

Program Summary:

Project Phoenix Pod (P2Pod) is operated by Lutheran Youth of North Seattle (LYONS) Board of Directors and their member churches. It is a hybrid classroom/youth ministry program that has two main focuses:

1. Provide a safe online classroom learning location option for students during COVID-19 pandemic restrictions
2. Provide an established routine for face-to-face interaction between peers where they can build healthy relationships and grow in their personal faith journeys.

COVID-19 Statement:

As P2Pod is born of and exists in the midst of the COVID-19 pandemic, of primary importance is conducting the P2Pod in a safe manner according to federal, state, and local guidelines. We know that as new knowledge emerges about the pandemic the policies and practices of the P2Pod will have to adjust accordingly. Please see the P2Pod Health Plan document for more detailed information.

Mission Statement:

The P2Pod creates a safe space for periodic face-to-face interaction for middle and high school youth in a Christian faith environment. The P2Pod helps develop enduring bonds between youth and enables them to complete assigned school work as they continue their personal faith journey during COVID-19 pandemic restrictions.

Nondiscrimination Statement:

P2Pod does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; or honorably discharged veteran or military status. We comply with all applicable state and federal laws and regulations.

Hours of Operation:

Our program runs on specified week days (normally Monday, Wednesday, and Friday) between 8:30 am and 3:30 pm when Seattle Public Schools are in session. See the health plan for details on closures relating to the COVID-19 pandemic, and see below for details on closures related to inclement weather.

Daily Schedule:

Seattle Public Schools has laid out a sample schedule for the 2020-21 school year, and we will try to follow that as closely as possible. However, we are aware that your student's school may have a different schedule. Please know that this schedule is not final or rigid. Our #1 priority is giving your student a safe, positive learning experience. We will never ask your student to leave their virtual classroom, and we will always prioritize your students' learning experience.

Arrival and Departure Routines:

The following procedures are established for students and families for arrivals and departures from the Pod location at Ballard First Lutheran Church (2006 NW 65th St, Seattle, WA 98117). We recognize that different students have different levels of autonomy. Our goal is to respect parent wishes with respect to individual student autonomy, recognizing that the Project Phoenix Guide and Board of Directors have a responsibility to protect students as they are able.

- Your student should arrive no later than 9 a.m. to the Pod.
- Your student should depart or be picked up no later than 3:30 p.m.
- The parking lot at Ballard First Lutheran is available for drop off and pick up.
- Please do not congregate in the parking lot, and respect statewide social distancing protocols at drop-off/pick up
- Students will normally not be allowed to depart the Pod while it is in session.
- If a parent wishes to give a student permission to depart early during normal Pod hours, please contact the Pod Guide in advance.
- Students who need to depart for some reason, such as appointments, should inform the Pod Guide in advance.
- Parents who wish their students to be picked up by friends or other family members should inform the Pod Guide in advance.

Class Time:

This can mean students are in their virtual classroom, are working on classwork or homework, or are participating in other activities that can help facilitate their gross motor skills. If your student has favorite activities that they can do safely by themselves, feel free to send them with your student!

Snack, Recess, and Lunch Breaks:

Please send your child with snack(s) and a lunch as needed. Unfortunately, cross-participant food sharing will not be allowed. We will have a limited ability to heat food up or keep food cool for every student, but it is best to focus on a simple snack that the student can easily grab from their bag.

Enrollment:

Families may enroll by emailing projectphoenixboard@gmail.com We will respond within 24 hours with enrollment status information. Students must be enrolled to participate in the P2Pod.

Disenrollment:

P2Pod is committed to providing the highest quality experience for families enrolled in our program. We seek to provide for the needs of each individual child in balance with the needs of the classroom. It is rare that a child or family's behavior may warrant the need to find a more suitable setting. We will avoid disenrollment, but the following are examples in which disenrollment could be considered:

- Ongoing, uncontrollable tantrums, angry outburst
- A parent or guardian failing to respect school policies

- Needs for special services that are not provided to other children, cannot be reasonably provided, or departs from the philosophy of the P2Pod
- Habitual late pick up of student

If the decision has been made that a child/family should be disenrolled after reasonable effort to find a solution, the family will be contacted for a meeting with the Pod Guide and a representative from the Project Phoenix Board of Directors. The Board of Directors will share the decision for the disenrollment with the family and if necessary, follow up with a letter with the reasons for disenrollment and the date it will go into effect.

Pricing and Parent Participation Expectation:

Enrollment in the P2Pod is free to all students. Parents of enrolled students will be expected to donate some amount of volunteer time each week. (This supports our Youth Protection Policy, which requires two adults present during P2Pod activities.) Financial donations to support P2Pod costs can be made to Project Phoenix (LYONS) Email projectphoenixboard@gmail.com for more information.

Communication:

All questions about P2Pod activities can be directed to podguide@roaringlyons.org and will be answered within 24 hours during the work week. In an emergency, please call the P2Pod Guide or the Ballard First Lutheran church office (206-784-1306)

Preparedness for Learning:

Our expectation is that each family is as prepared as possible for online learning, understands what is expected of their children each day, and can relay their daily schedule to the P2Pod Guide. Our focus for each classroom schedule will be to ensure each student will be able to attend online sessions, but we must know ahead of time so we can plan our day around those sessions. Please let us know when your student's school announces their class schedule so we can plan accordingly!

Pod Participant Ratios:

Part of our safety procedures is providing students with at least 50 square feet of space in each room. We also understand that remote learning can be difficult for some students. We are hoping to keep our ratios as low as possible in order to give your child a learning experience where they are heard and cared after.

The Student-to-Staff ratio will be no greater than 10 to 1.

Behavior:

At P2Pod, we feel strongly that behavioral guidance works best when there is a positive relationship between the child and adult. We spend a majority of our time seeking to have positive interactions that act as a 'deposit' into our bank of trust and mutual agreement. However, we recognize that our students are young and make mistakes. 'Misbehavior' is often based on still-emerging social skills or the child's inability to properly describe and advocate for their needs or emotions. While we strictly avoid any discipline techniques that rely on shame,

labeling, isolating, or punishment; we want to help our students learn more effective behaviors and habits that will serve them as they grow older. Our expectation: we will keep everyone safe and healthy; we will be respectful of others' feelings; and we will be responsible for our materials & environment. We use indirect guidance: ample warning of upcoming transitions, choices and group agreements, regular routine, consistency, clearly defined expectations, recognizing effective behavior/habits, and enforceable language.

We use direct guidance techniques: affirmative language that describes the behavior we would like to see, respectful communication techniques, age-appropriate expectations, social problem-solving, realistic consequences, and allowing children to exit gracefully from the problem. If a child is unable to self-regulate, the child will be asked to choose a quiet place in the classroom to collect themselves. If they are unable to rejoin the group, the child may be reseated and asked to 'take a break'. Taking a break is always in the company of a calm and supportive staff member or volunteer and is meant to give a child a chance to regain control without embarrassment. When the child is ready, the P2Pod Guide will discuss the situation with them and gently guide them towards a more effective behavior in the future. If a student requires individual attention that we are unable to accommodate, we may need to contact a parent to pick their child up early. Persistent and inappropriate behavior may lead to suspension or disenrollment.

Child Safety:

All staff and volunteers at P2Pod, regardless of role, sign their understanding and acceptance of our Youth Protection Policy, which is available upon request. Our staff are mandated reporters, meaning that we are required by law to report suspected or disclosed abuse of a student that comes to the program. Failure to report abuse can result in prosecution. We are NOT permitted to contact the parent, unless specifically directed to do so by the Department of Social Services. Reporting procedures are designed to protect the child. Our responsibility is to report suspicious/disclosures, NOT determine if abuse has occurred. It is the responsibility of the Department of Social Services to investigate and decide if the child is in need of protection. Our concern is the safety and well-being of the child.

Dress Code:

Our students will periodically be given the chance for play activities, both inside and outside, so appropriate outdoor shoes and clothing worn to school daily is a must; rain, snow or shine!

Personal Belongings:

Make sure your student has everything they need for their online learning experience (device, headphones if using video calls or other video/audio, books, notebooks, pencils etc.) with them each day. Please label everything you can if possible. Students will need to carry their supplies with them to and from the Pod each day. Currently, we do not have a secure overnight on-site storage area.

Records:

P2Pod will retain registration information and emergency contact information. Individual student schedules should be made available to the P2Pod Guide so that they can facilitate your students' school classroom requirements.

Special Needs:

If your child will need special accommodations as part of this program, please let us know as you sign up and we can discuss our ability to meet them.

Inclement Weather:

The safety of our community is our highest priority: if we are unsure that all of our students & staff can travel to and from school safely, we will not be in session. Information about weather delays will be sent to parents via text or email.

Attribution:

Thank you to Ballard Church's remote learning program for the basis of this document!