool through 8th grade, since the start of the school year in September 2020. HCS maintained all along that our children are best served in the classroom, and we worked tirelessly to establish and maintain protocols on campus to keep everyone as healthy and safe as possible. With the health and safety protocols implemented, HCS did not experience a single COVID outbreak on any of our campuses. For the upcoming school year, HCS will continue to work diligently to promote health and safety while also addressing the many additional details that are central to most effectively meeting the needs of all students entrusted to us. Our top three priorities will continue to be:

- 1 **Execute the mission of HCS**
- 2 **Meet all students' educational needs**
- 3 **Provide a safe and healthy environment for HCS staff, faculty and students**

With input from all levels of HCS school leadership, and our school community of parents, as well as **health officials** [defined for the purposes of this document as the [Center for Disease Control \(CDC\)](#), [The California Department of Public Health \(CDPH\)](#), local health officials, and the [American Academy of Pediatrics \(AAP\)](#)], HCS has developed the following guidelines, designed to:

- Inform parents on what they can expect from HCS in the upcoming school year and what HCS will expect from parents and students
- Identify areas of school ministry that will be the same, as well as procedures and activities that will be paused or modified. Implementation may vary from campus to campus to meet the unique characteristics and specific needs of individual campuses and programs

All policies and procedures outlined within the HCS Crisis Response Guidelines are 1) in response to COVID-19-related restrictions; 2) temporary in nature until restrictions are changed, and it is deemed safe to resume previous programs, plans and protocols; and 3) subject to change (with or without notice) based on evolving information, guidelines and mandates from health and government officials.



SAFETY GUIDELINES AND PRACTICES

During the early stages of the pandemic, HCS adopted Safety Guidelines and Practices for the faculty and staff on all campuses. Initially, during the early 2020 shutdowns, HCS provided emergency childcare on our campuses for children of first responders and emergency care providers. Over the past twelve months, HCS has provided on-site care for infants through preschool-aged children, as well as on-campus, in-person instruction for students in TK/kindergarten through 8th grade. By God's grace, in all of these efforts, HCS adhered to COVID-related safety protocols designed to promote health on our campuses with great success; resulting in not a single reported outbreak among students or staff on any of our campuses. Our resolve is as determined as ever to do all that we can do to ensure that on-campus, in-person learning continues to be an option for our students. To that end, we may find ourselves erring on the side of caution but will always prayerfully and conscientiously make decisions that we believe are in the overall best interest of the students entrusted to us and the dedicated faculty and staff that serve on our campuses every day.



Recently, we reevaluated the **HCS Safety Guidelines and Practices** and made adjustments to address current data and recommendations from health officials to meet the needs of an increased number of adults and students on our campuses in the fall. These guidelines and practices have been developed to provide childcare in a healthy and safe learning environment for everyone. Moving forward, HCS will continue to monitor updates and data provided from health officials, as well as mandates from the California Department of Social Services and other essential government authorities. As research and guidelines continue to evolve, HCS is committed to doing our best to consistently follow established policies and procedures. Through this process, HCS will do our best to maintain clear and regular communication with our HCS constituents.



HEALTH & SAFETY



The CDC does not recommend face coverings for children under two.

FACE COVERINGS ON CAMPUS:

STAFF: Based on current guidelines and mandates from health officials, face coverings will be required indoors for all HCS faculty and staff, except where exempted by a medical professional for specific health reasons.

STUDENTS: All students, age 2 years and older, must wear a face covering indoors while on campus, except where exempted by a medical professional for specific health reasons.

CAMPUS VISITORS: All visitors to an HCS campus, age 2 years and older, must wear a face covering indoors while on campus.

PHYSICAL DISTANCING:

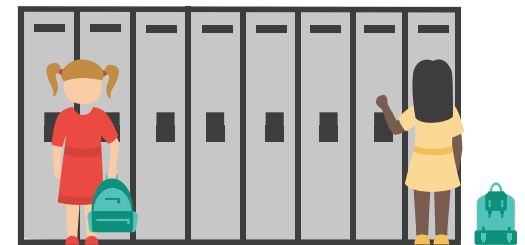
HCS will promote physical distancing between students indoors, as much as feasible. Where not possible, HCS will layer other prevention strategies which may include masking, acrylic partitions, ventilation, handwashing and respiratory etiquette, and daily cleaning and disinfecting.

PARTITIONS:

HCS will install acrylic partitions on students' desks in all classrooms, preschool through 8th grade, as an additional prevention strategy to lower the transmission of germs, reduce the risk of infection, and help students to socially distance.

VENTILATION:

Along with other preventative strategies, bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. When feasible, HCS may open doors and/or windows, use child-safe fans, and maintain routine cleaning and maintenance on HVAC and/or air filtration systems.



HEALTHY HYGIENE:

HCS will teach and reinforce hand washing and respiratory etiquette (covering coughs and sneezes) among staff and all students to keep from getting and spreading infectious illnesses. In TK-8 settings, handwashing or hand sanitizers will be used each time students enter the classroom. Portable sinks/hand washing stations will remain on campus, as needed, to minimize movement and congregation in restrooms to the extent feasible.



CCL guidelines preclude preschool students from having personal hand sanitizers or sprays.

CLEANING AND DISINFECTING:

A janitorial service will clean and disinfect HCS school campuses each evening.



SUPPLIES:

Adequate supplies to support healthy hygiene habits including portable sinks, hand sanitizing stations, and disinfecting supplies to clean and disinfect throughout the day will be provided throughout the school campuses.

REMINDERS AND SIGNS:

Reminders and signs will be displayed throughout the school (classrooms, hallways, restrooms, administrative offices) on physical distancing, proper and frequent handwashing, and how to stop the spread of germs.



HEALTH SCREENING ON CAMPUS:

Temperatures of all persons will be checked prior to entering the campus. HCS will also conduct visual wellness checks of all children upon arrival and ask health questions when concerned.



Keep children home when they are sick! Students who have been ill should be fever-free for 24 hours without using fever-reducing medication before returning to school. A fever is defined as having a temperature of 100.4 degrees or above.

HEALTH SCREENING ON CAMPUS (CONTINUED):

Updated Sick Policies will be distributed and strictly enforced on all HCS campuses. These updated policies apply to all HCS faculty, staff and students/families. Students will be monitored throughout the day for signs of possible illness. If a student exhibits signs of illness, the student will be isolated from the general room population and a parent will be called to immediately pick up the child.



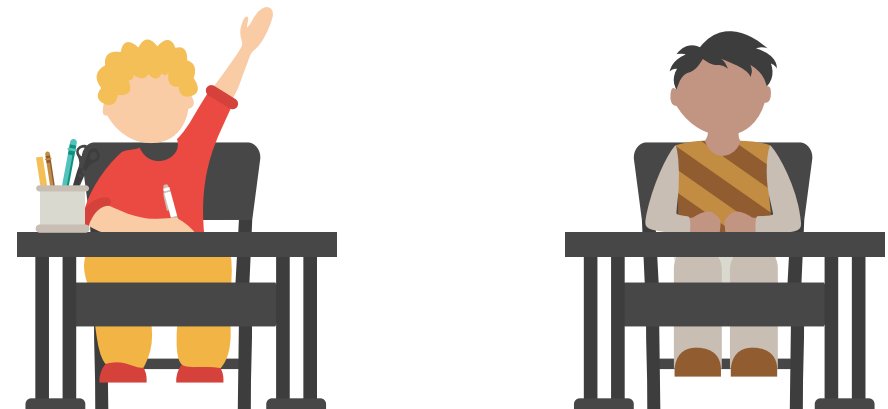
Parents are expected to read and follow all policies related to student illness. If a child becomes ill at school, that student's parents will be notified to immediately come and pick up the child. In cases when parents may not be immediately available, it is important to add emergency contacts that will also be authorized to pick up a sick child ASAP. Parents are required to immediately notify the school should your child become ill at home.

In the event that a student/staff presents with COVID-19 symptoms on campus, the school will notify the parent to pick up their child immediately/send the staff member home. If a student/staff is tested for COVID-19 and receives a negative test result (PCR test, not rapid test is required by HCS), they can return to school once they are fever-free without the use of a fever-reducing medicine for 24 hours.

In the event that a student/staff is diagnosed with COVID-19, parents must notify the School Office immediately. In order for a student/staff who has tested positive to return to campus, they must be able to answer YES to the following questions:

- Has it been at least 10 days since the individual first had symptoms?
- Has it been at least 24 hours since the individual had a fever (without fever-reducing medicine)?
- Have symptoms improved?

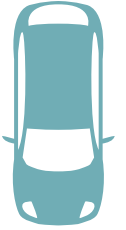
In the event that a student/staff diagnosed with COVID-19 is determined to have been on campus and poses a risk to the community, HCS will consult with the local health department, and may close temporarily for cleaning and disinfection. Closures for any period of time will be communicated to HCS school community and local health officials.



DROP OFF/PICK UP:

Drop Off and Pick Up Procedures have been established and will be implemented consistently on each campus, based on each campus' specific layout, enrollment, and other considerations designed to limit close contact with non-HCS staff as much as possible.

- **Parents of students in grades 1-8** are not permitted on campus beyond the entry gate during drop off and pick up. When available, the carline should be used for dropping off and picking up. If arriving before or after carline times (including before and after school daycare), parents should be prepared to sign their child in/out at the gate or other designated area.
- **TK/Kindergarten parents**, wearing face coverings, will be permitted to accompany their child to their classroom during the first week of school (or longer as emotionally required).
- **Preschool parents**, wearing face coverings, are required to accompany their child on campus to their classroom or check-in location and sign them in/out.



In all instances, when on campus, visitors over the age of two must wear face coverings indoors, enter and exit classrooms and school offices one person at a time, maintain physical distancing, and keep visits as brief as possible. Daily, parents should check their child's temperature in the morning to ensure no fever, and wash children's hands before dropping them off at school.

Staggered Arrival and Drop-Off Times have been implemented on some HCS TK-8 campuses to limit close contact with non-HCS staff as much as possible. For TK-8 campuses, carline times may be adjusted accordingly. Schedules will vary campus to campus based on specific campus logistics and needs.



Parents, adhere to schedules for arrival and drop-off. Please contact the school office in advance if special arrangements are required.

FOOD ON CAMPUS:

Lunch purchased on campuses with food service available must be ordered in advance; no same day purchase options will be available.



If a parent desires to send a special treat to school for a class party or holiday celebration, only individually wrapped, store-bought items can be accepted.





HEALTH & SAFETY: WHAT'S THE SAME?

As always, at HCS, the health, safety and well-being of our students is a top priority. Our administrators, teachers and staff are vigilant about creating learning environments that promote spiritual, physical, and social-emotional health for every child entrusted to us! This year on campus, you can expect that same level of care and concern, with even more awareness of the importance of every child feeling safe and secure, loved and cared for, accepted and included. We will continue to work diligently to honor the Lord in our service to families, embracing the truth that we are **BETTER TOGETHER: Faith, Family and Community!**



HEALTH & SAFETY - PAUSED/MODIFIED WITH DETAILS:

*Out of an abundance of caution and/or in alignment with guidelines from the CDC and our state and local health organizations, the following items will be **PAUSED and/or MODIFIED** until further notice.*

Emergency Drills: HCS will modify emergency drills (fire, earthquake/disaster, and lock down) to maintain proper physical distancing to the greatest extent possible.

Persons at high-risk for severe illness: HCS recognizes that the in-person instructional model that is being offered for the 2021/2022 school year may not be the best option for all students, especially students that may have a higher than normal risk for severe illness. Unfortunately, at this time we do not have an alternative learning model to offer to families that prefer a homeschool, distance learning, or hybrid model.



Waiver of Liability and Health Screening Agreement: A waiver will be provided upon registration, and must be signed and returned prior to the first day of school attendance.

FACILITY



Classroom Setup – Furniture in classrooms is being intentionally minimized to allow as much space as possible for desks and student seating areas to be spread out. HCS will use acrylic partitions to help ensure students are appropriately distanced, to minimize transmission of germs, and to reduce risk of infection.

Airflow and Ventilation – When feasible, classroom doors and/or windows will be kept open to increase airflow and ventilation.

School Office(s) – Visitors to campus, including parents, will be kept to a minimum. Visitors/parents will be invited into the School Offices one at a time. Temperatures will be checked for all persons entering the campus.



When an on-campus visit is necessary, adult visitors are asked to wear a face covering indoors, and enter the school office one at a time. If a parent enters the office and another guest is already present, visitors/parents are asked to wait outside the office.

External Organizations' Use of Facilities - In some locations, the school facilities are shared with a church or other outside organization. In every case, these organizations will be informed of campus policies and procedures and will be expected to follow them while on campus.

Personal Items – All personal items (including textbooks) must be labeled with the student's first and last name.



Personal items should be disinfected daily prior to being introduced to the campus.

Lost and Found – It is very important for students' items, including jackets and other articles of clothing, to be labeled with the first and last name of the student. HCS will make every effort to return lost and found items that are labeled to the student. Lost and found items that are not labeled will be secured in a designated area on each campus, where the items will be sanitized and held for one week. After one-week, unclaimed items will be donated to a local charity.





FACILITY: WHAT'S THE SAME?

The Lord has blessed HCS with amazing campuses. Each one is unique in location, layout, design and size. We have always been thankful for the Lord's provision, even as we sometimes find ourselves praying for additional space, specialty rooms, bigger rooms, fields, or grass (green grass). As we prepare for the start of a new school year, we are especially thankful for each campus that provides a familiar setting for our students and their families. It is within this small campus environment that lasting friendships will be made, lifelong lessons will be learned, and many will come to know Jesus for the very first time! For many, a facility is merely a building; at HCS, our facilities serve a much bigger purpose; in them we meet, seek, see and serve the Lord!



FACILITY - PAUSED/MODIFIED WITH DETAILS:

*Out of an abundance of caution and/or in alignment with guidelines from the CDC and our state and local health organizations, the following items will be **PAUSED and/or MODIFIED** until further notice.*

Drinking fountains: Drinking fountains will not be used until further notice. TK-8 students are encouraged to bring a water bottle from home with their name clearly marked on the bottle.

Common / Shared Areas / Gathering Places (Library, Tech Lab, Auxiliary Classrooms, Chapel, etc.): Common and shared areas/gathering places where distancing is not feasible and/or where multiple groups typically gather together for extended periods of time throughout the school day will not be used until it is deemed safe. Based on size, ventilation, and other factors, some exceptions may be allowed and will be considered on a case-by-case basis. Whenever possible, if a common area space is closed, an alternate plan will be implemented to ensure continued program value for students, (e.g. auxiliary teachers travel to students' classroom, librarian with library cart travels to classrooms).



PROGRAMMING & EXTRACURRICULAR OFFERINGS

Instructional Strategies - HCS will continue to develop instructional strategies that build on current Action Plans and key initiatives involving increased use of technology, as appropriate, to best meet the needs of all students. HCS will intentionally move increasingly toward more technology for learning and digital resources (blended learning) while on campus to best prepare us should the need for distance learning result from future health mandates.



Please continue to partner with HCS in the education of your child. Should any concerns regarding your child's progress or individual learning needs arise, please communicate with the school. Communicating with the classroom teacher is most effective. If concerns persist, please contact the Principal or PS Director.

SUCCESS - The Success Program on HCS campuses is a distinctive among private Christian schools and considered a critical piece in meeting the needs of all students, preschool through 8th grade. Therefore, the Success Program will remain intact for the 2021/2022 school year.

Preschool Classes - HCS Preschools will continue to provide a safe and fun environment that promotes spiritual, physical, academic, and emotional support and developmental activities that adhere to guidelines set by health officials and Community Care and Licensing (CCL) for early childhood education.

TK-8 Auxiliary Classes (Physical Education, Music, and Technology) - The auxiliary classes on the TK-8 campuses are considered an important part of our instruction and will remain intact for the 2021/2022 school year. Whenever possible, auxiliary elementary teachers will travel from classroom to classroom limiting student movement on campus.

JH Classes (Core and Elective Classes) - In order to best meet the learning needs of our junior highers, students will rotate from class to class, mixing throughout the day with other students on campus.

JH Music Classes - Junior high music offerings will include Handbells, Band/Orchestra, and Choir. Some procedures may be adopted in alignment with current guidance from health officials.



International Students – Applications for international students entering the US on an I-20/F1 (visa) will be considered on a case-by-case basis. HCS will follow guidance from health officials for these cases, and may impose restrictions on students, as determined for each individual case. Students who have recently traveled to countries with widespread ongoing transmission (CDC) may be denied enrollment.



Parents of international students are encouraged not to travel outside of the US. If travel outside of the US is unavoidable, please notify the School Office ASAP before traveling to determine feasibility of ongoing enrollment and restrictions/requirements that may be imposed upon the student's return. It is recommended that any person that has traveled out of the country or to a COVID-19 "hot spot" self-quarantine for no less than 14 days with no symptoms appearing prior to returning to school.



PROGRAMMING: WHAT'S THE SAME?

Christ-centered education designed to meet the needs of every student entrusted to us... these are core values that are unwavering. Our students are at the heart of HCS' mission to lead children and their families into a relationship with Jesus Christ, equipping them in heart and mind to influence the world for God's Kingdom. We are thrilled to be back on campus because we believe that in-person education is the very best option for students and essential to our mission. While some modifications to programming have been made, please be assured that the disruption to typical classroom routines will be minimized to the greatest extent possible in order to support student and staff social-emotional health, as well as best practices in instruction.



PROGRAMMING - PAUSED/MODIFIED WITH DETAILS:

*Out of an abundance of caution and/or in alignment with guidelines from the CDC and our state and local health organizations, the following items will be **PAUSED and/or MODIFIED** until further notice.*

Field Trips: Due to ongoing uncertainty pertaining to venues and transportation, HCS has paused extended educational trips and offsite class field trips until further notice. HCS will continue to monitor health concerns, directives, and updates. HCS will also explore virtual field trip opportunities.

Musicals/Dramatic Performances: Musical and dramatic performances will be planned and executed based on current guidelines, venue availability, and safe practices for students. HCS will offer music classes on the elementary campuses, along with drama, choir, and instrumental music on the JH campus.



PROGRAMMING - PAUSED/MODIFIED WITH DETAILS (CONTINUED):

Afterschool Sports: HCS is exploring options for Intermediate and JH students. Minimally, HCS will offer intramural sports for the Fall season, if participation in a league is not feasible due to transportation and other logistics in light of health concerns.

Chapel: HCS very successfully used technology to deliver virtual chapels to students each week during the 2020/2021 school year. For the upcoming school year, HCS will continue to offer chapels following the same model, embracing the opportunities afforded students to worship the Lord and share in His Word corporately, but in a more intimate setting. HCS may also explore additional enhancements for the upcoming school year until it is deemed safe to gather in larger groups.

ACSI Events (Speech Meet, Spelling Bee, Math Olympics, etc.): Participation in ACSI events will be postponed until further notice.

OPERATIONS

Supervision before school – Elementary students arriving to school within 15-30 minutes of the start of the school day are provided with FREE childcare; enrollment in Daycare is not required. Specific times vary campus by campus. Campus-specific plans will be communicated with families prior to the first day of school.



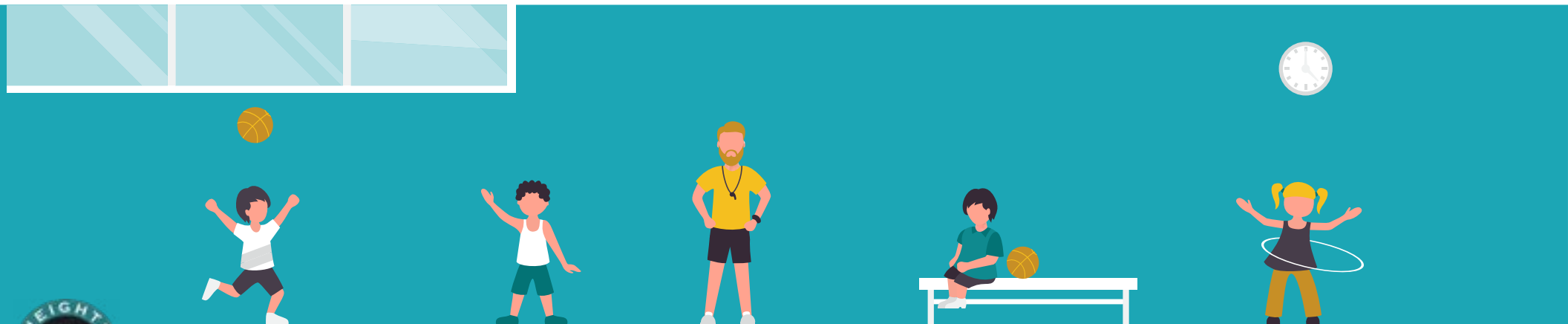
Parents are encouraged to arrive at school with their child as close to the start of the school day as possible. Parents arriving early will not be allowed to wait with their child until the start of the school day. Thank you for understanding.

Supervision during Daycare/Preschool – Students checking into before and/or after school Daycare will be mixed with students from other classes/grade levels. Once checked into Daycare, students will remain in their assigned group with as little movement between groups as possible. The same applies in preschool. Students arriving early in the morning, or staying for extended day may be mixed with students from other classes and age groups.



Before and after school Daycare is offered as an optional service to working parents that require childcare before and/or after school hours. Parents enrolling their children in Daycare acknowledge that students will be mixed with students from other classes/grade levels. HCS staff providing supervision in before and after school daycare may also have been supervising students from other classes/grade levels in the same day.

School Closure(s) – In the event of a required, temporary school closure due to COVID-19 illness on campus, COVID-19 outbreak in a community, and community mandated closure(s), HCS will work with local health officials to determine the appropriate response. HCS responses may include a multi-day closure for campus-wide deep cleaning and disinfecting (with no school/childcare available) to an extended closure in which distance learning and/or emergency childcare may be provided. In these instances, HCS will immediately notify school families of the occurrence and HCS' response.



In the event of a temporary closure at the preschool level, no tuition credit will be given for a 1-3 day(s) closure. Preschool tuition charges will be paused for extended periods (more than 3 days) when campuses are closed and/or shelter in place orders preclude families from attending, as no distance learning option is offered.

In the event of a temporary closure in TK-8th grade, no tuition credit will be given if the school has to close briefly (1-3 days) for deep cleaning/disinfecting or if we are mandated to switch to a distance learning model. Protocols and practices to ensure a high level of student learning and engagement will be in place to support a temporary, home-based learning model, if needed.



OPERATIONS: WHAT'S THE SAME?

At HCS, our vision is that all students will know Christ personally, excel academically, think biblically, and positively impact their communities for Christ. At the heart of that ministry mentality are our amazing administrators, faculty, and staff. Again, this year, students will be welcomed back by many familiar faces that they know and love. And, once again this year, God will use each one of them to pour into the lives of our students. They are living testimonies, consistently and very authentically pointing our students (and our students' families) to Jesus, impacting eternity one life at a time.



OPERATIONS: PAUSED/MODIFIED WITH DETAILS:

*Out of an abundance of caution and/or in alignment with guidelines from the CDC and our state and local health organizations, the following items will be **PAUSED and/or MODIFIED** until further notice.*

Parent Volunteers: Parent volunteers will not be used in HCS classrooms until further notice.

Non-essential Guests and Visitors: Non-essential guests and visitors will not be invited on campus. Exceptions will be considered on a case-by-case basis and must receive special approval.

Hot Lunch provided on campus: Hot lunch providers on school campuses will comply with all COVID-19-related guidelines for food preparation, handling, and distribution. HCS will maintain a COVID-19 compliant certificate on file for each company providing services to our students. Lunches must be pre-ordered. No same day purchase options will be available.



CAMPUS EVENTS

HCS will continue to follow the guidelines of health officials while looking for ways to maintain the special events that are beloved traditions on campus. When necessary, HCS will move to virtual formats or other creative delivery models. In some cases, it may be deemed necessary/most appropriate to postpone and/or cancel special events.



Please stand strong with us, even in the midst of difficult and/or disappointing decisions in response to restrictions and health concerns. Please trust that it is always the heart and intention of HCS to meet and exceed the expectations of our families. However, during these extraordinary times, it is more apparent than ever that there are many factors and conditions that may be beyond HCS control.

CAMPUS EVENTS: WHAT'S THE SAME?



An **event** is defined as, “a thing that happens, especially one of importance.” At HCS, there are many things happening on campus, and each one is important! Generally, our campus events are designed to build relationships, either with you or your children. It is our great pleasure to join with you to celebrate our students, their God-given talents and abilities, their many accomplishments throughout the year, and all that God is doing in and through them (and us!). Regardless of restrictions that may be imposed or new norms to promote safer, healthier communities, we will continue to connect with students and families through HCS events that are meaningful, all for God’s glory!





CAMPUS EVENTS: PAUSED/MODIFIED WITH DETAILS:

*Out of an abundance of caution and/or in alignment with guidelines from the CDC and our state and local health organizations, the following items will be **PAUSED and/or MODIFIED** until further notice.*

Registration Wrap Up: Registration Wrap Up is an event that we look forward to as we reconnect with families, many of whom we have not seen in months. For the 2021/2022 school year, this event will be managed by each location with the goal of minimizing adults on campus. Instructions will be provided specific to your campus for dates, times, and instructions. Parents are asked to drop off completed paperwork, pick up their August packets, and not linger. Please know that we love seeing you and look forward to a time when we can spend more time together. For now, in the interest of health and safety, thank you for understanding.

Back to School Afternoon/Evening: Once again this year, our Back to School Afternoon/Evening events are going virtual. All Back to School materials will be emailed to parents, along with a link to a recording of your child's teacher(s). More details to come.

Meet the Teacher/Hawk Walk: Meet the Teacher/Hawk Walk events on the TK-8 campuses will be by appointment. Details will be sent home a few weeks before the start of school with details on securing your scheduled time. This event provides an opportunity for both the student and parents to meet the teacher, get a sneak peek at the classroom set-up, including where your child's seat is located. It also provides an in-person meet and greet opportunity with your child's teacher(s).

First Day of School: More details will be provided; however, on the first day of school, **parents of students in 1st – 8th grade** will not be invited on campus, observing the same guidelines and expectations that will be in place until further notice throughout the school year.





CAMPUS EVENTS: PAUSED/MODIFIED WITH DETAILS (CONTINUED):

Parents of students in TK/Kindergarten, wearing face coverings, will be permitted to accompany their child to their classroom during the first week of school (or longer as emotionally required). Thereafter, TK/K parents will be restricted from coming on campus.

Preschool parents are required to accompany their child on campus to their classroom/check-in location and sign them in daily. Remember, every person 2 years and older must wear a face covering indoors while on campus.

Large Group/Whole School Gatherings (e.g. Awards Assemblies): Large group/whole school gatherings on campus will be paused until it is deemed safe for larger groups of staff and students to congregate together. In the interim, school administrators will explore creative ways to replicate these activities in ways that are safe for everyone but also accomplish similar purposes.

Open Houses/Book Fairs: Open Houses and Book Fairs on campus will be planned and executed in compliance with guidance from health officials at the time of our scheduled events. Virtual/online options may be implemented. As the year progresses, more details will be provided.

End of Year Celebrations: End of the year celebrations will be planned and executed in compliance with guidance from health officials at the time of our scheduled events. As the year progresses, more details will be provided.



COMMUNICATION

ONGOING, OPEN COMMUNICATION:

Partnering with parents is one of our core values, and now more than ever, it is essential that we are on the same page and working closely together. To that end, we will always share information with you in a timely manner, while ensuring that we are being accurate and effective in our communication. At times, the information may not be disseminated as quickly as some parents would like. However, in an organization of our size, it is crucial that we are careful and intentional about the information we share.

Frequent communication will include:

- Weekly Newsletters from our TK-6 classroom teachers
- Weekly communication from TK-8 teachers that may include shared lesson plans, homework packets, phone calls, emails or notes, as appropriate
- Preschool Peek at the Week (weekly)
- Preschool Monthly Newsletters
- Bi-Weekly or Monthly Updates from Principals and Directors
- Regular updates on the Parent Portal and website



Continue to help us build positive, healthy relationships. Direct concerns and inquiries to the classroom teacher(s) and/or school administrators (Principal / Director).

STAFF & FAMILY Communication System for Self-Reporting – HCS will maintain records of all employees and families that self-report COVID-19 symptoms and confirmation of illness. HCS will maintain confidentiality of staff and family names, and give prompt notification of confirmed exposures and school closures.



Parents are asked to promptly notify the School Office when a current HCS student experiences symptoms consistent with COVID-19. Updates from your child's physician and COVID-19 test results are requested for our records; names will be kept confidential.

ONGOING, OPEN COMMUNICATION (CONTINUED):

Signage and Other Postings Regarding Health and Safety Procedures – HCS will post signs throughout campuses informing parents of new and/or temporary procedures on campus related to guidance from health officials in response to COVID-19. Signs will also be posted in classrooms and other key areas on campus pertaining to safety protocols for staff and students. Additionally, HCS will post updates on the HCS website.



Parents are asked to read and follow all HCS policies, procedures and protocols. When questions arise, please direct them to your child's classroom teacher and/or the School Office.



COMMUNICATION: WHAT'S THE SAME?

Communication is paramount for any partnership and partnering with parents is another one of our core values. We are so thankful for the families that choose Heights Christian Schools for their child's education, year after year. We have amazing families, and at HCS, we count it a privilege to partner with each and every one of you. This year, we are more committed than ever to praying for you, working with you, and communicating to you the love of Christ in the things we say and do.

Connecting with Families – Connecting with families has always been an important aspect of our partnership with parents and relationship building. We know that children excel when the adults in their lives work well together. The past year of limited access for guests/visitors on campus, social distancing, masking, and other safety precautions made connection with one another a challenge. Many of these same guidelines and restrictions may persist into the upcoming school year. Please know that we will make every effort to schedule and plan opportunities for parents to be on-campus, in outside settings, for special events. With less restrictions outdoors, we will look for as many opportunities as we can to connect with you, face-to-face and to find ways for you to share aspects of your child's educational experience, up close and personal. As plans and additional details are available, we will share them with you.

As always, please always feel free to call the School Office any time with any questions or concerns you may have. We are here to serve you!



CONTINGENCY PLANS

We are planning for school to open as usual, but in an abundance of caution and preparedness, we are also preparing for unexpected changes. The following HCS contingency plans address COVID-19 illness on campus, COVID-19 outbreak in a community, and community mandated closure(s).

- **TK-8th Grade:** We are extremely grateful for the amazing faculty and staff, along with the support of HCS parents, that allowed us to very successfully provide our TK-8th grade families with their choice of on-campus, in-person instruction OR a high-quality, distance learning option for their children during the height of the pandemic (2020/2021 school year). This success gives us confidence that should the need arise, we can provide a robust portfolio of offerings with integration of digital materials and coordination across TK-8 grade levels. While we pray this will not be needed, Distance Learning Plans have been developed so that HCS can respond to health scenarios without compromising the education of our TK-8 grade students, and where feasible, to also offer on-campus emergency care, as needed.
- **Preschool:** At the PS level, we are currently developing Preschool to Go, an at-home alternative for students that cannot come to preschool that may be a solution for some preschool families in the event of an extended closure. Wherever feasible, HCS will also offer Emergency Childcare on preschool campuses, as permitted by health and state officials.

