

August 19, 2020

Greetings to all. Over the past several weeks, the faculty and I have been working on formulating a reopening plan for the 2020 -2021 school year. I know that many of you have been waiting to hear from me as to how we will go about to reopen our school. It has been very difficult to put a plan together because of the ever-changing dynamics of the pandemic and the resultant guidance and policies provided by various governmental agencies and organizations. Nonetheless, we have created the following plan to reopen our school safely based on the latest policies and guidance provided from agencies such as the Center for Disease Control (CDC), Texas Education Agency (TEA), and local and state governmental entities.

The safety of students and staff is of utmost importance. We have placed a great deal of thought into our safety protocols, to include all of the social distancing requirements currently suggested and required. Because of these safety protocols, we have had to reassign some grade level classrooms to safely accommodate the number of students in the grade; in some instances, we have had to divide grade level classes into two groups.

I fully understand that some parents may not want to have their child return to school because of a pre-existing condition that places them in the “high risk” category. I also fully understand that some parents may still be hesitant to have their child return because of safety concerns. In these situations, we will make distance learning fully available to those families. Students will be able to access their classes via electronic means and listen to the ongoing instruction and will follow the same class schedule as students in school. Each teacher will provide instruction and requirements based on their class. Attendance, class requirements and expectations for this dual platform instructional approach will be the same for students attending via online platforms and those attending in-person. Parents may have the opportunity for their student to return to the campus during the year if they choose to do so. Spacing will account for all our students.

Lastly, I want to make sure that you understand that our plan is subject to change based on governmental directives and policies. These entities may decide to close schools, at which time we will change over to conducting all classes via distance learning. Our distance-learning plan is included in this document. We have made changes to our approach based on lessons learned and input from the survey we conducted in May of this year. Thank you to all who participated in our survey and have given us feedback.

Let us continue to pray for each other and for the end of this pandemic. Please join me in working together to remain resolute in keeping our school community strong and viable.

May our Lord keep all of you safe,

Fred Valle
Principal

MISSION STATEMENT AND VALUES

The mission of St. Ignatius Martyr Catholic School, a parish community school, is to educate the mind and form the hearts of children. We believe a Catholic school offers young people the means to gain knowledge and to develop understanding and wisdom, which are essential to serve effectively and prosper in a global society.

We believe in fostering:

- Hearts that are compassionate and nourished by Catholic teachings and values
- Minds that are curious and well-trained in the humanities and sciences
- Lives that are active and committed to citizenship, service, and social justice.

OUR OPERATIONAL MISSION

We are dedicated to providing the safest methods of learning and instruction while balancing the greatest sense of normalcy for students, faculty, staff, and parents. We aim for clear planning and vision that supports our schools to be agile in response to each potential impact of the COVID-19 pandemic. In so doing, we can continue to provide a Catholic education for everyone. We believe that each student is a unique gift from God. We embrace diversity and strive to influence the community with our respect and compassion towards all people through outreach and by example. We value our human and spiritual assets that are in our faculty, staff, students, parents, and parishioners. St. Ignatius Martyr Catholic School is committed to shaping the young hearts and minds of our future leaders.

This document is designed to reflect the latest information from national, state and local public health experts regarding COVID-19 disease transmission and mitigation strategies.

The information contained within is subject to change at any time as new information emerges from the Center for Disease Control (CDC) and the Texas Department of State Health Services (Texas DSHS) and in accordance with updated guidance from Texas Catholic Conference of Bishops Education Department (TCCB- ED), TEA, the Diocese of Austin, the Diocese of Austin Office of Catholic Schools and our local government and county health department.

OUR CURRENT UNDERSTANDING OF COVID-19

Disease Transmission:

The virus is thought to spread primarily from person to person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms (known as asymptomatic spread).

Preventative Health Measures:

- Frequent handwashing
- Avoid touching your eyes, nose, and mouth with unwashed hands and properly cover your coughs and sneezes.
- Avoid close contact with others- stay at least 6 feet from others and do not gather in groups.
- Cover your mouth and nose with a cloth face cover when around others.
- Clean and disinfect frequently touched surfaces.
- Stay home if you are sick.

Symptoms of COVID-19:

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

Cough	Chills	Shortness of Breath	Fever > 100 or feeling feverish	Repeated shaking with chills	Congestion or runny nose
Muscle Pain	Headache	Sore Throat	Diarrhea	New loss of taste or smell	Nausea or vomiting

Additional Information about COVID-19 Symptoms in Children

The symptoms of COVID-19 are similar in children and adults. However, children with confirmed COVID-19 have generally presented with mild symptoms. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. It is not known yet whether some children may be at higher risk for severe illness, for example, children with underlying medical conditions and special healthcare needs. There is much more to be learned about how the disease impacts children.

Although most COVID-19 cases in children are not severe, serious illness that needs to be treated at the hospital still happens. Some data on children reported that the majority who needed hospitalization for COVID-19 had at least one underlying medical condition. The most common underlying conditions reported among children with COVID-19 include chronic lung disease (including asthma), heart disease, and conditions that weaken the immune system. This information suggests that children with these underlying medical conditions may be at risk for more severe illness from COVID-19.

This document refers to “**close contact**” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency.

In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

HANDBOOK ORGANIZATION

This Handbook contains information needed by both students and parents during the school year. The information is organized alphabetically. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies and procedures that are in effect as of the printing date.

During the 2020-2021 school year this addendum to the Parent-Student Handbook will supersede the normal handbook for the sections in this addendum. All other policies in the normal handbook that are unrelated to the Covid-19 pandemic remain in place. Therefore, it is imperative that parents read **both** the normal handbook and this addendum and sign the signature page provided.

RIGHT TO AMEND

The school reserves the right to amend or institute changes that alter any of the information represented in this handbook. Parents/Guardians who cannot support the school’s policies may be asked to withdraw their child from St. Ignatius Martyr Catholic School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

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INSTRUCTIONAL DISTANCE LEARNING

ATTENDANCE

Please note, the general Attendance Policy as stated in the 2020-2021 Parent/Student Handbook will be followed with the exceptions for COVID-related illnesses:

- Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.
- Confidential communication between parent and school will be critical during this school year to maintain accurate attendance records. Normal childhood illnesses will continue to occur during this time that may not result in extended absence. We ask for your transparency.
- Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
- Teachers will post attendance as if the student were physically present in the on-campus classroom.
- Students who are not logged in at the teacher's documented official attendance time will be marked absent.
- Students who will be absent for a class or day, parents must notify the teachers and Ms. Bello (mbello@st-ignatius-edu.org).

GRADING SCALE

Grades are based on a combination of some or all of the following: daily work, class participation, homework, tests, extra work, notebooks, oral reports, neatness, promptness in work, and initiative. Grades are recorded on progress reports and report cards and distributed to parents each academic quarter. Semester grades are determined from the two previous quarter grades. Credit is given for each class if this average is 70% or better.

Grading policies for remote student work will be consistent with those in our 2020-2021 Parent/Student Handbook. If questions arise during the quarter, regarding grades, it is expected that the parent will contact the child's teacher for clarification or help. The teacher is always the first line of information regarding academics.

CURRICULUM

St. Ignatius Martyr Catholic School curriculum is designed to comply with the objectives of the state curriculum, the Texas Essential Knowledge and Skills (TEKS). Refer to our 2020-2021 Parent/Student Handbook for detailed information.

100% INSTRUCTIONAL DISTANCE LEARNING

This guidance is to be followed for the first three weeks of distance learning for all students. This will also be followed in the event we are instructed to close our campus and return to 100% distance learning.

Synchronous Instruction-Defined as two-way, real-time, live instruction between teachers and students, through the computer or other electronic devices or over the phone.

Asynchronous Remote Instruction- Defined as a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic device or over the phone and involves far more self-guided **student instruction**.

A minimum number of daily instructional minutes are required: Daily instructional minutes need not be consecutive

PK3 - 2nd grade –a combination of synchronous and asynchronous methods will be used.

- Instructional Plan for PK3-2nd Grades
 - Teachers will provide synchronous and asynchronous lessons daily.
 - A weekly schedule will be provided to students. Classes will be scheduled using a 4-day week (Monday-Thursday) with one day (Fridays) being scheduled as a Mass day with instruction periods.
 - Teachers will set up virtual office hours which will be listed on the schedule provided in order to assist students and parents with questions or extra help.
 - Students will be required to attend school mass virtually.

3rd through 5th grade – at least 180 synchronous instructional minutes; asynchronous instruction will also be included.

- Instructional Plan for 3rd - 5th Grades
 - Teachers will provide synchronous lessons daily.
 - A weekly schedule will be provided to students. Classes will be scheduled using a 4-day week (Monday-Thursday) with one day (Fridays) being scheduled as a Mass day with instruction periods
 - Teachers will set up virtual office hours which will be listed on the schedule provided in order to assist students and parents with questions or extra help.
 - Students will be required to attend school mass virtually.

6th through 8th grade – at least 240 synchronous instructional minutes; asynchronous instruction will also be included.

- Instructional Plan for Middle School-6th-8th grades
 - Teachers will coordinate to make sure that students are face-to-face with teachers on Zoom each day.
 - A weekly schedule will be provided to students. Classes will be scheduled using a 4-day week (Monday-Thursday) with one day (Fridays) being scheduled as a Mass day with instruction periods.
 - Teachers will set up virtual office hours which will be listed on the schedule provided in order to assist students and parents with questions or extra help.
 - Students will be required to attend school mass virtually.

PROMOTION AND RETENTION

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. The final decision regarding a student's promotion or class placement rests with school administration. In accordance with diocesan policy, retention of a student for more than one year is avoided, if at all possible, especially beyond the third grade. Please refer to the 2020-2021 Parent/Student Handbook for detailed information on promotion requirements.

The goal for instructional remote learning is to allow for continued instruction while acknowledging the additional challenges that come without traditional, face-to-face classroom learning. St. Ignatius Martyr Catholic School remains mindful to not exacerbate the gaps between students who have differences in at-home support.

INSTRUCTIONAL GAPS

St. Ignatius Martyr Catholic School recognizes that instructional and achievement gaps will exist upon return to in- person school after following an instructional distance learning. We are committed to the following measures to ensure shrinking of the gap during distance learning:

- Access to educational content and materials via digital platforms and hardware
- Access to daily interactions with classroom faculty and staff
- Prioritize the quality of the learning experience
- Weekly “social activity” or gathering per week with classmates and teacher
- St. Ignatius will continue using learning resources such as small group instruction, tutoring time, Pre-flight and Take Flight curriculum as well as Title 1 services.

LEARNING MANAGEMENT SYSTEMS

PK-3 through 2nd grade

will use Seesaw, a robust digital portfolio and learning system, where teachers assign tasks that engage students with a variety of work in the form of videos, photos, text, images, files, and drawings.

3rd through 8th grade

will utilize Google Classroom, providing teachers the ability to share and stream live lessons, collaborate virtually in real time, share resources and documents, create assignments, and provide personalized feedback to students all in one hub.

SCHOOLWIDE CODE OF CONDUCT

St. Ignatius Martyr Catholic School students are expected to conduct themselves in a manner consistent with our Catholic teachings and values. The administration of St. Ignatius Martyr Catholic School reserves the right to discipline its students for online behavior that is not in line with behavior expectations of its students during the school day. Any conduct (verbal, written or electronic) that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc.

Please refer to the 2020-2021 Parent/Student Handbook for the full Code of Conduct.

RESPONSIBILITIES AND EXPECTATIONS

Students:

Students will be responsible for participation and completion of all assignments according to the teacher's policies and procedures just as they would in the school building. Students will have materials ready for all activities, abide by the Technology and Internet Safety Acceptable Use Policy located in the Parent/Student Handbook, and complete and turn in assignments on time.

In addition to the above responsibilities, students are expected to:

- “Attend” class on time according to schedule set by teacher
- Maintain a neat appearance
- Be in Spirit Wear on Mondays, Uniform shirt Tuesday through Thursday and full Mass Uniform on Fridays
- Awake and ready for learning
- Chair/table/desk and learning position ready
- Workspace with proper supplies
- Student must ALWAYS show their face on the screen
- Participate actively

Parents/Guardians:

Parents will strive to establish the student's workspace in a workable area for their student to participate in instructional distance learning. Parents will strive to monitor their child's assignments, assist their student in collecting and turning in work, and communicate directly with the teacher as needed. Parents are expected to acknowledge and help the teachers guide the engagement and behavior of students learning from home when students are participating in livestream instruction.

DISCIPLINARY GUIDELINES

In order to facilitate a safe and respectful learning environment, we expect our students to conduct themselves in a manner that does not disturb the learning environment for teachers or peers. When these expectations are not met, teachers will follow a clear protocol to redirect students' behavior. Consequences will be assigned by the Dean of Students or the Principal.

BULLYING

All students must respect and abide by principles of good, Catholic, moral conduct. All schools will teach students that bullying others, including teachers and other personnel, will not be tolerated in a Catholic school. Parents/legal guardians are expected to reinforce these standards at home. (*Diocesan Policy 321*)

Bullying behavior represents the exact opposite of Gospel values, and therefore will not be tolerated at St. Ignatius Martyr Catholic School, even during instructional distance learning.

TUITION

The annual cost of education at the school is determined by the Principal, Pastor, and the Parish Finance Council after consulting with the School Advisory Board. The tuition rate set at the time of registration continues throughout the school year and does not change. Current rates are available on the school website at <https://school.st-ignatius.org/>.

Due to continuing financial obligations relating to operations costs, including administration, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees in regard to COVID-19.

STUDENT POLICY – SOCIAL MEDIA & ONLINE ACTIVITIES

Just as students are expected to behave in a manner befitting the mission and values of St. Ignatius Martyr Catholic School during school and school-related events, students must understand that those same expectations hold true for their behavior online and in the digital environment. Therefore, online behavior is considered an extension of the responsibilities and expectations of the school, and any conduct unbecoming of a St. Ignatius student will be dealt with regardless of time or location. Refer to the 2020-2021 Parent/Student Handbook for the full policy.

TEXTBOOKS AND SUPPLIES

The school issues textbooks to the students. Textbooks are the property of the school. **All hardbound books are to be covered at all times. Students may not write in the textbooks or abuse them in any way.** Students are charged for the current price of lost or defaced materials. Students are to have the necessary supplies each day. A supply list is published annually.

UNIFORMS

Students are required to observe the following amended dress code for instructional distance learning:

- Spirit Wear will be worn on Mondays
- St. Ignatius logo polo shirts will be worn Tuesdays through Thursdays
- Full Mass uniform will be worn on Fridays

INSTRUCTIONAL DISTANCE LEARNING CHECKLIST

- Identify a space in your home where your child can participate in remote classroom activities and complete schoolwork.

- Take care of consumable and non-consumable textbooks that are the property of the school. Families will be responsible for damages and loss.
- Create a routine and daily schedule that will support your child's success while learning from home. Balance parent and student work hours in your home as needed. Remember to be FLEXIBLE!
- Take breaks as needed.
- If you are having technology issues, email your teacher immediately.
- Get familiar with each of the digital tools your child will use while learning from home.
- Set up a space for your child to use that considers their unique learning styles.

ON CAMPUS LEARNING

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CAMPUS PROCEDURES

ARRIVAL

Arrival procedures have been set with regard to current CDC guidelines (CDC) and the Texas Department of State Health Services (Texas DSHS). Before the 1st day of on campus learning, a pre-screening will be required for each student and staff member. **The pre-screening must be completed in order for any student to be admitted.** A form will be sent out to all parents one week prior to the first day of on campus learning.

- School will open for arrival drop offs (utilizing the school's drive thru system) at 7:30am. Drop-offs end at 7:50am.
- Parents will remain in their vehicle during arrival and screening procedures, which includes answering questions according to a standard health questionnaire.
- Families and students should ask themselves these self-screening questions daily before

coming to school:

- Do you have a fever or any of the symptoms listed below?
- Have you or anyone in your household tested positive for COVID-19?
- Have you had any known contact with someone who tested positive for COVID - 19?
- If you answered yes to any of these questions, then DO NOT come to school and report this information to the school office via the covid19@st-ignatius-edu.org.
- If anyone in a class reports possible COVID-19 symptoms, that class will be notified.
- The entire school community will be notified if anyone in the school tests positive for COVID-19.
- COVID-19 Symptoms for Screening: Have you recently begun experiencing any of the following in a way that is not normal for you?
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills
 - Sore throat
 - Congestion or runny nose
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Nausea or vomiting
- A daily no-touch temperature check and screening of students by a staff member wearing personal protective equipment will occur while students are in their vehicle. Students and anyone else in the vehicles must have masks on when the pre-screening and temperatures are taken.
 - If the temperature is 100.0 or greater, the student will be sent home.
 - If the temperature is 99.0-99.9, the parent and student will remain in their vehicle for a temperature recheck in 15 mins. If the temperature rises, the student will need to be sent home.
 - Anyone not allowed to enter the school due to possible COVID-19 symptoms, will be contacted later in the day to follow up on their condition.

- Once it is determined that individuals who responded “yes” to any screening questions and have met the criteria for re-entry, Catholic schools will destroy those individuals’ responses.
- Multiple entrances will be available for morning arrival. A map will be provided.
- At each entrance, 6ft. markers will be placed on the ground for line formation.
- Upon entering school, students will be required to sanitize their hands.
- All students should have a cloth face mask (provided by the family) on to enter the building. If a mask is needed, one will be available to the student for that day.
- If the health check is approved, the student will move immediately to their classroom.
- Tardy Procedures
 - Students who arrive 7:50am will need to be dropped off by a parent at the front office and follow the standard arrival procedures.

DISMISSAL

Dismissal procedures have been set with regard to current CDC guidelines (CDC) and the Texas Department of State Health Services (Texas DSHS). The school will stagger dismissal times to allow for students to maintain social distance.

- Students will be called from the classroom using a walkie talkie.
 - Pre-K3 dismisses from the Andre House from 3:00 to 3:15pm.
 - Elementary school students (grades PK4 - 4th) dismiss from 3:15 to 3:30pm.
 - Middle school students (grades 5th - 8th) dismiss from 3:30 to 3:45pm.
- Parents will pick up students from an assigned location, utilizing the school’s drive thru system.
 - Color-coded cards will be distributed to parents to store in their dashboard so that staff members can identify families easily.
 - Families should receive three or more copies of the color-coded cards.
 - Cars without a card displayed should be directed to the front office to pick up their students.
 - Parents with students in multiple grade categories should pick up in the later pickup window. Parents will pick up older students who will be responsible to get their younger sibling for dismissal and take them to their designated pick up location.
 - For example: a family with a 2nd grader and a 5th grader should pick up during the middle school time slot. Their younger student will be grouped with their older siblings for pickup.
 - Students remaining in the classroom at 3:45pm, would need to be picked up from After School Care.

AFTER CARE

ASC will be provided from 3:30pm-6pm. Families must register for ASC due to limited space in order to maintain the safe distancing protocols. We, unfortunately, will not be able to accommodate drop-ins.

LIBRARY PROTOCOLS

The school library will not be open to classes. Students will be able to check out books via the online library catalog. Books will be delivered to the classroom.

- Holding area for returned books – 72 hours

P.E.

Physical education classes will be held in the Family Center with social distancing and will be outside, weather permitting.

LUNCH

All grade levels will be eating lunch in their classrooms when we first return to school. On days when the temperature is mild, students will be able to eat outside. The Family Center will not be used for lunches. The following protocols must be followed:

- Students will use a disinfecting wipe to clean their desks before eating.
- After wiping down desks, students must wash their hands before eating.
- Students may remove their masks while eating.
- Students will eat lunch in their classrooms or outside.
- Students will eat snack either in their classroom or outside.
- Students must bring their own individually packaged snack each day.
- Students will not share food.
- Students who bring their own lunch must have it upon arrival to school. No lunches will be allowed to be dropped off.
- Lunch boxes will be permitted; however, we ask that each evening parents thoroughly clean their child's lunch box. Disposable paper bags are encouraged.
- There is not a microwave available to heat up student lunches
- Those that buy a catered lunch from Haute Lunch will have the individual packaged lunch delivered to their classroom.
 - Students without a lunch will be provided one by Haute Lunch for a fee to be charged to the student's account.

- Due to limited space in the classrooms, parents will not be able to join their student for lunch or join them for any birthday celebrations.
- Students will not be able to pass out any goodie bags for birthday/holiday celebrations.

RECESS

Recess protocols will include the requirement of face shields or face masks during the duration of the recess period.

- Students will wash their hands before and after recess.
- Homerooms will play together mindful of social distancing.
- Homeroom teachers will supervise recess.
- Staggered recesses will be scheduled with designated play areas will rotate daily.
- High touch areas will be cleaned frequently.
- Play equipment will be cleaned daily containers, cubbies, or areas.
- See below for specific areas noted for each grade level:
 - PK3: Andre House Playground
 - PK4, Kinder, 1st, & 2nd Grades: Big Playground
 - 3rd & 4th Grades: Black Top areas (Can rotate on an A/B schedule)
 - 5th, 6th, 7th, & 8th Grades: Field & Black Top areas
 - These areas will be split into 4 sites
 - Site 1 - Field
 - Site 2 - Parking lot areas
 - Site 3 - Basketball courts, Gaga Pit, and Picnic Table area
 - Site 4 - Basketball court area nearest the playground

RETURN TO SCHOOL POLICY

Return to School Instructions for COVID-19

____ You were lab-confirmed to have COVID-19. You can return to school with a doctor's note and when you have met all 3 of these criteria:

at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); and
 improvement in symptoms (e.g., cough, shortness of breath); and
 at least ten days have passed since symptoms first appeared (date _____).

____ You had symptoms of COVID-19. You can return to school when you have met all 3 of these criteria:
 at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); and
 improvement in symptoms (e.g., cough, shortness of breath); and

at least ten days have passed since symptoms first appeared (date _____).

OR

obtain a doctor's note clearing you to return based on an alternative diagnosis.

OR

obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

____ You had close contact with an individual who was lab-confirmed to have COVID-19. You can return to school after completion of the 14 day incubation period. (date _____). If you develop COVID-19 symptoms or test positive for COVID-19, you must notify our COVID response team and follow the appropriate guidelines.

Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period and cannot return to campus until a doctor's note stating they can return to school has been provided and meets these 3 criteria:

- at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications); a
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least ten days have passed since symptoms first appeared
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
 - obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
 - Individuals—including students, teachers, staff, volunteers or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.

TEXTBOOKS AND SUPPLIES

The school issues textbooks to the students. Textbooks are the property of the school. **All hardbound books are to be covered at all times. Students may not write in the textbooks or abuse them in any way.** Students are charged for the current price of lost or defaced materials.

Students are to have the necessary supplies each day. A supply list is published annually.

UNIFORMS

Students are required to observe the dress code fully and properly while they are wearing the uniform including recess, lunchtime, and between classes. **Please refer to the 2020-2021 Parent/Student Handbook for the full uniform policy and dress code.**

All students, with the exception of PreK-3 through Kindergarten, are required to wear a face mask. All masks must follow the school guidelines on out of uniform dress code.

VISITOR/VOLUNTEER PROCEDURES

St. Ignatius Martyr Catholic School is a closed campus. Parent(s)/Guardian(s) wishing to visit must give prior notice to the school and secure a visitor's pass from the administrative office. Volunteers will be limited based on the needs of the school. All volunteers must be scheduled prior to arrival. All visitors entering the campus must enter through the main campus entry and will be viewed by both exterior and interior cameras and will be subject to the below guidelines:

- All visitors and volunteers will be required to wear a face covering and use hand sanitizer to enter school.
- All visitors and volunteers will be temperature checked and screened to determine if
 - They have any of the COVID-19 symptoms listed above or tested positive for COVID-19 in the past 14 days
 - Have had close contact (see definition listed above) with an individual who is lab confirmed with COVID 19
- Any individual who fails this screening criteria will not be able to enter the school.

CAMPUS SAFETY PROTOCOLS

We have designated a group, which includes our nurse Jenn Leasure along with the administration, regarding COVID-19 concerns. This group will respond to concerns and communicate to staff and families. They may be contacted via email at covid19@st-ignatius-edu.org

TRAINING

All teachers and staff will receive training on COVID-19 protocols and specific practices for our school prior to the start of school.

On the first day of school, students will receive instruction on appropriate hygiene practices, consistent with the mitigation practices adopted in this document. This instruction will be reinforced and repeated throughout the school year.

FACILITY PROTOCOLS

- School areas will be cleaned once during the school day and once after the school day. A set time with the cleaning crew will be established.
- Daily cleaning will consist of both routine cleaning and disinfecting.
- Routine cleaning with soap and water removes germs and dirt from surfaces and should be done daily and if any surfaces are visibly dirty.
- Disinfectants kill germs on surfaces and should be done on frequently touched surfaces after routine cleaning using EPA approved disinfectant for COVID-19. An alternative disinfectant can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

- Cleaning crew will disinfect the following frequently touched surfaces daily:
- Bathroom counters, sinks, toilets, faucets, handles, phones, laptops, keyboards, entrance and exit doors, classroom desks and tables.
- Teacher/Students will wipe desks, tables, doorknobs, light switches and phones as well as shared items used in the classroom twice a day with wipes.
- Custodians will clean common surfaces throughout the school day to include school doorknobs, bathroom sinks, faucets, light switches, entrance and exit doors.
- P.E. equipment will be cleaned between each class.
- All cleaning products will be stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.
- Face shields will be cleaned daily with alcohol pads by the student.

CLASSROOM PROTOCOLS

- Desks will be 6 ft. apart and facing the same direction.
- Students will have adequate space to move around the room.
- Students in all grades will be provided a face shield in their homeroom classroom. Students will wear their face shield throughout the day. Once the face shield is on, the student may remove their face mask and place them in their backpacks. Face shields will remain in the classrooms and will be cleaned daily.
- Student's belongings will be stored separately in their classrooms and should be labeled.
- Students will use their own supplies.
- Students must bring their own filled water bottle and label it. Touchless refill stations are available on the first and second floors of the school.
- The number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day will be kept as minimal as possible.
- Desks, doorknobs, and Chromes will be cleaned 2 times each day--before lunch and before dismissal.

HALLWAY PROTOCOLS

- Walk through hallways on the right side maintaining 6 ft. apart from each other.
- Stairs by the office will be for going up only; stairs by the cafeteria will be for going down only.
- Doors from hallway to Family Center – doors by the kitchen are for entrance only and doors by Coach's office are for exit only.

- Tape arrows on the floor and hang posters to assist with directions and one-way rules
- Water fountains will be disabled. Touchless refill stations will be installed on the first and second floors of the school.

HAND WASHING PROTOCOLS

- Walk through hallways on the right side maintaining 6 ft. apart from each other.
- Stairs by the office will be for going up only; stairs by the cafeteria will be for going down only.
- Doors from hallway to Family Center – doors by the kitchen are for entrance only and doors by Coach's office are for exit only.
- Tape arrows on the floor and hang posters to assist with directions and one-way rules
- Water fountains will be disabled. Touchless refill stations will be installed on the first and second floors of the school.

ILLNESS PROTOCOLS

Identifying Possible COVID-19 Cases

- When you should stay home (self-isolate) and not come to school:
 - If you have [symptoms](#) of COVID-19 that are not normal to you.
 - If you have tested positive for COVID-19 or you were exposed to someone with COVID-19 within the last 14 days
- An individual will be sent home if gets ill at school based on the following criteria:
 - If have symptoms of COVID-19 that are not normal to the individual.
 - If fever is at or above 100.0
 - If only a temperature of 99.0-99.9, recheck temperature in 15 minutes. If increases, send home. Recheck temperature as needed.
- Any student/staff member who reports feeling feverish will have temperature checked immediately and follow above guidelines on when to send home.
- Any student/staff member who has COVID-19 symptoms while at school will be immediately separated from others until the student can be picked up by a parent or guardian or staff member is able to go home. A designated room will be assigned for individuals with COVID symptoms. Areas used by the ill person will be disinfected.
- The nurse's office will be used for students with non COVID symptoms.
- When a student, staff member, or visitor is sent home due to being ill with possible COVID-19 symptoms, but has not received lab confirmation yet, the class that individual had close contact with will be notified.

Action if Individuals with Lab-Confirmed Cases Have Been in a School

- If an individual who has been in a school is lab-confirmed to have COVID-19, the school will notify its local health department and our superintendent.

- Areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) will be closed until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
- Written notification will be sent to the school community if a positive COVID-19 case is identified among school participants (teachers, staff, or students). For students, such written notification will be provided to the parents or guardians of the students.