

COVID-19

BULLETIN 741 (Non-Public)

SUBCHAPTER B.

Reopening School Facilities for the 2020 – 2021 School Year

SMCS

REOPENING

STRATEGIES

2020 – 2021

INTRODUCTION

The purpose of these Reopening Strategies is to provide health and safety standards regarding the reopening of St. Margaret Catholic School for the 2020 – 2021 school year in response to the coronavirus disease (COVID-19) pandemic and to ensure that students, faculty, staff, and others on school property are protected to the maximum extent possible and practical.

The Governor for the State of Louisiana has proposed 3 phases for the reopening of all public and non-public schools. These guidelines follow the directives of the Diocese of Lake Charles/Office of Catholic Schools. Below are the 3 phases and the plans for each of those phases.

PHASE AND OPERATION

PHASE 1	<ul style="list-style-type: none"> • School operations are limited to virtual learning only. • Facilities are closed to the public. • All SMCS employees are classified as essential and are required to report to school.
PHASE 2	<ul style="list-style-type: none"> • School will open for all students implementing recommendations and using data from the LDOE, CDC, Governor’s office and applicable local and state agencies to the maximum extent possible. • School operations will resume with restrictions and/or guidelines • A virtual option will be available to families who do not wish for their child(ren) to attend school face-to-face. • EDC (Extended Day Care) will resume with restrictions.
PHASE 3	<ul style="list-style-type: none"> • School will open for all students implementing recommendations and using data from the LDOE, CDC, Governor’s office and applicable local and state agencies to the maximum extent possible. • School operations will resume with restrictions and/or guidelines • A virtual option will be available to families who do not wish for their child(ren) to attend school face-to-face. • EDC (Extended Day Care) will resume with restrictions.

PHASE 1

If the governor’s office declares that we must enter Phase 1 and the Office of Catholic Schools directs schools to close, SMCS will provide mandated virtual learning. This will be done using Google Suites, FRECKLE, ScreenCastify, and other learning programs that are compatible to Google Suites. Students will continue to have access to high quality instruction and would be required to login daily, submit graded assignments, and complete tasks and tests within the time frame provided by the teacher.

Students needing devices at home will be able to check out a device from the school. Students using a school assigned device are required to follow the rules and guidelines put forth in SMCS’s Acceptable Use Policy for Technology.

PHASE 2

Using the Phase 2 guidelines, SMCS will reopen for all students Monday thru Friday. In this phase, class sizes will be limited. In grades PreK3 thru 2nd, groups will be static with limited movement and a maximum number of 20 students per section. Students in these grades will be required to wear a face covering during arrival, transitions and dismissal. Face shield will be provided as an extra layer of protection when in the classroom.

Grades 3, 4 and 5 will move between two classrooms with cleaning and sanitizing between movements. Maximum class size is 20 per section.

Junior High will move between classes with cleaning and sanitizing between movements. Maximum class size is 20 per section.

Face coverings will be required for all students during arrival, transitions, and dismissal. Face shields will be provided to all students of SMCS as added protection. Students wishing to wear both face mask and shield may do so. Face Shields will be kept at school to be used daily under teacher instruction. Students in grades 3 thru 8 will be required to wear face coverings during class time when social distancing cannot be practiced.

All students and employees will be socially distanced to the maximum extent possible with an ideal of six feet.

A virtual option will be available to families who do not wish for their child(ren) to attend school face-to-face. Devices will be available with the Rules and Guidelines of the SMCS Acceptable Use Policy for Technology implemented.

PHASE 3

Phase 3 will be handled in the same manner as phase 2.

SMCS VIRTUAL LEARNING PROGRAM

SMCS will provide a virtual learning option to parents wishing to keep students home during the covid-19 pandemic. The option of virtual learning is only available during phases 2 and 3. If the governor were to move the state back to phase 1 and the Office of Catholic Schools directs schools to close, SMCS teachers and administration would be responsible for virtual education for students enrolled in traditional school. If at any point the school would need to shut down during phase 2 and phase 3, those students who chose face-to-face would go virtual with the classroom teacher as teacher of record. Those students signed up for our virtual learning program would continue with that program.

The deadline to sign up for the SMCS Virtual Learning Program is August 14, 2020. There will be a two week "Grace Period" for all students.

STUDENT ATTENDANCE

To receive credit for attendance during this school year, students are expected to complete assignments provided by both face to face and virtual instructors. Each core course is required to have nine grades per grading period for both face to face and virtual instruction.

PHASE 1

- For credit purposes (not for truancy), teachers will maintain attendance records to determine satisfactory completion of course requirements.
- Students are required to login to google suites and check emails daily to complete daily course assignments.
- Any student not completing assignments/tests within the time frame put forth by the teacher/administration will receive a grade of zero.
- Students can possibly fail due to not being fully engaged in virtual learning.

PHASE 2

- **FACE-TO-FACE ATTENDANCE**
 - Attendance regulations are enforced.
 - Teachers take attendance daily.
 - Students not attending school regularly will be referred to the local LEA and the OCS for further review and consideration for truancy.
 - Parents are encouraged to monitor their child's health prior to coming to school. The student should remain home if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for covid-19.
 - All students will have their temperature checked upon arrival at school. Symptoms that may require a student to stay home are:
 - Infrared thermometer reading of 100.4 or above
 - Cough
 - Shortness of breath
 - Active vomiting or diarrhea
 - Unexplained rash
 - Parents are asked to notify the school principal if a student or someone they have direct contact with tests positive for COVID-19. The student is expected to quarantine for 14 days and have a note from a doctor stating they are able to return to school.
 - Any student that tests positive for COVID-19 must remain in quarantine for the duration of the illness and submit a note from a doctor stating they are able to return to school.
 - SMCS will be flexible in their attendance policy when addressing COVID-19 illnesses and possible quarantine periods.

SMCS VIRTUAL LEARNING PROGRAM

- The 3rd party virtual program will keep attendance records and monitor assignment completion. The program will be monitored by the school counselor and the course outline will be approved by SMCS teachers.
- Students must login daily and complete all assignments within the given time.
- Parents and students will have access to grades and assignments as well as what work has been completed and what work has not.
- The daily time in the program is flexible, but students must sign-on and complete work daily to make the necessary progress demanded by the program.
- It is highly recommended that students sign-in when the class is session and not just wait to watch recorded teaching time.

PHASE 3

Attendance regulations are the same as outlined in PHASE 2.

ARRIVAL AND DISMISSAL PROTOCOL

PHASE 1

Students will be home and SMCS will provide virtual learning for all students attending SMCS. Teachers are considered essential personnel and will be required to report to school and plan and video lesson, work on new ways to engage students, and provide feedback during virtual learning.

PHASE 2 and PHASE 3

DROP-OFF

For students doing Face-to-Face, drop-off time will begin at 7:20. Students in PreK-3, Kindergarten thru 8th grade will have two areas of drop-off. You will be required to follow the directions of the duty teachers and the traffic officer. Both drop-off areas will be behind the school. The first is near the cafeteria and the second area is between the church and the school. At each drop-off area temperatures will be checked on all students. **THERE WILL BE NO DROP-OFF IN THE CHURCH PARKING LOT.** Students will report directly to their classrooms. All students and staff must has a face covering to enter the school.

PreK-4 drop-off will be at the Life Center. All students will be brought to the center door and temperatures will be checked by the aides before students are allowed to go to their classrooms.

PICK-UP

Pick-up will be a staggered schedule. (All students and staff must have face coverings)

PreK 3	2:30 – 2:40	South side of Church side entrance (covered area)
PreK 4	2:30 – 2:40	Life Center Parking Lot (Life Center South Doors)
Kindergarten	2:45 – 2:55	pick up area behind the cafeteria
1 st grade	2:45 – 2:55	pick up area between the school and church
2 nd grade	2:55 – 3:05	pick up area behind the cafeteria
3 rd grade	2:55 – 3:05	pick up area between the school and church
4 th Grade	3:05 – 3:15	pick up area behind the cafeteria
5 th Grade	3:05 – 3:15	pick up area between the school and church
6 th Grade	3:15 – 3:25	pick up area behind the cafeteria
7 th Grade	3:15 – 3:25	pick up area between the school and church
8 th Grade	3:15 – 3:30	church parking lot

Any student not picked up at their designated time can be picked up between 3:25 – 3:30 behind the cafeteria.

Families with more than one child enrolled at SMCS will be dismissed during the oldest student's dismissal time. For example if you have two children at SMCS, one is in first grade and one is in 5th you will come during the 5th grade time slot to retrieve both students.

CAFETERIA PROTOCOL

PHASE 1

SMCS and the OCS food and nutrition program will offer students lunch as a “grab-n-go” meal. These meals will be available for drive-by pick-up Monday thru Friday behind the cafeteria. Students are required to be in the vehicle or the parent must sign a waiver stating the meal is for the student.

PHASE 2/PHASE 3

All students on campus will be offered lunch. Students taking a plate in the cafeteria will eat lunch in the cafeteria within their designated section practicing social distancing to the maximum extent possible and partitioned from other classes. Weather permitting, students with lunches will be allowed to eat outside continuing to practice social distancing.

Students participating in the Virtual Program will be provided a lunch through the “Grab-n-Go” program.

The cafeteria will maintain proper cleaning and sanitizing on eating and seating surfaces between feeding groups.

ENHANCED SAFETY MEASURES

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SMCS will employ social distancing strategies to increase space between individuals, adjusting seating arrangements for classrooms and posted signs to remind staff and students of 6-foot social distancing to the maximum extent possible. Staff will maintain small groups by having students eat meals in classrooms or other approved areas whenever possible. There will be a limit on volunteers and visitors in the building.

FACE COVERINGS

Face coverings are an important part of our protection against the spread of COVID-19. As such, face coverings are mandated for all SMCS employees when interacting with staff, students, or the public. All students will be required to wear face coverings during arrival, transitions, and dismissal. Each student at SMCS will be provided with a face covering. That face covering may be worn by students in grades PreK 3 thru 2nd grade throughout the day but is not required. Students in grades 3 – 8 are required to wear a face covering throughout the day. Face shields will be provided as an extra line of protection for those students wishing to use them.

The face covering must follow the guidelines provided by the director of Intuitional Advancement and placed on our facebook page. If face coverings become an issue, the principal reserves the right to enforce a dress code for face coverings.

HANDWASHING AND CLEANING MEASURES

Handwashing or the use of hand sanitizer that contains at least 60% alcohol will occur at arrival, at least every 2 hours, during transitions, before and after eating, and at dismissal. Good hygiene practices will occur throughout the day.

Intensified cleaning and disinfection measures are in place a SMCS. The school has purchased and had put in place ionization systems in all air-conditioning systems throughout the main campus of SMCS. We have also purchased a spray system that allows us to disinfect all high-touch areas at the end of each day. Hand sanitizer has be purchased for all classrooms along with disinfectant wipes. This is to be used by the teacher during transitions and for keeping high-touch areas clean. Teachers are also encouraged to bring students out doors for class when possible. Early childhood classes may have plexi-glass dividers for tables.

EXTENDED DAY CARE

PHASE 1

No extended day care provided by SMCS.

PHASE 2/3

Extended Day Care provided with restrictions:

- Temperature checks for all students when checking in at the end of the day.
- Students found with a temperature will be isolated and parents will be called to come and retrieve the student immediately.
- Students will be placed in static groups of no more than 25 counting the adult.
- Students will be required to sanitize hands throughout their time at EDC.
- Once students move inside, social distancing will occur and students will be required to wear face covering.
- Parents must wear face coverings when retrieving students

TRAVEL RESTRICTIONS

STUDENTS

There will be not field trips or field studies under phase 2. During phase 3, school related travel may be allowed with approval from the principal.

TEACHERS

SMCS will discontinue staff travel to conferences and distant workshops until further notice, unless preapproved by the Office of Catholic Schools and the principal.

VISITORS ON CAMPUS

The safety of our students and staff remains the primary concern of SMCS. Therefore, visitors are encouraged to make an appointment to visit SMCS. To help prevent the spread of the virus and reduce the risk of exposure to our students and staff, visitors may be subjected to simple screening questions and/or temperature checks before entering the building. All visitors will be required to wear a face covering.

EMPLOYEE AND STUDENT SAFETY

STUDENT SCREENING AND PROTOCOLS

Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Students should be encouraged to self-monitor for symptoms (fever, cough, or shortness of breath). If a student develops symptoms throughout the day, they must notify an adult.

Parents are encouraged to monitor their children's health prior to coming to school. The student should remain home if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for COVID-19.

All students will have their temperature checked upon arrival at school. Symptoms that may require a student to stay home are:

- ANY OF THE SYMPTOMS BELOW
 - INFRARED THERMOMETER READING OF 100.4 OR ABOVE
 - COUGH
 - SHORTNESS OF BREATH
 - ACTIVE VOMITING OR DIARRHEA

Symptomatic students will be isolated and supervised until the student is picked up. Parents are encouraged to notify their health professional of any symptoms. Students may be required to present a doctor's note prior to returning to school.

Parents are asked to notify the school principal if a student or someone they have had direct contact with tests positive for COVID -19. Child is expected to quarantine for 14 days.

SMCS sites will adapt flexibility in our attendance policy to address COVID-19 illness and possible quarantine periods.

EMPLOYEES SCREENING AND PROTOCOLS

Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Employees should be encouraged to self-monitor for symptoms (fever, cough, or shortness of breath). If an employee develops symptoms throughout the day, they must notify the principal and are required to return home.

Employees are encouraged to monitor their health prior to coming to school. The employee should remain home if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for COVID-19.

All employees will have their temperature checked upon arrival at school. Symptoms that may require an employee to stay home are:

- ANY OF THE SYMPTOMS BELOW
 - INFRARED THERMOMETER READING OF 100.4 OR ABOVE
 - COUGH
 - SHORTNESS OF BREATH
 - ACTIVE VOMITING OR DIARRHEA

Employee attendance will follow all attendance policies as related to COVID-19. Employees are encouraged to test if they are symptomatic. Decisions should be made in conjunction with their health care professional. Employees may be required to present a doctor's note upon returning.

All employees must contact the principal if they are experiencing symptoms of COVID-19 or directly exposed to someone who tests positive for COVID-19. The Principal will work with the Office of Catholic Schools to determine the next steps.

EMPLOYEE OR STUDENT EXPOSURE

SMCS and the Office of Catholic Schools will be in contact with the regional Louisiana Department of Health. The regional director will give guidance for the student or employee exposure. In the case of direct exposure, SMCS will follow the guidance set forth by LDH to reduce additional exposure. The principal will notify parents if there is a positive case in their child's class and contact any potential direct contacts that may have been exposed.