

CHRIST THE KING  
CATHOLIC SCHOOL



**BACK-TO-SCHOOL  
PLAN**

BUILDING CHRIST'S KINGDOM THROUGH  
WORSHIP, ACADEMICS, AND SERVICE

JULY 2020

# INTRODUCTION

This document is intended to give our Christ the King families a thorough overview of our plans to create the safest and most fruitful learning environment for your children in the coming year. Our Back-to-School Task Force – comprised of administrators, teachers and parents – has been meeting throughout the summer to draft and refine this plan. No matter how thorough the plan is, many of you will have a variety of questions about how the upcoming school year will look. We invite you to submit your questions through [this Google form](#), and we will answer these questions in a YouTube presentation on August 7 so that the answers are available to everyone. All questions received by August 4 will be included in this video.

All of us at Christ the King have dedicated our lives to Catholic education, which has taken on a special importance in today's uncertain environment. Our commitment to see the image of Christ in each of our students – and to form them into intentional disciples – is the foundation of our plan. We believe that it is only with a strong foundation of faith that we – students, teachers, staff, parents – can persevere through the challenges of our day. With that in mind, and with gratitude for trusting us with the education of your children, we respectfully present you with the following plan.

**Because the environment around us is changing so rapidly, this plan is likely to change frequently, as well. Please expect changes! We will communicate any changes to you as soon as possible throughout the year.**

## STATEMENT OF SOCIAL RESPONSIBILITY

This document reflects our total commitment to put our children's well-being – physical, intellectual and spiritual. However, the plan is only effective if we all follow it in good faith, by:

- Diligently performing the daily health screenings and honestly reporting their results
- Making prudent decisions about activities outside of school, including travel plans and non-school-sponsored extracurriculars
- Holding each other accountable

We are grateful for all of you who are invested in our mission of Catholic education and urge you to take this responsibility as seriously as possible. Our children's experience of this tumultuous time will be all the better for our combined efforts.

# PLAN PRIORITIES

- Providing a safe, clean, healthy environment for our students, teachers, staff and volunteers.
- Providing the best possible Catholic education to our students, regardless of changes in the external environment.
- Restructuring existing processes to maintain social distancing and to reduce or eliminate behaviors that could contribute to the spread of COVID-19.
- Reacting quickly to changes in the external environment so that disruptions to our students' education are minimized.
- Providing students, teachers and parents with the training and support they need to adjust to any challenges caused by uncertainty in the world around us.
- Communicating with teachers/staff and families continuously to make sure they are always informed of our plan.

# GUIDING PRINCIPLES

- According to most public health authorities, masks and social distancing are the most effective means of preventing the transmission of the coronavirus.
- Keeping students in “pods” with the same group of students throughout the day is important for containing the spread of the coronavirus, as well as initiating contact tracing in the event of a confirmed case.
- Student/staff contact with high-contact surfaces and shared materials should be minimized to the greatest extent possible, with such items being disinfected frequently.

# PART I: LOGISTICS & PLANNING

## HEALTH CHECKS

- **Parents will be expected to screen the health of their children every morning before school.** Prior to the start of the school year, parents will be given a health screening questionnaire and will turn in a form affirming that they will administer this questionnaire every morning. This questionnaire will include clear instructions for when a child needs to stay home from school, as well as when they are able to return. Parents will also be expected to take their child's temperature every morning, and we will provide a thermometer to any family that requests one. **It is absolutely essential to our plan that parents are faithful to this screening and do not send a sick child to school.** Parents should expect that their children will be absent much more frequently this year than in years past and should prepare accordingly.
- We are eliminating all perfect attendance incentives this year in order to encourage parents to keep their children at home when they become ill.

## WHEN A STUDENT BECOMES ILL

- The Library will be temporarily converted to the Nurse's Station, which will be divided into a "sick child unit" and a "well child unit." If a student indicates they are ill, the teacher will send them down to the nurse. The nurse will evaluate the student and place them in the appropriate unit.
- The teacher will immediately disinfect a child's desk (as well as any other surfaces they have touched) after sending that child to the nurse.
- Any student having COVID symptoms will be immediately sent home, with instructions to have the child evaluated by their health care professional right away. The nurse will give specific guidelines for when that child may return to school.

## WHEN A STUDENT/FACULTY/STAFF MEMBER MAY RETURN AFTER ILLNESS

- The following plan reflects the most current guidance from the St. Joseph County Board of Health (as of July 29, 2020). Guidelines are changing frequently, so this document will be updated every time we receive revised information.
- **If the person tested negative for COVID-19 and their symptoms are otherwise explained** (as determined by their health care provider):
  - They have been fever-free for 24 hours without the use of fever-reducing medication; **AND**
  - Their health care provider provides the school nurse with a note or email verifying the alternative diagnosis and affirming that they believe it is safe for the person to return to school.
- **If the person tested negative for COVID-19 and their symptoms are not otherwise explained:**
  - They have been fever-free for 24 hours without the use of fever-reducing medication; **AND**
  - They have isolated for at least 10 days since their COVID test; **AND**
  - Their symptoms have improved.
- **If the person tested positive for COVID-19:**
  - They have been fever-free for 24 hours without the use of fever-reducing medication; **AND**
  - They have isolated for at least 10 days since their COVID test; **AND**
  - Their symptoms have improved.
- **If the person is experiencing symptoms but has NOT been tested (on the advice of their health care professional)**
  - They have been fever-free for 24 hours without the use of fever-reducing medication; **AND**
  - Their symptoms have improved; **AND**
  - Their health care provider provides the school nurse with a note (or email) verifying the alternative diagnosis and affirming that they believe it is safe for the person to return to school

- If an immediate FAMILY MEMBER has tested POSITIVE, but the person has NOT been tested
  - They have been fever-free for 24 hours without the use of fever-reducing medication; AND
  - They have isolated for at least 14 days; AND
  - Their symptoms have improved
- If the person has been EXPOSED to someone who has tested positive for COVID-19
  - Self-monitor for symptoms
  - Quarantine if symptomatic
  - If contact tracers from the State Board of Health deem that the student was in “close contact” with an infected person, they will contact you with more specific instructions.

## NOTIFYING THE SCHOOL OF AN ILL CHILD

- When a parent is going to keep a child home from school due to illness, they should call the office and speak to the nurse first thing in the morning. The nurse will work with the family and advise them if they should see a health care professional immediately. They will also advise them what conditions need to be met before the child returns to school.

## CONFIRMED COVID CASES IN THE SCHOOL

- If a student tests positive for COVID-19, the State Department of Health will contact the school. **We also require that the parent immediately contact the school nurse and inform her of the positive test so that we know as soon as possible.**
- The nurse will advise the parent what conditions need to be met before the student returns, and she will work with them to determine if the student will take sick days or eLearning days.
- When Christ the King learns of a student, faculty or staff member who has tested positive, we will immediately send out a school-wide communication to let families know that a COVID case was confirmed in the school. Families in the affected student’s homeroom will receive a separate email alerting them to that fact. The State Board of Health will then follow up with contact tracing and will contact any person whom they deem to have been in close contact with the infected person. Contact tracers will give instructions about whether the person needs to be tested and/or quarantined. For those who have not been deemed to be in close contact, families may use their discretion to determine if their child needs to be tested and/or quarantined. **Please note that federal privacy laws prohibit us from releasing information that could identify the particular person who tested positive.**
- Any student or adult who is awaiting results of a COVID test should quarantine at home until the test results have been received.
- If two students in a given homeroom test positive at a given time, current Indiana regulations state that the classroom be closed and its students quarantine at home for two weeks.<sup>1</sup>
- **If a student is sent home from school with symptoms but has not yet been tested for the coronavirus, we are not able to notify the school community.** A notification will only be sent out when we learn of a positive test.

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<sup>1</sup>[https://www.coronavirus.in.gov/files/Positive%20Student%20or%20Staff%20PreK%20through%2012th%20Grade\\_7.22.20.pdf](https://www.coronavirus.in.gov/files/Positive%20Student%20or%20Staff%20PreK%20through%2012th%20Grade_7.22.20.pdf) p.3

## TRAVEL GUIDELINES

- We urge all families to avoid unnecessary travel until a COVID-19 vaccine is available.
- **If a student or family member travels to an area deemed to be a “hot spot” (defined as a locale with a rising number of cases and a high percentage of positive tests), they must self-quarantine for 14 days before returning to school, unless they are released by their healthcare professional to return. Parents should call the school immediately upon returning to make arrangements for eLearning.**

## SOCIAL DISTANCING

- Desks will be arranged so that students are 6 feet apart while seated in their classrooms. Any desks that cannot be spaced 6 feet apart will be separated by a partition extending 3 feet above the student’s mouth.
- Students will remain in the same classroom throughout the day, with the exception of recess, P.E. and Catechesis of the Good Shepherd. Specials teachers and Middle School teachers will travel from classroom to classroom instead of students changing classrooms.
- Students will keep their backpacks in the classroom with them in order to minimize trips to their lockers.

## FACE MASKS

- All students, faculty, staff and visitors will be required to wear face masks to school. Parents may choose the style of face mask that works best for their child as long as it covers the nose and mouth.
  - Face shields are less effective than face masks, but a face shield may be worn in addition to the face mask at any time.
  - Classroom teachers may allow breaks from masks at their discretion at times when all social distancing requirements are met.
- Younger children will need to be able to put their face masks on and off by themselves, so parents should practice with them over the summer.
- Students should come to school with an extra face mask in their backpack (in a Ziploc bag). Families should purchase plenty of extra masks and wash them frequently.
- Face masks must not contain any graphics or text that would be inappropriate for a Catholic school, as deemed by the administration.
- If a child will not wear any kind of face covering, parents should talk to the principal to discuss whether eLearning would be a better option.

## HYGIENE

- **Hand sanitizing dispensers will be installed in each classroom**, as well as at all entries and other locations throughout the school.
- All students, staff and visitors will be expected to use hand sanitizer every time they enter or exit a room.

## WATER FOUNTAINS

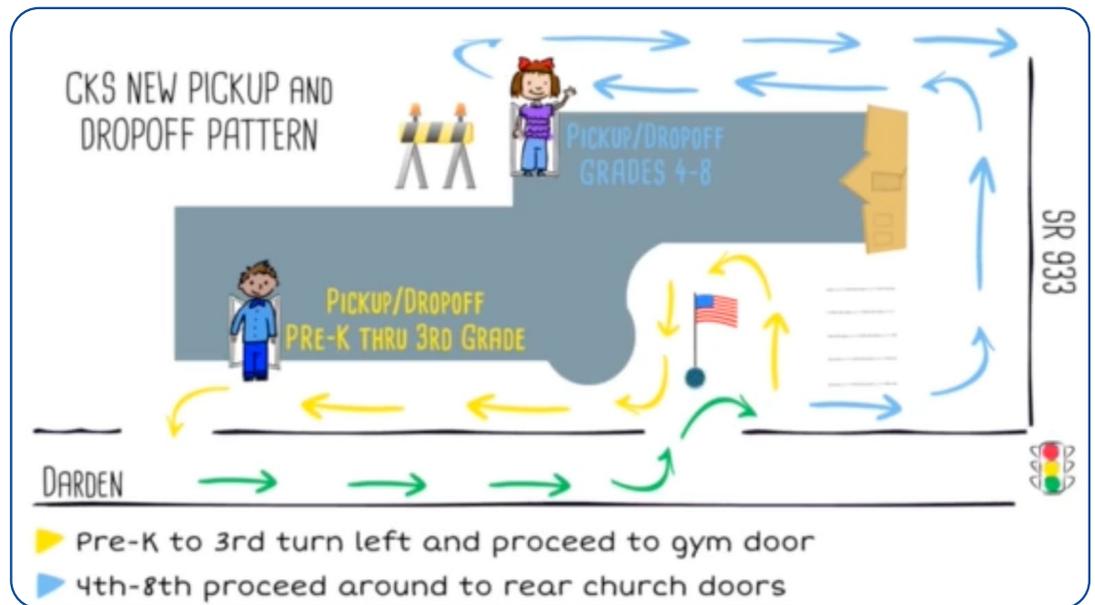
- Water fountains will be turned off so **all students should bring their own water bottle to school each day, clearly marked with their name.**
- Touchless stations will be available for them to refill their bottles.

## DEEP CLEANING

- The entire school will be deep cleaned and disinfected every evening according to CDC guidelines.
- Classrooms, bathrooms and offices will also be disinfected on a regular schedule during the school day.
- Playground equipment will be disinfected after every use.
- The use of shared equipment and supplies will be minimized as much as possible. Equipment that must be shared (such as iPads or library books) will be disinfected after each use.

## DROP-OFF

- The drop-off traffic pattern will be the same as it was last year because the road behind the church will not be open until the end of September. The new traffic pattern will be communicated to parents once that site work is finished.



- Drop-off will take place between 7:40am and 8:00am. **Students should not be dropped off before 7:40am.**
  - This later drop-off time will be a big change for our families, but it will be an important way to keep students from congregating with others outside their pods, while allowing teachers time in their classrooms before the students arrive.
- Students will need to have their masks on when they get out of the car. If a student needs help with their mask, the parent must pull off to the side and help them.
- Students will go straight to their homerooms when they are dropped off.

## DISMISSAL

- We will use a staggered dismissal. Before the start of the school year, **parents will be given the opportunity to sign up for one of three pick-up times: 2:50pm, 3:00pm or 3:10pm.**
- While waiting for their rides, students will wear masks and will be grouped by carpool, and all carpools will be socially distanced from one another.
- More information will be sent out about signing up for a pick-up slot at a later date.

## VISITORS

- In general, the number of visitors entering the school will be minimized. All visitors will need to complete a health screening questionnaire in the front office.

## ADDITIONAL SCHEDULING CONSIDERATIONS

- **Bathroom Breaks**
  - Bathroom breaks will be scheduled throughout the day for all students. Each unit will have a designated set of bathrooms for their use.
  - Outside of scheduled breaks, only one student at a time will be allowed to use the restroom from each home-room.
- **Recess**
  - Recess will be scheduled daily for all students in all grades. Students will stay with their homerooms during recess and will wear masks throughout.
  - Weather permitting, we will utilize three distinct spaces to allow multiple homerooms to have recess at the same time: the old gym, the playground and the green space. (The playground for younger children will also be utilized when it's completed at the end of September.)
  - To the greatest extent allowed by the schedule, we will try to schedule multiple recess periods for each home-room during the day.
- **P.E.**
  - P.E. will take place in the gym and in a reserved section of the parking lot.
  - Students will wear masks during P.E. except during activities in which they are socially distanced.
  - Students will wear their P.E. clothes to school on days when they have P.E. instead of changing clothes.
  - Shirts may be a Friday/spirit-wear shirt; a CKS team shirt with sleeves; or a solid-colored (blue/royal/gold/white) t-shirt.
  - Shorts should be basketball-style gym shorts that cover most of the thigh. Sweatpants are allowed, but leggings are not.
  - Separate gym shoes are required when P.E. will be indoors in order to prevent damage to the floors.
- **Catechesis of the Good Shepherd**
  - Catechesis will be offered once per week for pre-K (4) through second grade. Homerooms will be divided in half to ensure social distancing.
  - Students will not share materials in the Atrium.
  - Two rooms will be used for the Atrium so that only one homeroom is in each room per day.

## LUNCH

- Students will eat lunch in their classrooms.
- It will take us until about October 1 to get our in-house lunch service up and running, so **until that time parents should pack a lunch for their students.** We will send schoolwide communication when the hot lunch program is available, and hot lunches will be delivered to the classrooms.
- Milk will still be available for purchase even before hot lunch service begins. Mrs. Kush will send more information about this shortly before the first day of school.
- Students will keep their lunch in their backpack. Reusable lunch containers are permitted.
- Students will use hand sanitizer or wash their hands before and after lunch.

# PART II: FOSTERING COMMUNITY

## BUILDING COMMUNITY

Building community is an important part of a Catholic education that may be challenging in an environment characterized by social distancing and increased eLearning. Christ the King will implement some extra initiatives to make sure that the sense of community is fostered among our students, faculty, staff and families.

- We will form a committee that brainstorms community-building and spirit-building events for the whole school.
- Community time will be built into each class day for each homeroom, and every effort will be made to include eLearning students in community time.

## MENTAL HEALTH

This pandemic and the changes it will create in the school environment may be a source of stress for our students, faculty and staff. Utilizing the expertise of our full-time School Counselor, we will give high priority to the mental health and coping needs of our school community.

- Our School Counselor will lead a school-wide plan for helping students deal with the many COVID-related changes they will encounter during this school year. This will be incorporated into our Second Step Program for social/emotional learning.
- The Spirituality Committee will brainstorm effective ways of ministering to the Christ the King community.

# PART III: CURRICULUM & INSTRUCTION

## MODES OF INSTRUCTION

- The administration will determine the transition among various forms of instruction in consultation with county and state public health authorities.
  - Parents should have a plan in place to switch to eLearning on short notice. They should expect their child to be absent from school more this year than in a typical year.
- The following modes of learning may be used at different times throughout the year:
  - **In-Class Learning.** Our preference will always be for in-class instruction whenever possible, recognizing that the interaction between teacher and students is critical to a child's learning and development.
  - **eLearning.** We recognize that eLearning will play a prominent role in our school this year. ELearners may fall into different categories.
    - Students who are eLearning for one or more trimesters at a time because of the parents' decision to keep them at home
      - Parents must inform the school administration by August 10, 2020 if they wish to use eLearning for one or more trimesters.
    - Students who are eLearning for a shorter period of time while they recover from illness, quarantine after COVID-19 exposure, or otherwise await permission to return to school after illness or exposure
  - **Hybrid Instruction.** At some point, it may also become necessary to have some students engaged in a combination of in-class instruction and eLearning.
- Teachers will receive professional development to ensure excellence and consistency in remote instruction.

## STRUCTURE OF ELEARNING

- Whether for a single day or for an extended period of time, the eLearning day will be more structured than families experienced in the spring of 2020. The standard eLearning day will include:
  - **Daily check-ins**
  - **Office hours**, during which a student can receive tutoring, intervention or other instructional support
  - **Short breaks** to provide students with time away from their devices
  - **Physical activity**
  - **Block scheduling** to alleviate stress for eLearners
  - **Due dates** and catch-up time
  - **An attendance policy**
- eLearning will include a mix of synchronous and asynchronous learning, tailored to meet the needs of each grade level. The daily requirement for time spent eLearning is
  - 5 hours per day (kindergarten through 5th grade)
  - 6 hours per day (middle school)
- Direct instruction for core subjects will take place daily, using Google Classroom as the standard platform for all grades
  - All classes will have a live Google Meet at least once per week
  - All teachers will have posted office hours
  - Google Classroom will take the place of teacher blogs and weekly emails
  - All Google Classrooms will have the same structure and appearance so they will be easier for students and parents to navigate
  - All in-class students will receive instruction in Google Classroom as part of their Computer Class so they are prepared for a transition to eLearning.
  - Specials instruction will be project-based, allowing for each grade level to have 2-3 projects per trimester

## PART IV: CATHOLIC IDENTITY

Catholic education seeks to do more than develop a child's intellect. We seek to form the whole person, ministering to a child's emotional and spiritual development as well as their intellectual development. In a year fraught with so much uncertainty and anxiety, the Catholicity of our school has never been more important so that we may not only help our children navigate this difficult time, but also flourish.

### SCHOOL MASSES

- We will offer Mass for the school three times per week, once for K-2, once for 3-5 and once for the middle school
- At any given Mass, one grade will be in the church and the others will watch live streamed from their classrooms on a rotating basis.
- All current diocesan policies currently in effect for social distancing, hand sanitizing and mask wearing will be observed in school Masses.
- Seating will be limited, so parents who wish to attend Mass will be given the opportunity to call ahead and reserve a spot on a first-come, first-served basis.

### PRAYER AND FAITH FORMATION

- We are forming a subcommittee that will make sure that our school year includes the following, including eLearning students to the greatest extent possible:
  - Daily Prayer
  - “Virtue of the Month” education throughout the school
  - Confession
  - Devotions, such as the rosary, Stations of the Cross and May Crowning
  - Regular visits to each classroom by clergy
  - Opportunities for community service
  - Inter-class “buddies,” etc.
  - Retreats



# CHRIST THE KING CATHOLIC SCHOOL

52473 Indiana SR 933

South Bend, IN 46637-3894

Main: (574) 272-3922

[school.christthekingonline.com](http://school.christthekingonline.com)