



THE CHRISTIAN SCHOOL AT CASTLE HILLS

SAFE SMART SCHOOLS STRATEGIC PLAN FOR REOPENING SCHOOL

This is the comprehensive plan for reopening school at The Christian School at Castle Hills when we return to campus this fall. These strategies, practices, protocols, and action steps represent the best science on hygiene and best practices on maximizing our efforts for minimizing the transfer of germs and viruses on campus. This plan was developed through input from the Centers for Disease Control and Prevention (CDC), the Texas Department of Education (TEA), our ACSI accreditation body and the American Academy of Pediatrics (AAP).

The American Academy of Pediatrics (AAP) has just made the strongest recommendation that “the coming school year should start with the goal of having students physically present in school”, citing ongoing evidence that young children are not as susceptible as adults to the virus that causes COVID-19. The AAP further stated that “unlike the flu, children do not seem to amplify the outbreak of COVID-19.” This past week, the AAP further affirmed the value of state and local health and governing authorities helping guide the reopening of school. We will follow and strive to exceed state and federal guidelines.

The most current research by the CDC, among others, has found that while children can be infected by COVID-19, relatively few of these children are hospitalized or have symptoms. In fact, it was recently reported that out of 1.1 million children in Texas licensed childcare centers during the pandemic, only 300 children tested positive for COVID-19. Many of those children were asymptomatic. The chances of those children contracting COVID-19 was less than a .0027 percent probability. That was in schools with much less of a comprehensive and proactive plan than what we will implement.

Additionally, the Governor for the State of Texas has allowed Texas schools to reopen with plans informed by health officials. As Texas schools reopen with precautions, our school will reopen with a forward-thinking plan developed by some of the leading private schools in our state called **SAFE SMART SCHOOLS**.

The **SAFE SMART SCHOOLS** plan is guided by the basic idea that while we are each responsible to “CARE FOR OURSELVES”, we must go to the greatest lengths to “SHOW CONCERN FOR OTHERS”.

Let each of you look not only for your own interests, but also for the interests of others.

PHILIPPIANS 2:4

Do to others whatever you would like them to do to you.

MATTHEW 7:12

To be successful, this SAFE SMART SCHOOL reopening plan will require maximum effort and attention from all of our teachers, staff, students, and parents. We have reinvented how we will do school on campus safely in this plan. While it is impossible to eliminate all risks, we believe you will find calm confidence in this SAFE SMART SCHOOLS plan that includes over 120 Action Items to maximize your student's safety and to minimize the transfer of germs. These 120 Action Items were developed based on the following **12 Guiding SAFE SMART SCHOOLS Health and Safety Principles:**

1. Limit access on campus to students and staff only.
 2. Minimized contact of students in a classroom with the larger student body.
 3. Reorganizing student schedules, classroom management and hallway movement to minimize student physical contact.
 4. Restructuring chapel and school assemblies with on campus virtual experiences.
 5. Mandatory temperature checks at home followed by wide-spread temperature/symptom checks at arrival and throughout the day.
 6. The use of masks for all staff and students when moving about campus (including at drop off and dismissal).
 7. Students ages 10 and above in a classroom with a teacher that is identified as "at risk" may be required to wear masks.
 8. Additional staff to maintain frequent sanitizing and disinfecting protocols throughout the day and campus wide antimicrobial surface treatments eliminating viruses on contact 24/7.
 9. Extensive safety and sanitation practices for restrooms, lunchrooms, and PE/Athletics.
 10. Every family will be responsible for the daily at home temperature checks and verifying that the health screening questions have been answered every week.
 11. Anyone experiencing any symptoms listed by the CDC that pertain to COVID-19 will not be permitted on campus. A student may return to campus when they have met the CDC guidelines for returning to school.
(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
 12. The COVID-19 task force will engage and implement our campus response plan if a student or staff member were to contract coronavirus.
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Though these plans are expansive and comprehensive, they also will restore most of the "normalcy" that our children and teens so desperately need. Our SAFE SMART SCHOOLS reopening plan will continuously be updated with the best medical guidance and data from the experts. As we gain additional input from health professionals, we will maintain the flexibility to respond appropriately to new developments.

We are following the Texas Education Agency's recommendation by creating a COVID-19 task force to respond to COVID-19 concerns and to clearly communicate with our school family. Director of Campus Operations, Dr. Jim Bazar, will head up this task force alongside the Elementary and Secondary Principals, our Preschool Director and our school nurse.

When we return to campus this fall, we will implement the SAFE SMART SCHOOLS plan and manage the 120 Action Steps to safely educate your children. As you know, we have actually been practicing many of these protocols since early April. Since then, we have had no COVID-19 incidences among the children or staff on campus since we reopened our early childhood program in April for first responders and essential workers. Additionally, during June and July, we have run a robust, safe, yet fun-filled Summer Day Camp program with 200 precious children on campus following our SAFE SMART SCHOOLS action steps. In short, our plans are already working.

We are so looking forward to being together in the new school year. The quality of education you have come to appreciate and expect from staff will be stronger than ever. God has been doing great things on campus while you have been away. We believe God has a great plan for each of our students. The year ahead will be a time of putting challenges like COVID-19, race relations, riots in our streets, our economic crisis, and doing life in times of adversity in a Biblical perspective. As a Christian school, we see great opportunity for spiritual growth and life preparation in these difficult days.



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COMING THIS FALL | CHS ONLINE SCHOOL

We have had a few families express interest in the CHS Online School option. The CHS Online School will feature dedicated online Christian teachers and many of our campus CHS faculty serving in a supportive role. On August 1st, we will introduce the CHS Online school and begin taking registrations in early August. Tuition for the Online School will be announced on or before August 1st. No registration fee will be required if you are already enrolled for the 2020–2021 school year; however, you will need to sign-up. CHS Online students will be able to participate in virtual chapels, assemblies, guidance counseling, and receive other support as part of the program. Online students must sign-up by semester. There will be no weekly or monthly options; however, payments can be made monthly. **Please respond to the attached survey to indicate interest in our Online School.**



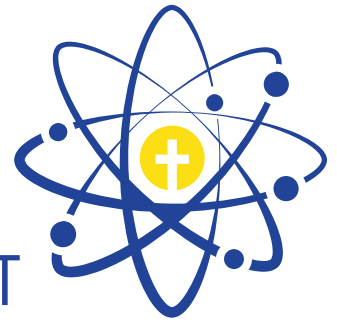
THE CHRISTIAN SCHOOL AT
CASTLE HILLS

SAFE SMART SCHOOLS
120 Campus Action Items

Care for Yourself, Show Concern for Others

MATTHEW 7:12 | PHILIPPIANS 2:14

SAFE
SMART
SCHOOLS



PLAN	PROTOCOLS
CLASSROOM FACILITIES	<ul style="list-style-type: none"> • All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes. • Common areas, including the cafeteria and restrooms, will be cleaned and sanitized by janitorial staff throughout the day. • An additional porter has been hired to clean the restrooms and high touch areas numerous times during the day across campus. • After hours, janitorial staff will employ the use of a Razor Antimicrobial Coating, which will kill viruses 24/7 and UV lighting sanitation in high touch areas. • Evening janitorial staff will be responsible for enhanced cleaning and disinfecting the entire facility. • Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow. • Water fountains will not be operational. • Spacing between desks or tables will be maximized in each classroom. • Students will bring their own water bottles filled at home and labeled with their name. If a student does not bring water, then a bottle of water can be provided and the student's FACTS account will be charged \$1.00. • Hand sanitizing stations will be placed in each lobby area and the cafeteria. • Students may touch or handle only their own learning materials (e.g., computers, textbooks, pens, etc.). • Students will not move from class to class (as much as possible) in order to minimize the number of persons each student sits next to throughout the day. • The use of lockers in grades 5–12 will be temporarily suspended, and each student will be required to bring a medium-sized tub to store his/her belongings in the homeroom class. This will prevent physical interaction around lockers. • Students may not share or use each others' pens, pencils, or other personal items. • All students, teachers, and staff on campus will have a role in sanitizing their own personal space as we take care of ourselves and show concern for others. <ul style="list-style-type: none"> – Parents will be asked to keep their students continuously supplied with hand sanitizer, wipes, or other cleaning materials to maintain the disinfecting of their personal space during the day. • Social distancing will be practiced in the restrooms, with limits on the number of students inside at one time. <ul style="list-style-type: none"> – We will ensure social distancing while enforcing proper hand washing procedures.

PLAN

PHYSICAL DISTANCING AND MINIMIZING EXPOSURE

PROTOCOLS

DROP OFF/DISMISSAL

- On the first day, students will be provided instruction on appropriate hygiene practices and other mitigation practices adopted and required by CHS.
- Arrival and departure times will continue to be distanced to discourage students from being in close proximity.
- Student drop-off begins at 7:30 am at designated areas. Before-school care is available between 7:00 am – 7:30 am for a modest monthly fee.
- All students will report to designated areas and will sit in assigned seating.
- Students arriving on campus after school has started should be dropped off and must check in at the school office in their building.
- Face masks are required to be worn during arrival, dismissal, and any time of movement between classrooms or campus areas to avoid the potential transmission of droplets during times when physical distancing may be difficult to maintain.
- Clear plexiglass dividers will be installed at the Receptionist desks.

CHECK OUT

- Parents are asked to call the School Office to request their child to check out.
- The child will be released when the parent is visible outside the School Office.
- Younger children will be walked out to the car.

CLASSROOM

- Upon entering the classroom students will sanitize their hands.
- Students will be instructed not to share items with their classmates.
- Distance between students and teachers will be maximized to increase social distancing.
- School schedules have been redesigned when possible to minimize the movement of students and interaction in the hallways by emphasizing small group cohorts, resulting in less student movement from class to class, as much as possible.

P.E. AND RECESS

- CHS will comply with all guidelines provided by the TX Department of Health and Human Services.
- Physical contact will be limited.
- An additional staff person has been hired in P.E. to allow for smaller groups and to eliminate comingling of classes.
- Students will not be required to wear a mask while actively engaged in physical activity.
- All shared P.E. equipment will be sanitized regularly.

FACILITIES

- Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, administrative offices) for students and staff:
 - Staying 6' apart when possible
 - Proper and frequent handwashing for 20 seconds
 - Ways to stop the spread of germs
- Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing to the greatest extent possible.
- Chapel and school assemblies will be done virtually, in small groups or in the classroom to maintain social distancing.

PLAN	PROTOCOLS
<p>MASKS AND FACE COVERINGS</p>	<ul style="list-style-type: none"> • We will abide by the restrictions and exemptions of the Governor's July 3rd Executive Order (https://covid19.sanantonio.gov/files/assets/public/files/about/ea-ga-29-07022020.pdf) by requiring that everyone on campus, ages 10 and older, to wear masks or face shields when inside a building or outside on campus when six feet of social distancing is not possible. • Masks or face shields will be required for entrance into the buildings. • Students ages 10 and above in a classroom with a teacher who is identified as at risk may be required to wear a mask or face shield. • We acknowledge the benefits of utilizing masks to prevent the spread of disease, and any family/student is welcomed to maximize this safety precaution if they desire to do so. Students and employees are required to wear masks during times of transition from one location to another, when physical distancing is not able to be maintained (e.g., moving from classroom to classroom, arrival and dismissal). • Our first orientation of the school year will include education for our students on this year's mission of "Care for Yourself and Show Concern for Others" to include socially appropriate conversations about masks as well as Safe Smart School Protocols. Our desire is to be an environment that expresses the love of Christ in caring for others. For those who choose to continuously wear masks, they should feel completely comfortable in doing so.
<p>GUESTS, PARENTS, AND VISITORS</p>	<ul style="list-style-type: none"> • CHS will be a closed campus to parents, guests, and visitors during the 2020–2021 school year. • All parent, teacher, and administrator meetings will take place virtually. The fewer people on campus, the more effectively sanitation protocols can be maintained. • All essential guests, parents, and visitors (who are approved in advance) are required to complete the Health Screening Form and wear a mask while on campus. The exemptions will be minimal. • On the first two weeks of school, parents of kindergarten and first grade students will be permitted to enter the first floor of the Elementary building to drop-off their child. Parents will not be permitted to enter the classroom. Grades 2nd–12th parents are not permitted to enter the building during drop-off or pick-up. • This year, parents and visitors will not be permitted to come and eat lunch with his/her student(s). A parent may have lunch in the car or off campus with their student for a special occasion. • NOTE: Parents and students following these guidelines will protect themselves, but also they are protecting our staff, many of whom are at an age or stage in life where they are more at risk for contracting COVID-19.
<p>HEALTH SCREENING PROTOCOL</p>	<ul style="list-style-type: none"> • It is recommended that any student who has traveled out of the country or to other COVID-19 "hot spots" self-quarantine for no less than 14 days with no symptoms appearing, prior to returning to school. • Students will be screened and checked in at the school offices if arriving at school outside of normal arrival times. • Any student that exhibits a fever greater than or equal to 99.5 degrees will be held in an isolated sick room, and parents will be notified to pick up their child. Employees that exhibit a fever greater than or equal to 99.5 degrees will be directed to leave campus immediately. • If a student or employee presents any possible COVID-19 symptoms, the nurse will complete an assessment and notify parents/staff to be sent home. • If a student or employee has a negative COVID-19 test, they may return to school once there is no fever without the use of fever-reducing medicines, and they are fever-free for 24 hours. They must provide a doctor's note. <ul style="list-style-type: none"> – Additionally, they must report to the school if they have had close contact with an individual (within 6 feet for more than 15 minutes according to current CDC Guidelines) who is lab-confirmed with COVID-19. Students meeting this definition of exposure must remain off campus until the 14-day incubation period has passed, or have had a series of negative COVID-19 test results as specified by current CDC guidelines and a doctor's note to return to school.

PLAN

HEALTH SCREENING PROTOCOL (contd.)

PROTOCOLS

- In order for a student or employee who tested positive for COVID-19 to be allowed to return to campus their parents must provide proof of a negative test and be able to answer YES to all of the following questions:
 - Has it been at least 10 days since the individual first had symptoms?
 - Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
 - Has it been at least 3 days since the individual's symptoms have improved, including cough and/or shortness of breath?
- 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 medical professional's note clearing the individual for return based on an alternative diagnosis or
 - 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>)
- Absences due to the Health Screening restriction will still be counted as school day absences. Students will be able to complete all work for any COVID-19 related absences with a doctor's note or approval by an administrator.
- All students must have their temperature checked at home every day. Additionally, the school will be conducting wide-spread temperature checks of students throughout the day.
- Temperature and symptoms checks will be a daily requirement for all CHS employees.
- CHS will send out Family Safety Protocols to each family with home habits to assist in campus health safety.
- Identifying Possible COVID-19 Cases on Campus:
 - The school will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
 - The school will clean the areas used by the individual who shows COVID-19 symptoms while at school (student or employee) as soon as it is feasible.
 - Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- CHS will follow the guidelines established by the Texas Education Agency and Centers for Disease Control in the event of exposure of any student or CHS employee.
 - If an individual who has been in our school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
 - Schools must close off areas that are heavily used by the individual with the lab-confirmed case 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.
 - Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.

PLAN	PROTOCOLS
HEALTH SCREENING PROTOCOL (contd.)	<ul style="list-style-type: none"> • This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. For clarity, close contact is defined as: <ul style="list-style-type: none"> – Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or – Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; – Or if either of the above occurred at any time within the previous 14 days at the 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.
CAFETERIA	<ul style="list-style-type: none"> • Our lunch staff will be providing our hot lunch program. Meals will be prepackaged and served directly to the student. <ul style="list-style-type: none"> – Silverware/Napkins will be prepackaged. – Microwaves will not be available in order to minimize the spread of germs and viruses. – Parents are encouraged to send warm food items in vacuum insulated containers. • Lunch will be eaten in the Hope Gym and Eagle Hall with tables set up to accommodate additional spacing. • Students will be assigned seats at lunch to minimize potential physical interaction with other students. • Administrators, faculty, and staff will be on hand at lunch to ensure social distancing. • Students will need to provide their own water bottles and drinks. • Younger children will bring their own snacks for use during the day and for after school care.
TRANSPORTATION	<ul style="list-style-type: none"> • All vehicles for any school activity will be properly disinfected after each use. • Hand sanitizer will be provided and used by each student prior to boarding. • All field trips will be temporarily suspended and replaced by virtual field trips when possible.
ATHLETICS	<ul style="list-style-type: none"> • CHS will comply with all guidelines provided by the Texas Department of Health and Human Services and the Texas Association of Private and Parochial Schools (TAPPS). • If interscholastic sports are not permitted, CHS may explore the development of a robust intramural program that can be done within social distancing guidelines. • We strongly recommend that athletes, coaches, staff, and participants wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (i.e., less than 6 ft.). • Athletics and Physical Education has been redesigned in the school schedule to minimize potential interaction. <p>PRE-WORKOUT SCREENING</p> <ul style="list-style-type: none"> – All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout. – Any person with positive symptoms reported will not be allowed to take part in workouts and must immediately contact his/her primary care provider or other appropriate health care professional. <ul style="list-style-type: none"> • Sports specific equipment will be sanitized daily.

PLAN	PROTOCOLS
<p>ATHLETICS (contd.)</p>	<ul style="list-style-type: none"> • Students must wear their own appropriate workout clothing (do not share clothing). • Individual clothing/towels must be washed and cleaned after every workout/game. • All athletic equipment including balls must be cleaned after each use and prior to the next workout/game. <p>LOCKER ROOMS</p> <ul style="list-style-type: none"> – Students may use locker rooms to dress before PE classes and athletic periods. – Students will not be issued a personal locker in the locker rooms. – Students should keep any personal athletic gear or clothing in a bag and may store it on an assigned spot in the gym. – Students may not leave clothes, shoes, towels or toiletries in the locker room. – Showers will not be available for use. – After each P.E. class or athletic period, locker rooms will be checked for cleanliness. – All items left in the locker room will be removed and placed in the lost and found immediately following P.E. and athletic periods. – Items in the lost and found will be removed (discarded or donated to charity) twice a month. – Students should only be in locker rooms long enough to change clothes. – Disinfectants will be applied to locker room areas during the day. <ul style="list-style-type: none"> • Students and coaches will be required to wear masks or face shields when entering and exiting facilities and practice areas. • Wearing masks or face shields may be impractical for students while participating in some athletic or other extracurricular activities. We will follow our local health guidelines.
<p>CONTINUOUS DISTANCE LEARNING (For closure by State or Local Health Officials if Necessary)</p>	<p>CLOSURE</p> <ul style="list-style-type: none"> • If a case of COVID-19 appears on our campus, we may close one or more classes to conduct a deep class cleaning, a building cleaning, or, if necessary, a school-wide deep cleaning and move to Continuous Distance Learning instruction during those days. • Protocols and practices to ensure a high level of engagement in learning will be in place to support home-based learning. <p>QUARANTINE</p> <ul style="list-style-type: none"> • If a student is quarantined, the school will provide the student’s educational work to complete while at home. The student’s teacher will provide support for the student during the time that they are quarantined. <p>SOFTWARE</p> <ul style="list-style-type: none"> • In order to ensure a smooth transition at any time in the future that the school may be required by the Governor or local health officials to shift to Distance Learning instruction, all teachers will be proficient in the use of the following online tools: <ul style="list-style-type: none"> – LMS (Learning Management System) – Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. – SIS (Student Information System) – FACTS: This Student Information System will host all grade-book information as well as all parent communication. – Google Hangouts / Google Meet: This video conferencing system and interactive instructional platform seamlessly works with Google Classroom and permits face to face interaction, virtual teaching, and office hours.

PLAN	PROTOCOLS
<p>CONTINUOUS DISTANCE LEARNING (For closure by State or Local Health Officials if Necessary) (contd.)</p>	<p>COMPUTERS</p> <ul style="list-style-type: none"> • In Elementary school, we are increasing the number of computer carts available for use by teachers, along with a protocol for continual surface cleaning. • In the case of Continuous Distance Learning, Chromebooks will be made available to all students in need. • For the Middle and High School students, we will continue our one-to-one program in which every student will be provided with a Chromebook and charger. • Shared equipment in computer labs will be maintained with a protocol of surface cleaning between every use.
<p>HEALTH SCREENING AND WAIVER AGREEMENT</p>	<ul style="list-style-type: none"> • Parents and employees must complete a waiver at the beginning of the school year with required signatures releasing CHS of any liability in regards to COVID-19. The Health Screening Waiver and Agreement, that every parent will receive by email, must be turned in with your Parent Orientation Packet in August. • Parents and employees must sign a Health Screening Agreement that states they will neither send a student nor enter the campus themselves if they are exhibiting any of the symptoms listed here: CDC COVID Symptoms. (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
<p>PERSONAL ITEMS</p>	<ul style="list-style-type: none"> • All personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus. • No personal items may be shared (e.g., pens, clothing, food, water bottles, personal items). • Learning materials may be shared after being disinfected (e.g., textbooks, lab equipment, tablets, learning resources, etc.). • All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks, gym bags, etc.).
<p>LOST AND FOUND</p>	<ul style="list-style-type: none"> • This year, it will be very important for all school items, including jackets and other items of clothing, to be labeled with the first and last name of the student. This includes all masks. • All lost items will be secured in the Nurse's office, where the items will be sanitized and held for a maximum of two weeks. • Lost items will be displayed at weekly intervals for parents and students to claim. • After two weeks, items will be donated to a local charity or discarded.