



REDEMPTORIST ST. GERARD CATHOLIC SCHOOL



Reopening Guidelines and Resources

July 2020

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Redemptorist St. Gerard is preparing to ensure the safety and welfare of our students and staff as they return to school in August 2020-2021. Administrators throughout the Diocese met along with physicians from Our Lady of the Lake to discuss best practices to ensure that all school community members feel safe and reduce the fears of COVID – 19.

Safety Standards on Campus

- Safety signs will be displayed throughout the campus.
- Faculty, staff, and students are expected to follow the guidelines of the CDC.
- Safety guidelines will be taught to students.
- All faculty, staff, students, and parents must wear masks. However, mask breaks will be allowed.
- Temperatures of students and staff will be checked upon entry to the building and as students get out of their cars.
- Families will be contacted if a student becomes ill. Student will be placed in an isolated room. A physician release will be required prior to returning.
- Hand sanitizing stations will be accessible to all students. Hand washing techniques will be taught.
- Students must bring water bottles (thermal preferred). The water fountains will not be available.
- Areas of high mobility will be cleaned frequently.
- Practice Social Distancing. Six feet markers will be placed in the halls and cafeteria.
- Students will remain in static groups. When mobile, students will enter and exit from exterior doors.
- Initially, students will eat in the cafeteria and will sit in accordance with the six-foot rule.

Instructional Options

Parents have a choice of two instructional options. However, once the choice is made, parents are bound by this choice for the first nine week grading period. The first option is for parents to send students to school daily. With this option students will participate in daily instruction as they normally would. The second option is for students to participate in Virtual School with their teacher. This option requires that students are participating in instruction daily from 7:55 – 3:15 via the on line method. Any diversion from their participation constitutes an absence.

Parents must notify the school of their choice by Friday, July 24, 2020. A meeting pertaining to each option will be held so that parents will understand what will be expected concerning participation, completion of work, submission, attendance, and grading.

Reopening Timeline

- August 11, 2020 – Students return to school (Those who have chosen virtual/distance learning.)
- August 12, 2020 – Students return to school who have chosen in school learning.
(These timelines are tenuous depending on the guidelines from the Governor.)
- September 17th - First Progress Report
- October 9th - End of First Nine Weeks
- November 19th - Second Progress Report
- December 18th - End of Second Nine Weeks
- February 19 -Third Progress Report
- March 5th - End of Third Grading Period

- April 30th - Fourth Progress Report
- May 21 - End of Year Report Card

Virtual Learning Protocols

Students who participate in learning via Virtual Learning and the time required must submit all required assignments and will not be marked absent. Students must attend at least 90% of their classes to receive credit and be promoted.

Attendance Policy

To be considered present and not be marked absent, students must meet one or more of the following learning requirements:

- Complete daily and independent reading, projects, and/or work
- Interact with teachers and students as a part of the live on line teaching and small group instruction.
- Complete and submit assignments via the learning site. Students must make every effort to submit assignments in accordance with the timeline set forth by the teacher. These assignments may be submitted via email, text, conferences, mail, and/or other forms of documentation.
- Students that have not met at least one of these requirements no later than 3:00 will be marked absent.
- Please check the handbook for attendance procedures.

Grading Policy

- A minimum of two grades will be taken per subject weekly.
- All grades will be calculated per grading period and considered the final average for the student.
- Teachers will record grades and can access student grades via Headmaster.

Teachers will receive support and guidance throughout this process for both in school and virtual students.

Social Distance Protocol

Students & Staff in schools will be expected to remain six feet apart. Classroom and office spaces will be reorganized to ensure 6 feet of space between desks. Physical distance signage and floor markers will be placed throughout the school. Student movement throughout the building will be minimized as much as possible. Classes will be stagnant. Students and staff will be encouraged to use “no-touch” greetings. Meetings will be held virtually as much as possible.

Personal Protective Devices

Masks must be worn by all staff/teachers/visitors and students as much as possible during the school day, during before and after school activities, and while in school facilities.

- Masks must be appropriate and without inappropriate messages. Student masks may not violate the Code of Student Conduct. Student may wear face shields and homemade masks.

- Visitors to the campus will be kept at a minimum. However, when on campus they must wear masks and follow the six foot rule.

Entry Screening Protocol

All employees, students, visitors, and guests will undergo daily screenings conducted by designated personnel. All will be asked if they are experiencing symptoms of COVID – 19. Those who indicate yes will be sent home or asked to return when they are without symptoms. Those who say no will have their temperatures taken. If the temperatures are under 100, they will be allowed entry.

- Student temps will be taken after they get out of the car but before their parents leave.
- Employees will be required to have their temps taken daily and submit a completed COVID-19 Questionnaire certifying that they are safe to work.
- Visitors to the school will be limited to those that have a scheduled appointment. All visitors must wear masks.
- Non-essential deliveries are not allowed. These include birthday items, homework, projects, lunches.

Hygiene Protocol

OLOL will provide guidelines on maintaining appropriate hygiene while entering school, the school day, and exiting school. Posters will be on display identifying Hand washing lessons that will be taught to all staff and students.

Hygiene tips and best practices posters will be displayed throughout the campus. All staff, students, and visitors will be required to follow hygiene and respiratory etiquette as outlined by the CDC.

- All individuals must wash their hands routinely and/or sanitize their hands.
- Hands must be washed for a minimum of 20 seconds.
- Students and staff must cover coughs and sneezes with tissue, discard tissue, and wash their hands immediately.
- Students and staff are prohibited from sharing materials, supplies, equipment and other items unless absolutely necessary. This includes pencils, scissors, books and other supplies.

Cleaning & Disinfectant Protocol

- Facilities and Maintenance employees will follow the CDC guidelines regarding cleaning, sanitation, and disinfection of all facilities.
- High touch areas will be cleaned every two hours.
- The school office will be provided with enough soap, hand sanitizer, and disinfectant to accommodate frequent cleaning of high touch areas.

Isolation Protocol

- An isolation area has been identified for students/adults who experience COVID 19 symptoms while at school. This isolation area will be stocked with masks, hand sanitizer, and cleaned throughout the day.
- Should a staff member or student become ill, the area where the person was located will be cleaned and disinfected.
- Potentially impacted staff, students, or personnel will be notified of possible exposures.

Campus Protocol

- Restroom Protocol – Restroom breaks will be scheduled throughout the day. Physical distancing will be controlled and monitored. Restrooms will be cleaned frequently throughout the day.
- Playground Protocols – Playground areas will be utilized following a rotating schedule to enable physical distancing and sanitization in between student groups.
- Emergency Drill Protocol – The administrator will design a plan notifying staff that a drill is eminent. Staff will stagger the exit plan for classes. At the conclusion of the drill, the groups will stagger their re-entry into the building. Upon returning to their classes, students will be reminded that in an actual emergency they must exit/evacuate without delay.
- In the event of an actual emergency, such as a fire, lock down, evacuation or shelter in place, staff will remind students that social distancing will not be required.

Technology Protocol

- RSG remains committed to ensure all students have access to technology. Once received and available, students may be issued a chrome book to support their virtual/distance learning.

Late Arrival/Emergency Pick Up/Early Leave Protocol

Redemptorist St. Gerard acknowledges that there may be times when you may need to pick up your child earlier than the regular dismissal time. In the event that occurs, please follow the guidelines listed below:

- Notify the school prior to the late arrival/early pick up via a phone call or a note
- Drive to the pickup point at school
- Call the school's office at 225-355-1437 to notify the school that you have arrived and are waiting outside
- Your child will be picked up/escorted out to your car

Emergency Pick Up/Early Leave Protocol

Redemptorist St. Gerard acknowledges that there may be times when you may need to pick up your child earlier than the regular dismissal time. In the event that occurs, please follow the guidelines listed below:

- Notify the school prior to the early pick up via a phone call or a note
- Drive to the pick up point at school
- Call the school's office at 225-355-1437 to notify the school that you have arrived and are waiting outside
- Your child will be escorted out to your car

Communication Protocol

Redemptorist St. Gerard is committed to keeping an open line of communication with parents, students, staff, and all stakeholders. All stakeholders of Redemptorist St. Gerard may receive information, updates, and messages numerous ways to include:

- Emails
- All calls
- Text
- Zoom Meetings
- Flyers
- RSG.org
- Redemptorist St. Gerard Handbook