

CTK School 2020-2021 Planning Guide



Step 1: Remain true to our Catholic school mission

“Our Christ the King School community believes that each student is a child of God. Students, teachers and families are dedicated to growing in the fullness of our Catholic faith, helping all learners achieve academic success, and strengthening our personal relationships with Jesus.”

- The Catholic school is an integral part of the Church’s mission to proclaim the Gospel, build faith communities, celebrate through worship and service to others.
 - The work of the Catholic school, like the work of the Catholic family itself, is to help the child see this truth and all other truths which flow from it.
- We will attend mass regularly, in a way that provides for social distancing.

Three Plans for Delivery of Instruction:

We are looking forward to having most of our students in our building beginning with a half-day on August 26th!!

We are preparing for 3 possible learning modalities for this year:

- A) In-Person and On-Campus Learning: Student is at school all day, 5 days per week
- B) Remote Learning: Student is participating with classroom instruction from home
- C) Hybrid Learning: Student numbers are reduced in our classrooms or building. Hybrid might involve setting up additional classrooms/workspace at school or it could mean some students are on campus while others are learning remotely from home. **This will only be implemented if mandated by the Shawnee County Health Dept.**

What will Remote Learning entail?

We will have families not ready to have students return yet for a wide variety of reasons. These families may participate in our Remote Learning plan as an alternative to attending class. In addition, if we are mandated to close schools as we were last spring, this will be our instructional model. Details are still being worked out, but the plans contain these attributes:

- there will be a participation agreement and time/task log
- daily check-in or lessons with a teacher or staff person via virtual meeting or phone call. This could also be small group meetings with students online.
- lessons/assignments will likely be sent out one day after the students in the classroom
- students at home will need to take the same assessments as the students at school
- grades will be based on demonstration of mastery of skills and concepts rather than a collection of percentages
- using Google Meets, Google Classroom, or SeeSaw there will be opportunities for students at home to participate in real-time class presentations and discussions
- families will be able to decide at the end of each quarter if they would like to return to school or remain at home

Step 2: Registration and Preparing to Begin

CTK School Registration will be a combination of online and emailed forms that can be scanned/ emailed, US Mail or dropped off.

- 1) Your family educonnect user ID and password instructions
- 2) Instructions / information needed for enrollment

Used Uniform Sale will be August 12th from 4:00-8:00 at the school.

Step 3: Arriving at school and dismissing procedures

Arrival:

1. Please plan to drive up on the east side of the gym as usual, but stay in your vehicles.
2. We will share a demonstration video as we get closer to the start of school.
3. Upon arrival, students should be wearing their masks. A staff member will greet your vehicle and take the students' temperatures and ask the required screening questions; adults please do not exit the vehicle. (If a temperature exceeds 100.4, you will be directed to a location for a recheck.)
4. Students will proceed directly to their classrooms rather than gathering in the gym or cafeteria before school.

→ Please do not arrive prior to 7:35.

Note to Kindergarten Parents: we would like you to walk your student into class the first week. Please plan to enter through the south door on the south side of the school for the first 3 days. We will need to take your temperature as well as the students before you enter the school. This will be done at the door.

→ Dismissal will be at 11:30 on the first day for kindergarten; 11:35 for 1st grade and 2nd grade; and 11:40 for grades 3, 4, and 5. Grades 6-8 will dismiss at 11:45 on the first day.

Dismissal:

2:55 We would like for kindergarten families to meet their kindergarten students (and any siblings/carpool friends) at the North East gym door.

3:00 First graders and second graders will dismiss through the North East gym doors.

3:05 3rd – 5th graders will dismiss through the North East gym door.

3:10 6th - 8th grades will dismiss through the South East gym doors.

Step 4: Masks, Safety and Instruction

We will wear masks in the classrooms and halls while the mask mandate is in place. We will also socially distance as much as possible in the classroom. Students and teachers will wash hands frequently (hourly) and hand sanitizer will be available in each classroom.

Students will not wear masks during PE or Recess due to safety concerns. We will practice social distancing; games and activities will be taught to students that easily incorporate social distancing.

Student movement between classrooms will be limited. For departmentalized classes in grades 6-8, teachers will switch rooms rather than students.

Restrooms will have plastic guards placed between sinks and occupancy will be limited.

Water fountains will be used as bottle fill stations only.

Library circulation will be limited to requested books or totes of books delivered to classrooms. Books will sit for 72 hours before they can be recirculated.

Vocal music and band will depend on the current mandates or recommendations from the health department. We feel the arts are important and will be looking for creative ways to provide those opportunities.

Chemicals used to clean throughout the school are rated to kill the covid-19 virus. Additional cleaning equipment and frequency will be implemented for all student and staff occupied areas.

Step 5: School Lunch Program

- We plan for students to eat with their class in their classrooms or outside. Kindergarten students will eat in the cafeteria socially distanced.
- Lunches will come individually packaged from USD 501.
- Sanitizing of tables/chairs will occur.

Step 6: Volunteers, Visitors and Guests

- ❑ We will not be able to have visitors or guests for right now, but look forward to welcoming them back as soon as possible. We thank you for your understanding!
- ❑ Many items volunteers help accomplish can be done from home or involve helping with building and grounds outside.
- ❑ Parents wishing to pick students up for appointments during the day, please call the office when you arrive and we will sign your student out for you and allow them to meet you at the front door.
- ❑ We encourage parent/teacher visits to be scheduled and prefer they be by phone or virtual.

Step 7: Illness and Exposure/Contact Information

If a staff member exhibits two or more COVID-19 symptoms, the staff member will be sent home and monitored. The individual and school will work with the Shawnee County Health Department to determine appropriate next steps.

If a student exhibits two or more symptoms (or a temp of 100.4+), the student will be placed in an isolated room and parents will be contacted to pick up the student. Symptoms will be monitored and the school and family will work with the Shawnee County Health Department to determine appropriate next steps.

If a staff member or student exhibits symptoms during the school day, close contact areas will be cleaned and sanitized.

State and local protocols will be followed as to when an individual can be released from isolation or quarantine.

CTK School will work with the Shawnee County Health Department on contact tracing protocols.

Close Contacts

A person is considered a close contact if they were within 6 feet of the COVID-19 positive case for 10 minutes or more or if they had exposure to secretions. CTK will assist in notifying individuals/parents if they are a close contact to a known case. Close contacts must remain in quarantine until they have met the criteria for release from quarantine as established by the Shawnee County Health Department.

Confirmed COVID-19 Cases in School

If there is a confirmed positive case of COVID-19 in our building, we will notify the Shawnee County Health Department to report and assist in the contact tracing process. This contact tracing process will guide the decisions of exclusions from campus. The exclusions could affect one student, a cohort, a classroom, or an entire building. Any exclusions or closures (as well as reopenings) will be made through the recommendations of local health officials.

CTK will work with the local health department to assess for close contacts among students and staff and inform those who are exposed that they must start a mandatory 14-day quarantine period.

CTK will contact employees and families/students if they are a person of concern related to a positive-identified case and encourage cooperation with the school and the local health department to trace contacts.

- The identities of individuals who are confirmed as positive cases will not be shared in any communications to the at-large school community.

Exclusion from School

It may be necessary for students or staff to be excluded from school. Students and employees exhibiting symptoms of COVID-19 are prohibited from coming to school or work if there is no other explanation for symptoms. Upon report of the onset of COVID-19 symptoms in the school/work environment, individuals will be sent home immediately.

Current known symptoms of COVID-19 based on KDHE guidance include:

- Fever (100.4 or higher)
- Chills
- Rigors
- Lower respiratory illness (cough, shortness of breath, difficulty breathing)
- Headache
- Fatigue
- Muscle or body aches
- Diarrhea
- Loss of taste or smell
- Sore throat

Step 8: Communication

Families should contact CTK School when a student tests positive so we can work directly with the Shawnee County Health Department. We are relying on our school community to help us keep our community safe. Confidentiality will be a top priority.

Updates posted via the school websites, email and social media

We are refining the notification process of time-sensitive information related to health and safety issues.

It is very important that you maintain current email, address and cell phone information with the school/Educonnect system.