



Re-Open Plan

Fall Semester 2020



The Highlands School

01 Prevention

Preventing the spread of Covid-19 begins with each of us following public health mandates and common sense:

- Practice frequent handwashing
- Practice social distancing
- Wear face coverings as directed
- Curtail international travel

Authorities have classified (July 16) Dallas County as “High Risk” for virus transmission. In their document [Health Guidance for the Public](#), they recommend you “eliminate non-essential travel and group settings,” “limit [shopping] trips to once a week or as necessary . . . and opt for delivery or curbside pickup if available.” Please see their publication online for more recommendations.

Be aware of common symptoms and situations related to COVID-19, and if your child shows evidence of such symptoms, inform the school and keep your child at home. All adults (faculty, staff and any visitors) will fill out a screening form checklist to confirm they are symptom free. (The same is under consideration for all students):

- You have been around someone or cared for someone who tested positive for COVID
- Shortness of breath or difficulty breathing
- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Prevention Continued

Daily Screening: All students, faculty, staff, and visitors will be screened upon arrival using instant temperature checks. Checks are to take place if possible while the student is still in the car or before the parent pulls away from the curb.

Anyone with a temperature of 100.0° or greater will return home.

Toys / Common Classroom Items: Materials, toys, items used in common by students in a classroom will be removed. Students are to have their own supplies used only by them alone.

Symptomatic: During the day, symptomatic individuals will be removed from the classroom and sent to the school nurse for evaluation and next steps.

Big Events: Large-group events are suspended until further notice. Student assemblies can be conducted virtually with internal video streaming to every classroom. Masses will take place only when guidelines for social distancing, face coverings, and limited attendance (following liturgical guidelines from Diocese of Dallas Bishop Edward Burns) can be enforced. Off site field trips postponed indefinitely; efforts to have on-site “field trips” are highly encouraged.

Enhanced Cleaning: Following CDC guidelines, we are enhancing facilities cleaning with a focus on high-touch surfaces and common areas utilizing electrostatic sprayers capable of continual disinfecting. Enhanced attention includes a NEW HIRE of a dedicated daytime person to clean and disinfect high-touch surfaces throughout the day.

Prevention Continued

Handwashing and Sanitizing:

There will be supervised handwashing breaks for Pk to 5th at least twice daily. Handwashing and sanitizing will also happen: before and after eating; visiting the restroom; blowing one's nose, coughing or sneezing; after touching common objects; after recess.

All visitors will sanitize hands before entering building.

Face Coverings:

We will comply with all state and local requirements for mandatory face coverings. As of this writing, they are mandatory. When face coverings become optional by law, they will be optional at THS. Anyone may choose to wear a face covering at any time. All visitors will be required to wear a face covering.

The CDC says "limiting close face-to-face contact with others is the best way to reduce the spread of . . . COVID-19. Social distancing . . . means keeping a safe space between yourself and other people who are not from your household: . . . stay at least 6 feet from other people who are not from your household in both indoor and outdoor spaces."



03 Athletics

Athletics: DPL and TAPPS

The Dallas Parochial League (DPL) oversees 5th to 8th grade sports.

On July 16th, the league announced its cancellation of fall sports deciding that: "Due to the uncertainty of what the school year will look like for the fall, it was best to not offer any DPL sports during that time. Our student-athletes need to be back in the classroom and remain healthy. By not playing sports, we hope to cut down on their exposure to the virus. We will continue to stay in touch and look for ways to help and support each of you in the coming school year."

This cancellation affects 5th to 8th grade football and volleyball.

The Texas Association of Private and Parochial Schools (TAPPS) oversees our high school sports. Today (July 17th) the league announced going ahead with fall sports for high school. This decision affects high school volleyball and football.

Strength and conditioning can begin the week of September 7th.

The first high school volleyball games can be scheduled the week of September 21st and the first high school football games the week of September 28th.



04 Healthcare

Healthcare in the THS Clinic

Nurse Beth manages our THS Health Clinic and serves our children and families as a licensed vocational nurse (LVN).

Nurse Beth will continue to care for students who experience illnesses or who require the dispensing of medication and so on.

Nurse Beth adds to her duties this school year implementing procedures and policies written collaboratively with Catholic schools' nurses in the Diocese of Dallas over the last several weeks.

Policies address the following:

- Supervising training for teachers and students on practices that can best mitigate virus transmission.
- Students symptomatic for COVID-19 who need to be isolated and sent home.
- Supervising a “waiting room” for students who show symptoms and need to go home.
- Students and their families who encounter others who have tested positive for COVID-19.
- Students whose families have travelled internationally to “hot spots” identified by the CDC.
- Students who contract COVID-19.
- Supervising self-quarantine guidelines for students at risk.

05 Teaching & Learning

The Highlands School recognizes that parents want choices for the mode of education that best serves their personal health safety concerns for their children. For this reason, The Highlands School is preparing to offer three tiers of learning for the coming school year. Parents may choose from two learning experience and will be offered a third experience if ever a shelter-in-place becomes mandatory.

Tier 1 Learning: The Standard THS Classroom

The best learning environment for our children is in the classroom with a teacher. The safety protocols outlined in this reopen plan are designed to make on site and in person learning happen. The 2020-2021 school year will see a few changes:

- Desks will be physically distanced in the classroom.
- Students will not rotate classes; the teachers will rotate most of the time (K-8).
- Student orientation for new protocols (using videos, practicing, presentations, demonstrations) like handwashing, sanitizing, or distancing will begin from the first day until students demonstrate evidence of mastery.
- Teachers will use Google Classroom and students will be trained in the use of this platform for learning. Scheduling, assignments, handouts, and assessments will take place using this platform. Exceptions will be limited.
- Laptop computers will be issued to 5-12 students and one to one iPad for Kindergarten to 4th grade students to practice a blended learning model in the classroom, increase use of digital testing and assignments, and decrease need for paper and print products. Each teacher will walk the students through technology use when assignments are given in the classroom.
- Students Kindergarten to 7th grades will have two computer classes per week to better prepare them for using Google Classroom, its tools, and the Microsoft Office tools. Mastery goal of basics technology is to be an independent (without parent assistance) by Thanksgiving.

Teaching & Learning Continued

Tier 1 Classroom Learning Continued

The need for digital image files and printing for student worksheets will be limited or eliminated. Students will rotate to other areas during the school day:

- Playground: students will use fields for running and play; playground equipment will be roped off. Swing set will be functional as seats are physically distanced.
- PE: students will be outdoors temperatures and weather permitting. In-gym when compliant with law. Non-contact physical activity and distancing observed.
- Music: with current classroom risers removed, distancing practiced.
- Art: teacher will come to the classroom.
- No library time scheduled; students can check books from the online library and selections will be delivered to students in the classroom.
- Cafeteria: lunch with distancing. Lunchroom silence must be observed.

Tier 2 Learning: At Home SYNCHRONOUS Classroom Live Lesson Streaming

Each classroom at THS from Pre-Kindergarten to 12th grade will stream live lessons online through Google Classroom. This format is called SYNCHRONOUS LEARNING where students at home online learn from the classroom teacher while fellow students in their class learn in person in the classroom.

Families who choose to keep their child at home can have their child participate in live lessons and interact with handouts and digital assessments as if they were sitting in the classroom. Similarly, students who become ill or must quarantine can also take advantage of tier 2 synchronous learning when such a decision is necessary.

Further, although some schools ask families to commit to streamed classroom learning for at least the first quarter, a family may start with streaming and return to the classroom at any time.



Teaching & Learning Continued

A few guidelines apply:

- Students will need a laptop computer at home to participate in streamed lessons. 5th to 12th students will have school-issued laptops. K to 4 students will have an iPad for learning tools, but a laptop at home is preferable.
- Students who stay home and stream lessons will need tools, books, technology, and the instructions to use these tools before the school year begins.
- Arrangements will be made at the beginning of August for materials to be sent home to children whose families choose tier 2 learning. How training is to work for students unfamiliar with using Google classrooms as a remote learning platform also to follow.
- Teachers will communicate procedures for how at-home students can participate in live lessons.
- Digital handouts and assessments mean at home students receive and do classwork at the same time as in-classroom students.
- Classrooms will be offline for recess, specials, lunch, and other appropriate times like bathroom breaks. Accreditation requires that students earn credit for specials; guidelines for at home satisfying specials credit will follow in August.
- Student supervision at home must include some oversight by a parent even if the student demonstrates a high degree of independence using the technology. THS will send home a guide outlining best practices (aligned to student age and ability) for successful live streamed e-Learning as part of student orientation.
- Students are considered “present” for the school day.

Teaching & Learning Continued

Tier 3 Learning: Shelter in Place Remote Learning

All grades will adopt remote learning if (as happened in the spring 2020) a shelter in place order is given and therefore our school doors are closed.

All grade levels will use Google Classrooms and the accompanying extension or apps that are part of the learning platform. Students are responsible for assignments and will be graded for credit.

Attendance is mandatory just as it would be on a typical day of school.

Students will follow a special schedule of reduced-time live lessons through Google Classroom. Middle School and High School students will meet half their classes live on an "A" day schedule and the other half of their classes the next day on a "B" day schedule, alternating day schedules throughout the shelter in place shut down.

For tier 1 in-person learners, students will master several pieces of technology and software for independent (i.e. without parent assistance) use with direction from teachers and guided practice by Thanksgiving or earlier so that remote learning can take place more smoothly. For tier 2 live streamed learners, a more independent approach to mastery with parent help will be necessary.

After School Care

After school care will be available according to our usual policies and following the social distancing, handwashing, toy-use restrictions, and other health safety protocols listed in this Re-Open Plan.

06 Infrastructure Readiness

With the help of several generous benefactors, The Highland School has committed a budget of \$100,000 (that includes funds raised at our annual Gala last February for technology) to support immediate upgrades to our facility that makes possible a safe environment for learning. These initiatives will be in place for the start of in-person learning.

Technology

- New server with updated filtering for digital virus and internet browsing safety
- Expanding the laptop program to include 5th and 6th grade students
- Issuing iPads to Kindergarten to 4th grade students one-to-one
- Expanded broadband capabilities to insure smooth video/audio streaming from classrooms
- Expanding Google Classroom training and use school wide for every grade
- New Laptops for teachers to accommodate higher speeds for video/audio transmission
- Issue of teacher iPhones and tripods for capturing classroom video/audio for streaming in the manner that our clergy and formation team members did for masses and prayers during shelter in place last spring

Handwashing, cleaning, disinfecting

- Installation of touchless soap dispensers
- Installation of touchless hand sanitizing stations in every classroom
- Installation of touchless faucets in high traffic (student) areas; removal of some faucets/sinks to insure social distancing in student bathrooms.
- Hiring of a dedicated facilities cleaning throughout the day (doorknobs, handles, crash bars, sinks, toilet handles etc)
- Purchase of electrostatic disinfectant sprayer for janitorial cleaning during the school day
- Supply of materials for classroom disinfecting throughout the teaching day

Infrastructure Readiness Continued

Facility

- 1st grade and 2nd grade classroom square footage doubled over the summer
- Signage, stickers, and directional arrows on floors and walls to assist with movement and contact control
- HVAC filtering upgrades to MERV10 and MERV13 on compatible air handling motors
- Fresh air ventilators on middle school and Kindergarten to 2nd grade hallway AC units
- “Isolation Room” conversion of space in the current “Media Room” (across from the current nurse’s clinic) to care for any student with COVID-like symptoms to wait for being picked up and returned home