



Gary Lighthouse Upper Academy
1775 W. 41st Avenue, Gary, IN 46808

Dear Gary Lighthouse Upper Academy Families,

Welcome to the 2020-2021 school year! We look forward to embarking on this journey of change and accepting the new challenges that we will face daily. Together in partnership we are committed to providing quality academics, and social emotional instruction. Working together as a team, we will move forward in our mission this new school year to create a safe and nurturing environment through healthy relationships, effective communication, fair and equal practices.

We are and will continue to seek the recommendation of health experts to ensure the safety of our school community, as it pertains to COVID-19.

The new school year is swiftly approaching. We have been preparing for a smooth transition and a new beginning. Information is being provided to insure that you and your child are prepared to begin school in the fall.

GLUA will offer two options for instruction: ELearning or Traditional learning. Parents/guardians will indicate their choice during their registration process. You will have the option at the end of the semester to change your choice if needed.

Below you will find a more detailed description of the guidelines for the two formats of instruction. Please remember you will receive more detailed information during orientation that will be held virtually at the end of the July.

Traditional Instruction Guidelines:

In-School Instruction

Scholars will return to school utilizing the traditional school method, which consists of in person instruction. New routines and protocols have been put into place that will call for minimal movement of scholars throughout the building and increased social distancing. Scholars and staff will be required to wear masks.

Scholars will NOT be allowed to share learning materials. Each scholar will be assigned a seat in every class and expected to sit in their assigned seats for the duration of the class/period. To ensure the health safety of everyone, scholars will be seated in rows in all classes. Each classroom will be equipped with a set of Chromebooks to allow scholars to engage in learning during class time. Our goal is to provide instruction to scholars as best as possible while following the CDC health guidelines and maximizing scholars' learning experiences.



Diverse Learners & English Language Learners

Our diverse learners will be provided academic support through our Department of Specialized Supports (DSS). Our DSS department is staffed with paraprofessionals who push into classrooms to support scholars during instruction and who pull scholars out when needed to provide individualized support in a smaller setting. The paraprofessionals will be in classrooms to reinforce and supplement instruction that is provided by the teacher. Paraprofessionals will focus on practicing already acquired skills, minimizing regression in lessons taught, and strengthening comprehension of learned skills.

All paraprofessionals are required to adhere to the same health safety regulations as teachers. In the Resource Room, scholars will be assigned seats and desks will be placed strategically to ensure social distancing. All scholars' academic support and grading will be based upon the details outlined in their individualized education plan. Scholars and parents are encouraged to utilize PowerSchool portal to manage and monitor scholar's academic progress.

School Hours

Scholars will be permitted to enter the building at 8:00am daily. Instruction will begin promptly at 9am. Dismissal time is 3:30pm. Wednesday entry at 8:00 am, instruction will begin promptly at 9am, and dismissal time is 1:30pm. Early release Wednesday will be bi-weekly for whole building sanitation. Please see below as to which entrance your scholar will gain access to the building:

Arrival

All staff and scholars must follow specific guidelines, before they are granted entry into the building. Details are outlined below for specific grade levels and staff.

Staff Entry into Building

All staff members will enter through Door A. Upon entering, staff will have their temperatures checked. All staff members are required to wear a mask throughout their time in the building. **ANY STAFF MEMBER WITH A TEMPERATURE OF 100.4 OR HIGHER WILL BE IMMEDIATELY RELEASED OF THEIR PROFESSIONAL DUTIES UNTIL CLEARANCE FROM A DOCTOR IS PROVIDED.** Staff members are encouraged to wash their hands regularly and use hand sanitizer frequently throughout the day.

Bus Rider Entry

Scholars riding the school bus will have their temperatures taken on the school bus and if their temperatures are below 100.4, they will be welcomed into school for the day. Scholars will exit the school bus and enter the building.



Bus Riders 4th & 5th graders will enter **Door D** and 6th, 7th, & 8th graders will enter **Door E** where COVID-19 precautions will be followed PRIOR to entrance into the building.

Bus Policies and Expectations

See attachment for LHA policies for scholars riding the school bus.

Non-Bus Rider Entry

Scholars will enter through the doors designated for their particular grade levels listed below. Scholars will have their temperatures taken and if their temperatures are below 100.4 they will be welcomed into school for the day.

Car riders-4th & 5th graders will enter **Door B**, 6th 7th, and 8th graders will enter **Door J**. COVID-19 precautions will be followed PRIOR to entrance into the building (at the car).

Walkers- 4th & 5th graders will enter **Door B** and 6th, 7th, & 8th graders will enter **Door J** where COVID-19 precautions will be followed PRIOR to entrance into the building.

Early Dismissal and Guest Entry - No Early dismissals will be permitted after 2:45pm. We strongly encourage transportation arrangements PRIOR to the school day start. There will be no visitor/guest entry, scheduled arrangements must be made prior.

Scholar Dismissal

The school Day ends at 3:30 however, dismissal begins at 3:10. Scholars will have accessibility of two doors for dismissal: back door & cafeteria door. No scholar will be allowed to dismiss through the main entry door. Scholars riding the school bus **MUST** wear a mask, and sit two to a seat. Scholars will **ONLY** be allowed to ride the bus they are assigned too. Failure to ride the assigned school bus could result in disciplinary action. Car riders and walkers will dismiss through Door J (6th-8th) and Door B (SWIEP/ 4th-5th) at 3:10pm and are encouraged to exit school property quickly. Bus riding scholars will be called over the intercom or walkie talkie beginning at approximately 3:15pm.

Scholar Lockers

Lockers will be prohibited until further notice to ensure the safety of everyone's health. Scholars are encouraged to leave all bags, jackets, extra belongings, etc. at home to avoid excess items inside classrooms. Scholars will **NOT** be allowed to use lockers at any time during the school day.



Breakfast/Lunch

Breakfast

Breakfast will be available at school 8:00 - 8:45. Breakfast will be eaten in the scholar's homeroom and served by certified food servers. **No breakfast will be served after 8:45.**

Lunch

Lunch will take place in the classrooms. Scholars may bring a lunch that will be eaten at their desk or may receive a hot lunch. Scholars will not go to the cafeteria. There will be warming stations near the classroom where the scholars will receive his/her lunch. The scholars will then return to the classroom to eat their lunch in the classroom.

Recess / Brain Break

We understand the importance of our scholars being active. Recess will take place during the designated time block either inside or outside. The scholars will stay in the assigned area and participate in the activity such as exercise, dancing, or games.

Masks and PPE

Scholars that are attending the traditional school model, are required to wear a mask. This would include on the school bus, in the hallways in the building, and at the restroom. We understand that it is going to be difficult for scholars to wear masks for eight hours of learning. Sanitizing stations are placed throughout the building to provide additional PPE. Please follow all COVID-19 guidelines which includes providing your child with a mask to be worn daily. Staff will wear masks/Shields at all times.

Masks Required

Masks are required for scholars, staff and all scheduled visitors during the school day. Masks are also required as a part of the scholar's uniform. Masks must be worn properly. Bandanas are NOT permitted.

Cleanliness and Safety Precautions

The school building will be sanitized daily and will be shut down for targeted cleaning and sanitized according to the CDC guidelines. Periodically school will be closed for targeted cleaning, scholars will engage in ELearning and will be responsible to engage in all virtual lessons and assignments via Google Classroom. During sanitation and disinfection, the school building will be closed. The calendar dates for bi-weekly sanitation has been identified through our LHA school calendar.

Hand Washing and Sanitizing

Access to regular hand washing with soap, hand sanitizer and disinfectant wipes will be provided. All common areas will be regularly cleaned and sanitized.



COVID-19 Self-Assessment and Symptoms

GLUA asks that all staff and scholars complete a self-assessment daily PRIOR to arriving at school. Below are the symptoms for daily self-checks. If your child is experiencing ANY of the symptoms below they are required to stay home.

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

Restrooms

Classes will have assigned restroom breaks. Only one class will be allowed at a time. Classes will wait at the specified marks in the hallway so scholars are socially distanced while waiting to be allowed into the restroom. Scholars will be required to wear masks during this time.

ELearning Instructional Guidelines:

ELearning Guidelines for scholars that are not participating in the traditional school modal:

Learning Platform and expectations

Scholars will participate in eLearning daily, which consist of utilizing electronic technologies (computers) to access educational curriculum outside of a traditional classroom. If you decide to choose this platform scholars will have daily access to their teachers and assignments. Scholar assignments will be located in Google Classroom. Scholars will be expected to participate in the live instruction when directed by their teacher(s). Attendance and assignment criteria will be substantially enforced to ensure that scholars receive credit.

Staff Hours

Staff works Monday - Friday from 7:30am-4:00pm, staff will respond to parent and scholar questions within 24hours. Responses will come from the teacher and/or interventionist. Teachers will be able to answer and respond to scholar questions that are posted by scholars during the regular classroom if they are participating in synchronous (live) instruction. If the scholar is not participating in asynchronous (not live) instruction the response will be within 24hours.



Parent Communication

Our goal is to make sure that we are communicating with our parents/guardians regularly. We use Class Dojo, Robo Calls, Emails and Facebook to keep parents informed. GLUA will also utilize the school web-site to keep parents abreast of the latest school news. Teachers and support staff will regularly reach out to parents/guardians to provide additional information or support.

Online Hours for scholars

Scholars will be online to participate in synchronous “live” instruction beginning at 9am every morning and will conclude at 3pm. Scholars will be provided with breaks throughout the day that would naturally occur in the classroom (i.e. Restroom, lunch, snack). Scholars will participate in all areas of the classroom. Parents will be provided with a schedule.

Assignment Due Dates

Scholars will be responsible for completing and submitting work on time as assigned by the teacher(s).

Testing

Scholars will be required to take all classroom and standardized tests, such as NWEA and I-Learn. Details of testing procedures will be given before the testing date.

Assignment Feedback and scholar Grades

Scholars are required to adhere to the standard grading policy for classroom assignments, quizzes and tests. Teachers will respond to questions within 24hours.

By choosing online learning as an option, parents/guardians and scholars understand that the option to switch will not be valid until second semester January 2021. If a parent/guardian chooses to switch to in-person learning, the parent/guardian understands that he/she must contact the Register to modify their option for learning. Options for learning can only be modified by the scholars’ legal parent/guardian and the legal parent/guardian’s information must be accurate and updated in PowerSchool.

This plan is subject to change without prior notice to scholars or parents/guardians.



Again we welcome you back to the 2020-2021 school year! We look forward to partnering with you on this journey of challenges and change. We will only reach our potential through working together as a *team*, we will move forward in our vision this year to create a safe and nurturing environment through healthy relationships, effective communication, fair and equal practices.

If you have any questions please feel free to reach out.

Gary Lighthouse Upper Academy Key Contacts

Name	Title	Email
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