

IT'S A GREAT DAY TO BE A  
**Brentwood Bear!**

2020-21 INTENTIONAL CAMPUS RE-OPENING





# Ready for School

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Brentwood Christian School (BCS) will be returning to the classroom on-campus and online September 9, 2020. BCS is committed to providing safe learning environments for our students on campus and engaging, academically rigorous learning opportunities for students both on campus and at home. While BCS strongly supports the on-campus learning model and believe that our students greatly benefit from the daily social contact with teachers and fellow students, we also know and understand that some students need to learn from home during the ongoing pandemic.



In the following plan you will find the outcome of months of diligent work to fulfill the safety requirements to make on-campus classes as safe and engaging as possible while making online learning a strong academic and social development tool for our students. Within both modalities of education you will find the mission of BCS clearly supported and taught. Our students will be in an environment that is taking great strides to promote health and provide safety while teaching the lessons necessary for academic advancement and knowledge attainment necessary for placement, all while giving glory and honor to our Father and His son Jesus Christ.

## From the Center for Disease Control and Prevention:

Aside from a child's home, no other setting has more influence on a child's health and well-being than their school. The in-person school environment does the following:

- provides educational instruction;
  - supports the development of social and emotional skills;
  - creates a safe environment for learning;
  - addresses nutritional needs; and
  - facilitates physical activity.
- ["CDC- The Importance of Re-Opening America's Schools this Fall"](#)

Academics and knowledge are attained from school but the application of those social, emotional, and adaptive skills are practiced, applied, and perfected at school. Families will have a rightful choice to have your students utilize our Bears Online classroom but we will be on campus. Even our kids at home will be participating in classroom led lessons with classroom questions and student – teacher – student interactions. School is back in session in September!

It is a Great Day to be a Brentwood Christian School Bear! - Jay Burcham, BCS President

# Coming Back To Campus

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There are many changes to the BCS campus that have been made in order to support safety and promote the health of our students. This year there will be both physical changes to the campus as well as new procedures and processes. Many of these changes are in place for our students but many also affect our parents and campus visitors. We are so excited to welcome our Bears back to campus. This beautiful campus has been quiet for far too long. May God Bless School Year 2020-21!

## The BCS Commitment

1. To promote the mission of BCS and give God the glory for all.
2. To provide a safe and healthy environment that utilizes physical interventions and procedural practices to mitigate health concerns and minimize health risks.
3. To have open, honest, and consistent communication with the BCS community regarding on-going status, health and safety concerns, scheduling, and community needs.
4. To comply with state and federal regulations for health processes and to take into consideration and account local recommendations for campus involvement.
5. To ensure the highest quality of education for students on the BCS campus and online.

## 2020-21 School Year

Brentwood Christian School will begin on-campus and online education September 9, 2020. The school year will end on May 27, 2021.

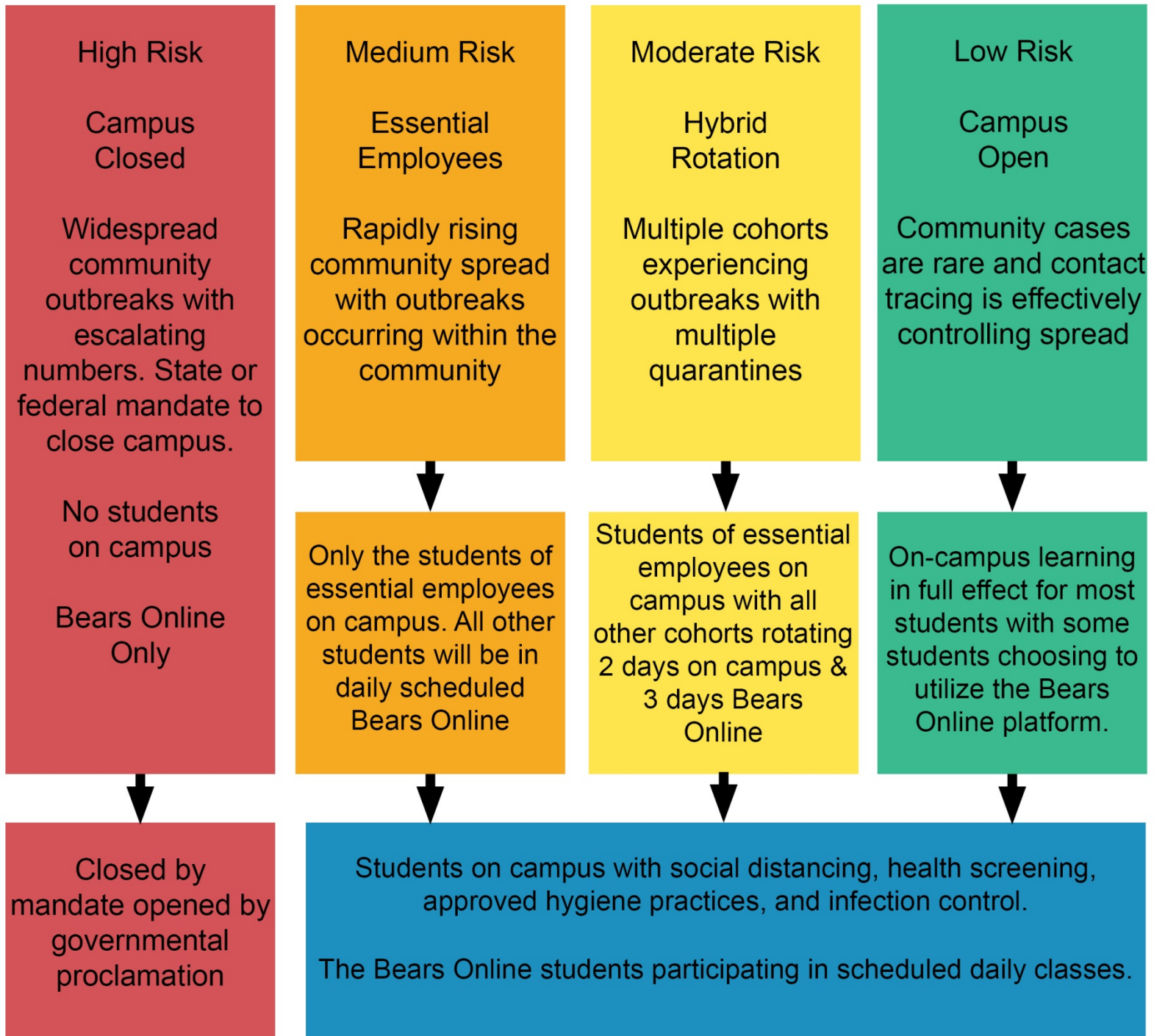
BCS is committed to on-campus learning and will stay in classroom based instruction unless a campus closure is mandated by the state of Texas or by the federal government. If there is an extended campus closure the end date of school may change. Minus an extended closure, the holiday and break schedule remains the same.





# Decision Making Flow Chart

BCS is committed to on-campus and classroom based learning. We do however realize that the health situation within our community can change. We are prepared for these change contingencies should an increase in Covid-19 necessitate a change. BCS has a four-phased plan to guide our decision making as well as our communication and teaching modalities.



# Community Health and Safety

Over the past several months the medical community has honed in on practices that maximize health standards and mitigate transmission risks. BCS will be employing the health and safety practices recommended by the CDC as well as the American Academy of Pediatrics (AAP). These practices are meant to keep our students, parents, faculty, staff, administration, and visitors as safe and as healthy as possible. Some of these practices are specific to the BCS campus but some practices begin and end at home. BCS commits to our parents that we will take all necessary steps to ensure a healthy and safe school environment. We ask our parents to also commit to the health and safety of ALL BCS BEARS by following these recommendations and being a vigilant protector of our full community, starting at home. BCS is implementing the following recommended health and safety protocols.

## I. Face Coverings

Face coverings are recommended as a strong transmission mitigate by the CDC and required by the state of Texas. As such, BCS will institute procedures to ensure face coverings at all times. Face coverings are required at all times while in any BCS facility. The type of face covering will vary for younger to older students. Lower Elementary students will be allowed to wear face shields while seated in class (please note that all lower elementary study stations are equipped with plexi-glass shielding as an added protection). All other BCS students will wear cloth face masks while in any BCS facility, including classrooms. Certain outdoor activities will afford older students to wear face shields as directed. All faculty, staff, and administration will wear cloth face coverings at all times while on campus. Faculty will wear face-shields when providing instruction from “teaching zones”.

- Arrival
  - All Middle School students will wear a cloth face covering when reporting to campus, whether reporting to the classroom or Extended Day
- Hallway
  - Middle School students will wear a cloth face covering at all times when in the hallway
- Classrooms
  - Middle School students will report to their classroom wearing a cloth face covering
  - All desks have been arranged to provide social distancing
  - Students will need to wear a cloth face covering while seated at their desk
  - Students may request a “mask break” while seated and may transition to a face shield for 10 minutes and then back to a face mask after the 10-minute break
  - All desks have been arranged to provide social distancing but students will still wear face coverings while seated
  - 
  - Students will need to wear a cloth face covering when they walk about the classroom or are away from their desk
- PE
  - Middle School students will wear a cloth face covering going to and from PE.
  - When the student is participating in a physical activity he or she may remove their face covering. All physical activities will include social distancing for health and safety.
- Lunch



- Middle School students will wear a cloth face covering going to and from lunch.
- Middle School students will wear either a face covering while in line for a lunch tray
- While seated at their assigned seat in the lunchroom the student may remove his or her face covering.
- Students will need to wear a cloth face covering when they get up from the lunch table for any reason
- Restrooms
  - Middle School students will wear a cloth face covering as they walk to the restroom and while they are in the restroom
- Dismissal
  - Middle School students will wear a cloth face covering when they leave their classroom at the end of the day and will wear it until they are in their car

## II. Social Distancing & Transmission Dividers

**BCS is administering social distancing procedures as well as installing transmission barriers to help ensure that transmission risks are minimized and contact transmissions are mitigated. The practice of social distancing will be new and difficult for many students who have missed seeing their friends. BCS needs our parents to help in explaining and enforcing these social distancing practices while our students learn and adjust to this new, prayerfully temporary, normal. Aside from these practices, BCS is investing in transmission barriers for our classrooms and common learning centers so that our students can share proximity when needed but still be safe.**

- Social Distancing: BCS will follow CDC and AAP recommendations and utilize social distancing practices to help maintain safety for all individuals on our campus. The following social distancing standards will be maintained for all campus visitors with the exception of those family members who share a household:
  - Outdoors:
    - Students arriving on campus will arrive at a preset “drop-off” point. While waiting to enter their respective school entrance the students will maintain a marked 4-foot social distance from others.
    - All campus members and visitors must maintain 4-foot social distancing while outdoors. This includes:
      - Facility entrances – please do not congregate but instead maintain the marked 4-foot distancing.
      - Crosswalks – other than family units, crosswalks should be single file with a 4-foot distance
      - Playgrounds – elementary students may play on playground equipment and be within proximity of other students but must be wearing a face covering. These students’ hands will be sanitized upon entering and exiting the playground. All other playground guests must maintain a 4-foot social distance.
      - Sidewalks - other than family units, sidewalks should be single file with a 4-foot distance
      - Elementary classes walking building to building will do so in a single file with a 4-foot social distance between each student.
      - Secondary students walking building to building will do so while maintaining a 4-foot social distance.
  - Indoors:
    - Classrooms



- Classrooms have been “decluttered” to remove any furniture or supplies that are non-essential to the learning environment.
- Teachers – all classrooms have designated “Teaching Zones” where the teacher will stand or sit to teach. These zones have been measured to ensure a minimum 4 to 6-foot separation from the teacher to the closest student
- Student desks have been placed with a minimum of 4 to 6 feet of separation from the desk seat to the nearest desk seat.
- Classroom conference and small group instructional tables have been placed 4 to 6 feet away from the nearest student seat.
- Hallways
  - Elementary classes will walk in a single file with 4-foot distancing between each student when walking in building hallways.
  - When students are in the hallways before and after school or during a transition period, all hallways will be monitored either in person or with video. 4-foot separation will be enforced during these times and directionality will be maintained by using the right side of the hallway for walking purposes.
  - Guests, including parents, that enter a BCS facility are asked to utilize the right side of the hallway when walking to and from appointment areas and to walk single file when approaching another individual walking the other direction in the hallway.
- Lunchroom – the lunchroom has been expanded to include a portion of the FLC gym floor so that students can eat in the lunchroom and not have to eat in their classrooms. The administration believes this social period is a necessary part of the day and the social aspects of communal eating provide not only a learning opportunity but a necessary daily social respite for the students.
  - Meal lines to the cafeteria are marked with 4-foot distancing markers for both food receiving line as well as the line to pay for the food.
  - Lunchroom tables are set with a minimum separation of 4 feet between each table.
  - Student chairs at lunchroom tables are set 4 feet from the nearest table companion.
  - Lunchroom restrooms have capacity limits posted at the doorway. The men’s restroom has certain urinals placed out of order so that distancing is maintained.
- Chapels – BCS chapels are an integral part of the learning and growing experience of BCS Bears. Chapel plays a pivotal role in the spiritual connection of our students to our Lord as well as our students to each other. This school year’s chapels will be different but they will be just as important and just as worshipful as our community expects and our students need. A 4-foot social distance separation will be maintained, even when outside because of singing. All students will have face coverings while singing but social distancing will also be enforced.
  - Classroom Chapels – while in classrooms, students will maintain a 4-foot social distance separation
  - Outdoor Chapel – while outdoors, students will maintain a 4-foot separation
  - Worship Center – students will sit with a minimum of 4-feet of social distancing separation and every other row will be vacant
  - CSA Auditorium - students will sit with a minimum of 4-feet of social distancing separation and every other row will be vacant
- Library
  - Students will maintain a 4-foot social distancing separation while looking at, reading, and checking out books and materials

- Students will maintain a 4-foot social distancing separation while using library common space
- Restrooms
  - School Buildings – all BCS classes have designated restrooms in their respective school buildings. All restrooms have capacity designations posted
  - Common restrooms (FLC, CSA, AC, & Worship Center) – common use restrooms have a capacity designation. All restrooms have stall barriers with the exception of the men’s urinals in the FLC. In the FLC men’s restroom every other urinal is closed to create distancing
- Offices
  - School Offices – elementary and secondary offices have a capacity designation as well as standing and seating designations to create distancing. When the office is at capacity, anyone else needing to access the office will wait in the hallway utilizing marked distancing placards.
  - Administration Office – the administration office has a capacity designation and if capacity is reached then others waiting to enter the administration office will wait in the hallway utilizing designated distancing placards
  - Nurse’s Office – the nurse maintains a primary office and convalescent center along with an isolation room in Building A, Lower Elementary. The nurse also has an isolation room in Building B, Upper Elementary, and Building C, Middle and High School. These isolation rooms are under the direction of the school nurse and are for students who display COVID related symptoms.
    - Waiting area – the nurse’s waiting area has a capacity of 4 students with 4-feet of separation
    - Rest area – the rest area has a capacity of 2 students
    - Isolation – Buildings A, B, and C have a nursing isolation area where a student can be isolated if they begin to exhibit COVID symptoms. Each isolation area is limited to one student.
- Transmission Dividers: BCS has invested in transmission barriers for locations where either the learning style or the instructional method requires proximity and/or visual access. These transmission barriers are designed to give access to closer working space while providing transmission blocking safety.
  - Teachers:
    - All teachers will provide instruction while wearing high quality face shields. Even though the “teaching zone” provides social distancing separation, BCS faculty will wear face shields so that they can move about the classroom, speak in both quiet and animated tones, and still provide visible facial expressions and cues to the students. Faculty face shields are high-quality plastic shields that provide full view of the faculty member’s face while also lessening the breathing implications of face coverings.
  - Classrooms:
    - Lower elementary classrooms utilize tables instead of desks. This format is more conducive to the educational and social needs of the students. BCS has installed plexi-glass table dividers in all lower elementary classrooms. Each table is now divided into quads so that the students can still see each other, easily see the teacher, and still have separation provided by a table length transmission divider as well as a cross table divider.



- Science Labs utilize work-stations and work-tables. These stations and tables have been equipped with plexi-glass dividers so that each student has a work-zone that is separated by a high quality, high visibility plexi-glass divider. This provides each student with the ability to work in groups without compromising either visibility or health.
- Computer Labs have multiple computer workstations at each designed computer lab table. Each workstation has had a high quality, high visibility plexi-glass transmission divider installed. This affords each student to work in an individually safe area while still maintaining the ability for group communication and high level visibility. Students will wear latex gloves while using computers.
- Libraries:
  - Technology areas of both libraries have had high quality, high visibility plexi-glass transmission dividers installed in between each work station.
  - Table top common use and study areas have had high quality, high visibility plexi-glass transmission dividers installed between each seating area.
- Offices:
  - All forward facing office personnel desks have had high quality, high visibility plexi-glass transmission shields installed.
- Nurse's Office:
  - Rest area – the rest area located within the nurse's office is equipped with two beds that are separated by a 5-foot tall privacy shield
  - Isolation areas – each classroom building has an isolation area for students that begin exhibiting COVID symptoms. Each room is equipped with plexi-glass shielding or a full door with a viewing window

### III. Sanitation and Cleaning

**BCS' cleaning partner has been engaged to sanitize and thoroughly clean each building each evening. Aside from these deep cleanings; new protocols and equipment have been put in place to clean common use surfaces between uses and between cohorts. BCS has also installed "hands-free" sanitation stations at the entrance to each facility and at strategic locations throughout facilities. All individuals entering a facility will be required to sanitize their hands upon entry to that facility. The sanitation stations are located at:**

- Family Life Center
  - Double door entrance
  - Cafeteria line entrance
  - Restroom foyer
- Lower Elementary/Building A:
  - Elementary entrance door near Kindergarten Classroom
  - Elementary entrance door near arts and choir room
  - Lower Elementary restroom common area – east and west hallways
  - Spanish entry door
  - Library
  - Courtyard Worship Center door
  - Overhang Worship Center door
  - Worship Center restroom entry
  - Parlor
- Upper Elementary/Building B:

- Front entry door
- East-side entry door
- Circle Drive entry door
- Restroom common area
- Computer Lab
- Secondary Building/Building C:
  - Secondary Office entry door
  - Administration entry door
  - Circle Drive entry door
  - Southeast entry door
  - Computer Lab
  - Common area for restrooms upstairs and downstairs
  - Library entrance
- Athletic Center
  - North entrance
  - South entrance
  - Concession Stand
  - Weight Room
- Center for Science and Arts
  - Science Hall entry door
  - Band & Choir Hall entry door
  - East and West theater entrances



#### IV. Daily Screening

**BCS is committed to the daily process of healthy practices. One of the practices recommended by the CDC is a daily screening for all individuals that will be in person on-campus. BCS needs our families to observe and affirm the COVID screening found below each day. By bringing your student on campus or by you coming onto campus you are affirming that you and your student meet the screening requirements below. Aside from this implied affirmation, any visitor over the age of 12 to the BCS campus will be screened for symptoms and their temperature will be taken. COVID symptom posters can be found at all BCS entrances.**

- Affirm that you do not have any of the following symptoms:
  - Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
  - Sore throat;
  - New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
  - Diarrhea, vomiting, or abdominal pain; or
  - New onset of severe headache, especially with a fever.
  - Known close contact with a person who is lab confirmed to have COVID-19 if exposure to the active confirmed case occurred within the last 14 days
- BCS faculty, staff, and administration will complete this screening process in their respective office at the beginning of each day before entering their respective classrooms. They will also have their temperature taken in the office using a hands-free laser thermometer.



# COVID-19 Flow Chart

Covid-19 SYMPTOMS: Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth • Sore throat • New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline) • Diarrhea, vomiting, or abdominal pain • New onset of severe headache, especially with a fever

Student/Faculty/  
Staff tested  
POSITIVE for  
Covid-19.

Student/Faculty/  
Staff has Covid-19  
symptoms (no  
Covid-19 test).

Student/Faculty/  
Staff lives with  
someone that  
has Covid-19  
symptoms or has  
tested positive.

Student/Faculty/  
Staff has **close  
contact\* to  
someone** who  
tested positive  
or has symptoms.

Parent/Faculty/Staff will notify school nurse who will gather appropriate information & contact Travis County Health Department to open a case. We will follow their guidance including assistance with

- Contact your health provider
- Self-isolate & avoid public spaces for 10 days.
- Utilize Bears Online

With  
Symptoms

Without  
Symptoms

- Contact your health provider, advised to get tested.\*\*
- Self-isolate & avoid public spaces for 10 days.
- Utilize Bears Online

- Contact their healthcare provider, advised to get tested.\*\*
- Student/Faculty/Staff must quarantine at home, and should monitor for 14 days for Covid-19 symptoms.
- Utilize Bears Online

May Return  
When:

- 10 days have passed since symptom onset AND
- Respiratory symptoms have improved AND
- At least 24 hours free of fever without fever-reducing medication

May Return  
When:

- 10 days have passed since test date (assuming no symptoms have developed, IF symptoms developed then refer left to "With Symptoms").

May Return  
When

- 10 days have passed since symptom onset AND fever-free for 24 hours AND respiratory symptoms have improved.

May Return  
When

- 14 days have passed AND remained symptom free for the entirety of the 14 days. IF symptoms developed in the 14 days then refer to yellow or red flow depending on testing status once symptomatic.

## V. Bears Online and Transitioning to On-Campus Learning

BCS will provide online education throughout the year for students who by choice or circumstance will not be on the campus for in-classroom education. Students will have the ability to transition between the two platforms at set times throughout the year. BCS is making this dual platform available to all students so that parents have the option to utilize the platform they feel best secures the health and safety of their student. Registration for Bears Online will open August 10 and will remain open until August 21.

During the spring of 2020 BCS made a rapid transition to online learning. The online learning provided during the 2020-21 school year will be different than what was offered in the spring of 2020. While both on-campus and online offerings are occurring simultaneously, the student in online education known as “Bears Online” must be present for a minimum of 90% of core live-online classes. This means that students choosing to stay home for Bears Online will still have a class schedule and will attend those classes at that scheduled time. The lessons will also be recorded and are available for watching at a later time by both in class and online students but attendance for class at the scheduled class time is mandatory for online students.

BCS is offering this dual platform to provide choice for parents in respect to personal health and safety concerns. The online option also comes into play when a student is sick and would typically miss extended periods of time with an illness. Those students can participate online and receive full attendance credit.

- On-Campus Learning
  - Cohorts: on-campus learning will follow standard BCS scheduling and offerings. The primary difference will be the cohort design. A cohort, by definition, is a group of people banded together. Cohorts are used to mitigate infection risks by minimizing the number of people to which a student is exposed.
    - Elementary cohorts are class based with the grade being a quasi-cohort
    - Middle School will have 2-3 cohorts per grade level
    - High School will have 3 to 4 cohorts per grade level
  - Core subjects will be taught within the cohort in the classroom.
  - Specialties & Electives:
    - Middle School – specialty/elective teachers will come to the cohort classroom to teach with the exception of PE, computer lab, band, choir, Spanish, and athletics. However, even when a cohort changes locations the integrity of the cohort will be maintained.
- Bears Online
  - Core Subjects – online learners will attend daily online core classes at set scheduled times. These classes will be live-streamed and the online learner will participate in the classroom lesson as well as the classroom question and answer time. To receive credit, online learners must attend 90% of live-streamed classes.
  - Specialty/Electives - online learners will attend online specialty/elective classes at set times. These classes will be live-streamed and the online learner will participate in the classroom lesson as well as the classroom question and answer time. To receive credit, online learners must attend 90% of the live stream specialty/elective class.
  - Rebroadcast – all core and specialty and electives lessons will be recorded and available to both online and on-campus students utilizing the BCS secured log-in. Rebroadcast lessons are available as a study aid but do not take the place of participating either in classrooms on campus or online in regards to attendance.





- Online social periods will be made available to all students so that on campus and online students can visit within their cohort. This time period will not be recorded or rebroadcasted but will instead be a daily live-stream only event.
- Access – online students will log-on to a secure site to receive schedules, daily lesson links, homework assignments, lesson rebroadcasts, and social period links.
- Learning Modality Transition Procedures – please note that travel guidelines are listed below in reference to self-quarantine. However, BCS is asking all parents to take responsibility for ALL BEARS by placing your Bear in self quarantine if there is a concern of exposure or the presence of symptoms. Full attendance will be awarded to all Bears Online students who attend class and there is no punitive action for moving to the online platform if quarantine is necessary. Help us keep our community safe by safeguarding all Bears in regards to travel, symptoms, and exposure. Your Bear will still be able to attend class, do homework, see their friends, and do it all from the safety of online interaction through Bears Online.
  - Voluntary Change: The First Three Weeks of School (Sept 9-25):
    - During the first three weeks of school students may change platforms twice. A voluntary change from one platform to the other may take place at the beginning of the week with notification of change occurring no later than noon on the preceding Friday. The student can then transition back to the original platform within the first three weeks so long as notice is provided by the Friday before the platform transition begins.
  - Fall Travel Change: The First Three Weeks of School (Sept 9-25):
    - If a student travels, other than family to family travel, during the two weeks prior to school starting then the student should go into a 14-day self-quarantine. If such travel occurs between August 26 – September 8 then the student will need to self-quarantine and will be online until the 14-day quarantine window has passed. The student will need to be enrolled in Bears Online for the amount of time necessary to fulfill the 14-day quarantine. BCS is asking families to not travel, unless absolutely necessary, between August 28 and September 8.
  - Thanksgiving Travel Change
    - Thanksgiving Break is November 23-27. If the student travels, other than family to family travel, during Thanksgiving Break then the student will need to self-quarantine for 14-days from the end of the Thanksgiving trip. The student will participate in Bears Online while in quarantine. BCS families travelling, other than family to family travel, should notify the school office of the travel and subsequent quarantine timeline by Monday, November 16.
  - Christmas Travel Change:
    - School resumes from Christmas/Winter Break on January 5. If the student travels, other than family to family travel, between December 21 and January 4 then the student will need to self-quarantine for 14-days and will begin the spring semester in the online platform until the 14-day quarantine has expired. The student will participate in Bears Online while in quarantine. Notice of travel and subsequent self-quarantine must be sent no later than noon on January 4.
  - Illness, Short Term:
    - If a student stays home due to a short term illness they can participate in online classes for the time they are home. Online access will need to be obtained by the student or parent prior to the start of classes from the elementary or secondary office respectively.

Standard absence policies are in place for those who are either too ill or choose not to attend and participate online, but if the student does attend and participate online then they will receive attendance credit for that day and will not have an absence applied to their grades.

- Illness, Prolonged:
  - If a student has an illness with a prolonged time of convalescence, such as but not limited to COVID-19, then the student will participate in Bears Online if physically able to do so. When a student participates online then they will receive attendance credit for participation that day and will not receive an absence. As soon as the student is physically able then they need to return to on-campus learning unless they have applied for and been accepted to move into ongoing Bears Online.
- Quarantine:
  - If a student has had direct contact with an individual with a confirmed diagnosis of COVID-19 then the student must go into a 14-day self-quarantine. The student will immediately be eligible for participation in Bears Online. Full attendance will be given to the student so long as full participation in classes and work is maintained while on quarantine. As soon as the 14-day self-quarantine time period has passed the student can immediately return to on-campus learning so long as they are COVID-19 symptom free. If the student tests positive for COVID-19 then they will need to meet re-entry protocol as designated by the CDC (see included flow chart).
  - If there is a direct exposure within a cohort, then the cohort will go into an immediate 14-day self-quarantine. At that point the entire cohort, including the faculty member, will move to Bears Online for the duration of the quarantine. At the end of the 14-day period all members of the cohort that are COVID-19 symptom free will return to on-campus learning. Any cohort members exhibiting symptoms or confirmed COVID-19 positive will stay in Bears Online until they are symptom free. COVID-19 positive students must meet CDC re-entry protocol to return to Bears Online.
- Choice Based Change:
  - A student can choose to move from one platform to the other. Students who participate in and are present for on-campus or Bears Online are eligible to participate in extra and co-curricular practices and events. When choosing to transfer from one platform to the other the student and parents must take into account that this transfer is for a minimum prescript period of time, other than those changes due to the illnesses or quarantines discussed above. The following are the time period commitments:
    - Changing from in-classroom to Bears Online can occur at any time if the parent becomes concerned for the health and safety of his or her student. If the student is requesting a transition to Bears Online for reasons other than the health and quarantine guidelines listed above, then the student must attain parental consent to change learning platforms. When a platform change occurs by choice the minimum commitment is three weeks. At the end of the three-weeks the student can change back to the on-campus learning.
    - Changing from online to on-campus learning can occur at any time during the first three weeks of school. After that, a student who starts the year online can switch to on-campus learning at the beginning of a three-week eligibility period with one week's notice. If a student transitions from online to on-campus learning and the parent becomes concerned for their health and safety and





wants to transition them back to online prior to the three-week commitment, the student can transfer immediately back to online but is ineligible to move back to on-campus learning until the end of that nine-week grading period.

## VI. School Drop-Off

The BCS community is one of the blessings that makes BCS special. However, in the current state of minimizing contact points in an effort to mitigate virus transmission and exposure, BCS asks parents to stay in your car, do not congregate, and drop students off at designated drop-off points at designated times. Door openings and bell schedules will occur earlier and will also be staggered to help the flow of traffic and to prevent groups of students from entering the facilities at the same time. A BCS staff or faculty member will be at each drop-off location to help student(s) out of the car and ensure they proceed to the correct facility entrance. Students may not be dropped off prior to the opening bell, other than those students going to Extended Day.

- Extended Day Before School:
  - Parents dropping off can do so at FLC entrance walkway between 7:00 – 7:40am
    - Students will proceed to the FLC double doors for entry
  - Parents parking and walking students to FLC must park in the Extended Day designated parking spots located near the Spanish room entrance of Building A and walk their student to the FLC entrance walkway between 7:00 – 7:40am
    - Parents will not be allowed to enter the FLC
- Middle School:
  - Drop Off Location for 6<sup>th</sup> Grade: Circle Drive Behind C Building
    - 6<sup>th</sup> Grade Drop Off: 7:40 – 8:00
  - Drop Off Location for 7<sup>th</sup> & 8<sup>th</sup> Grade: West CSA parking lot near west Building C lower level door
    - 7<sup>th</sup> Grade Drop Off: 7:50 – 8:10
    - 8<sup>th</sup> Grade Drop Off: 7:40 – 8:00

## VII. School Building Access & Start of Day

All BCS building and facility access will be limited to students, faculty, administration, and staff unless a prior appointment has been made. Buildings and facilities will not allow drop-in access by parents, grandparents, vendors, and/or suppliers – including at the beginning of the school day or the end of the school day at pick-up. All visitors with an appointment will only be allowed access to the office area where the meeting will occur. No one other than students, faculty, staff, and administration may enter a classroom.

Building and facility access guidelines are:

- Extended Day Before School
  - Location: FLC only
  - Time: 7:00am – 7:40
  - Drop-Off
    - parents dropping off can do so at the FLC entrance walkway
    - parents walking students to FLC must park in the designated Extended Day parking spots near the Spanish rooms in Building A
- Check-In
  - at the doorway of the FLC
  - parents may not enter the FLC

- Extended Day - Exiting to Class
  - Middle School will exit the FLC under the supervision of an Extended Day staff member who will then call ahead to the middle school monitor who will then assume line of sight responsibility for walking safety and social distancing.
- School Day Building Access
  - Middle School – no parents or visitors allowed inside the building. Visits with the principal are by appointment only and in Building C.
    - 6<sup>th</sup> Grade classes will access classrooms through the south circle drive lower level middle school entrance
      - 6<sup>th</sup> Grade classes open at 7:40 with a tardy bell of 8:00
    - 7<sup>th</sup> and 8<sup>th</sup> Grade classes will access classrooms through the middle school lower level doorway located near the CSA walkway
      - 7<sup>th</sup> Grade classes open at 7:50 with a tardy bell of 8:10
      - 8<sup>th</sup> Grade classes open at 7:40 with a tardy bell of 8:00

## VIII. Transitioning and Movement

**BCS is blessed with a large and beautiful campus. With multiple buildings and playgrounds and open spaces and outdoor facilities, the BCS campus has ample room to spread out and allow for the freedom of movement which makes the independence of school part of the social development of our students. However, even within this freedom of movement BCS is implementing procedures to ensure the integrity of the cohorts while minimizing incidental contact points with other students, faculty and/or staff.**

**The following are the preset transition and movement pathways for times throughout the school day by student body and primarily by cohort.**

- Classroom / Hallway Access - All hallways and walkways will be monitored either in person or on video and a 4-foot social distancing will be maintained for all within a given hallway. Face coverings will also be worn by all hallway travelers.
  - Beginning of Day Classroom Access
    - Extended Day
      - Extended Day staff will work in conjunction with BCS safety monitors to ensure upper elementary and middle school students walk to their respective building entrances at the appropriate time.
- MS
  - 6<sup>th</sup> Grade
    - Students will exit their car and enter through the lower level Circle drive entrance. Students will be under line of sight supervision as they walk west to east from the entrance to their respective classrooms.
  - 7<sup>th</sup> and 8<sup>th</sup> Grade
    - Students will exit their car and proceed down the path to the lower level doorway near the CSA. Students will enter this door and will be under line of sight as they walk from east to west to their respective classrooms.
- Restroom Breaks
  - Middle School – Middle school restrooms are to be accessed and used only by middle school students. All students will wear face coverings while going to and from the restroom and while in the restroom.



- All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will utilize the lower level middle school hallway restrooms in building C.
- Restrooms are not to be accessed during transition times
- Each class will have designated class restroom times during which three students at a time may enter the restroom.
- If a student enters the restroom and a student from another class is present, then the student must leave the restroom and wait in the hallway until the restroom is open.
- Transition Paths
  - No Passing Periods
  - No locker access
  - Specialty and Electives Building to Building Transitions – Transitions will be Staggered for One-Way Traffic
    - Athletics
      - FLC to Building C - athletes will exit the FLC and utilize the middle CSA facing sidewalk and then enter the middle school hallway through the lower level entrance near the CSA
      - AC to Building C – athletes will exit the AC and walk to the sidewalk north of the youth center and follow it to the Building C sidewalk and then enter the middle school hallway through the lower level entrance near the CSA
    - PE
      - FLC - students will exit Building C through the lower level door near the CSA and will utilize the middle sidewalk to access the FLC or outdoor PE area. The same path will be used for return.
      - AC– students will exit Building C through the lower level door near the CSA and will follow the sidewalk that is north of the Youth Center to the AC. The same path will be used for return.
    - Science
      - Students will exit through the lower level door facing the CSA and use the outside north sidewalk to the Science Hall entrance. The same path will be used for return.
    - Choir
      - Students will exit through the lower level Building C exit facing the CSA and use the outside north sidewalk to the Choir room entrance. The same path will be used for return.
    - Band
      - Students will exit through the lower level Building C exit facing the CSA and use the outside north sidewalk to the Band room entrance. The same path will be used for return.
    - Lunch
      - Students will exit Building C through the lower level door near the CSA and will utilize the middle sidewalk to access the FLC. The same path will be used for return.

## IX. Lunch

BCS has reconfigured the FLC lunchroom to include social distancing. This reconfiguration has also included a portion of the FLC gym space so that enough tables are present for all students to be able to access the lunchroom during their scheduled time. The intent is for all students to utilize the lunchroom for meals across

**the lunch hours and to use this as a social time outside of the classroom. However, plans are also in place for in-class lunches should the need arise.**

- FLC Lunch Room – no sharing or trading any lunch items or drinks
  - Pre-lunch Sanitation
    - All students must use hand sanitizer when entering the FLC
  - Restroom Access
    - Restroom capacity is noted for both the men's and women's restrooms. Certain urinals in the men's restroom have been marked as unusable in order to create distancing.
  - Post Lunch Sanitization
    - Tables and chairs will be wiped down by lunchroom attendant or designee
    - Students will use hand sanitizer when entering their classroom building
- In-Room Lunch
  - Pre-Lunch Sanitization
    - All students use hand sanitizer before eating provided or brought lunch
    - All eating surfaces will be sterilized with wipes and/or spray prior to eating
  - Lunch Delivery
    - Lunchroom lunches will be brought to the classroom door and the teacher will pass the lunches to the students who purchased a lunchroom lunch. Lunchroom workers will not enter the classroom.
  - Lunch from Home
    - All brought lunches will be kept secured and separated from other lunchboxes.
    - No sharing or trading any lunch item.
  - Restroom Access
    - No more than two at a time
  - Teacher Meals
    - May be stored in workroom refrigerator but separated from other teacher's lunches
    - Meals may be bought from cafeteria and will be brought to the classroom
  - Post-Lunch Cleaning
    - All students will wash or sanitize their hands after eating
    - All eating surfaces will be sterilized with wipes and/or spray
  - Post-Lunch Clearing
    - All leftover food will be placed in classroom waste basket

## **X. Shared Resources**

**Shared resources have been either discontinued or new health and safety precautions have been put into place to minimize potential contact transmission.**

- Restrooms
  - Middle school assigned restrooms are located on the middle school hallway on the lower level of the C building
  - The lower floor restroom has a capacity notation at the entry
  - Middle School restrooms will be spot cleaned midmorning and midafternoon and deep cleaned each evening
- Water Fountains
  - All water fountains are closed
  - A personal bottle refilling station will be provided on the middle school hallway
- Picnic Areas



- Picnic areas are available with permission
- Social distancing and face coverings must be maintained while using picnic areas
- Lockers
  - Lockers are closed the first semester
- Chrome Cart
  - All Chromebooks will be sanitized at check out and again at check in
- Laptops
  - All laptops will be sanitized at check out and again at check in

## **XI. Common Time and Recess**

**BCS is taking great strides to create as much normalcy as possible in the school day while also providing community growth and social times. Elementary schools will be allowed free play and recess so that the students can be with friends in a controlled environment that is monitored for distancing and face covering.**

- Middle School students may utilize the picnic tables near the circle drive as well as in between Building C and the CSA when approved by and overseen by a faculty member
  - Social distancing and face covering will be maintained while at the picnic tables
  - All middle school students' hands will be sanitized prior to going to the picnic table area and upon return

## **XII. Pick-up**

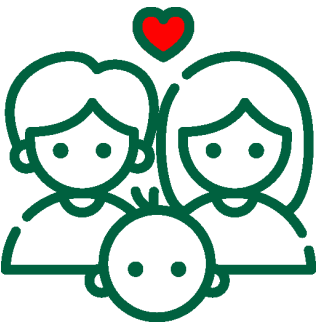
**BCS will implement new student pick-up procedures for school year 2020-21. Before the school day has ended parents may gather at the amphitheater and picnic tables to visit as long as no students are present. If students are present, then parents must stay in their cars. Parents must return to their cars and get into the appropriate pick-up queue at least 5 minutes before the dismissal bell. All parents must be in their cars by the time students are dismissed.**

**Individuals with permission to pick-up a BCS student will be given a color coded placard that corresponds to the correct pick-up queue and zone. Pick-up queues will open 20 minutes before the first dismissal bell and the campus will be closed to all traffic not displaying a pick-up placard 30 minutes prior to the first dismissal bell and until 4:00pm. Any Lower Elementary student not picked up by 2:50 will be escorted to Extended Day by his or her teacher and Extended Day Drop-In rates will be applied. Any Upper Elementary, Middle School, and/or High School Student not picked up by 4:00 will be escorted by his or her teacher to Extended Day and Extended Day drop-in rates will be applied. Students will not be allowed to wait for parents at the Athletic Center, at one of the parks, in the woods, or anywhere else on campus. They will stay in their class until their parent arrives or will be taken to Extended Day to await their parent's arrival.**

- Pick-up Plan
  - Pick-Up Queues – in order to keep traffic flowing, BCS will utilize pick-up queues as staging areas for picking up your student(s). Pick-up queues are waiting areas where you wait in your car until your student has gathered their belongings and has either been escorted to or has arrived at the pick-up zone. The pick-up queue will be manned by a BCS faculty or staff member who will radio to the classroom teacher to let them know when to send students to the pick-up area. Another faculty or staff member will be at the pick-up area to help the student into your car and to make sure whoever is picking up the student is authorized to do so. There will be 4 pick-up

queue locations that are near the pick-up zones for each level of student. Parents may park in their queue 20 minutes prior to the first dismissal bell.

- Upper Elementary & 6<sup>th</sup> Grade – the Upper Elementary and 6<sup>th</sup> Grade queue is located at the entry of BCS from Knoll Park and the parking spots along the far west side of Building B
- Middle School: 7<sup>th</sup> & 8<sup>th</sup> Grade – the middle school parking queue is located between the CSA and the FLC
- Color Coding – parents, as well as those designated by the parent, will be given a windshield placard that will be hung from the rearview mirror when the parent enters the pick-up queue. The placard will have the color code of the grade level of the student(s) that is being picked up as well as the name of the student and the name of the individual picking up the student. If the identification of the person picking up the student does not match the approved name on the placard, then the student will not be allowed to get into the person's car.
- Queue to Pick-Up Zone – upon entering the queue, a BCS faculty or staff member will radio ahead to the corresponding class and pick-up zone to let them know the parent has arrived. When the student is prepared to walk to the pick-up zone the parent will be signaled to leave the queue and get into the pick-up line. This will ensure that the only parents in the pick-up line have students who are prepared to get into the car.
- Pick-up Zones & Colors
  - Upper Elementary & 6<sup>th</sup> Grade – the pick-up zone for the upper elementary and 6<sup>th</sup> Grade is located behind Building B in the Circle Drive. Parents picking up upper elementary students must access the queue from Knoll Park and must exit the school through the Lamar exit. Only parents entering another queue may turn back to the campus at the CSA/AC intersection.
    - The pick-up placard color for upper elementary is neon blue
    - Upper Elementary students, when called for, will walk a supervised route to the south doors near Extended Day and will walk down the stairs to the pick-up zone located within the circle drive.
    - Upper elementary students will be helped into the car by a faculty or staff member who is wearing a face covering
    - Parents must not exit their car at any point during the Pick-up
  - Middle School: 7<sup>th</sup> & 8<sup>th</sup> Grade – the middle school pick-up zone is located in the small parking lot between the C Building and the CSA near the lower level entry door. Middle school parents must exit using the Lamar street exit. Only parents entering another queue may turn back towards campus after leaving the pick-up zone.
    - The pick-up placard color for middle school is neon red
    - Middle school students, when called for, come to the small parking lot located between Building C and the CSA
    - Middle school students will be supervised but will be responsible for placing all personal belongings in the car
    - Parents must not exit their car at any point during the pick-up



### **XIII. Facility Access**

**BCS is blessed with a large campus and large facilities. The BCS campus will be closed during the school day and will be accessible only to students, community members, church personnel, and individuals with preset**



and preapproved appointments. BCS parents may access the campus and the campus outdoor resources unless students are present. If students are present, then parents must leave or move to another outdoor area. All individuals above the age of 4 must wear a face covering while on the BCS campus.

BCS facility access will be limited to students, faculty, staff, and administration unless an approved appointment has been set in advance. Drop-in visits will not be allowed before or during the school day.

The following are the outdoor and facility access guidelines:

- Before School – the BCS campus opens at 6:40 each morning. The campus will close to all non-BCS through traffic at 6:50 each morning and will stay closed until 4:30 pm.
  - Parents must stay in their car before the start of the school day
  - Suppliers/Vendors/Sales are not allowed on campus prior to the start of the school day
  - Business meetings may occur prior to the start of the school day but only if preapproved by the administration office
  - Tutors are not allowed on campus before the start of the school day
  - Parent's in Prayer may access the parlor through the Worship Center Foyer on Fridays but may not enter the school hallways either before or during the school day.
- During School – school hours are 7:30am to 3:50pm
  - Parents
    - Parents may access the campus throughout the day and may use the campus outdoor resources unless students are present. If students are present, then the parent must leave the area and either return to their car or go to another outdoor area where students are not present.
    - Parents may only access BCS facilities with a preapproved appointment. Parents entering a facility must report directly to the office of that building and sign in and will then be directed or escorted to the appropriate meeting area.
  - Suppliers – suppliers will only be allowed on campus and in facilities with a preapproved appointment. Suppliers will be escorted and supervised at all times when in a BCS facility.
  - Vendors – vendors will only be allowed on campus and in facilities with a preapproved appointment.
  - Sales – Sales representatives will not be allowed on the BCS campus unless invited and approved by the BCS administration
  - Business Meetings – Preset and preapproved meeting participants may enter a BCS facility at the approved entry door and must report directly to the office of that building and sign in and will then be directed or escorted to the appropriate meeting area
  - Parent Support Group Meetings During the School Day
    - **PTF** meetings will occur in the chapel at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.
    - **Booster Club** meetings will occur in the BCS Board Room at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.
    - **FAB** meetings will occur in the BCS Board Room at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.
    - **Parents in Prayer** meetings will occur in the parlor on Fridays. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.

- After School
  - Parents must exit the campus upon picking up their students. If a parent is waiting on a student with a different dismissal time or a student that is participating in an extracurricular event, then the parent may wait at one of the outdoor resource areas. If multiple parents are utilizing the outdoor resource area, then social distancing and face coverings will be required for the parents as well as all children above the age of 4.
  - Suppliers/Vendors/Sales – will not be allowed on campus between the 2:15 – 3:45
  - Business Meetings - Preset and preapproved meeting participants may enter a BCS facility at the approved entry door and must report directly to the office of that building and sign in and will then be directed or escorted to the appropriate meeting area
  - Parent Support Group Meetings After the School Day
    - **PTF** meetings may occur in the chapel at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.
    - **Booster Club** meetings may occur in the BCS Board Room at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.
    - **FAB** meetings may occur in the BCS Board Room at preapproved times. All meeting participants must be registered for the meeting and go straight to the meeting location and exit the facility immediately afterwards.

## XIV. Extra and Co-Curricular Activities and Events

BCS students are heavily involved in many extra and co-curricular activities and events. These events are foundational to creating strong academic, social, and emotional, and spiritual based campuses. BCS is committed to participating in all extra and co-curricular activities and events that can be conducted safely and with strong health processes in place. Some extra and co-curricular activities and events will be cancelled or delayed. Please know that your BCS faculty and administration are putting significant effort into finding replacement activities and events that will provide both learning and excitement for the students. The following extra and co-curricular activities and events will have some level of change. Each activity and event will issue a process and procedure manual that will ensure health and safety protocols are in place:

- Academic Activities and Events
  - NEHS –all meetings will occur with proper social distancing
  - NHS – school led service activities will be limited to on-campus opportunities and all meetings will occur with social distancing. There will be no off-campus meetings or service opportunities.
  - Field Trips – all field trips are cancelled until further notice.
  - TCSIT – no TCSIT activities will occur the first 4 weeks of school. After that time a health and safety evaluation will occur and any adjustments, cancellations, and changes will be made public.
  - PSIA - no PSIA activities will occur the first 4 weeks of school. After that time a health and safety evaluation will occur and any adjustments, cancellations, and changes will be made public.
  - Math Pentathlon - no Math Pentathlon activities will occur the first 4 weeks of school. After that time a health and safety evaluation will occur and any adjustments, cancellations, and changes will be made public



- Class based academic activities such as “Math Command” and “Young Authors’ Day” will proceed within the classroom health and safety guidelines.
- Tutoring – all tutoring will be virtual. The tutoring program will again be under the direction of Libby Weed and will offer tutors who are students completing advanced degrees in education from local colleges. Virtual tutoring times will be available during the day and after school with appointment.
- Co-curricular Events
  - Spiritual Emphasis Day – Spiritual Emphasis Day plans will be determined at a later date.
  - Retreats:
    - 7<sup>th</sup> Grade Retreat will be a day retreat location to be determined
    - 9<sup>th</sup> Grade Retreat will be a day retreat location to be determined
    - 12<sup>th</sup> Grade Retreat will be a day retreat location to be determined
  - TAPPS Academic – no TAPPS Academic Meet activities will occur the first 4 weeks of school. After that time a health and safety evaluation will occur and any adjustments, cancellations, and changes will be made public
  - TAPPS Arts Competitions - no TAPPS Art Competition activities will occur the first 4 weeks of school. After that time a health and safety evaluation will occur and any adjustments, cancellations, and changes will be made public
- Extracurricular Events
  - Athletics:
    - Fall Sports (Cross Country, Football, Volleyball, Cheer, and Bellas)
      - A sport by sport procedure guide will be issued by the athletic department for fall sports on August 14. This guide will provide guidelines, mandates, and processes for sport participation for practice and games, fan attendance, concessions, and travel.
    - Winter Sports (Basketball, Soccer, Cheer, and Bellas)
      - A sport by sport procedure guide will be issued by the athletic department for winter sports on October 2. This guide will provide guidelines, mandates, and processes for sport participation for practice and games, fan attendance, concessions, and travel.
    - Spring Sports (Baseball, Softball, Track, MS Soccer)
      - A sport by sport procedure guide will be issued by the athletic department for spring sports on January 8. This guide will provide guidelines, mandates, and processes for sport participation for practice and games, fan attendance, concessions, and travel.
  - A procedural plan for Arts will be issued on August 14. This plan will take into account practices, performances, competitions, and travel. Some events will be held virtually, some will be cancelled, and some will have changes.
    - Art
      - Classes will fall under the school day health and safety guidelines
      - All other events will be addressed in the August 14 procedurals
    - Choir
      - Classes will fall under the school day health and safety guidelines
      - All other events will be addressed in the August 14 procedurals
    - Band



- Classes will fall under the school day health and safety guidelines
- All other events will be addressed in the August 14 procedurals
- Theater
  - Classes will fall under the school day health and safety guidelines
  - All other events will be addressed in the August 14 procedurals

## XV. Capacity

All BCS facilities and every room inside each BCS facility has been measured and organized so that a facility by facility and room by room capacity is determined. These capacities will be displayed in each room and the capacity determination used a formula to make sure every student has a minimum of 4-feet of distancing between them and any other student, faculty, or staff member. The formula takes into account the room dimensions, configuration, and furnishings to determine actual capacity. BCS underwent this process so that we can ensure strong and proper health and safety procedures are implemented in every room in every facility on our beautiful campus.

The capacity for each room on campus is:

<u>Building A</u>	<u>Max Capacity</u>
Worship Center	225
Chapel	30
Parlor	15
Nurse Office	4
Sick-Bay	4
Teacher Workroom	6
Children's Ministry Room	30
Hallways	20
A-102	21
A-104	21
A-106	21
A-108	21
A-110	21
A-112	21
A-111	25
A-114	20
A-116	21
A-118	21
A-120	21
A-127	21
<u>Building B</u>	
Principal's Office	2
Assistant's Office	4
Teacher Workroom	12
Amphitheater	50
B-100	22
B-102	25

B-108	14
B-114	31
B-111	27
B-116	23
B-118	25
B-120	25
B-119	25
B-117	25
B-115	25
<b><u>Building C</u></b>	
Library Hallway	20
Secondary Hallway	20
Middle School Hallway	20
Admin Lobby	6
Admission's Lobby	6
Admin Offices	6
Secondary Waiting Room	6
Secondary Offices	2
Board Room	10
Elevator	2
Picnic Area East	6
Picnic Area West	6
C-205	25
C-207	25
C-209	26
C-211	25
C-208 Library	41
C-210	4
C-231	2
C-233	25
C-235	25
C-239	24
C-240	24
C-238	25
C-236	25
C-234	25
C-232	8
C-105	25
C-107	25
C-109	25
C-111	25
C-110	25
C-108	25
C-106	25
C-104	25
<b><u>Building F</u></b>	



Lobby	35
Theater	120
Stage	40
Choir Room	26
Band Hall	28
Hallways	12
Elevator	2
Downstairs Storage	40
F-118	27
F-122	27
F-124	27
<b><u>Family Life Center</u></b>	
Gym	145
Lunchroom	192
Gazebo	4
<b><u>Athletic Center</u></b>	
Weight room	18
Lobby	6
Hallway	15
Gym	165
North Stands	65
South Stands	48
Boy's Locker Room	40
Girl's Locker Room	20
Visitor's Locker Room	20
North Stairwell	8
South Stairwell	8
Elevator	2
Athletic Field	1200
Athletic Field Stands	175
Baseball Field Stands	40
Standing	50
Dug-Outs	8
Field	1000
Batting Cages	16
Pitching Cages	16

**Rejoice always,  
pray continually,  
give thanks in all circumstances,  
for this is God's will for you in Christ Jesus.**

**~ 1 Thessalonians 5:16-18**

