

*Central Catholic School*

*2020-2021 Return to School Plan*



*Safety, Presence, and Growth*

*in a*

*Christ-Centered Environment*

**THE DIOCESE OF HOUMA-THIBODAUX**

# RETURN TO SCHOOL TASK FORCE

*Established by:*  
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**Office of Catholic Schools**

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This plan is a living document and may change in accordance with further directives or guidance from local, state, and national officials.

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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 CENTRAL CATHOLIC ADMINISTRATION**

Dear Parents and Students:

The administration, faculty, and staff of Central Catholic have been working in conjunction with the Diocese of Houma Thibodaux to create a return to school plan which prioritizes student safety while continuing to deliver quality educational activities. These are difficult times for everyone but with prayer, faith and hard work we are confident students will be able to experience spiritual, academic and personal growth during the 2020 -2021 school year.

The return to school plan in this document is based upon the conditions and information available at this moment in time. Throughout the school year the plan will be adjusted when necessary to accommodate any changes which may occur.

We thank you for continuing to support Central Catholic and are looking forward to having our students on campus again.

Yours in Christ,

Amanda Talbot  
Peter Boudreaux

## **HOSPITAL PARTNERSHIP**

Central Catholic is working cooperatively through a medical partnership established by the Diocese to assess our campus and make recommendations for student safety. Guidelines will be established for our school community, which will increase safety and awareness and support the faculty with training and screening.

### **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 (School Office use only)
- 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**

Our goal is to secure curriculum driven instruction while protecting the students' educational opportunities within a Christ-centered environment. Because of the pandemic, schools could possibly operate in the traditional school setting, in a hybrid school setting, or in a non-traditional school setting.

## **Traditional School Setting (based on capacity in Phases 1, 2, & 3)**

Our students will be returning to a “brick and mortar” school environment with in-class instruction. When this occurs, there are several logistical and planning considerations that will be addressed: entrance protocols, social distancing, and scheduling.

- School Arrival - High School:
  - School Arrival – Cars:
    - Students who have tested positive or are showing symptoms of COVID-19 should stay home.
    - Students will enter through both sides of the main doors.
    - Adults and students (3rd - 12th grades) must wear a face covering to the greatest extent possible and practical. Any student over the age of two may wear a face covering. We are not requiring specific colors or designs on face coverings; however, masks must be appropriate and may not contain political references, inappropriate pictures, inappropriate words, etc. Face shields are not allowed as a replacement for a face covering.
    - Daily temperature and health survey will be conducted upon entering school facilities. Students with a temperature of 100.4 Fahrenheit or greater will have to remain at home.
    - Once screened and cleared, students will report to their first block classroom. Students who do not clear screenings will report to the office for isolation.
    - Students may eat breakfast in the cafeteria before reporting to classrooms. Due to limited capacity, it is encouraged to eat prior to coming on campus.
  - School Arrival – Bus/walkers:
    - Students who have tested positive or are showing symptoms of COVID-19 should stay home.
    - Students will enter through the doors by the faculty lounge.
    - Adults and students (3rd - 12th grades) must wear a face covering to the greatest extent possible and practical. Any student over the age of two may wear a face covering. We are not requiring specific colors or designs on face coverings; however, masks must be appropriate and may not contain political references, inappropriate pictures, inappropriate words, etc. Face shields are not allowed as a replacement for a face covering.
    - Daily temperature and health survey will be conducted in the bus/walker arrival line and throughout the day when deemed necessary. Students with a temperature of 100.4 Fahrenheit or greater will have to remain at home.
    - Once screened and cleared, students will report to their first block classroom. Students who do not clear screenings will report to the office

- for isolation.
      - Students may eat breakfast in the cafeteria before reporting to classrooms. Due to limited capacity, it is encouraged to eat prior to coming on campus.
- School Arrival Elementary:
  - School Arrival – Cars:
    - Students who have tested positive or are showing symptoms of COVID-19 should stay home.
    - Adults and students (3rd - 12th grades) must wear a face covering to the greatest extent possible and practical. Any student over the age of two may wear a face covering. Specific colors or designs on face coverings are not required; however, they must be appropriate and may not contain political references, inappropriate pictures, inappropriate words, etc. Face shields are not allowed as a replacement for a face covering.
    - Daily temperature and health survey will be conducted in the car arrival line and throughout the day when deemed necessary. Students with a temperature of 100.4 Fahrenheit or greater will have to remain at home.
    - Once screened and cleared, students will enter through the front entrance gate and report to classrooms. Only students will be allowed to enter through the entrance gate.
    - Students may eat breakfast in the cafeteria before reporting to classrooms. Due to limited capacity, it is encouraged to eat prior to coming on campus.
    - Students are to maintain social distance as they walk to their designated area. Pre-K teachers or assistants will be at the front gate to meet students.
  - School Arrival – Bus/walkers:
    - Students who have tested positive or are showing symptoms of COVID-19 should stay home.
    - Adults and students (3rd - 12th grades) must wear a face covering to the greatest extent possible and practical. Any student over the age of two may wear a face covering. We are not requiring specific colors or designs on face coverings; however, they must be appropriate and may not contain political references, inappropriate pictures, inappropriate words, etc. Face shields are not allowed as a replacement for a face covering.
    - Daily temperature and health survey will be conducted in the bus/walker line and throughout the day when deemed necessary. Students with a temperature of 100.4 Fahrenheit or greater will have to remain at home.
    - Once screened and cleared, students will enter through the back entrance gate and report to classrooms. Only students will be allowed to enter through the back entrance gate. Students who do not clear screenings will report to the office for isolation.
    - Students may eat breakfast in the cafeteria before reporting to classrooms. Due to limited capacity, it is encouraged to eat prior to coming on campus.
    - Students are to maintain social distance as they walk to their designated area.

- During the School Day High School:
  - Masks are mandatory for both staff and students throughout the day.
  - Staggered transitions will occur when moving between blocks.
  - Screening for symptoms will occur throughout the day when deemed necessary. Students who develop symptoms should notify an adult.
  - Water fountains will not be available for student use due to the possibility of cross-contamination while refilling bottles. Students will need to bring their own filled, clear water bottle. Hydration stations will be available.
  - Lunch: Students have an option of bringing a lunch (no lunches may be delivered to school) or buying lunch in the cafeteria. Social distancing and limited capacity will be maintained in the cafeteria. Students will eat in classrooms or other designated areas.
  
- During the School Day Elementary School:
  - Masks are mandatory for both staff and students throughout the day.
  - Staggered transitions will occur when necessary.
  - Screening for symptoms will occur throughout the day when deemed necessary. Students who develop symptoms should notify an adult and report to the office for isolation.
  - Students will remain with their static grade level to the maximum extent possible throughout the school day.
  - Water fountains will not be available for student use due to the possibility of cross-contamination while refilling bottles. Students will need to bring their own filled water bottle labeled with their name. Hydration stations will be available.
  - Lunch: Students have an option of bringing a lunch (no lunches may be delivered to school) or buying lunch in the cafeteria. Social distancing and limited capacity will be maintained in the cafeteria. Students will eat in classrooms or other designated areas.
  - Recess: Students will participate in morning break and afternoon recess with their static grade level. Times will vary for each grade level.
  
- Dismissal High School:
  - Students are to continue wearing face coverings as they dismiss from the school facility.
  - Students will be dismissed by grade levels through the main entrance.
  - Students are discouraged from congregating on the school campus and must maintain social distancing during dismissal.
  
- Dismissal Elementary:
  - Students will continue to wear face coverings as they dismiss from the school facility.
  - Students will maintain social distancing as they walk to their designated areas for after care, car line, bus line, and walker lines.

- After Care Elementary:
  - Students will continue to wear face coverings during after care.
  - Students will remain with their static grade level to the maximum extent possible.
  - Students will maintain social distancing as they participate in indoor and outdoor activities.

**Hybrid School Setting (based on capacity for phase 1)**

Based on particular circumstances, the school may choose to conduct a combination of both traditional and non-traditional school settings.

**Non-Traditional School Setting (Phase 1)**

Governmental and diocesan authorities may deem a return to school as inadvisable. In this case, the school will continue with a comprehensive distance learning program. This comprehensive distance learning program will include the delivery of high-quality, on-line instruction that supports Catholic Identity. All students will comply with the Technology Acceptable Use Policy.

Elementary: We will provide support to students and parents with logging in, accessing assignments, turning in assignments, viewing feedback and troubleshooting.

**Catholic Identity**

Central Catholic provides an education that is academically excellent and one that is deeply rooted in Catholic identity.

**Liturgy and Prayer:**

- When the whole school does not attend mass, live streaming may be provided.
- A character development program based on virtues and infused with the Catholic faith will be implemented school-wide.

**MONITORING/SCREENING**

**Screening for symptoms and ongoing self-monitoring will be conducted throughout the school day. Staff and students are 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 immediately.**

Staff and students are to stay at home if they have tested positive for or are showing symptoms of COVID-19 or they have recently had close contact with a person with COVID-19 until they meet criteria for return.

Daily symptom screenings of any person entering the school facility (students, staff, family members, and other visitors). The screening will consist of:

- Symptom Screening Checklist for Elementary Schools to ask parents:

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
  2. Do any of the children you are dropping off have any of these symptoms?
    - Fever
    - Chills
    - Shortness of breath or difficulty breathing
    - New cough
    - New loss of taste or smell
    - Muscle pain
    - Headache
    - Sore throat
    - Rash
  3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?
- Symptom Screening Checklist for Middle and High School Students or any person entering the building
    1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
    2. Since you were last at school, have you had any of these symptoms?
      - Fever
      - Chills
      - Shortness of breath or difficulty breathing
      - New cough
      - New loss of taste or smell
      - Muscle pain
      - Headache
      - Sore throat
      - Rash
    3. Since you were last at school, have you been diagnosed with COVID-19?

Return to school:

A student and/or faculty member can return to school/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

For a student/faculty member who tested positive for COVID, but never developed symptoms:

- Isolation can be discontinued 10 days after their first positive test

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**

### **Water Systems**

Water fountains will not be available for student use due to the possibility of cross-contamination while refilling bottles. Students in 6<sup>th</sup> through 12<sup>th</sup> grades will need to bring their own filled, clear water bottle. Elementary students will need to bring their own filled water bottle labeled with their name. Hydration stations will be available.

### **Secure adequate cleaning/sanitizing/monitoring supplies**

The school will support healthy hygiene behaviors by providing adequate supplies.

## **COMMUNICATIONS**

The school will communicate information with stakeholders using our established communication methods (website, PlusPortals, social media, text, e-mail, etc.) when updates occur.

Guidance on proper hygiene and other measures to reduce the spread of COVID-19 will be included in regular communications.

## **TRANSPORTATION**

### **Transportation on Buses**

We will be working closely with the representatives of our local school systems to minimize the risk of contracting and the spread of COVID-19. Private bus services may be used for athletic or extracurricular activities. Bus capacity is limited to 25% in Phase 1, 50% in Phase 2, and 75% in Phase 3.

### **Private Vehicles**

To reduce additional exposure to health risks of COVID-19, parents are encouraged to bring their children to school.

## **COUNSELING SERVICES/HOLISTIC SUPPORT**

Counseling service is available as needed to support the social/emotional well-being of our students and staff.

## **SOCIAL DISTANCING MEASURES**

**Social distancing, or physical distancing, is measures taken to maintain space between yourself and others outside of your home to help prevent the spread of contagious diseases.**

**To practice social distancing, remain 6 feet from others and reduce the number of times you come in contact with one another.**

#### Face Coverings

- Adults and students (3rd - 12th grades) must wear a face covering to the greatest extent possible and practical. Any student over the age of two may wear a face covering.
- Face coverings must be worn in all areas of the school to the maximum extent possible including classrooms when students are transitioning within the facility.
- Cloth face coverings are recommended by the CDC.
- Face shields are not allowed as a replacement for a face covering.
- Individuals with severe breathing difficulties should seek recommendations from their physician in regards to face coverings.

#### School Facility

- Visitations of nonessential visitors, volunteers, and activities from off campus groups or organizations will be limited/restricted. Anyone who enters campus must adhere to the screening process.
- Visuals will be used to illustrate spacing and movement throughout the school facility, such as directional reminders and designated areas.
- Students and staff will be reminded frequently to stay 6 feet apart by marking places where they may gather, such as the cafeteria, arrival/dismissal areas, restrooms, recess, gyms, locker rooms, church, etc.)

#### School Transitions

- Additional time will be allowed for transitions.
- Directional reminders and signs for designated areas will be posted to allow students to move through hallways/school facilities while maintaining social distancing.
- Cohort groups of students and staff who stay together as much as possible throughout the day and from day to day will be created in Pre-K3 – 8<sup>th</sup> grades.
- Staff will monitor students during arrival and dismissal as they move from vehicles to designated areas.
  - Hand hygiene stations will be located at the entrance of the school facility to use before entering.
  - Students will enter and exit in single-file lines to enable physical distance.

#### Large Gatherings and Extracurricular Activities

- Activities that bring large groups of people together or activities that do not allow for social distancing will not be hosted by the school.
- Gatherings will be limited to maximum group sizes with appropriate physical distancing. For elementary students, cohort groups will be maintained.
- After-school programs will adhere to maximum group sizes and physical distance guidelines. For elementary students, cohort groups will be maintained.

#### **Dependent upon phase, we may:**

- Coordinate contactless pick-up/drop-off of materials for days that students and staff are not in school facilities.
- Implement distance learning plans.

## **CLEANING/DISINFECTING EFFORTS**

At the end of each school day, any and all “touched items” in each classroom will be sanitized/disinfected.

Note: In high school, student desks, tables and chairs will be sanitized/disinfected after each student’s use.

The school’s common areas will be sanitized/disinfected periodically throughout each school day.

## **FOOD SERVICES**

We will work closely with the Archdiocese School Food Service to ensure cleaning protocols and practices.

- Students will be served individually plated lunches to eat in designated areas.
- If students are allowed to dine in the cafeteria, tables and seats will be sanitized after students leave the area. Student interaction with each other will be limited by staggering meal services by class or cohort grouping.
- Seating in the dining area will be arranged within the guidelines of social distancing with a minimum of 6 ft. between each student.
- Disposable food service items (e.g., utensils, dishes) will be used when feasible.
- Students should avoid the sharing of food and utensils to ensure the safety of children.

### **Lunch Payments**

- Parents are encouraged to make lunch payments through the automated payment system (School Bucks) or monthly by check.

## **AFTER CARE**

- After care students will report to the designated area at dismissal.
- Students will continue to wear face coverings.
- Students will remain with their static grade level to the maximum extent possible.
- Students will maintain social distancing as they participate in indoor and outdoor activities.
- Students will not share items, toys, food, etc.
- Temperature screenings will be conducted when deemed necessary.
- Parents will call the after-care coordinator to pick up their child at the front entrance gate.

## **ATHLETICS**

Central Catholic will follow state guidelines and directives from the LHSAA.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities include all activities with students outside of the classroom with the exception of athletics.

- The maximum group size when gathering:
  - Phase 1 - 10, including adults
  - Phase 2 - 25, including adults
  - Phase 3 - 50, including adults
- Temperature screenings will be conducted.
- Students and adults will maintain a distance of 6 feet when possible.
- Groups will meet outdoors when possible.
- Attendance policies for each group may have to be modified.
- All safety guidelines set forth by the Diocese and school must be followed.

### **Performing Groups**

- 1) If practices are not on a regular school day, temperature and health survey will be done.
- 2) Students and adults will wear face coverings before practice, at breaks and after practice.
- 3) Groups will follow guidelines put forth by the LHSAA in order to maintain consistency.

## **BENCHMARK ASSESSMENT**

As students across the Diocese transition back to school following the mandated COVID 19-Stay at Home Order, Central Catholic will assess students, identify the gaps in learning, and plan strategic instruction and/or intervention to re-teach and fill any learning gaps. Benchmark Assessments will assist teachers in determining if students are prepared for grade-level content or whether they need additional support to be successful.

### **Elementary Benchmark Assessments**

Benchmark or diagnostic assessments will be administered to students for instructional purposes, such as identifying where a child may need additional support in core subject areas (Reading and Math).

### **Interventions for Elementary Students**

- Strategic instruction and interventions will be based on student needs during a classroom small group setting or through Title I services.
- Available adaptive technology curriculum resources will be utilized (*i.e.*, *Core5 Lexia*, *ALEKS*, *Redbird*, *etc.*).

- If learning is virtual, teachers may utilize video conferencing platforms to provide interventions based on the specific needs of the students.

## **REVISIONS**

*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.*

## **RESOURCES**

### **Curriculum/Instruction**

- [https://docs.google.com/forms/d/e/1FAIpQLSf7i7XoMW5CjBmI3ij4qfRimN4mqPTzNOAxnhRcLpRDtoTgHg/viewform?vc=0&c=0&w=1&usp=mail\\_form\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf7i7XoMW5CjBmI3ij4qfRimN4mqPTzNOAxnhRcLpRDtoTgHg/viewform?vc=0&c=0&w=1&usp=mail_form_link)

### **Monitoring/Screening**

- <https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- <https://www.louisianabelieves.com/resources/strong-start-2020>

### **Counseling Services/Holistic Support**

- <https://sde.ok.gov/sites/default/files/CounselingStudentNeedsAssessment.pdf>
- [\*\*School Reentry Considerations\*\*](#)
- [\*\*COVID-19 Planning Considerations: Guidance for School Re-entry\*\*](#)

### **Social Distancing Measures**

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>

### **Human Resources**

- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- <https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

### **Athletics**

- [\*\*LHSAA COVID-19 HIGH SCHOOL GUIDELINES UPDATED COMPLETED.pdf\*\*](#)