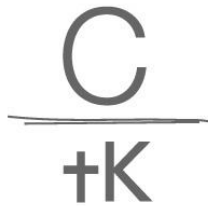


CHRIST THE KING SCHOOLS

2020-2021 SCHOOL REOPENING PLAN AUGUST 2020



Christ the King Cathedral School



CHRIST THE KING
DIOCESAN HIGH SCHOOL

INTRODUCTION

At Christ the King, we strive to provide an environment to create unique and faith-filled future leaders in our students during their educational journey. COVID-19 can infect students, teachers, staff and parents alike. Christ the King Schools Reopening Plan includes preventative measures that requires the support and participation of all students, parents, teachers and staff. If done effectively, with all of us working together, these measures should greatly reduce the risk of virus transmission within the school environment.

We are excited to welcome back all Christ the King students and families for the ***first day of the 2020-2021 school year on Monday, August 17th!*** Because the classroom setting closely resembles a family unit and parents are the first educators of their children, our preferred method of instruction at CTK is the traditional face-to-face classroom with precautionary safety measures implemented. This ***provides academic support, lends to a higher quality of learning,*** and provides for the ***social well being of the student.*** We also recognize that education is more than just facts and involves values, faith and service. ***This year we are attempting to balance the needs of all our students and families in our learning environment.*** We are also offering an E-Learning option this year.

Christ the King Schools follows all state, local, and Diocesan health protocols. Our reopening plan also includes guidance from the Center for Disease Control (CDC). We receive guidance from the Texas Catholic Conference of Bishops Education Department (TCCB ED), the Texas Education Agency (TEA), and the Texas Department of Health. We will always keep an eye on the scientific guidance, and keep our CTK school family informed on a regular basis.

Our ***Guiding Principles*** used as the basis for our analysis and planning include:

- ❑ **SAFETY AND HEALTH MEASURES**
- ❑ **ACADEMIC EXCELLENCE**
- ❑ **FAMILY AND COMMUNITY SUPPORT**

SAFETY AND HEALTH OF STUDENTS, FACULTY, STAFF, AND VISITORS

ENHANCED SAFETY AND HEALTH MEASURES

- Screening methods will be implemented for all faculty, staff and students daily.
- Designated entrances for elementary, junior high and high school students will be identified and utilized.
- Hand sanitizer stations will be available across the entire campus in classrooms and common areas.
- Personal Protective Equipment (PPE) will be available for all students, faculty and staff.
- Distance markers visible throughout the campus will help students, teachers, and staff keep their physical distance as recommended.
- Signage and posters will be displayed throughout the campus promoting protective measures and reminding all CTK family members of safety measures.
- Training will be provided to students, teachers and staff.
- Students will provide their own school supplies (no sharing).
- Parents and visitors will be limited in the building.
- Surface cleaning of furniture and classroom materials will occur, along with, expanded deep cleaning services.
- Outdoor classrooms will be available to provide a safe and unique learning environment.

PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK

PARENT AND VISITOR RESTRICTIONS

CTK will not allow normal visitation to our campuses at this time. CTK will allow only essential personnel including teachers and staff on campus during this time. Parents and visitors will be limited at this time. You will be able to make appointments to visit with teachers, counselors and administrators as needed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Coverings: Face Coverings are an important part of student, staff and faculty protection. Face masks and/or shields will be highly recommended and may be required in accordance with State and Diocesan mandates.

- Faculty and staff will wear non-medical grade face coverings per the state, local and diocesan guidelines.
- Face coverings are required outside the classroom in all common areas within school buildings.
- Face coverings are to be provided by the students, faculty and staff and will be kept in good, clean shape. One lanyard with break-a-way clasp will be provided to each individual on campus to help keep masks accounted for, clean and in good shape. Disposable masks will be available for occasional replacement. Consequences will be enforced for repeated violation of non-adherence to the face covering policy.
- When outside the building, face coverings are not required, as long as physical distance is maintained. This may include in the outdoor classrooms, or for PE class or athletic practice.

PHYSICAL DISTANCING

Physical distancing is another effective way to prevent potential infection. CTK students, faculty, staff, and parents should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – CTK signs and tapings will be present through the campus to help maintain the social distancing requirement of 6 feet.
- Non-essential/informal meetings and visiting should be avoided.
- Classroom configurations will allow for students to be socially distanced while providing an authentic learning environment.
- Outdoor classrooms for various classes and activities will be used weather permitting.
- Staggering passing periods in Junior High and High School will be utilized.
- Adapting activities and locations for courses such as PE, music, performing arts, art, and other electives, to maximize distance and aid in reducing virus transmission will be implemented.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival and dismissal procedures will depend upon which school or grade level the student is enrolled. Students can be walked up to the building, but parents/grandparents/extended family/friends will not be able to come in the building to walk students to their classrooms. At the end of the day, doors will remain locked. Teachers will walk students outside for them to be picked up outside.

Arrival:

- Students may not arrive before 7:30 AM and be unattended on campus grounds unless they are participating in a school-related activity at the discretion of a teacher/coach.
- **Students in grades PK3, PK4 and Kindergarten** will be walked up to the front North doors (Main entrance) where their teachers and assistants will gather them just inside the building and take them to class. ***Pre-kindergarten through Kindergarten students will be allowed to bring in two parents/ guardians for the whole first week of school. After the first week of school, no parent/guardian may walk into the school building with their student.***
- **Grades 4 and 5** will enter through the North doors (Main entrance) and go directly to class.
- **Grades 1, 2 and 3** will enter through the East doors (Side entrance off Nashville Street).
- **Grades 6- 8** will enter through the South doors (near Mrs Reyes' office, off 56th street).
- **Grades 9-12 (not in morning athletics)** will enter through the HS East doors (by the outside basketball court).
- **Grades 9-12 (in morning athletics)** will enter through the Gym parking lot doors.

Dismissal:

Due to additional cleaning and disinfecting procedures it is critical that all students be picked promptly at the end of their school day.

- **Grades PK3, PK4,K-5:** All students will be **picked up at the end of the day outside at the same location as arrival weather permitting.** Parents will meet teachers outside the building with their classes for parents to pick them up. We ask that elementary families pick up their students from the teacher. Please do not stay and visit with other parents in the front of the school while waiting for your older students. The doors to the school will not unlock at the end of the day.
- **LLP Elementary After School Care** will be offered with a limited enrollment through the ECDC. Contact the ECDC for more information at 806-771-2077.
- **Grades 6-8 (not in afternoon athletics):** We will not be able to provide After School Study Hall for JH students this year. All students must go home immediately upon dismissal from the **South doors (near Mrs Reyes' office, off 56th street).**
- **Grades 6-8 (in afternoon athletics):** All students must go home immediately upon dismissal from practice or games from the **North doors (Main entrance).**

- Grades 9-12 (not in afternoon athletics):** We will not be able to allow HS students to stay after school in the HS hallway this year. All students must go home immediately upon dismissal from the **HS East doors(by the outside basketball court)**.
- Grades 9-12 (in afternoon athletics):** All students must go home immediately upon dismissal from practice or games from the **Gym parking lot doors**.

DAILY SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students, teachers and staff, we will be implementing a daily self screening of our entire CTK family before they enter the building. Our screening tool is a daily reminder of symptoms to look for as all answer a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

In addition to home self-screening, basic screenings will be implemented at the arrival process each day. CTK will regularly check temperatures. If a temperature is greater than 100.0 degrees Fahrenheit is detected, students, faculty and staff will be sent home. Non-contact thermometers and other screening tools in the building will be utilized. **Any individual who fails the screening criteria will not be admitted onto the CTK campus until they meet all of the criteria for re-entry to the campus.** Students will be immediately separated from the main student population if they show signs of COVID-19 symptoms.

If your child presents with a temperature and/or becomes ill during the school day, and they are unable to drive themselves home, students must be **picked up within 45 minutes of a parent receiving a call**. All screening information will be kept confidential by CTK.

Students, faculty and staff that need to stay home for any reason listed above, and their families, will receive guidance on what is needed in order to return to school and when.

PERSONAL HYGIENE AND CLEANING

In addition to using PPE, CTK students, faculty and staff will receive education and instruction on personal hygiene practices. If done properly, these are shown to reduce the risk of the COVID-19 virus transmission.

- Hand Washing - Wash your hands often with soap and water for at least 20 seconds.
- Sanitizing – Sanitizing stations will be available in classrooms and common areas throughout the CTK campus. Students are encouraged to carry and use their own hand sanitizer properly and responsibly throughout the day.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

CLEANING AND DISINFECTING PROCEDURES

Facilities Cleaning:

One of our top priorities this year is to **ensure the safety of our students, teachers and families**. Upon reopening, CTK school will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before faculty, staff and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect all members of the CTK family and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

General Disinfection:

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 3 times a day or as needed
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups
Vans/Buses	Van/Bus seats, handles/railing, belts, window controls	At the end of each use/day

Deep Cleaning and Disinfection:

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. With the guidance from the health department and related agencies, deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

CAFETERIA, FOOD SERVICE AND WATER

Serving and consuming food and beverages is an integral part of the school learning environment. It also presents challenges in our current environment. The following procedures will be implemented to help nourish our CTK family and reduce transmission and spread of COVID-19.

- Eating arrangements will be designated and set up to provide physical distancing between students, teachers and staff. The cafeteria will be arranged so that 4 students will sit per table with 6 feet apart.
- Cafeteria service will be adapted to minimize or eliminate self-service and increase physical distancing in line.
- Students will be encouraged to bring their own lunches and not to share items.
- All food/drink and utensils must be already packed from home so they can sit down and eat. Please practice opening drinks and food items with your child.
- Microwaves will be available for lunch periods again this year. However, sanitizing and disinfecting policies will be used after each use. We request you limit foods that need to be heated in the microwave, as this will reduce the student's time to eat.
- We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to CTK. Students that forget their lunch will be charged for an emergency lunch.
- For students who have a snack time, they should bring their own individual snacks.
- **Water fountains are not available for use throughout the CTK school campus.** Students will continue to use their own reusable water containers and rely on them throughout the school day. It is suggested that parents and students discuss what is needed for each individual student, and that amount is provided from home each day.

FIELD TRIPS

Class field trips will not occur at this time.

ASSEMBLIES, GATHERINGS AND MASS

School wide assemblies will not occur at this time. Gatherings will be coordinated in a manner that promotes physical distancing and minimizes physical contact.

Grades 9-12 will attend and participate in **Mass on Thursdays at 8:15am** in the Cathedral, at this time. **Grades 2nd-8th** will attend and participate in **Mass on Fridays at 8:15am** in the Cathedral. **PreK3 - 1st grade** will attend **Liturgy of the Word on Fridays** following daily Mass in the Cathedral. All Mass services will be held with physical distance in place, as well as age appropriate face coverings.

RESTROOM USAGE DURING THE SCHOOL DAY

Maximum capacity for each restroom will be monitored that allows for physical distancing, and posted outside the door. Supplies for employees to clean up after themselves in staff only restrooms will be provided.

WORKSPACE/CLASSROOM

CTK faculty and staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Teachers and staff are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CTK has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CTK Custodial Team will clean all workspaces at their designated cleaning time. Our facilities will undergo more intensive cleaning procedures than normal.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. This includes the Teacher Timeout areas, Conference rooms, Copy Room, and office areas. CTK will monitor the number of teachers and staff in the different areas to help provide for physical distancing and reduce the risk of infection and transmission from COVID-19.

SIGNAGE

Signage will be placed throughout the offices and school indicating health, safety, cleaning and sanitizing measures.

COMMUNICATION AND PRIVACY

To stay updated on the **most up-to-date information for CTK schools**, please:

- Students, parents, teachers and staff check your email often
- Visit the CTK school website
- Follow our social media platforms
- Students and parents refer to the *Homeroom class* on the LMS (Learning Management System) platform

IF THERE IS AN EXPOSURE OR POSITIVE CASE IN THE CTK COMMUNITY

Families should immediately notify your child's principal of any potential or confirmed COVID-19 cases. Any individual (student, teacher, staff or other individuals) who themselves is either (a) is lab confirmed with COVID-19 or (b) experiencing symptoms of COVID-19, must stay at home throughout the infection process and cannot return to campus until CTK re-entry screening guidelines have been met. According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school must provide notification to the Superintendent of Catholic Schools and to the Public Health Department. We will provide this notification and expect to remain in communication with these officials about their procedures and guidance as we care for our students, teachers, staff and families.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

These guidelines will apply to:

- Any individual who has had close contact with someone who is lab-confirmed with COVID-19 should stay home through the recommended quarantine period and is not allowed on campus.
- If an individual in ones' home has COVID-19 or is quarantined because of COVID-19, those in the household should also stay home for the recommended quarantine period. In the event a lab-confirmed individual has been in school, protocol will be followed for disinfecting the affected areas, and impacted individuals will be notified.
- During this time students will transition to E-Learning with their teacher(s).

GUIDANCE IF CONFIRMED

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when ALL three of the following criteria are met:

- At least three day (72 hours) have passed since recovery (resolution of fever without the use of fever medication)
- Individual has improvement in symptoms (cough, shortness of breath)
- At least ten (10) days have passed since symptoms first appeared

In the event a lab-confirmed individual has been in school, the highly affected areas will be closed off, and impacted individuals notified. During this time students will transition to E-Learning with their teacher(s).

POSSIBLE CLASS/ SCHOOL CLOSURE

In learning of a positive COVID-19 case in the CTK school system, we will inform the school community affected without violating privacy issues. We will send a second communication to students and their families who were in the same class of the person who tested positive. Specific instructions will be included using guidelines above.

COVID-19 CASE FORM

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and a case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse or designated school official must complete the **HANDOUT: Suspected COVID-19 Case Form**; call the Superintendent of Catholic Schools and local health authority to seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill student/employee to leave school or call the parent of the student to be picked up and go home.

- The nurse and campus supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees/families that they may have been in contact with a suspected employee and to carry out self-screening every morning.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Classroom practices and faith building activities will provide greater attention to the students health and wellness. Resources are available for parents, students, teachers and staff to access. The counselor, clergy and teachers will work with students to build resilience and cope with any stress or anxiety felt in this pandemic.

ACADEMIC EXCELLENCE

SCHOOL YEAR CALENDAR AND SCHOOL DAY TIMES

CAMPUS	START TIME	DISMISSAL
CTK Elementary	7:45am	3:05pm Pre-k/K 3:15pm 1st-5th
CTK Junior High	7:45am	3:20pm (if not in athletics)
CTK High School	7:45am	4:25pm

LEARNING OPTIONS

Two learning environments will be offered this year to allow CTK families to **balance the need for academic learning and the safety of the family** .

Face-to-Face Classroom Instruction

- Face-to-Face Classroom instruction is the preferred method as it provides academic support, lends to a higher quality of learning, and provides for the social well being of the student.
- It will take place while incorporating precautionary safety measures.

E-Learning Instruction

- E-Learning will be provided to students and families who prefer this learning option.
- Two methods will be utilized in this instructional method to help mirror that of face-to-face as closely as possible.
 - Synchronous learning* – two-way, real-time, live-instruction between teachers and students through electronic devices
 - Asynchronous learning* – curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via electronic devices
- Please refer to the E-Learning plan specific for CTK.

Once the learning environment is selected, students must remain with that learning option for an entire nine (9) weeks period. At the end of each nine (9) weeks period, families will have the option to continue or return to campus for face-to-face instruction.

WORKING AND LEARNING ENVIRONMENTS

General Classroom Configuration and Procedures

- Each classroom will be outfitted with disinfectant supplies.
- Desks are spaced in accordance with physical distance guidelines.

Technology

- Students will have access to school iPads while in the building.
- Shared devices will be sanitized after each use.
- 8th- 12th grade students will be encouraged to bring their own device to school. Devices brought should only be used by the owner.

Physical Education Classroom Procedures

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Equipment will be disinfected.
- Sanitizing areas and access to handwashing will be provided.

Special Needs Considerations

For students who receive accommodations or modifications, appropriate recommendations will be made to meet individual student needs for continued growth in the general education curriculum.

ATTENDANCE AND GRADING POLICY

Per Texas Catholic Conference of Bishops Education Department (TCCB ED) guidelines, **students must attend 90% of a course** in order to be awarded credit for the course and/or be promoted to the next grade level.

School grading policies for Face-to-Face and E-Learning will be consistent. **Each subject will have a minimum of twelve grades recorded** in the gradebook each nine (9) weeks Quarter. **Grades 6th-8th and 9th-12th will reference each teacher's syllabus for their grading policies.**

Students not making progress, not completing academic packets or opting not to participate in academic or faith-based activities, will be required to conference with administration to discuss best educational practices for their needs.

EXTRACURRICULAR/ATHLETICS PROGRAMMING

Students who choose to participate in extracurricular activities and athletics must participate in face-to-face campus instructions. E-Learning students are not eligible to participate in athletics, cheer, drama, drum line, etc. Elementary students may not participate in any upcoming programs. Your safety continues to be our top priority.

- Athletic practices, performances, and contests will be conducted following safety procedures provided by guidance from the diocese, TCCB ED, TAPPS, WTCAA, TEA and other authorized entities.
- All activities will be conducted following PPE, physical distancing, cleaning and disinfecting procedures.
- Hand sanitizing stations will be available and hand washing will be encouraged before, during and after activities. Equipment will be sanitized and disinfected on a regular basis.

- Van travel will follow transportation guidelines provided by the diocese, TCCB ED, TAPPS, WTCAA, TEA and other authorized entities.
- Spectator attendance at games and contests is TBD at this time.
- TAPPS Academics, TAPPS Fine Arts, and PSIA are TBD at this time.
- All aspects of all athletic events will be evaluated after receiving guidance from the diocese, TCCB ED, TAPPS, WTCAA, and TEA to minimize the risk of exposure for both athletes that are participating and spectators that are observing.

LOCKER ROOMS

While in locker rooms, students are to stay physically distanced from others. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Locker rooms will be disinfected on a regular basis.

RECEIVING AND RETURNING STUDENT WORK IF CAMPUS CLOSES

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of the Learning Management System (LMS) through the school system, Renweb/FACTS for all grades.

In order to support our students instructionally while they are at home, LMS will be utilized for all instruction, which requires the use of the internet. All lessons can be done online, which will eliminate any public health risk associated with providing instructional support. LMS training will be provided to all students in the first weeks of school.

FAMILY AND COMMUNITY SUPPORT

As we continue to maneuver the ever changing environment surrounding the current pandemic, we will adapt and support our school families, faculty and staff. We ask for prayers, patience and grace as we make difficult decisions for everyone's safety, health and education.