

St. Genevieve Catholic School
2020-2021 Return to School Plan



Safety, Presence, and Growth

in a

Christ-Centered Environment

St. Genevieve Catholic School (Pre-K-7), an educational ministry of St. Genevieve Parish, exists to further the teaching mission of the Roman Catholic Church. We strive to nurture our children in all developmental areas – spiritually, intellectually, physically, socially, and emotionally. Living and teaching Gospel values, we work to build God’s Kingdom.

Revised on 7/23/2020

THE DIOCESE OF HOUMA-THIBODAU
RETURN TO SCHOOL TASK FORCE

Established by:
Suzanne Delaune Troxclair, Superintendent
Office of Catholic Schools

Task Force Members:

Jill Arabie	Stacey Dupre	Melissa Robertson
Becki Badeaux	Fr. Simon Peter Engurait	Tim Robichaux
Marissa Bagala	Renee Gautreaux	Gerard Rodrigue
Peter Boudreaux	Jeremy Gueldner	Jamie Rodrigue
Dr. Nicole Bourgeois	Kris Guillot	Jennifer Russell
Karen Bouterie	Lydia Landry	Charlotte Smith
Ree Case	Christina Lasserre	Amanda Talbot
Mary Cavell	Lance Ledet	Cheryl Thibodaux
Kelli Cazayoux	Lyddy Lindley	Tricia Thibodaux
Alyce Charpentier	Cathy Long	Lonnie Thibodeaux
Michelle Chiasson	Ginny Medina-Hamilton	Jon Touns
Steve Crispino	Dr. Cindy Martin	Kayla Vicknair
Betty Danos	Sarah Matherne	Ben Walker
Jimmie Danos	Kaylee Pitre	Dr. Guy Zeringue
Gwen Duet	Monica Rau	

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MESSAGE FROM THE SUPERINTENDENT

Dear Diocese of Houma-Thibodaux Catholic Schools Family,

During the spring of our 2019-2020 school year, our Catholic schools, along with the rest of our community, state, and nation, faced an unprecedented national health crisis which put us on a much different path towards completion of our academic year in the Diocese of Houma-Thibodaux. Moving to distance learning as the result of our state's Stay at Home Order, our school families faced the many challenges before us with prayerful diligence, grace, and the patience necessary to navigate a path untraveled. We missed our students. We missed our Celebrations of the Eucharist as school families. We missed our "normal." This journey was not an easy one, and we know it would not have been possible without the constant presence of our Lord, Jesus Christ walking beside us. Together, our entire diocesan Catholic schools family not only successfully completed the 2019-2020 school year, but did so with the same spirit, love, and enthusiasm that makes our ministry so unique.

Now, we find the blessings of the 2020-2021 school year before us. The Diocese of Houma-Thibodaux is actively preparing for the safe return to our schools in August. Utilizing a task force comprised of school administrators, teachers, medical health professionals, parents, school board members, community leaders, and diocesan leadership, an intentional Return to School Plan has been constructed. The intent of the plan is to aid in navigating the return to our schools so employees, students, and families feel safe and to reduce the impact of COVID-19 conditions. Our priorities as we return to school are safety, presence, and growth:

- SAFETY- The diocese is committed to utilizing appropriate safety measures in the context of a return to work and schools.*
- PRESENCE- The diocese is committed to keeping our schools open and do not want to burden parents with challenging schedules that would make it difficult to work.*
- GROWTH- The diocese wants our children to continue their academic progress in a safe, secure, and Christ-centered environment in our schools as we work in the ministry of Catholic education to form the whole child. This Return to School Plan is a living document that will be updated as needed as we respond to additional guidance received from our local, state, and federal officials. Our*

schools will post their Return to School Plans on their school websites, updating as needed.

The Diocese of Houma-Thibodaux is grateful for the deep commitment of its school families to the ministry of Catholic education and looks forward to welcoming its students and staff back to school in August. Together with our Lord and Savior, Jesus Christ, we are eager and ready to embark on our 2020-2021 school year!

Blessings,

A handwritten signature in cursive script, reading "Suzanne Delaune Troxclair". The signature is written in black ink and is positioned above the printed name.

Suzanne Delaune Troxclair

MESSAGE FROM THE PRINCIPAL



ST. GENEVIEVE CATHOLIC SCHOOL

807 BARBIER AVENUE
THIBODAUX, LOUISIANA 70301
PHONE (985) 447-9291
Fax (985) 447-9883
www.stgenevieveschool.us

Dear Parents,

I hope this letter finds you well and eager to return to school. Our school family is busy getting our buildings and classrooms ready, ordering school and sanitization supplies, and receiving book orders. Our focus is on the safety, presence, and growth both spiritually and academically of our students.

The school administration has been diligently working with other members of the Diocesan task force (administrators, health care providers, community members, state and local officials) to ensure that our school is safe and ready for the return of our students. Some things will remain the same, but many will have modifications.

We are striving to reduce the risk of COVID-19 by implementing new policies and procedures for the upcoming school year. We do know that there is no plan that can completely eradicate the possibility of transmission. However, with the guidance we received from the hospital, medical professionals, the CDC, the State of Louisiana, Lafourche Parish, and the Diocesan Task Force, we are striving to do our best to minimize the risk of COVID-19 transmission here at St. Genevieve Catholic School. Please note that this is a living document and will be updated/changed as new information becomes available from the governor or civil authorities.

This is a special year for our school as we celebrate our “60th Anniversary.” It is important for us to remember all of those who came before us that laid down this Christ-centered legacy and made St. Genevieve Catholic School what it is today. We are forever grateful for their dedication to Catholic education. It is up to us to carry on that legacy and let the light of Christ shine on everyone we meet on a daily basis.

Thank you for your patience throughout these last several months. We will all have to make adjustments to what was once our normal. Let’s be kind and patient with one another as we work together through this. This is new for all of us. Let’s stay focused on working together to make this a great experience for our children.

Romans 12:12 reminds us to “Rejoice in hope, be patient in tribulation, be constant in prayer.” Know that we are praying for all families during this time. We are extremely

excited and eager to see our students praying, learning and interacting with their peers. We will do our best to keep you abreast of any changes that take place. We appreciate and are grateful for your ongoing support of Catholic education and St. Genevieve Catholic School.

God Bless,

Cheryl G. Thibodaux
Principal

HOSPITAL PARTNERSHIP

HEALTH SYSTEM DIOCESAN PARTNERSHIP

LEVEL ONE SERVICES PROVIDED TO EACH SCHOOL:

- On-site assessment with safe return to school/work recommendations and guidelines
- In-person training of workplace staff
- In-person training and support for on-site screenings
- Nurse call line for initial assessment of questionable symptoms at screening
- Expedited virtual or in-person appointment scheduling
- Workplace signage (hand hygiene, social distancing, etc.)
- Online access to education resources
- Monthly follow-up and re-evaluation

CURRICULUM/INSTRUCTION/CATHOLIC IDENTITY

Curriculum/Instruction

1. We are returning to school in August using a **Traditional School Setting** with our students receiving in-class instruction five days a week. Our goal is to secure curriculum driven instruction while protecting the students' educational opportunities within a Christ-centered environment.
 - a. Phase 2 – Students will receive in class instruction five days a week in classes of 25 individuals or smaller. Any homeroom class that has an enrollment of more than 24 students will participate in a STEM lab one day a week to reduce class sizes. Students will be assigned a day to report to an alternative classroom.
 - b. Phase 3 – Students will participate in class instruction five days a week. Groups will not exceed 50 individuals.
2. If the governor mandates that adjustments must occur due to pandemic, schools could possibly operate using the following approaches:
 - a. **Hybrid School Setting** - given the particular circumstances, we may have to conduct a combination of both the traditional and non-traditional school settings.

- b. Non-Traditional School Setting** - Governmental and diocesan authorities may deem a return to school as inadvisable. In this case we would have to continue with a comprehensive distance learning program. If this is the case, the logistical and planning considerations that need to be made include technology support, developing and delivering high quality online instruction and assessment, supporting Catholic Identity, and maintaining community. Google Classroom, Plus Portals, Zoom (in-active lessons), ALEKS, Redbird, and other technological programs will be utilized to ensure that students receive a high quality instruction. Students would be required to log-in daily for instruction, submit daily assignments, and complete all assessments.
3. **Benchmark Assessment:** Students will be assessed at the beginning of the school year using a variety of assessments such as STAR reading test, textbook diagnostic assessments/placement test, and writing samples to ensure that instruction begins at the student's readiness level. Staff members will also collaborate with others to determine what material was covered in the prior grade.
 4. Attendance at school will be mandatory for this year. For students who attend in-person, attendance will be recorded normally. If Phase 1 is ordered, attendance in a virtual setting will be recorded through student on-line participation.
 5. Students that are required to stay home due to testing positive for COVID-19 or have been exposed to someone who tested positive will be provided with instructional materials that were taught daily. This may include recorded lessons of instruction, activities, assignments, projects, games, quizzes, tests, Zoom teacher check ins, and phone conferences. This information will be posted daily to Plus Portals and/or Google Classroom.
 6. No field trips will be allowed during restricted guidelines.

Catholic Identity

Catholic schools have a two-fold purpose: providing an education that is academically excellent and one that is deeply rooted in Catholic identity.

1. St. Genevieve Catholic School will continue to have school masses on Fridays. A limited number of classes will attend mass in the church and the rest of the school will watch the mass live streamed beginning in September.
2. Students will receive instruction in religion daily.
3. Students have the opportunity to pray several times a daily (morning, before classes, before lunch, at the end of the day, etc.).
4. Students recite a decade of the rosary one week in October and before first Friday masses.
5. Students recite the Divine Mercy Novena nine days before the Easter holidays.
6. Our curriculum will provide our students with knowledge and skills about racism so they can begin to work toward building a more equitable society for all. Our Catholic social teachings will include racism.

MONITORING/SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and staff members, we have implemented the following procedures.

1. It is important to keep your child home when he/she is sick. The award for perfect attendance will not be given out this year to ensure that students are not encouraged to come to school sick.
2. Parents will be asked to confirm that the child has not taken fever-reducing medication in the last 24 hours and does not have symptoms of COVID-19 (such as shortness of breath, sore throat, cough, active vomiting or diarrhea, chills, muscle pain, new loss of taste or smell, or unexplained rash).
3. Parents are encouraged to make a visual inspection of the child for signs of illness, particularly shortness of breath or coughing. If a child registers a temperature of 99.4 degrees or higher, his/her temperature should be taken a second time 5 to 10 minutes later.
4. Daily symptom screenings will be conducted of any person before entering the building (students, staff, and visitors).
5. All students with at least two of the following symptoms (fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and unexplained rash) will be isolated in the conference room and provided with the proper adult supervision until the student is able to return home.
6. It will be the responsibility of the parent/guardian to promptly pick up the student from school.
7. In the case of a student who tests positive for COVID-19, parents are encouraged to notify the school principal of the student's health issues.
8. What are the steps when a student in school tests positive for COVID-19?
 - a. If a school becomes aware of a presumptive positive or a positive case of COVID-19, the child should not attend school until determined to be non-infectious by their doctor.
 - b. Parents may be notified by the Office of Public Health if their child may have been exposed to the case of COVID-19, along with any next steps.
 - c. If it is determined that a school was the focus of infection for COVID-19, the school superintendent, in consultation with the Office of Public Health, will determine if the school should remain open or close for a period of time. A positive case of COVID-19 does not necessarily warrant classroom or school closure.
9. A student can return to school after symptomatic COVID:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved
10. For a student who tested positive for COVID, but never developed symptoms:
 - Isolation can be discontinued 10 days after their first positive test
11. In cases of severe illness or hospitalization due to COVID, isolation may need to continue until 20 days after symptoms onset. In these cases, physician clearance is recommended.

SUPPLIES AND WATER SYSTEMS

1. Water fountains will not be used to limit the risk of Legionnaires disease and other diseases associated with water.
2. The children will be able to bring clear water bottles to school. Label the water bottle with your child's first and last name.
3. Please put extra water bottles in a lunch box. This will help to prevent water from leaking in the school bags.
4. The school will support healthy hygiene behavior by utilizing adequate supplies such as soap, hand sanitizer, paper towels, tissue, disinfectant spray, disposable gloves, and no-touch trash cans.

COMMUNICATIONS

Parents and employees are strongly encouraged to access the most up-to-date information about the re-opening of school and school operations through:

1. School Email/Text
2. St. Genevieve Catholic School's website: www.stgenevieveschool.us
3. St. Genevieve Catholic School Facebook page
4. PlusPortals
5. Google Classroom
6. Diocese of Houma-Thibodaux's website and Facebook page

TRANSPORTATION

1. Lafourche Parish School District's Guidelines:

- Phase 1: Lafourche Parish School District will not provide school bus transportation for students to and from school.
- Phase 2: Lafourche Parish School District's school buses will operate at 50% capacity to maintain appropriate spacing. Bus operators will be required to wear a face mask while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer (not exceeding 80% alcohol). School buses will be required to travel with windows open to facilitate air flow as permitted by weather. Each school bus operator will be required to sanitize his/her school bus after each individual route.
- Phase 3: Lafourche Parish School District's school buses will operate at 75% capacity to maintain appropriate spacing. Bus operators will be required to wear a face mask while on duty. Upon entering the school bus, every student utilizing school bus transportation will be required to sanitize their hands using hand sanitizer (not exceeding 80% alcohol). School buses will be required to travel with windows open to facilitate air flow as permitted by weather. Each school

bus operator will be required to sanitize his/her school bus after each individual route.

2. Private transportation:
 - Families are encouraged to drive their children to school if possible. This will reduce student numbers on buses.
 - At this time, morning and afternoon car lines will follow the same procedures with an emphasis on social distancing.
 - All students must enter campus in a car or bus. The temperature screening will be conducted before the child exits the car. If a temperature of 99.4 degrees F is detected, the car will pull in to the side parking lot for the child to be rescreened after waiting five to ten minutes.
 - Once the child completes the screening process successfully, he/she will receive a colored sticker and sanitize his/her hands before entering the building.
3. Students will report directly to their homeroom classrooms upon arrival, give the teacher their colored sticker, and must remain seated in their assigned desk under supervision.

COUNSELING SERVICES/HOLISTIC SUPPORT

Mrs. Jill Talbot, our school counselor, will be available once a week to address the social-emotional needs of our students and families.

- Curriculum and instruction are enhanced by the social-emotional well-being of students. School counseling services and other support will be provided to enhance the overall mental health and well-being of our students.
- It is an important tool for parents to set the positive tone at home for the return to school.
- We will be prepared to encounter a wide range of social-emotional needs of students when school reopens, including establishing a sense of physical and psychological safety.
- Our school counselor and administration will have an open line of communication for identified needs of the school and attend to general and individual needs of the students.
- An area of focus will be given to students entering St. Genevieve Catholic School for the first time. An emphasis will be placed on taking care of their transitional needs.

SOCIAL DISTANCING MEASURES

Social distancing is an effective way to prevent potential infection. All students and faculty members at St. Genevieve Catholic School should practice maintaining a 6 feet distance and eliminating physical contact with others.

1. Students will be required to wear face coverings over the face and mouth in third through seventh grades to the extent possible. Those required to wear cloth face coverings should come to school wearing a face covering and have an extra one in their school bags stored in a sealed plastic bag.
2. Face coverings do not have to be uniform; however, they cannot contain scary images, political slogans, inappropriate pictures or inappropriate sayings.
3. Face coverings are optional for students in Pre K through second grade and are at the discretion of/wish of the parent.
4. The teachers and adults will be required to wear face coverings.
5. Classroom seating will be spaced as far apart from each other as possible. Children will not be seated face to face. Students in Pre K, YK, and kindergarten will have plexiglass separators at their tables.
6. Students that have more than one academic teacher will remain in their homeroom class the entire day. The teachers will switch classes to provide academic instruction.
7. Students will be able to attend auxiliary classes. The auxiliary teacher will instruct the class in the homeroom classroom while maintaining social distancing.
8. Students will attend P.E. as a home room class instead of being separated by boys and girls while maintaining social distancing.
9. Each student will have his/her own supplies. Students will not be allowed to share supplies.
10. Recess will be by homeroom in Phase 2 and Phase 3. Teachers will utilize "brain breaks" and restroom time as necessary.
11. Students will use the restrooms at designated times, and the number of students in the restroom at a time will be closely monitored to maintain social distancing. Signs containing the maximum number of students allowed in the restroom will be posted on the restroom doors.
12. Floor signs will be used to allow students to visualize six feet for social distancing purposes.
13. Traffic flow-taped lines on the cement will mark the walking direction on walkways to mark a distance that is far apart as possible.
14. Ad-hoc interactions or gathers-non-essential or informal meetups and visiting should be avoided.

CLEANING/DISINFECTING EFFORTS

The safety of our students and staff members are our first priority. Our 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 students and staff members return, the steps below will routinely serve to protect everyone and reduce the risk of spread of infection.

1. Hand sanitizer will be provided by the school for each classroom and the main entrances of campus.

2. Students will sanitize their hands periodically throughout the day. Students in 5th through 7th grade will be allowed to bring and carry their own unscented hand sanitizer.
3. At the end of each school day, any and all “touched items” in each classroom will be sanitized. This includes the desks, tables, chairs, countertops, door knobs, and light switches.
4. Common areas that are frequently touched such as toilets, urinals, faucets, etc. will be sanitized periodically throughout the day.

FOOD SERVICES

1. Students will be served individual plated lunches. The food will be served in disposable plates and disposable utensils will be used.
2. Seating in the cafeteria will be spaced as far apart from each other as possible. All of the students will face the same direction. Children will not be seated face to face.
3. Due to limited seating in the cafeteria, some classes may have to eat lunch in their classrooms or designated areas.
4. There will be no visitors for lunch until restriction guidelines change.
5. Breakfast will be served as normal. Those students that are interested in eating breakfast should report to their homeroom class, place their school bag at their desks, and then report straight to the cafeteria.
6. Just a reminder, if a child plans to bring his/her own lunch, that student must bring his/her lunch daily and eating the cafeteria lunch is not allowed.
7. Lunches brought from home must be nutritious and well-balanced. The only acceptable beverages are 100% fruit juice, water, or milk. Candy and meals from fast-food restaurants are not allowed. Lunches should not include nuts, or foods manufactured in plants that process nuts.

BACK-UP STAFFING PLAN

Due to our current situation, we are planning for teacher and student absenteeism.

- We will review our sick leave policy with our staff members.
- When staff members are asymptomatic and advised by a medical professional to quarantine for a prolonged period of time, the school has a plan in place of how to provide classroom instruction to students. This will be done through alternative coverage by cross-training staff, a substitute teacher, or the teacher providing classroom instruction from home via Zoom, Google Classroom, etc.
- The teacher will not be charged sick leave time if he/she is teaching via livestream or recording from home.
- A diocesan substitute list and volunteer list by geographic location will be created to assist in planning for an extended teacher absence.

HUMAN RESOURCES

1. The Return to School Plan will be reviewed with staff members.
2. Staff members should sign off on the acknowledgement of receipt and understanding of the plan. The signed documents will be placed in the staff member's personnel file.
3. Staff members should not report to school if they are ill.
4. If a staff member receives approval to work from a remote location, sick leave will not be used.
5. If a staff member becomes ill and/or shows any symptoms during the day, the staff member should notify the principal immediately.
6. A staff member who tests positive for COVID-19, was exposed to someone with COVID-19, or presumptively positive must follow policies of our Human Resource Office before returning.
7. A staff member can return to work after symptomatic COVID:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved
8. For a staff member who tested positive for COVID, but never developed symptoms:
 - Isolation can be discontinued 10 days after their first positive test
9. In cases of severe illness or hospitalization due to COVID, isolation may need to continue until 20 days after symptoms onset. In these cases, physician clearance is recommended.

BEFORE/AFTER CARE

1. Before and after bell services will be provided.
2. Temperature checks will be conducted upon arrival to before bell.
3. The after bell program will use multiple rooms to follow the social distancing guidelines.
4. Weather permitting, groups will be able to go outside on the playground yard in separate areas.
5. Parents will pick-up and drop off at the cafeteria entrance; they will not be admitted into the space. If students are outside, parents will drive up to the playground gate to pick-up their children.

PROTECTING YOURSELF AND OTHERS

1. Practice Social Distancing – In public, keep at least six feet distance from others. Avoid unnecessary appointments.
2. Wash Your Hands and Cover Your Cough – Cover your cough and sneezes. Use your elbow or a tissue. Avoid touching your eyes, nose and mouth.
3. Wear a face covering- Wearing a cloth face covering will help protect people around you.
4. Take Caution with Others who are at Risk-Take special caution to avoid exposing the elderly and people with underlying health conditions. Avoid visiting those most at risk, please call instead.

VISITORS

1. Visitation will be limited while COVID-19 risk persists as determined by the Diocese of Houma-Thibodaux.
2. The safety of our staff and students is our primary concern.
3. Daily symptom screenings will be conducted of any person entering the building.

Revisions to the guidance set forth in this document will be made as deemed necessary by changes in local, state, and federal guidelines and recommendations. Revisions will be communicated by schools to necessary parties.