



Good Shepherd Catholic School

School Reopening Plan 2020

Good Shepherd Catholic School is committed to the safe reopening of our campus on September 2, 2020. As part of our safety commitment, we created a plan using the guidance and recommendations from the Center for Disease Control, the Texas Education Agency, and our diocesan offices. We will remain in communication with local officials and the local health department throughout the school year. As you are aware, information about COVID-19 and recommendations for the way we respond to it are constantly changing. We will continue to adjust our procedures as we receive updated guidance from these sources. Updates will be released via email and this document will be updated.

The Catholic Schools Office and the principals have been working on a school reopening plan for many weeks. Keeping students and staff safe and healthy is our foremost priority. There will be many actions put in place to best monitor and respond to student and faculty health. We will limit or eliminate unnecessary or risky activities that could spread the virus. There will be cleaning and disinfection protocols, as well as contingency plans in place if remote learning becomes necessary.

Please know that our goal is to continue in-person learning for our students for the entire school year. We are committed to enacting procedures and protocols that minimize the spread of illness so that we can remain in the school building. Procedures outlined within this document will take precedence over procedures outlined in the Parent Student Handbook. However, if required by Dallas County, Good Shepherd Catholic School is prepared to move to remote learning. The learning plan will be released at that time.

Good Shepherd Catholic School has made every effort to maximize learning and limit inconvenience to all of our families. The safety of our students, faculty, staff, and community is of utmost importance, and we are committed to partnering with our families to ensure a successful school year. We ask that patience, love and understanding prevail as we navigate this time together.

Learning Options

Good Shepherd Catholic School will provide two learning options for our school families. Students may attend classes in-school or online at home. Dual instruction will consist of in-person instruction and online instruction occurring simultaneously. Uniforms will be required for all students whether at school or at home. Students electing to receive instruction at home will be able to electronically access their classes and participate in the ongoing instruction and will follow the same class schedule as students attending in person. Policies and procedures in the 2020- 2021 Parent/Student Handbook will be followed for both in person and online instruction. Each teacher will provide instruction and requirements based on their classes. Parents may choose their child's learning option for each quarter of the school year.

Reopening Schedule

We will follow a revised opening schedule to allow time for testing our new protocols and giving our school members some time to adjust to them.

Monday, August 31 – Online for everyone. We will start with a prayer service, greeting from the principal, and spirit activity. Then we will take a break and teachers will meet with individual classes.

Tuesday, September 1 – Online for everyone. Teachers will meet with their entire classes for instruction.

Wednesday, September 2 – First day of in-school classes. Students will be screened in their cars and go directly to classrooms. No online classes as we adjust to the new protocols. Noon dismissal.

Thursday, September 3 – In-school and online classes begin simultaneously on the class schedule of the students in school. Noon dismissal.

Friday, September 4 – In-school and online classes continue simultaneously on the class schedule of the students in school. Noon dismissal.

Monday, September 7 – Labor Day - No School

Tuesday, September 8 – In-school and online classes continue simultaneously on the class schedule of the students in school. Noon dismissal.

Wednesday, September 9 – First full day of in-school and online classes. Send a lunch with your child in the morning.

We are working on a plan for the After School Care program and hope to offer this service after school hours. We will give you more information when it's available. Due to the later start for this school year we will have classes until June 11 to complete the required number of days in session.

Safety Protocols for Those Who Choose In-School Instruction

There has been much discussion among medical professionals and government officials about the safest way to return to school. We wanted you to know that we have put protocols in place to make the safety of our students and staff a priority once school does reopen.

We know the three best ways to prevent spread of COVID-19 is to wear a mask, wash hands, and social distancing. Cleaning routines are being upgraded throughout the building and special devices and solutions have been purchased. These are proven methods to keep our community safe and will be put into effect in our school routines.

Safety Guidelines – Daily temperature checks and screening for COVID symptoms will be required before staff and students may enter the building. If everyone follows this procedure every day we can reduce the risk of anyone getting ill. Parents should not give students Tylenol to reduce fever and send them to school. Remember, the building has been empty for six months. The only way COVID-19 can come into the building is if someone who has the virus comes in contact with others.

COVID-19 Symptoms for Self-screening – All students, teachers, and staff will be screened for COVID-19 symptoms before coming on campus each day. Do not send your child to school if he/she is experiencing any of these symptoms:

- o Cough
- o Shortness of breath or difficulty breathing
- o Chills
- o Repeated shaking with chills
- o Muscle aches
- o Sore throat
- o Loss of taste or smell
- o Diarrhea
- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- o Known close contact with a person who is lab-confirmed to have COVID-19, exhibiting symptoms, or waiting for lab results.

Anyone experiencing any of the COVID-19 symptoms listed above should stay home from school. Our health coordinator, Elizabeth Sturman, should be contacted if your child or anyone in your household becomes symptomatic. If your child is experiencing any of the above symptoms at school, the school will contact you to come pick up your child. Students with these symptoms will be immediately separated and isolated until a parent or emergency contact can pick them up.

If/when someone in our school community exhibits symptoms and/or tests positive for COVID-19, we will follow the protocol for reporting as directed by the Diocese and local health authorities. More details are listed below under “In Case of Illness”.

Masks – All staff and students will wear masks when in the school building. Shields are not permitted unless worn with a mask. This is diocesan policy and will be enforced. We realize that it may not be easy for some children to keep it on and not touch their faces. We recommend children start wearing them for short periods of time to make the adjustment easier. Masks must meet the guidelines of a non-medical grade disposable face masks and must cover the nose and mouth. Parents may choose a mask that is comfortable for their children, but it must be appropriate with no logos that are offensive to our community of faith. Please send extra masks to school and make sure they are labeled with your child’s name.

Social Distancing – New procedures will be put in place throughout the school and in classrooms to keep students apart as much as possible. Classrooms are being cleared of excess furniture to maximize space between students. We will establish distancing rules such as having students separated by Plexiglas screens at tables and desks as far apart as possible. All desks will face forward in the same direction and not in groups. Students will stay in the same classroom all day and teachers will come to the rooms. Everyone will be required stand a few feet apart in lines, eat in classrooms and not the cafeteria, and use outdoor areas for PE as much as possible. We will be reconfiguring drop off and pick up to avoid clusters of people at the entrances.

The floor will be marked with spacing for students to move in lines throughout the building when necessary. Recess will be limited to one class on a playground area at a time to avoid mixing classes. Electives for grades 4-8 will be discontinued for the first semester. Middle school students will have limited access to their lockers to avoid gathering in the hallway.

Until further notice all large gatherings will be discontinued. The Back to School Barbecue is canceled. We will not have morning prayer in the gym. We will not attend Mass in the church but watch it virtually online.

Healthy Habits – Lessons and reminders will be built into the school day to ensure that students are following healthy practices for not spreading germs, such as washing their hands regularly, wearing a mask, covering all coughs, and not touching their faces. Masks will be required for all students and staff on campus. Classrooms will have hand sanitizers and time will be taken throughout the day for hand washing. Sanitizing stations will be set up throughout the building. Bathrooms will be limited to using outer sinks and stalls only. Students will be allowed to keep a small bottle of hand sanitizer at their desks if they choose to bring one from home.

Cleaning – Keeping our building spaces clean and sanitized is a priority. All classrooms will be thoroughly cleaned and disinfected every night, and high-touch areas (doorknobs, technology, hands-on materials, and desk/table surfaces) will be disinfected throughout the school day as well. Every classroom will have hand sanitizer and cleaning supplies to use often. We have purchased electrostatic sprayers with botanical safe solutions that kill the virus. UV-C wands have been purchased for cleaning surfaces. Students and staff will be trained in proper handwashing protocols. Teachers will periodically take time every few hours to clean and sanitize surfaces. Janitorial staff will disinfect rooms when the class is outdoors for recess or PE. Classrooms will be thoroughly disinfected each evening so classrooms will be sanitized for the start of school. Church groups will not be using the building on school days.

Arrival/Dismissal – Please note this plan is subject to change once we start school to see how it works.

Arrival times will be scheduled to allow for grades to arrive at different times. Each child must remain in the car until the temperature check and COVID screening has been done by a school employee.

Students will arrive in the morning to be screened in their cars then proceed to the two doorways to enter the school to avoid congestion. They will then go directly to their classrooms. Staff members will escort the preschool and kindergarten children to their rooms. The entrance doors will be left open (no touch) and hand sanitizer will be available before entering the building. No loitering at the exit door or in the building will be allowed.

At dismissal students will exit the building with their siblings when the parent arrives. Please stay in your vehicle as no one is allowed in the building. Children will be called from the office when the parent is observed outside in the carpool lane. If a child must be picked up early for an appointment, the parent must call the office to make arrangements.

Attendance – Students are required to attend 90% of the school days to be promoted to the next grade. Teachers will take attendance each day of students in the classroom and those participating online. Students at home must be in uniform and on time when classes start.

Class Routines – Students will stay in their homeroom classrooms all day to avoid contact with others. Teachers will move from room to room including for specials such as art, library, and Spanish. PE will have students spread out in the gym or outdoors on good weather days. Students in grades 5-8 will not change for PE for the first quarter and should wear all white or solid black sneakers to school on PE days.

All students will have their own supplies purchased in the EPI pre-packed kits sold in August. There will be no shared supplies for students.

Music Learning will continue to offer music and band classes in a safe program they will share with parents.

Mass– Mass is an essential part of the faith formation of our students. We will participate in Masses virtually until it is safe to bring children into the church.

Lunch – Students must bring a lunch from home or order a prepackaged lunch from our cafeteria service. They will eat in their classrooms at their assigned time. Masks will be removed but no talking will be allowed to avoid spreading viral droplets. No lunches may be brought after school starts as we cannot accept items from outside sources. Water fountains will be disabled. Every student should bring a tight closing water bottle to school each day as the water fountains will be disconnected. Preschool students will bring their own snacks as we cannot share food from outside sources. Students will not be able to pass out any treats for birthday/holiday celebrations.

If ordering a lunch from E & E Food Services, you must set up your myschoolaccount.com account and place your order the day before in order for it to be delivered to your child.

DPL Sports – There will be no diocesan fall sports for students in grades 5-8. Decisions about the winter and spring schedule will be made by the Catholic Schools Office at a later date.

No Visitors – The diocesan policy states that no visitors will be allowed in the building during the school day. No one, not even parents, will be allowed in the building to maintain the health and safety of the entire school community. Visitors who actually need to enter the building for school business must wear a mask and gloves. No lunches or forgotten items may be brought to the school as the doors will not be opened to avoid any possibility of someone bringing illness into the building. If a child must be picked up early for an appointment, please call the office to make arrangements.

We greatly appreciate our volunteers but no one may come into the building during school hours. We will cancel the volunteer hour requirement for the first semester and make a decision about the second semester in January.

In Case of Illness - Our nurse's clinic consists of two separate rooms, one with a sliding glass window. Students needing medication or minor medical issues will be handled through the window. Students showing signs of illness or seriously hurt may enter the clinic. Any student with a temperature of 100 or greater will be sent home.

Ill students will be evaluated in the first room then if exhibiting COVID-19 symptoms will be moved to the second room for isolation. Parents will be notified immediately and the child will remain there until taken home. The isolation room will be cleaned and disinfected after the student leaves.

If the student exhibits symptoms of COVID-19 school members that may have been exposed will be notified. Families of those students will also be informed of possible exposure.

Faculty, staff and families must report to the school if they or their student have symptoms consistent with COVID-19, have received a positive test result for COVID-19, or were exposed to someone who is COVID-19 positive within the previous 14 days. Our school nurse will be the contact person who will coordinate with DCHHS on positive cases and contact tracing.

In the case of an individual testing positive for COVID-19 and can be determined to have exposed school members, the school will require virtual learning for a ten-day period. Any testing for COVID-19 should be delayed until five days after the initial exposure, and following the ten-day period, all individuals would be allowed back on campus provided that they do not display any symptoms. More guidance will come from the Catholic Schools Office on the procedures to follow.

Online Learning Program – The best way for a student to learn is with a teacher present to provide assistance and offer encouragement. We know that some families may be concerned about sending their children to school with the possibility of getting exposed to COVID-19. We will provide distance learning options. It will be live streaming as the classes are happening in the classroom. Parents should provide their own device and monitor teacher schedules to keep students on task with the rest of the class. Students choosing online instruction will be required to wear their uniforms during online classes. Cameras must be left on so teachers can see the students and proper computer etiquette is expected.

Teachers will be using two different platforms for online instruction. Students in grades 5-8 will be using Microsoft Teams and the younger students will be using SeeSaw. More information will be provided once teachers have devised their online learning plans.

If you are choosing At-Home Learning, please be aware of the following guidelines.

- Parents must commit to At-Home learning for the nine-week grading period and will come to the school to pick up their student's assignments and materials.
- Students must have access to reliable WiFi and/or the means to provide consistent access to the internet.
- Students must have a reliable device for students to use for participating in class lessons.
- Students must complete activities assigned each day.
- Parents will be held accountable for student attendance. Students who do not log in will be considered absent. Truancy will be enforced.

- Student will wear his/her uniform in on-line participation when classes are held.
- Some classes may have coursework that can only reasonably be completed in person in the classroom.
- It is the parent's responsibility to maintain communication with your child's teacher by Microsoft Teams and/or SeeSaw to create a learning partnership.
- Recording, taking a snapshot, or misusing the on-line lessons will not be tolerated and will be considered a reason for losing this privilege.
- Conditions surrounding the COVID-19 pandemic are continually evolving and Good Shepherd's At-Home learning plan is subject to change based on federal, state and local guidelines.

Plan for the possibility of schools closing. Now that schools have experience in closing down on short notice and shifting to remote learning, we can use the lessons we've learned from this experience to plan for future contingencies if the virus becomes a serious health issue. Our plan is to give students the skills they need to be prepared for learning at home.

Our schools are going through an unprecedented time in planning the best learning experiences for our students. Please know that the leaders in this diocese and of our Catholic schools are prepared to do everything possible to protect our school communities.

The safety of our students and staff is a priority and can be done in our small school environment. Our reopening plan is a work in progress as we focus on the best safety measures offered by medical professionals and what has worked in other places.

One of the advantages of being in our small Catholic school environment is that our faith guides us to do what's best for each of its members. That includes protecting human life by taking extraordinary steps to keep everyone safe.