We are preparing to reopen on Friday, **August 7, 2020** for Preps and **New Upper School students**, and all school on Monday, **August 10, 2020**, and we cannot wait to welcome our beloved students and faculty back to campus. For the past 6 months, our Emergency Preparedness Task Force and subcommittees (**Curriculum and Instruction** and **Facilities and Health**) have met to research best practices, evaluate current protocols, and create our best plan for moving forward. Our plan is based on the most current guidance from health officials and experts in education, including the CDC and the Louisiana Department of Education.

Research and data, medical expertise, and the best interests for the physical, intellectual, emotional, and spiritual well-being of our students, faculty, staff, and families have guided all of our efforts to fulfill our Sacred Heart mission.

As with all plans, the execution is of utmost importance, and for that reason, we humbly ask all families, all faculty, and all staff to partner with us to work together and protect each other. Our love for each other and our Sacred Heart community is one of our greatest assets, and we must all work together (Goal IV).

We will implement safety protocols, including screening, social distancing, frequent handwashing, frequent cleaning and disinfecting, and masks (when age appropriate).

It is important that we remain flexible and adaptable as this dynamic situation continues to evolve. Our Task Force will actively monitor and adjust policies and procedures to meet changing guidelines and to enrich the experience of everyone on campus.
TRANSPORTATION

Car Transportation

Families should plan for extra time in the morning as we all work together to implement screening and safe entry. And, as a reminder, students who are sick should remain at home, regardless of illness.

Temperature Checks in Phases II and III

ASH Front Circle: Student should be seated near a window to facilitate quick temperature check.
ASH Student Drivers: Temperatures will be checked at Memorare Hall
Berchmans Circle: Students should be seated near a window to facilitate quick temperature check.
BA Student Drivers: Temperatures will be checked by the workout facility.
Les Enfants 1s and 2s: Temperatures will be checked by Les Enfants faculty upon arrival at the designated drop off point
Little Oaks: Director will check attendees upon arrival.

Students with temperatures of 100.0 degrees or higher will be directed to drive to the maintenance circle where the nurse will proceed to the vehicle to recheck.

Bus Transportation

During Phase II, parents are encouraged, if possible, to drive their students to campus. If riding the bus, temperature checks will be conducted at the bus stop. Parents must stay with children while temperatures are taken. Masks will be required for all, regardless of age. Hand sanitizer will be used upon entering and exiting the bus. At this time, we will not be able to accommodate incidental bus riders via bus passes.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

In Phases II and III, temperatures will be checked according to bus and car rider protocols.

Lower School: report to Homeroom Class/ First Period after temperature check
Upper School: report to First Period after temperature check

After School Activities

In Phases II and III, all Lower School students remaining on campus after 3:00 pm and not participating in scheduled after school activities, must report to Late Leavers.

In Phases II and III, all Upper School students not involved in after school activities must leave campus at 3:00 pm.

Athletes, Tutoring and Music Lessons Participants: Masks and distancing rules apply. If a student becomes ill, parents will be called for pick up ASAP.

Late Arrivals

The school day begins at 7:55 am. If a student arrives after 7:55 am, they will report to the nurse checkpoint behind the Chapel for a temperature check. The nurse will issue an attendance slip for the student to enter class. After 8:20 am and for all late check-ins throughout the day, the student should report with parent to the administrative assistant for a temperature check. If the student temperature is normal, the administrative assistant will issue a slip for the student to enter class.
**LATE LEAVERS**

We understand that many families rely on Late Leavers as an afternoon option for their children. We are still evaluating the best way to safely accommodate these students. More information will be forthcoming.

**MASS**

Mass is a time for our community to come together to share God's love and the Eucharist. While we may not be able to gather as an entire school community, Masses and Chapels will still be held each week with a scheduled rotation for classes. For those who are unable to attend in person, Mass and Chapel will be streamed.

All students will wear formal uniform on Mass day, whether attending virtually or in the Chapel.

**LUNCH PROCEDURES**

The hallmarks of lunch at Sacred Heart are delicious meals provided by SAGE Dining and an atmosphere of wise freedom where students can interact and unwind.

Procedures have been put in place to allow for needed precautions as they pertain to distancing while unmasked. Some students will dine in classrooms and some will dine in the Dining Hall.

**GATHERING SPACES**

**Auditorium**

Assembly and group gatherings will be dictated by the following:
- Phase II- no larger than 25 attendees with distancing to the maximum extent possible.
- Phase III- no larger than 50 attendees with distancing to the maximum extent possible.

**Chapel**

Masses and Chapels will be held each week with rotating participants to allow social distancing. Services will be streamed.

**Gym**

Physical Education classes will utilize outdoor acreage whenever possible. Gym classroom needs will follow capacity and distancing to the maximum extent possible.

*Students will not be required to dress out for P.E.*

**Recess**

With our beautiful and expansive campus, there are many opportunities and areas for play, and classes will be encouraged to use recess time to explore. When using playground equipment, recess will be isolated by grade level. For safety and sanitation, playground equipment will be disinfected after each recess time.

**Classrooms**

Handwashing and hand sanitizing protocols will be in place for all grades upon entering and exiting classrooms. Masks will be required for all faculty and all students in 3rd grade and higher. Student seating is distanced to the maximum extent possible and the classroom will be arranged to promote health and safety. Restroom occupancy will be monitored.
**TRANSITIONS**

During Phases II and III, masks will be required of all faculty and staff and all students in 3rd grade and higher during periods of transition. Prep and Upper School students will be dismissed from class in waves and students will proceed directly to their next classes. Hand sanitizer will be used upon entering and exiting every classroom. When available, Gallery Doors will be open for ASH Primary Classes.

**Water Breaks**

Students are encouraged to bring their own water bottles labeled with name and grade. The number of refilling stations has been increased and will be available with proper hand washing and hand sanitizing protocols in place.

**VISITORS TO CAMPUS**

During Phases II and III, visitors to campus will be limited. When it is necessary for a parent of guardian to come to campus, a plan will be in place to restrict contact with others. Nonessential visitors will not be allowed to come to campus during the school day.

**HEALTH & SAFETY**

**MASKS**

Masks will be required for students in grades 3-12 and all adults while on campus. Bus riders of all ages are required to wear masks during transport. Masks are optional for students younger than 3rd grade. All masks should be labeled with student’s name. Students should have an additional, labeled mask in a ziploc at school. With Goal V and wise freedom at heart, students and faculty may select masks of their own choosing as long as appropriate language, graphics, and patterns are utilized. Administration has the final determination. Masks should have two layers and loop around the ears or tie behind the head. Masks in uniform plaid and colors will be available for optional purchase through Coteau Corner.

**DAILY CLEANING**

Cleaning and sanitizing of high-touch areas will increase throughout the day in addition to deep cleaning each night. Students will share in the responsibility by wiping down classroom spaces before leaving an area.

**PROTOCOLS FOR POTENTIAL COVID -19 SYMPTOMS ON CAMPUS**

Individuals identified with possible COVID-19 symptoms will be sent to the school infirmary for isolation. Assumed cases will remain in the infirmary for pick up at that location. The nurse will take temperature and assess if Office of Public Health criteria for Assumed COVID-19 case is met. Parents will be called to pick up, OR written permission will be obtained for student to drive home, if possible. Parents will be notified by the school if a student’s classmate or teacher tests positive for COVID-19. Specific and unique conditions may or may not warrant quarantining as per directive from the Office of Public Health.

**ATHLETICS**

Athletic offerings and procedures will be determined by our Athletic Director and will adhere to regulations set forth by LHSAA and ACEL.
PROTOCOLS FOR INDIVIDUALS RETURNING TO SCHOOL AFTER PRESumptive POSITIVE OR POSITIVE CASE OF COVID-19

Individuals should not report to campus until determined to be non-infectious by their physician. The patient must present documentation from the attending physician to the school nurse stating clearance is given for return.

PROTOCOLS FOR INDIVIDUALS RETURNING TO SCHOOL AFTER NON-COVID-19 ILLNESS

Individuals should not report to campus until fever, diarrhea, vomiting has ceased for 24 hours without the aid of medication.

WHOLE CHILD SUPPORTS

FAITH AND SPIRITUALITY

We are committed to nurturing a strong faith in each member of our community through our dedication to Goal I, a personal and active faith in God. True to our mission, we strive to educate the heart and mind of each child in a nurturing and challenging environment. We are dedicated to educating the whole child and preparing our students for lives of faith in God, integrity, leadership, and service to others.

SOCIAL-EMOTIONAL LEARNING

More time than ever before will be spent on providing connection and emotional support to our students and instilling our beloved sense of community (Goal IV), even in this new normal.

FACULTY AND STAFF TRAINING

Professional Development has been ongoing throughout the summer. Additional Professional Development time will be allocated throughout the year to ensure that our faculty and staff receive the most up-to-date training and resources.

VIRTUAL LEARNING

We fully understand that each family’s comfort level with returning to school may differ. For families who are seeking a total virtual learning curriculum, please contact the Division Heads.

"Courage and Confidence! I cannot repeat this war-cry too often. We should make it our support in our life of conflict."

- St. Madeleine Sophie Barat

GOAL I: a personal and active faith in God
GOAL II: a deep respect for intellectual values
GOAL III: social awareness which impels to action
GOAL IV: building of community as a Christian value
GOAL V: personal growth in an atmosphere of wise freedom