



# SAINT MONICA

CATHOLIC SCHOOL

## Return to Campus Plan 2020-2021

Our **mission** is to **provide all students** a challenging academic curriculum within a program where Catholic values reflecting God's love are taught, practiced, and ever-present.

# TABLE OF CONTENTS

NOTE FROM YOUR ADMIN TEAM.....	3
<b>HEALTH AND WELLNESS.....</b>	<b>4</b>
• MASKS REQUIRED, FACE SHIELDS OPTIONAL	
• DETERMINING WHEN TO SEND YOUR CHILD TO SCHOOL	
• COHORTS	
• CLOSED CAMPUS	
<b>ARRIVAL AND DISMISSAL.....</b>	<b>5</b>
• SCREENING	
• ARRIVAL TIMES AND PROCEDURES	
• DISMISSAL TIMES AND PROCEDURES	
<b>HEALTH AND SAFETY PRACTICES.....</b>	<b>7</b>
• HAND WASHING AND HAND SANITIZER	
• PERSONAL WATER BOTTLES	
• INCREASED CLEANING THROUGHOUT FACILITIES	
• CLASSROOM PROCEDURES	
• TECHNOLOGY	
• CAFETERIA/LUNCH/SNACK	
• RECESS	
• MENTAL HEALTH	
<b>LEARNING AND INSTRUCTION.....</b>	<b>10</b>
• OPTIONS FOR METHODS OF INSTRUCTION	
• GRADUAL RETURN TO CAMPUS	
• GATHERINGS, VISITORS AND FIELD TRIPS	
• TUITION	
• STATE MANDATED CONTINGENCY PLAN	
<b>OUR FAITH COMMUNITY.....</b>	<b>12</b>
• SCHOOL MASS	
• SPIRITUAL GUIDANCE	
<b>CONTINGENCIES.....</b>	<b>12</b>
• COVID-19 POINTS OF CONTACT	
• WHAT HAPPENS IF MY CHILD DEVELOPS A FEVER AT SCHOOL?	
• IF AN INDIVIDUAL RECEIVES A FIRM, DIAGNOSED CONFIRMATION OF COVID-19, WHEN CAN THEY RETURN TO SCHOOL?	
• IF SOMEONE IN THE CLASS—STUDENT OR TEACHER—IS DIAGNOSED, WILL ST MONICA TELL ME?	
• IF MY CHILD HAS BEEN IN “CLOSE CONTACT” WITH SOMEONE WHO IS LAB-CONFIRMED TO HAVE COVID-19, WHAT SHOULD I DO?	
• WHAT HAPPENS IF MY CHILD’S TEACHER HAS TO STAY HOME?	
<b>CARLINE MAP.....</b>	<b>15</b>
<b>COUNSELING TELEHEALTH FORMS.....</b>	<b>17</b>
<b>ARCHDIOCESAN COVID ACKNOWLEDGEMENT FORM .....</b>	<b>21</b>

**Note from your Administrative Team:**

Dragons,

We are here to support your learning needs for your family. For some of us that is face to face instruction. For some of us that is virtual instruction. Regardless of your choice, this Return to Campus Plan is set up to keep our community as safe as we can. We ask you keep those masks on and wash your hands! Together we can spread the Gospel, not germs.

We need your help! Our collective actions and choices affect our community. Stay home when you are sick, have been traveling or may have in contact with a positive case. Remember, we are each other's keepers!

**Our Reality: We Are Each Other's Keepers!**

It is important to note that in all likelihood, we will have cases of COVID on our campus. We must remain calm and level headed, vigilant in safety, practice social distancing, wear face coverings, sanitize our surfaces frequently, and wash hands often, **stay home when sick** and note that **above all.....**

**Our team is committed to living our lives knowing that what we do outside of SMCS we bring back to our school community and to all of our homes.**

As an SMCS team, we are committed to limiting unnecessary travel and practicing social distancing no matter where we are so that we can keep your family safe. **Are you? We need you to be if you will be engaging in face to face instruction so that we can keep your children safe!**

**We ask for the same commitment of our families during the Academic Year and for no non-essential travel at least two weeks prior to the return of school.**

Let's keep each other safe!!!

Please carefully review this document and sign the last page. Bring the last page with you on your first day of Face to Face Orientation.

Blessings from your Administrative Team,

Ms. Salazar | Principal and Ms. Laura Ortiz | Assistant Principal

## HEALTH AND WELLNESS

### MASKS REQUIRED, FACE SHIELDS OPTIONAL AND ENCOURAGED

- Masks are required to be worn by ALL at ALL times.
  - The ONLY exception is when eating at designated times, during nap time for PreK, and during outdoor recess/PE.
  - Masks include non-medical grade disposable masks, cloth face coverings that are washed daily (or not used for at least 3 days before next use).
- Face shields are strongly encouraged and cannot replace the mask.

### DETERMINING WHEN YOU SHOULD SEND YOUR CHILD TO SCHOOL

Before leaving home, please check to see how your child is feeling. If he/she is exhibiting any of the below symptoms in a way that is not normal for him/her, then please keep your child home from school. If able, you can still join school virtually no matter what.

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Loss of taste or smell
- Uncontrolled cough that causes difficulty breathing (for people with chronic allergic/asthmatic cough, a change in your cough from baseline)
- Difficulty breathing, shortness of breath
- Onset of severe headache, especially with a fever
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

[Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 symptoms.

Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).

**NOTE:** As in years past, St. Monica Catholic School **will not** give Perfect Attendance Awards. If your child is not feeling well, then please email the front office at [office@saintmonica.net](mailto:office@saintmonica.net) and keep him/her at home.

### SCREENING: TEMPERATURE CHECKS

St. Monica Catholic School will conduct temperature checks prior to **anyone** entering school grounds AND before students exit their vehicle.

- Our team may take your child's temperature during the day. Siblings of any family who has a sick member will be evaluated and may be sent home.

**Fever:** For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDs]). (CDC Guidelines)

**Please note:** SMCS reserves the right to isolate and/or send home any student exhibiting consistent temperatures above 98.6 AND respiratory symptoms .

## COHORTS

Your student's cohort is their homeroom grade-level classroom. All students will be with their cohort for as much of the day as possible.

- Elective teachers will travel to the cohort room to teach (except PE) OR reserve a larger room (to be sanitized before and after student arrival) if the activity requires larger space (makerspace, library, cafeteria or gym).
- Cohorts will have assigned restrooms AND eat lunch together.
- Anytime a cohort is exposed to another cohort (i.e. Mass, morning care, after school care), each cohort will be social distanced from other grade-level cohort AND require a mask

## CLOSED CAMPUS

To limit exposure, St. Monica Catholic School will function as a closed campus as much as possible.

- All visitors MUST have an appointment or in extenuating/emergency circumstances call from your car in the parking lot before approaching the office.
- Visitors will only be allowed the front office (i.e. not in classrooms, etc).
- We ask for all conference requests to be conducted over Zoom.
- At this time, family members may not join their students on campus at lunch time or for Mass.
- We will also forgo the use of campus volunteers beyond the front office.

## ARRIVAL AND DISMISSAL

- **We will *ONLY be using the carline* for arrival and dismissal (no walk up).**
- We have DIFFERENT locations than last year by grade level. Map attached.
- **Only the student** may exit the vehicle. Adults/family members must stay in the car at all times.
- Students and parents/guardians MUST wear face masks during the carline.

## ARRIVAL CARLINE SCREENING

Our arrival designees will take your child's temperature with a touchless thermometer before exiting your vehicle in car line.

Anyone who records a temperature of 100.4 degrees Fahrenheit or higher will be asked to remain at home and may not enter school grounds.

## ARRIVAL: ALL MUST USE CAR LINE DROP OFF, NO WALK UP AVAILABLE

- We have THREE arrival times based on grade level by CARLINE ONLY.
  - Arrival time is staggered by grades to avoid long wait times due to screening.
- **Morning care:** If needed, morning care starts at 7:00 am and is only through CARLINE.
- **Many grade-levels?** Families with multiple children are able to drop-off with their youngest child. Older siblings may wait in the cafeteria for morning care OR you may wait in the school lot in your car until your arrival designated time.
  - Students will be assigned tables 6 feet apart if they arrive early.
  - Masks are required during morning care.
- **Late arrival?** We ask for arrivals to occur during your designated arrival time **or earlier**. If you are late, please remain in your car and call the front office at 210-658-6701 so we can meet you and bring you to the appropriate location.

### Arrival Procedures and Time

- Please have students in the passenger side or back passenger seat as much as possible.
- Backpack should be readily available with your child (not in the trunk of the car)
- Please roll down your window so that students may be screened from their car.
- Students will be escorted directly to their class if you arrive during your arrival time.
- If you arrive early, you will be escorted to the cafeteria for morning care.

Grade levels	Arrival	Class Start	Drop-off location
PK3-PK4	7:00-7:30 AM	7:30 AM	Church Side
Kinder			School Side
1st-2nd	7:30-7:45 AM	7:45 AM	School Side
3rd-4th			Church Side
5th-8th	7:45-8:00 AM	8:00 AM	School Side- Enter gate

### DISMISSAL– FROM 2:30-3:15--CARLINE ONLY, NO WALK UP AVAILABLE

- Please ONLY enter the carline during your designated pick up window and remain in your car.
- If you have multi grade level students, please drive to each location during their dismissal time. You may park in the school lot if you need to wait.

Grade levels	Dismissal time	Location for Pick-up
PK3-PK4	2:30-2:45 PM	Church Side
Kinder		School Side
1st-2nd	2:45-3:00 PM	School Side
3rd-4th		Church Side
5th-8th	3:00-3:15 PM	School Side

- Each car will have a NAME Placard placed in the front window on the passenger side given on the first day of face to face instruction.
- A staff member will read the name over a walkie-talkie to the classrooms and call the children for car line. Staff will supervise that each child gets to and enters the correct car.
- Dismissal may take a little longer due to PA calling and transition to the car line.

### AFTER SCHOOL CARE: DISMISSAL TO 5:30PM

At the end of your dismissal time, any remaining students will be taken to after school care. Fees will apply. Social distancing practices will be maintained.

After school care is based on enrollment, must have AT LEAST a 24 hour notice if going to drop in, and will be grouped by grade levels socially distanced from each other in the cafeteria. Masks are required in ASC. Drop in is possible, but MUST have 24 hour reservation to plan adequate staffing and social distancing.

## HEALTH AND SAFETY PRACTICES

### HAND WASHING AND HAND SANITIZER

Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.

- Each classroom will have spray bottle sanitizers in their classroom.
- Students may bring their own personal sanitizer to keep on their person during the school day.
- We have hand sanitizing stations by each entry/exit of the school.
- All will wash hands with soap and water and sanitize before/after eating lunch.
- All will wash hands with soap and water and sanitize hands after recess and P.E.
- Hand washing signs will be posted in the restrooms and around the school.
- The school staff will frequently instruct the students in proper hand sanitizing and proper cough and sneezing protocol.

### PERSONAL WATER BOTTLES

All must bring his/her own PLASTIC water bottle for personal use.

- We will not provide cups as in years past.
- Water fountains will be closed to avoid any risk.
- Students should bring their own PLASTIC container with **ONLY WATER** daily.
- Names should be clearly written on the bottles or containers
- Teachers will help with refilling water bottles as needed in the primary level.

### INCREASED CLEANING THROUGHOUT FACILITIES

- Teachers and students will disinfect all surfaces and wash hands every 2-3 hours during the school day.
- JanPro Cleaning will clean and disinfect surfaces in main buildings and classrooms daily during the school week.
- JanPro will use Enviroschild Spray every 6 months to coat all surfaces used in the school (6 month disinfectant with negative charge that prevents the spread of disease).
- JanPro will be available for emergency response to disinfect any area exposed to positive individuals.
- Our team will ensure that cleaning supplies are stored in areas inaccessible to students.
- In house custodial staff will sanitize multi-use restrooms (ones not in classrooms) every hour.
- Students will wash hands and/or sanitize before AND after participating in specials/electives classes.

### CLASSROOM PROCEDURES

- As much as is possible with staffing, teachers will change classes (NOT STUDENTS)--especially in middle school--to avoid large gatherings in the hallways.
  - Exceptions:
    - Library (students will not touch all books and only touch book going to check out)--Begins last week of September.
    - PE (held outside as much as weather allows--in gym if too hot, cold or raining)
    - Orchestra (will be held in Cafeteria or Library based on enrollment).

- Gym, Makerspace classroom, library, and 2nd floor rooms will be available by reservation for indoor recess, tech class, and activities needing more space. Spaces will be disinfected after usage.
- Classroom settings will be sparsely furnished to allow for social distancing of desks.
- Students will have the same desk/area all day AND their OWN storage area (locker, cubby, etc).
- Students will use individual items/supplies at their own desk.
- Students will be socially distanced in their classroom.
- Each classroom will have a max capacity sign on the door (max capacity is the amount of students that can fit in a room and avoid close contact)--Calculated based on USABLE square footage.
- PE will still be in the gym or outside practicing social distancing.
  - Middle school will not change for gym class.
- **SNEEZE GUARDS** We will not require or provide individual sneeze/desk guards for children. We will ensure rooms that students are in allow for proper social distancing AND require masks.
  - If parents/guardians want screens for individual students, they must purchase, provide, and clean daily.
  - We support sneeze guards purchased by families, if the family can work with students to teach responsibility and management of the screen.
  - It is the student's responsibility to use the screen appropriately and monitor their use behind the screen.
  - We will have a parent conference if the screen becomes a distraction or obstruction due to improper usage.

## TECHNOLOGY

- ONE ON ONE DEVICES
  - Students will be assigned Chromebooks for PreK to 8th grade at all times.
  - When on campus, students may ONLY use their Chromebook (not personal home devices).
  - Devices must be taken home and returned to school each day.
- Computer lab will only be used by Yearbook and Tech Elective.
- If there is a need to share equipment, devices will be disinfected with alcohol wipes after each use. PLEASE DO NOT SPRAY SANITIZER ON YOUR CHROMEBOOK.

## CAFETERIA/LUNCH/SNACK

- SEPTEMBER: ALL Students will bring lunch from home.
  - Family must provide ALL materials needed for lunch (i.e. fork, napkins, etc).
  - We will not wash any reusable personal lunch items and return them home each day.
- OCTOBER: HOT LUNCH CAFETERIA SERVICE BEGINS OCTOBER 1.
  - Students will have the option to order a covered hot lunch from the cafeteria starting Oct. 1 OR may continue to bring their own lunch.
  - Hot lunch service will be available with a menu, provided in advance, and require at least 24 hour in advance ordering on RenWeb/FACTS.
  - Disposable boxes or covered disposable trays, forks, and cups will be used
- Due to the nature of having to remove masks to eat, the cafeteria will be used for food service for KINDER to 8th GRADE as it allows for more spacing and ventilation.
  - Students will have an assigned table that is disinfected between uses.
  - Students will go to their table and be called up to get their hot lunch.



- We will have no more than 2 children per table, ideally only one per table.
- PREK will continue to have lunch in the classroom with our small enrollment numbers. If numbers increase, we will move to the cafeteria.
- **Parents/ Guardians will not be allowed to eat lunch with their children OR bring lunch to school.**
  - If a student does not bring lunch, a hot lunch will be provided and charged from school.
  - Lunches are not allowed to be delivered by an outside service or parent/guardian to be delivered to a student if the student does not bring his own lunch.
- **SNACK TIME:** All students must provide OWN snack with ALL utensils required (required to bring TWO snacks a day for PreK, strongly encourage to bring ONE snack a day for K and 1st)

## RECESS

- Recess will continue to take place at staggered times.
- Students may remove their masks for outdoor recess.
- Each class will use specific areas assigned.
- Limited balls/equipment will be used during recess and will be sanitized between usage.
- Hand sanitizing/washing will take place after recess.

## MENTAL HEALTH SERVICES

- St. Monica Catholic School is committed to the social-emotional development of each child.
- Our school counselor Mrs. Moncrief will teach age-appropriate guidance lessons.
- Our school counselor is also available to meet with students individually or in small groups to meet students' needs.
- Tele-counseling services are also available to students who submit a request at [emoncrief@saintmonica.net](mailto:emoncrief@saintmonica.net).

## LEARNING AND INSTRUCTION

### OPTIONS FOR METHODS OF RECEIVING INSTRUCTION

Virtual and Face to Face instruction is available for all students.

- If you choose Face to Face instruction, you may go virtual as needed or as mandated by a potential positive case.
  - If you choose Virtual Instruction, you may go Face to Face IF your classroom has capacity. Email [office@saintmonica.net](mailto:office@saintmonica.net) to request changes and you must wait for a response BEFORE coming to campus.
    - If your class is at capacity, we will put you on a wait list.
- A. Face to Face instruction with social distancing and face masks required at all times.  
You may switch to virtual as needed (certain days of the week, when sick or have appointments, etc).
- B. Virtual, synchronous instruction where some students will attend class from home via live stream with asynchronous, recorded instruction via Zoom as needed.

- *Google Classroom* is our primary platform and will be used by K – 8th, where assignments and recordings may be accessed.
- Virtual students will follow our schedule for core classes and must attend at least 3 out of 5 days for electives.
- Virtual students may ask questions during designated times during class and participate with the face to face classmates.
- Virtual students will have designated days/times for office hours with teachers.
- Virtual learning students will have the same requirements and due dates as in-person students.

## GRADUAL RETURN TO CAMPUS

St. Monica Catholic School will follow the following phase in plan for instruction:

Phase 1	Full Virtual Instruction	Beginning August 17 ALL students will receive full-day VIRTUAL instruction
Phase 2	Early Childhood On-Campus Integration	Sept. 4: ½ Day On-Campus Orientation, no virtual school Sept. 8-11: ½ day schedule (in-person & virtual)
Phase 3	Orientation Days	Sept. 9-11: Full day On-Campus Orientation days for 1st-8th grade (small groups)- Virtual classes will be asynchronous/recorded or project based
Phase 4	Full Day Full Integration	Monday, September 14 will be the first full day of fully integrated in-person and on-line learning

September Return To Campus Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*Virtual Instruction began Monday, August 18th for ALL STM students PK-8th grade. Entering Week 3 of school we begin our phase in plan.		1	2	3	4 PK-K ½ day On-Campus Orientation	5
Week 4 of school 6	No School- Labor Day 7	8 Return to Campus Town Hall meeting (virtual) 5:30-6:30 pm	9 1st-8th On-Campus Orientation Day #1	10 1st-8th On-Campus Orientation Day #2	11 1st-8th Orientation Day #3	12
		PK-K ½ day on-campus Sept.8-11				
Week 5 of school 13	14 FIRST FULL DAY ON-CAMPUS!	15	16	17	18	19
	PK-8th Grade Full Day Full integration of On-Campus & On-line learning					

Full day, Full integration with on-campus and Distance Learning platforms will begin Monday, September 14, 2020.

## GATHERINGS, VISITORS AND FIELD TRIPS

St. Monica Catholic School will continue to enhance our students' learning experience with the following guiding principles:

- All visitors to campus must have an appointment and will meet in a conference room in the front office.
  - If a meeting or conference is needed with administration, business office, enrollment or teacher, Zoom meetings are encouraged.
- No visitors will be allowed inside ANY classrooms.
- Field trips are suspended until further notice.
- PTC Meetings, Required Conferences, and large gatherings will be virtual until further notice.

## TUITION

Tuition will remain the same for all learning options, regardless of method of delivery. Our faculty and staff are working extremely hard to meet the ever-changing needs of our community and will continue to do so. We have had to set the budget for the school year and parents experiencing difficulties should speak with the School Principal.

## MANDATED CONTINGENCY PLAN

In the event that St. Monica is mandated to follow an at-home decree order again or if an entire class is at home, St. Monica Catholic School is prepared to continue instruction through our remote platforms. If distance learning is required for all students, then teachers will follow the [VIRTUAL LEARNING SCHEDULE](#).

## OUR FAITH COMMUNITY

### SCHOOL MASS

- *Students will attend mass in small school groups or via live streaming.*
- In order to remain within acceptable capacity and to allow for proper social distancing in the church, Fr. Thumma has agreed to a separate school mass for just our students.

Mass will be divided into TWO gatherings instead of ONE with ONLY students (not open to the public) at 9:00 AM, students will sit with their class, wear a mask, and sit at least 6 feet apart from any other class.

- Thursday: PreK to 2nd Grade
- Friday: 3rd to 8th Grade
- Students will not sit with other grade levels.
- Parents can opt students out of Mass and have them Zoom in from school building or home.

### SPIRITUAL GUIDANCE

All of our team members are here to assist you with your faith based needs. If you are seeking one-on-one support, our Assistant Principal, Ms. Laura Ortiz, our principal, Abigail Salazar and our Pastor, Fr. Thumma will lead the students in various in-person or remote methods to continue and deepen the student's faith and trust in God. Please email [lortiz@saintmonica.net](mailto:lortiz@saintmonica.net) to coordinate!

## CONTINGENCIES

Designated COVID-19 Point of Contact: Rumalda Sandoval, “Ms. Molly” Health Coordinator or  
Abigail Salazar, Principal  
[asalazar@saintmonica.net](mailto:asalazar@saintmonica.net)  
210-658-6701

St. Monica Catholic School will continue to work with the City of Converse and participate in our community response efforts and follow the guidance of:

- San Antonio Metro Health: <https://covid19.sanantonio.gov/Home>
- CDC (Centers for Disease Control):  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Archdiocese of San Antonio Department of Catholic Schools:  
<https://www.archsa.org/schools>
- GUIDELINES RECOMMENDED BY THE TEXAS CATHOLIC CONFERENCE OF BISHOPS – EDUCATION DEPARTMENT (TCCB-ED)

## COMMUNICATION SYSTEMS

If school or a classroom must close due to exposure or mandates, families will be notified via RenWeb/FACTS Alert Text and Call, School Website and Email.

If you must keep your student out due to exposure, we will have a digital form to fill out. Please call in to verify completion to Molly Sandoval, health coordinator or principal, Abigail Salazar.

### **\*\*\* If a child or staff member has a confirmed diagnosis of COVID-19\*\*\***

- Local health department will be notified.
- The Archdiocese of San Antonio will be notified.
- The St. Monica School community will be notified via letter, email, RenWeb/FACTS text/call, and website

## WHAT HAPPENS IF MY CHILD DEVELOPS A FEVER AT SCHOOL?

- Any individual/student who exhibits COVID19 symptoms during the school day will be isolated in our “isolation room” with a back door exit for parent or emergency contact pick up.
- Room will be cleaned and sanitized by JanPro.
- Transportation will occur as usual, updated handbook guidelines:
  - Parent/Legal Guardian will be contacted first with at least 2 phone calls with voicemails and an email/text to call the school. If no response within 30 minutes, emergency contacts will be called.
  - If no response within 20 minutes after calling Emergency contacts or family does not arrive OR the situation exhibits immediate emergency symptoms, school reserves the right to call an ambulance.

## IF AN INDIVIDUAL RECEIVES A TEST CONFIRMATION OF COVID-19, WHEN CAN THEY RETURN TO SCHOOL?

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
  2. the individual has improvement in symptoms (e.g., cough, shortness of breath);
  3. and at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
  - 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 note from a medical doctor—licensed in the state of Texas, clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/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.
  - Catholic schools should screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met. (TCCB-ED)

## IF SOMEONE IN THE CLASS—STUDENT OR TEACHER—IS DIAGNOSED, WILL ST. MONICA TELL ME?

**Yes.**

1. If an individual who has been in a school is test-confirmed to have COVID-19, St. Monica Catholic School must notify our superintendent and our local health department, in accordance with applicable federal, state and local laws and regulations.
2. Our school will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
3. Consistent with Archdiocesan and school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, St. Monica Catholic School will notify all teachers, staff, and families of all students in a school if a test-confirmed COVID-19 case is identified among students, teachers or staff

who participate on any on campus activities.” (TCCB-ED) *Identity and privacy of the individual will be protected.*

***It is important to note that in all likelihood, we will have cases of COVID on our campus. We must remain calm and level-headed, practice social distancing, wear face coverings, sanitize our surfaces frequently, and wash hands often.***

### **IF MY CHILD HAS BEEN IN “CLOSE CONTACT’ WITH SOMEONE WHO IS LAB-CONFIRMED TO HAVE COVID-19, WHAT SHOULD I DO?**

For clarity, close contact is defined as:

1. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
2. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test. (TCCB-ED)

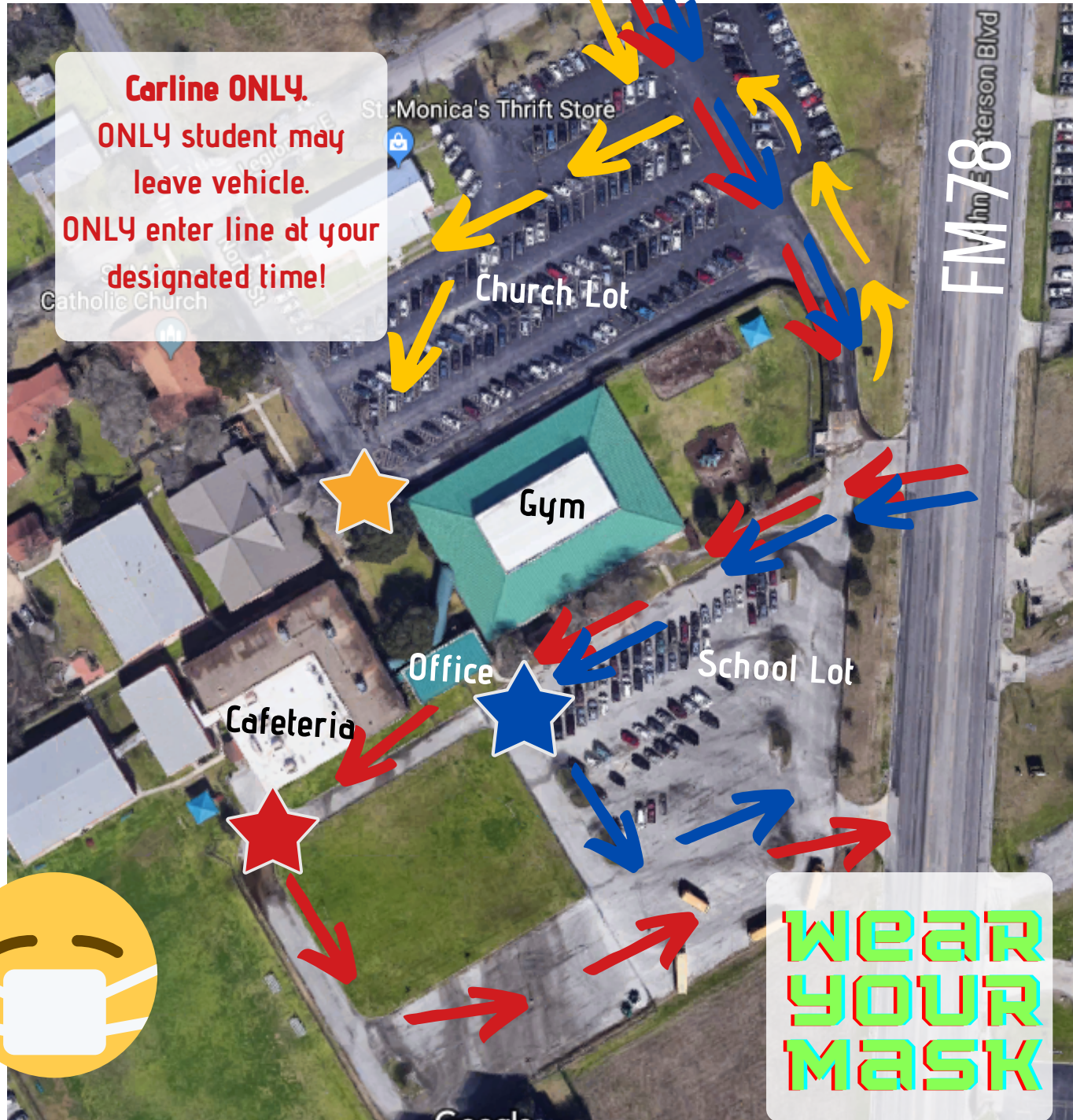
***Please notify St. Monica and keep your child home for 14 days. Your child’s teacher will provide materials for your child. Instruction can continue from home, and your child will not be marked absent as long as he/she continues to complete work through our remote learning management system.***

### **WHAT HAPPENS IF MY CHILD’S TEACHER HAS TO STAY HOME?**

- If your child's teacher is quarantining but not ill, he/she will continue to teach the class using Zoom with the assistance of an instructional assistant, and instruction will continue.
- If your child’s teacher is too ill to teach, a substitute will keep the instruction going.



# ARRIVAL AND DISMISSAL LOCATIONS



## CHURCH SIDE



## ARRIVALS

7:00-7:30 PK-K

7:30-7:45 3RD-4TH GRADE

## DISMISSAL

2:30-2:45 PK-K

2:45-3:00 3RD-4TH GRADE



## SCHOOL SIDE

## ARRIVALS

7:30-7:45 1ST-2ND GRADE

## DISMISSAL

**2:45-3:00 1ST-2ND GRADE**



### SCHOOL SIDE- CAFETERIA

## ARRIVALS

7:45-8:00 5TH-8TH

## DISMISSAL

3:00-3:15 5TH-8TH

## Arrival Windows

PK-K 7:00-7:30

1st-4th 7:30-7:45

5th-8th 7:45-8:00

**\*\*Late arrivals must park in school lot, call the office and wait in vehicle for staff member.\*\***

## Dismissal Windows

PK-K 2:30-2:45

1st-4th 2:45-3:00

5th-8th 3:00-3:15

**\*\*You have a 15 min. window to pick up student. After student will go to ASC for a charge.\*\***

# HELP US KEEP OUR FAMILIES SAFE, CARLINE ONLY

## ARRIVAL

## DISMISSAL

### Morning Arrival:

- Please **ONLY** enter carline during your arrival window
  - If arriving early and not seeking morning care, park on school side until arrival window.
- Student is to sit on passenger side of car, front or back.
- Please have all items with student ready to go.
- Please remain in vehicle for temperature screening.
- If arriving in arrival window, student will go directly to class.

### Arrival Windows

PK-K 7:00-7:30 (Church Side)

1st-2nd 7:30-7:45 (School Side, stop at mailbox)

3rd-4th 7:30-7:45 (School Side, stop at mailbox)

5th-8th 7:45-8:00 (School Side, enter gate)

**\*\*Late arrivals must park in school lot, call the office and wait in vehicle for staff member.\*\***

### Need earlier? MORNING CARE

7AM: Earliest Drop off allowed (No Charge).

Drive to PreK Carline or 1st/2nd Carline.

Student will be screened and taken to cafeteria.

### Afternoon Dismissal

- Please **ONLY** enter carline during your arrival window
- If arriving early, park on school side until arrival window.

### Dismissal Windows

Pre K 2:30-2:45 (church side), 11:30-11:45 on Early Release

Kinder 2:30-2:45 (school side), 11:30-11:45 on Early Release

1st-2nd 2:45-3:00 (school side), 11:45-12PM on Early Release

3rd-4th 2:45-3:00 (church side), 11:45-12PM on Early Release

5th-8th 3:00-3:15 (school side, gate opens at 3PM), 12-12:15PM Early Release

**\*\*You have a 15 min. window to pick up student. After student will go to ASC for a charge.\*\***

### AFTER SCHOOL CARE:

After Dismissal Window until 5:30PM



# Archdiocese of San Antonio

## Department of Catholic Schools

### Counseling and Guidance Services

### Parental Consent for Individual Counseling



Dear (Parent or Legal Guardian) \_\_\_\_\_

It has been recommended that (your child) \_\_\_\_\_ receive school counseling support services. This request for counseling has been made by one or more of the following:

The classroom teacher \_\_\_\_\_  
You, parent or legal guardian \_\_\_\_\_  
The school principal \_\_\_\_\_  
The student (your child) \_\_\_\_\_  
The counselor \_\_\_\_\_

Counseling services in Catholic Schools can be provided through a variety of modalities, including classroom lessons, small group meetings, and individual sessions to address a variety of issues that may include the following: understanding self and others, social skill development, making and keeping friends, coping skills, family relationships, managing change, time management and study skills, conflict resolution, and bullying issues.

Parent permission/consent for counseling is being requested to provide on-going individual counseling for your child. Although individual counseling sessions may address a variety of student specific needs, an overall goal of counseling is to assist the student in reaching their potential for success in school and to work towards desired change. Please do not hesitate to contact the school counselor \_\_\_\_\_ @ \_\_\_\_\_ to discuss your child's progress in counseling or to inform us of any changes or challenges in the home that may be affecting their academic performance and/or behavior in school.

Through counseling support services, we strive to further strengthen the school-parent partnership, to provide support to parents as primary educators of their children, and to continue to help you in working toward the formation of the WHOLE child – fostering their academic, social, emotional, behavioral, and spiritual development. We believe that working together with parents and students, each child can be successful in school.

I agree to allow (student) \_\_\_\_\_ to receive individual counseling services. I understand that I may revoke this consent at any time by signing and dating a written notice.

---

Parent(s)/Guardian(s) Signature

Date



## PROVISIONS FOR INFORMED CONSENT FOR INTERIM TELE-COUNSELING SERVICES (COVID-19)

This Informed Consent for **temporary** tele-counseling sessions contains important provisions for providing counseling services using the phone or the internet during the period of distance learning as defined by the Department of Catholic Schools. Please read this carefully, and let your counselor know if you have any questions.

In accordance with the Code of Conduct enacted by the Archdiocese of San Antonio, all tele-counseling services provided during this time will occur with two (2) trained mental health professionals who have been familiarized with interim processes and standards through participation in online information sessions with the of Department of Catholic Guidance and Counseling personnel.

### **Benefits and Risks of Tele-Counseling**

Tele-Counseling refers to providing counseling services remotely using telecommunications technologies, such as video conferencing or telephone. One of the benefits of tele-counseling is that your child and the school counselor can engage in counseling services despite the cancellation of on-campus instruction. This will be helpful in ensuring continuity of care in the midst of the current COVID-19 pandemic while students are engaging in distance learning. Although there are benefits of tele-counseling, there are some differences between in-person counseling and tele-counseling, as well as some risks. For example:

Risks to confidentiality. Because tele-counseling sessions take place outside of the counselor's private office, there is potential for others to overhear sessions. The counselor will take reasonable steps to ensure your child's privacy. It is important for you to locate an appropriate place in your home for your child's session where interruptions would be minimal. It is also important for you to protect the privacy of your child's session if they are using your cell phone or other device. Your child should participate in counseling only while in a room or area where other people cannot overhear the conversation. Specifically, that the location is away from distractions and allows for the same privacy as a face-to-face counseling session (i.e., dining room table while siblings work/play in the living room).

Issues related to technology. There are many ways that technology issues might impact tele-counseling. For example, technology may stop working during a session, other people might be able to get access to our private conversation, or stored data could be accessed by unauthorized people or companies.

Crisis management and intervention. It is preferred that a parent be home during the tele-counseling session to be able to respond to any crises that may arise (as evidenced by giving verbal consent at the beginning of the tele-counseling session). Parents will be required to give the counselor a phone number that they are available at in the event that a crisis situation occurs during your child's tele-counseling session.

Efficacy. Most research shows that tele-counseling is about as effective as in-person counseling. However, some counselors believe that something is lost by not being in the same room. Given

the current state of emergency that has led to the closure of physical school facilities, tele-counseling is the recommended medium to continue counseling services.

## **Electronic Communications**

You and your child's counselor will decide together which kind of tele-counseling service to use that will be most effective and convenient for your child. You may have to have certain computer or cell phone systems to use tele-counseling services. You are solely responsible for obtaining any necessary equipment, accessories, or software to take part in tele-counseling.

For communication between sessions, use email or phone to communicate with your child's counselor. You should be aware that the counselor cannot guarantee the confidentiality of any information communicated via email. Email communication **should not** be used if there is an emergency with your child as the counselor may not check email multiple times per day. In the event of a counseling emergency please take your child to one of the agencies listed at the end of this consent form.

## **Confidentiality**

Counselors have a legal and ethical responsibility to protect all communications that are a part of our tele-counseling. However, the nature of electronic communications technologies is such that the counselor cannot guarantee communications will be kept confidential or that other people may not gain access to the communications. Counselors will use a secure, non-public facing medium for tele-counseling to keep your child's information private, but there is a risk that our electronic communications may be compromised, unsecured, or accessed by others. You should also take reasonable steps to ensure the security of such communications (for example, only using secure networks for tele-counseling sessions and having passwords to protect the device you use for tele-counseling).

The extent of confidentiality and the exceptions to confidentiality that apply to in person counseling still apply to tele-counseling, all information shared in the session is confidential with the **exception** of the following: if your child discloses that they are a danger to themselves or a danger to others, if they disclose that they, or another youth or elderly adult, are being abused or neglected, or a court issues a subpoena.

## **Appropriateness of Tele-counseling**

At such a time that the Department of Catholic Schools has determined that it is safe to resume on campus instruction, counselors will resume in-person sessions at the school and shall discontinue all tele-counseling services. In the event that tele-counseling is no longer the most appropriate method to continue care during this time, the counselor will refer you to resources in the community that would be better suited to support the needs of your child while they are not in school.

## **Records**

The tele-counseling sessions shall not be audio/video recorded in any way by either the counselor, student, or the parent unless agreed to by all parties. Counselors will document the counseling session in the same way they maintain records of in-person sessions.

## Community Crisis Referral Resources

*Clarity Child Guidance Center*  
8535 Tom Slick Drive, San Antonio  
(210) 616-0300

*San Antonio Behavioral Hospital*  
8550 Huebner Road, San Antonio  
(210) 541-5300

*Laurel Ridge Treatment Center*  
17720 Corporate Woods Drive, San Antonio  
(210) 491-9400

*Center for Health Care Services*  
227 Drexel, San Antonio  
24/7 Crisis Number: (210) 223-7233

*National Suicide Prevention Lifeline*  
1-800-273-8255

*SAMHSA's The Disaster Distress Helpline*  
1-800-985-5990

## Parent/Legal Guardian Informed Consent: Tele-mental Health Services for a Minor

This agreement is intended as a supplement to the general informed consent that was agreed to for in-person school counseling services and does not amend any of the terms of that agreement.

Your signature below indicates agreement with its terms and conditions.

I agree to allow my child, \_\_\_\_\_, to receive tele-counseling services from the school counselor employed by his/her school \_\_\_\_\_ (school name), during the school closure caused by the COVID-19 pandemic.

---

**Parent/Legal Guardian Signature**

---

**Date**

---

**Parent/Guardian Emergency Phone Number**

**St. Monica Catholic School  
Archdiocese of San Antonio**

**Acknowledgement Relating to Coronavirus/COVID-19**

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, restricted the congregation of groups of people.

St. Monica Catholic School (the “School”) has put in place preventative measures to reduce the spread of COVID-19; however, we **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **participation in any school activities could increase** your child(ren)’s or your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by participating in any school activity at the School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, volunteers, and program participants and their families. I agree I will not take my child to the School if my child displays any symptoms of COVID-19 or is he/she has been exposed to anyone with COVID-19. I will notify the School immediately if my child is exposed to or develops any symptoms. I agree to comply with the rules, directives, and guidance of the School and will actively encourage my child to do the same.

---

**Signature of Parent/Guardian**

---

**Date**

---

**Print Name of Parent/Guardian**

---

**Name of Student**