



OUR LADY  
*Queen of Heaven*  
CATHOLIC SCHOOL

# Re-opening Plan School Year 2020-21



Our Lady Queen of Heaven Catholic School faculty and staff are pleased to welcome students back to Campus on August 24th and 25th. We have been working hard to ensure that we are ready to provide the long standing tradition of excellence in education to our families, in a manner that protects the health and safety of our students and our employees. We can't wait to get started!

In order for us to work out logistical issues, we will have a rolling start for the first two days of school:

August 24th: Families with last names A-H and PK & K BOYS will attend

August 25th: Families with last names I-Z and PK & K GIRLS will attend



# Assurances

- Every student's academic needs are identified at the beginning of the school year using a high-quality, standards aligned diagnostic tool (Scholastic Early Childhood, and Renaissance Assessment.)
- There is a plan for every student, which includes support for students with gaps in learning from the prior year.
- Safety precautions will be taken to ensure student health during the Covid-19 pandemic.



# CONTINUOUS EDUCATION PLANNING

**A continuous education plan that provides standards-aligned instruction using high-quality curriculum during modified operations, including provisions for:**

- Assistance for students who don't have device and internet access.
- Assistance for students with disabilities.
- A strategic communications plan to connect with every student on a daily basis.
- Regular assessment and grading.
- Consistent and unified delivery methods for instruction.
- Proactive feedback on students' work and frequent communication with students and families.
- A unified school schedule that maximizes learning opportunities.



The school has a comprehensive professional development plan that provides professional learning for staff regardless of facility closures, including training for all teachers on distance learning protocols and safety methodologies. Training for staff will be conducted prior to the new school year, and will include the following:

- Google Classroom/Google Meet
- Promethean
- New ELA Curriculum Training K-5
- Freckle
- Suicide Prevention
- Health Screening
- Math Instruction Training PK-8
- CDC Safety Protocol Training



# Curriculum

- The school will provide continuous instruction in non-core subjects, including enrichment courses, during periods of school facility closure, modified schedules or distance education.
- The school will have a plan for the continuous use of aligned curricular materials, and a master schedule of live instruction should periods of school facility closure or modified schedules become necessary.
- The school will ensure all students with disabilities receive instruction and related services and have access to devices that meet their unique needs regardless of school facility closures and/ or modified schedules.



# Curriculum and Instruction

We recognize that it is important for the social and emotional well being of students and parents alike, to have students back on campus. Our teachers made a heroic effort to transition at the end of last year to provide remote instruction, but clearly face to face instruction is the most effective method of teaching.

We have devised a plan to get students back on campus BEFORE SCHOOL STARTS, to assess the specific learning levels and needs of each child. Parents will be contacted in the coming days to notify them of when students should be brought to school for their assessment session. Masks must be worn on these days.



# Technology Support

- ❑ The school will update and improve both hardware and software technology to better support student learning in all methods of instruction.
- ❑ The school will have a plan for the continuous use of technology and support systems for both teachers and students who need assistance.
- ❑ The school will ensure all students with disabilities continue to receive special education instruction and access to related assistive devices in the event of school closures.





# Safety

- The school will implement a series of safety protocols to help protect students and families from the transmission of the Covid-19 virus. These protocols were developed over many months and in consultation with key partners to ensure that OLQHCS applies best practice methodologies that are in keeping with the guidelines set forth by the CDC, the Louisiana Department of Health, and the Louisiana Department of Education.
- We are grateful for the assistance of Christus Ochsner Health Southwest, and infectious disease specialist Dr. Timothy Haman who provided guidance with the schools of the Catholic Diocese of Lake Charles.



# Campus Safety Protocols

Protocols have been developed to assure the safety of students, teachers and staff in the following areas:

- Entry level temperature checks and hand sanitizing
- Masking requirements
- Restricted access to campus
- Strict entry rules for necessary visitors
- Social distancing practices
- Group size restrictions
- Homeroom class static group isolation practices
- Cleaning schedules for high contact surfaces



# Campus Access

Vigilance and cooperation of all stakeholders will be critical to maintaining a safe and healthy school environment and will be an important aspect of helping to slow the transmission of Covid-19. In order to beat this virus we all need to follow safety guidelines.

1. Upon exiting the car in the drop off line, all students will have their temperature checked and a mask verification will be conducted. No student with a temperature in excess of 100.3 will be permitted on campus. Students are required to wear a mask while entering and exiting the campus. Student masks may include medical grade masks, cloth masks, or face shields. Masks may have designs that are in keeping with our Catholic values. Writing the students name on the mask is highly encouraged.
2. Temperature checks will also be conducted with faculty and staff upon arrival to campus daily.
3. Every individual entering and exiting the campus will be required to sanitize their hands. Mobile hand sanitizing stations will be located at the gate during arrival and dismissal times.



# Campus Access

1. Walking onto campus for morning drop off and afternoon pick up will be **suspended until further notice**. Carline drop off only, unless a parent is dropping off a child in conjunction with a child dropped at the Early Childhood center. The parent must then escort their child to the front gate for the temperature check. There will no longer be a teacher on duty to cross families from the ECC.
2. Middle school students may **no longer be dropped off at the gate prior to 7:30 am**, as parents must be present for temperature checks. Students arriving prior to 7:30 must be enrolled in the Early Care program.

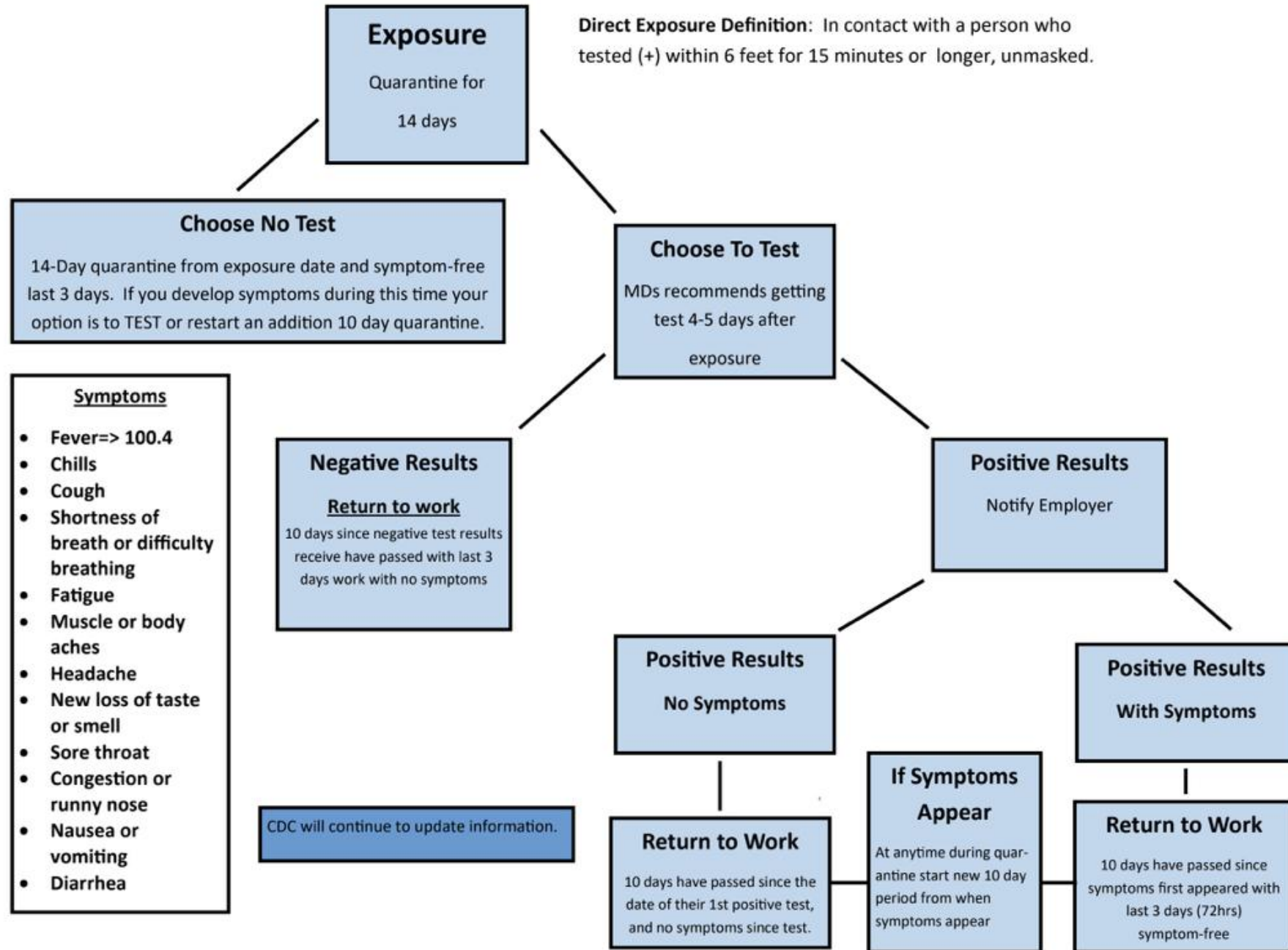


# Student Health

If a student is running a fever or does not feel well the evening before or the morning of the school day, **DO NOT BRING THEM TO SCHOOL**. Parents should look for the symptoms including fever, cough, shortness of breath, vomiting or diarrhea.

1. Visit a physician. A doctor's excuse will be required for every absence due to illness. Report a student illness by calling the front office to notify school officials and the teacher. The student will be permitted to return to campus with a doctor's authorization.
2. If a student becomes ill during the day, the student will have their temperature checked, and held in a specific isolation room in either the elementary or middle school office until picked up by a parent or guardian. Again, the student will be required to visit a doctor before returning to school.
3. If a student or teacher develops Covid-19 all members of the class will be notified. The Louisiana Department of Health will provide guidance on proceeding with protocols necessary according to guidelines.

# COVID-19 CDC GUIDELINE





# Masking Guidelines

All students attending OLQHCS will be required to bring a mask to school. Requirements vary for different age groups. We recognize that masks help to slow the spread of Covid-19, and we have a moral responsibility to do everything we can to help protect the most vulnerable.

1. ALL STUDENTS are required to bring a mask to school. Students in PK through Grade 2 will be required to wear a mask during transitional times and when social distancing is not possible. PK-2nd grade students may opt for a face shield.
2. Students in 3rd grade through 8th grade will be required to wear a mask to the best extent possible.
3. Teachers and staff will wear masks in settings where others are present and social distances are not possible. During instructional time, teachers will wear face shields or a mask to provide group instruction from a distance. When a teacher works directly with individual students they will be required to wear a mask rather than a face shield.
4. Students will be afforded a break from the mask at intervals determined by the teacher. This may during times of silent seat work.
5. If a student has a health deficit that puts them at risk by wearing a mask, they may be exempt at the discretion of the administration. A note from the students specialist will be required, and the parents are required to make an appointment with administration to discuss their specific needs.



# Transitional Spaces

While moving around campus, face coverings for all students will be required. Social distancing strategies will be used to enhance safety.

1. Static group strategies will help reduce exposure.
2. Students will be required to maintain 6 feet of distance when in lines.
3. Students entering and exiting the building will be required to social distance.
4. Dismissal times will be staggered, with students remaining in rooms until called.
5. Due to limitations on CPSB transportation, there will be **NO BUS TRANSPORTATION UNTIL FURTHER NOTICE.**





# Campus Hygiene

OLQHCS has dedicated significant resources to make our campus as safe as possible. Investment in hand sanitizing stations throughout campus will enable students and staff to sanitize hands at least every two hours in accordance with CDC guidelines. The wash station in the cafeteria has been expanded to better accommodate student hand washing prior to eating.

1. A curriculum to teach sanitization and student health is currently being developed and will be taught at the beginning of the year.
2. Students will be encouraged to keep hands to themselves.
3. Water fountains will be closed to drinking. Students will be encouraged to bring reusable water bottles from home. Fill stations in the cafeteria will remain open and have been expanded.
4. High touch surfaces and high traffic areas will be disinfected every two hours.
5. Social distancing and static groups will be used during transition times.
6. Hand sanitizing stations will be utilized when entering and exiting every room in the school.



# Cafeteria, Lunch and Recess

Cafeteria staff have protocols developed by the Diocesan Department of Child Nutrition. Students who choose the school lunch will be provided the traditional cafeteria lunch. Only students eating a cafeteria lunch will eat in the cafeteria with appropriate social distancing guidelines in place. All other students will eat in their classroom or another designated area.

1. During phase II of the reopening plan, a group size no greater than 25 may gather in any room including the cafeteria. That size will increase to 50 during phase III. A staggered lunch schedule will be designed and adjusted daily based upon cafeteria participation.
2. Each class group will remain isolated in their cohort during after-lunch recess time, and students will have a designated play area that will rotate daily. Face coverings will not be required while students are outside for recess.
3. Students may visit the cafeteria during their lunch break with their teacher's permission, to purchase a drink if they choose to do so.
4. Parents are encouraged to pay for student lunches using the FACTS payment program to reduce the handling of cash and checks.
5. Lunch visitors will BE PROHIBITED UNTIL FURTHER NOTICE.



# Extracurriculars and Athletics

All school gatherings that pull together groups of greater than 25 are currently suspended, however most clubs and activities that have fewer than 25 will proceed.

- School Masses will be conducted four times a week to reduce group sizes. Two masses will be conducted on Thursday and on Friday. Parents are welcome to attend mass at the church. Masks will be required by all attending mass.
- Pre-K and K students will not attend mass, they will be able to view a recording in their classroom.
- CCAL sponsored activities will follow the guidelines set forth by the LHSAA. Guidance will be forthcoming on individual sport seasons.



# Enrichment Classes

All school classes including enrichment classes will continue to the greatest extent possible. Staffing shortages may necessitate the need for interruption of enrichments.

- P.E., Art, Music, Band, Spanish, Computer Studies, and Library will continue with modifications to ensure student safety.
- Library check outs will continue with modifications in place to eliminate the handling of library books by students.
- Art and Spanish classes will become itinerant when necessary.
- Computer classes will have dividers in place to assist with student safety.
- Vocal music and Band classes will continue with a modified curriculum and safety measures in place.



# Early Care and Aftercare Services

Both early drop off and aftercare services will be available to a limited extent. Only families that are in a critical need of these programs should enroll due to social distancing, group size and staffing constraints.

- Temperature checks will be conducted before students enter the programs.
- Grade level cohort groups will be maintained as much as possible during early care and aftercare and masking requirements will be observed during these times.
- Individual groups will be located in various classrooms around the campus.
- Parents will be required to mask during drop off or pick up from these services.



# OLQHCS Virtual School Offering

While we recognize that face to face instruction is the most effective model, it is recognized that it may be in the best interest of some families with health concerns to keep students home.

1. OLQHCS is pleased to offer a virtual school option in association with our partners at K12 Fuel Educational Services to provide an online educational program with Louisiana certified teachers provided by Fuel Ed.
2. Families will have the opportunity to participate in this schooling option while remaining enrolled at OLQHCS and enjoying the benefit of OLQHCS student services which include access to online resources such as IXL platforms, Renaissance Learning platforms, STAR Reading and Math assessments with data analysis conducted by OLQHCS, participation in school masses, Sacramental support, athletics, and access to school counseling services conducted remotely.



# OLQHCS Virtual School Offering

1. Families who elect a virtual education will retain enrollment priority as a continuously enrolled student during the OLQHCS virtual school option.
2. Families who elect this option will also have the option to return to regular instruction if they choose to do so. (Families who unenroll and opt for public school solutions, or home school options may only re-enroll as a new family at the beginning of the 2021-22 school year.)
3. Virtual class attendance is required and is monitored every minute by Fuel Ed. Grades and attendance are reported to OLQHCS to assure compliance.
4. Information for K12 Fuel Education services can be found at <https://fueleducation.com/course-list-cataloges/>



# OLQHCS Virtual School Offering

1. A standard curriculum covering the 4 core subjects of ELA/Reading, Math, Science and Social Studies is offered through the Fuel Ed platform, and is required for all grade levels. Families may also select up to 2 enrichment courses from a list of offerings provided by K12 Fuel Educational Services. (Music, PE, Spanish, Art.)
2. Enrollment in a web based interactive theology series, “My Catholic Faith Delivered” will be provided by the school to meet the student’s theology requirement.
3. Training for students and parents will be provided by K12 Fuel Education solutions during the week of August 17th.
4. The virtual school program will begin Aug 24th. Families will have a 2 week grace period to determine if the virtual school program is viable.
5. Families considering this option should contact the school or email [sstokeld@olqhs.org](mailto:sstokeld@olqhs.org) for more information.
6. Deadline for enrollment in the virtual school is this Monday August 3rd.





# In the Event of School Closure

While we hope for the best, we have been actively preparing for all possibilities. At some point it may become necessary to close parts of, or the whole school. These closures would be conducted under the guidance of our local health experts. At that time OLQHCS would transition back into a distance education model, with our own teachers conducting online classes. We have worked diligently to provide teachers with training to effectively teach in the online environment.

- A detailed master schedule has been created to provide live learning between grade level teams and their students.
- Additional “office hours” will be scheduled daily to provide students direct access to teachers for additional assistance.
- Screen time will be offered to allow students time to socialize in a computer face to face setting.
- Lessons will be recorded for students and parents to be able to review class lessons.
- Online instruction will be conducted through the Google platform on every grade level to ensure consistency.
- Parents will be provided directions and “cheat sheets” with logins and passwords to various online resources.
- Virtual school students will remain in their virtual school program during a school closure.

# FAQ's



- Questions should be directed to [moquin@olqhs.org](mailto:moquin@olqhs.org)
- We will compile a list of questions and publish responses in the upcoming days.
- Directives change almost daily. We will keep you updated on changes as they occur.
- As always, we encourage you to reach out to our administrative team if you have any specific needs addressed.
- **OUR LADY QUEEN OF HEAVEN, PRAY FOR US!**