

**2022-2023 IMMANUEL LUTHERAN SCHOOL**  
**STANDARD OPERATION PROCEDURE**

Masks will be **optional**, for the 2022-2023 school year, unless there is a need to make them mandatory once again.

**Optional:** Masks will be worn as parents and students enter and leave school premises.

We will teach and reinforce hand washing with soap and water for at least 20 seconds. There will also be sanitizer that contains at least 60% alcohol available at all times. An increased hand washing schedule will be followed by students and staff.

We will encourage all staff and students to cover coughs, and sneezes with a tissue. If a tissue is not available, then we will teach students to cough, or sneeze into their elbow, which we call “the germ trapper”. Then soap and water, or sanitizer will be used immediately to clean hands.

**If your child is sick, especially if he/she has a fever do not send them to school.**

Consult your family doctor before your child returns to school. There will be no penalties if the student is absent due to illness, with a Dr’s. excuse.

All students’ belongings will be at their desk.

**All students will have their own water bottle.** The teacher will refill them if needed at scheduled times during the day. The bottles will be taken home everyday to be cleaned.

Visitors to the classrooms will be limited to **essential visits only.**

### **Essential Visits:**

- Parents picking up a child early due to illness or Dr's. appointment. Please notify teacher ahead of time.

### **Non-Essential Visits:**

- Dropping off lunch or miscellaneous items. (***lunch and miscellaneous items will be dropped off at the office***)
- Dropping in to check on child in the classroom.

Students will be released at the **west side gate at 11:30 and 3:00**. *If raining, pick-up will be at the front gate.* Anyone picking up their child will need **(optional)** to wear a mask; *however do use safe distancing.*

If there is an order by county or state officials to close all schools, we will use a telework option to continue the school year; ***therefore tuition will be forth coming as if attending classes here at the school ground.***