



HOLY FAMILY CATHOLIC ACADEMY  
2323 CHEYENNE STREET  
IRVING, TEXAS 75062  
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*Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.*

**THE INFORMATION BELOW IS BASED ON THE PUBLIC HEALTH SITUATION AS WE UNDERSTAND IT TODAY AND IS INTENDED TO SUPPORT PLANNING FOR SCHOOL YEAR 2020-2021 ACTIVITIES AND INSTRUCTION BEGINNING **September 2, 2020.****

Changes to the public health situation may necessitate changes to this guidance, including additional restrictions to school operations. Our goal is to re-evaluate all policy and procedures each quarter for changes and modifications. We will keep you informed of changes via zoom or email.

Holy Family Catholic Academy will provide for our school families both:

- An On-Campus Learning Model
- An Online Distance Learning Model

Both models will be available for our families beginning **September 2, 2020.** Please reference <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> to reduce your risk of exposure to the virus that causes COVID-19.

Both models will be available for our families beginning **September 2, 2020.** Providing both models requires all of us to move forward together by practicing social distancing and other **daily habits** (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) to reduce our risk of exposure to the virus that causes COVID-19.

## **Safety Guidelines**

### Maintaining Safe Behavioral Practices

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We have all had to make significant behavioral changes to reduce the spread of COVID-19. To remain open, we will need to continue these practices:

- staying home when sick
- social distancing (specifically, staying 6 feet away from others when feasible)
- frequently washing hands or using hand sanitizer when soap and water are not available
- wearing cloth face coverings at all times
- avoiding touching eyes, nose, and mouth
- medical screening and reporting
- cleaning and disinfecting frequently touched objects and surfaces

- providing instruction to students on the appropriate hygiene practices consistent with mitigating the spread of COVID-19

Extensive informational signage on campus and other regular reminders will support these protocols.

### **COVID-19 Symptoms for Self-Screening**

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All students, faculty, and staff are strongly encouraged to self-screen daily to ensure they are free of the COVID-19 symptoms listed below:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle aches
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

We will send the following yes/no question weekly through an in person or online link, “Is your child currently symptomatic for COVID-19?” The link will be posted on the HFCA website and a reminder will be sent on Sunday through a homeroom parent email. You must fill out the survey for each child before arriving to school on Monday morning.

**Anyone experiencing any of the COVID-19 symptoms listed above should stay home.** Contact Susie Davis ([sdavis@hfca-irving.org](mailto:sdavis@hfca-irving.org)) if your child or anyone in your household has become symptomatic after your weekly survey.

### **Policies for Diagnosis of COVID-19 Symptoms/Cases on Campus**

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- If your child is experiencing any of the above symptoms, the school will contact you to come pick up your child.
- Parents are asked to come immediately when called by the school to pick up their child.
- Students with these symptoms will be immediately separated and isolated until a parent or emergency contact can pick them up.

While maintaining confidentiality, the School is required to notify the local health department, teachers, staff, and families of all students if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate on any on-campus activities.

## School Closings and Distance Learning

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- There will almost certainly be situations that necessitate temporary school closure due to positive COVID-19 cases at the school. Parents should be prepared for this in the event that it occurs.
- While actively working to prevent positive cases through mitigation practices, in the event that HFCA will need to transition to a Distance Learning Model for all students, we are prepared.
- The Distance Learning Model will also be available for any child who is diagnosed with COVID-19 or is self-quarantined.

## Cleaning & Disinfectant Protocols

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Custodial employees will be trained on COVID-19 safety protocols.

- The school will deep clean for deep clean and disinfect nightly in every classroom, restrooms, common areas, and on high-touch surfaces.
- Students will have the opportunity to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate.

## Handwashing & Hand Sanitizing

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- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.
- Elementary teachers will be encouraged to supervise student handwashing for 20 seconds at least two times each day, in addition all students will be encouraged to wash hands after using the restroom and before eating.
- Handwashing stations are available in restrooms and some classrooms.
- Hand sanitizer will continue to be used in each classroom, and hand sanitizer stations have been added to common areas.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer will be used.

## Masks

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Holy Family Catholic Academy will foster a culture where face coverings and social distancing are the “new norm.” We will adapt quickly and make you aware if circumstances or guidelines change. Masks are defined as non-medical grade face masks, cloth face coverings (over the nose and mouth). **ALL STUDENTS ARE REQUIRED TO WEAR FACE MASKS.**

You should be prepared to provide face coverings that are comfortable for your child(ren). Please bring extra masks in a baggie in your child’s bookbag. These masks must not be made using handkerchiefs, t-shirts. Masks must be appropriate for school (ex. No skulls, knives, clowns, etc.) Please have students practice wearing masks at home before school starts.

Studies have shown that gaitors are not as beneficial as face masks therefore HFCA will not provide gaitors.

## Distance Learning

### Distance Learning Model

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- Holy Family Catholic Academy will provide a full-time Distance Learning Model for any families wanting an HFCA education but not ready to attend in-person classes at this time.
- **The Distance Learning Model will look very different than the emergency spring distance learning, including synchronous (live instruction in core content) and asynchronous (independent and/or parent-guided work) instruction.**
  - Options for Distance Learning is offered on a quarterly basis only; blended learning is not available (a student cannot attend one day in the classroom, one day online).
  - HFCA will continue to use the FACTS LMS. This may be supplemented with:
    - SeeSaw in Grades PreK-5
    - Google Classroom in Grades 6-8
  - Students and parents will utilize Zoom for video conferencing and communicating with teachers.
  - Distance Learning will include a daily schedule for students with a balance of onscreen and off-screen time.
  - A weekly calendar of assignments will be available on classroom apps (FACTS LMS, SeeSaw, etc). Look for possible daily changes.
- Students will be responsible for completing and turning in assignments according to the teacher's procedures and expectations as per the Technology Implementation Guide (currently being revised).
- Technology recommendations for Distance Learning are a laptop for Grades 3-8 and iPad for Grades PK-2.
- Students are asked and encouraged to bring their own device to school (no cell phones).

## What Will School Look Like?

### Support of Student Social Emotional Learning

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Each of us has learned to adapt to the pandemic in individual ways. We recognize that returning to campus and learning new protocols and procedures may be an additional stressor for some students. Please know that both Susie Davis and Kathy Carruth are aware of these stressors and will be visiting classrooms and are available for support.

## First Weeks of School Schedule Changes

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The first week of school will look a little different than usual. On the first day of school, the school must provide instruction to students on appropriate hygiene practices consistent with the mitigation practices we have adopted. As we need to practice the new procedures in the classrooms, in the hallways, and at recess, we are planning to take it slowly. **In order to make sure all our students, parents, and teachers are comfortable with the new rules, we are having two and a half weeks (1/2 days) of school with Fridays off.** Please see the schedule below:

### **Wednesday, September 2-Thursday September 3rd**

Half-day for students

Wednesday schedule (8-12 noon) for in-person  
Students taking on-line classes will join from 10-12 noon.

Thursday schedule (8-12 noon) for in-person  
Students taking on-line classes will join from 10-12noon

All students must be dropped off in car line.

- Cabrini Hall car line is for drop off and pick up of students in PreK – 3<sup>rd</sup> Grade and their older siblings
- Students in Xavier Hall (Grades 4-8) will be dropped off and picked up on the South Entrance (Office) car line.
- Students in grades 4-8 will have a designated pick up line in the south entrance. Maps will be sent before August.
- Students may NOT enter school earlier than 7:30 AM
- Early dismissal – PreK-3 at 11:45 AM and 4-8 at 12:00 PM.
- No lunch. Please bring a snack and water bottle to school.
- No After Care.

### **Friday, September 4th closed**

### **September 7<sup>th</sup> closed/Labor Day**

### **Tuesday, September 8<sup>th</sup>- Thursday, September 10th**

Half-day for ALL students

- All students must be dropped off in car line.
  - Cabrini Hall car line is for drop off and pick up of students in PreK – 3<sup>rd</sup> Grade and their older siblings

- Students in Xavier Hall (Grades 4-8) will be dropped off and picked up on the South Entrance (Office) car line.
- Students in grades 4-8 will have a designated pick up line in the south entrance.
- Students may NOT enter school earlier than 7:30 AM
- Early dismissal – PreK-3 at 11:45 AM and 4-8 at 12:00 PM.
- No lunch. Please bring a snack and water bottle to school.
- No After Care.

## **Friday, September 11th**

Closed

## **Monday, September 14 Full day begins**

The school building will not open until 7:30 AM for students this school year. Students will go directly to their classrooms after being dropped off.

School begins at 7:55 AM and releases at 3:00 for PK-1<sup>st</sup>; 3:15 for 2<sup>nd</sup>-3<sup>rd</sup>; 3:30 for 4<sup>th</sup>-8<sup>th</sup>. Younger students with older siblings will be released at the same time as the older siblings. Older siblings will go to the carline with the younger siblings.

### **AFTER CARE IS IN SESSION**

Campus will be closed at 6 PM when After Care is over.

### **Dress Code/Uniform Changes**

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- Students will not change clothes or shoes for PE.
- Please label all personal belongings (including clothing, water bottles, and personal masks) clearly.

### **Attendance**

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Per Texas Education Code (TEC), §25.092, students must attend 90% of a course 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. Whether learning on campus or at home, attendance will be required of all students.

In light of the current COVID-19 pandemic and in accordance with guidance from the Centers for Disease Control, Texas Education Association, Texas Catholic Conference of Bishops Education Department, and the Diocese of Dallas, we are taking precautionary measures to ensure the safety of the students, faculty, and staff on our campus for the 2020-21 academic year. It is important to note that we will continue to respond to guidance from the Bishop, the

governor, and state and local governments, so all of this planning is based on the best information that we have today. As the summer progresses, we will provide updates as needed.

## Mass

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- No in-person Masses are scheduled throughout **August and September**. They will begin on **October 2<sup>nd</sup> for students and teachers only, 1<sup>st</sup>-8<sup>th</sup>**.
- School Masses may be livestreamed in the classroom.

## Use of Classroom Space

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- Students in all grades PK-8 grade will be contained in their homeroom classes.
- Classrooms are being cleaned and cleared of excess furniture to maximize space between desks.
- Social distancing of six feet will be instituted when feasible.
- Opportunities to go outside for study, lunch, specials, and recess will be maximized when weather permits. *(Currently, per diocesan policy, if the heat index is over 100 degrees or the windchill is under 32 degrees, students may not go outside.)*

## Specials

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- Specials are PE, Spanish, Computer, Music, Library, and Art. All specials may be taught in the homeroom, outside, or in special's classrooms when feasible, based on the ability to meet spacing and cleaning protocols.
- Gyms, when used for PE, will use social distancing guidelines with added cleaning and disinfecting. PE will be scheduled outside when weather permits.

## Snacks and Water Bottles

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- Students in all grades may also bring a daily healthy snack. Snacks will no longer be brought bulk-style to the school.
- Students will bring a labeled, full, non-sweating, insulated water bottle to school each day as water fountains will not be available for use.

## Lunch

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- Initially, students will eat lunch in their classrooms. If possible, Grades 4-8 will eat in the cafeteria.
- Twelve Oaks will no longer be available to provide lunches. Existing balances will be reimbursed by the end of September.
- Microwaves will not be available. Please **HAVE STUDENTS** bring food already warmed in thermoses and include utensils.
- Parents **MAY NOT DROP OFF LUNCHES** for their children.

## Recess

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- Plans for recess are evolving, and we are planning to provide extra time outdoors throughout the day.
- Recess will be conducted by homeroom in the fall.

## Athletics

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There will be no DPL Sports in the Fall according to the Catholic Schools Office.

### School Drop Off/Pick Up:

There will be significant car line procedure changes to spread out the students entering and exiting the buildings during the busy drop-off and pick-up times. Details and illustrations will be available at a later date.

PreK - 3rd Grade (and older siblings) will be dropped off and picked up in the north parking lot (Cabrini).

4<sup>th</sup> – 8th Grades will be dropped off and picked up in the south (front) parking lot (Office).

Information regarding designated entrances will be provided in the Back to School

***For the safety of our teachers and community, all school families will use the car line this year for drop off and pick up. You will not be able to park or use our walk-up system at arrival or dismissal time.***

## Supplies

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School supply drop off will be August 22<sup>nd</sup> from 9am-4pm. Please bring all labeled supplies in a plastic or cardboard container marked with child's name and grade.

- School supplies will be distributed the first day of school.
- We suggest you purchase the following for your child's backpack:
  - Non-sweating, insulated water bottle
  - A couple of masks your child is comfortable wearing
  - Personal-sized hand sanitizer

## After Care

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- After Care will begin on Tuesday, September 8th.
- After Care will follow all the school safety and health protocols.

## **Visiting and Volunteering**

### **Visitors/Entering the Building**

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- HFCA will restrict visits on campus to only those personnel essential to school operations.
- Parents will not be able to enter the building during school hours for any reason other than picking up child for physician's appointment or if child is ill.
- We will communicate the procedures for picking up and dropping off your child when it is not during scheduled drop-off and pick-up times in the Back to School Guide.
- If your child leaves something at home, it is ok. Please do not bring it up to the school as you will not be able to enter the building.

### **Volunteering**

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The teachers will need your volunteer support more than ever this year. However, volunteer opportunities will be limited to off campus support and out of classroom projects/activities. We are working to provide alternative or modified opportunities.