

COVID GUIDELINES FOR HERITAGE BAPTIST ACADEMY

PARENTS:

- Only one parent from each family may attend the PTF Meeting on August 13th (no students please).
- Students may not come to school with a fever, a cough, or any flu-like symptoms.
- You will be given instructions at the PTF Meeting about a joining “group-me” app so we may communicate to you any general information that you may need.
- If your child at any time tests positive for the coronavirus you must let the school know immediately.
- Any visitor, including parents, must come to the office before going to any classroom.
- We will not have lunches prepared here at the school this year. Students must bring lunches from home. We will have staff available to microwave food if necessary.
- A sick child must be picked up immediately.
- Every student must be off of the campus everyday by 4: 15. (NO EXCEPTIONS)
- As a parent of a first- twelfth grade student you have the option this year to keep your child at home to do his/her work with the following restrictions:
 - All students must come once a week to score, test, and to make sure that they are on course to complete at least a full year’s work.
 - When they come, they must be here at 8 am along with the other students.
 - Parents must send a note on that day that their student comes to class to keep us aware that he/she did not stay home because of sickness but because you wanted them to work at home.
 - As long as a child remains on schedule to complete a full year’s work (3 PACES per subject per quarter) he/she will not be counted absent.
 - If a child gets behind this privilege will be revoked.
- Students who complete their day’s goals and are on schedule to complete a year’s work will be, at the parents discretion, allowed to go home early, but not before 2 pm.
- If your student runs out of crayons, pencils, etc. we will send a note home to you to make you aware of it. If for some reason you are unable to get that particular item, and the student needs that to continue in his/her work, we will sell it to them from the school office the next day. We will send you a receipt by your student and it will be added to your monthly tuition. This is because we don’t want students sharing supplies.

STAFF:

- Teachers will wear masks any time students are present.
- Teachers will check temperatures every morning upon arrival of students.
- Teachers will sanitize all surfaces every day after school.

STUDENTS:

- Students must wear masks any time that they are out of their offices.

- Please write your student's name on his/her mask.
- For sanitizing purposes nothing will be allowed to remain in students' offices that is not on the supply list.
- Every student must sanitize their hands every time they enter the classroom.
- Students must get a clean red pen every time they come to score, and they must discard that pen in the appropriate place.

SCHOOL:

- Opening exercises will be held in each classroom not in the auditorium.
- First break will be staggered so that no classes are taking the same break time and/or using the same area.
- Lunch times will be staggered for the same reason.
- Afternoon break will also be staggered.
- In the case that someone tests positive for the coronavirus we will close the school campus for two weeks.
 - During that time we will do distance learning as we did the last quarter of last year with the following exception.
 - All staff, after a thorough cleaning, will report to the school campus and will be available to our students Monday – Thursday 8 am – 4 pm.
 - If that becomes necessary, we will give you instructions through the “group-me” app that you will sign up for.

THESE GUIDELINES WILL BE ENFORCED AND POSSIBLY EVEN STRENGTHENED AS IT BECOMES NECESSARY TO COMBAT THE PANDEMIC.