



The following is Immaculate Conception and Our Lady of Perpetual Help School's plan for the 2020-2021 school year. To create this plan, ICOLPH has adhered to the requirements and recommendations of the Office of Superintendent of Public Instruction's *Reopening Washington Schools 2020 District Planning Guide*, as well as the Governor's Office, the Archdiocese of Seattle's Office for Catholic Schools, Snohomish County Health District, and the Center for Disease Control. The driving force behind this plan is the health and safety of our staff and students.

Although this school year will be different, the following plan is comprehensive and keeps the students' learning and safety at the forefront. ICOLPH asks for your trust and confidence in our faculty as they have intentionally created their learning plans to adapt to all the possible educational scenarios that 20-21 may bring. Teachers and staff have diligently planned to ensure that this year will be a positive educational experience.

*Rejoice always;*

*Pray without ceasing;*

*Give thanks in all circumstances, for this is God's will for you in Jesus Christ.*

*1 Thessalonians 5: 16-18*

## **PLAN A: IN-CLASS INSTRUCTION**

School resumes with all students coming back full-time.

### **COMMUNICATIONS:**

#### **Parents:**

- Communication will be sent through the weekly school newsletter via email. Please notify school immediately if you are not receiving this.
- Emails will be sent updating families on important information including information from the state and local authorities around COVID-19.

#### **Teachers:**

- Go over curriculum/units and determine the essential standards
- Rethink assessment practices to make sure they are equitable
- Social-Emotional Learning: be aware that some students/families may have anxiety
- COVID-19 Training

### **HEALTH AND SAFETY:**

#### **Protocols for entering campus:**

- Only necessary staff and students are allowed on campus.
  - Signs on doors
  - Communication with parents
- Staff:
  - Needs to check in
    - At the door, teachers need to use hand sanitizer, go to the office and have their temperature taken, and they will take a questionnaire. If cleared, they can proceed to the classroom
- Staff doing screening: are provided a face shield, mask, and gloves
  - Medical self-assessment sent to parents to do each morning
- Students:
  - Parents complete the COVID screening questionnaire (see Appendix A) before heading to school each morning.
  - At carpool, staff members ask parents the COVID screening questions and students are signed in. All family members need to be wearing their face masks when the staff member approaches the car and parents must remain in the vehicle.
  - Upon entering the building, a staff member will take the temperature of each student and distribute hand sanitizer. Students go straight to the classrooms and follow the classroom protocol on hygiene.

- **ALL families are required to drive through the carpool lanes.** Drop off at the gym or any surrounding area will no longer be allowed. Children also cannot walk or ride their bike to school.
- No morning Extended Care
- Drop off will take longer and therefore instruction will not begin at 8:00 but will begin when all students are in the classroom after following hygiene protocol. Morning prayer will be approximately at 8:15.
- **Masks:** Face masks are required for everyone on campus at all times and must cover the mouth and nose entirely.
  - School is recommending children bring two masks each day (a clean one for after lunch)

### **Protocols for Dismissal:**

- All students are to be dismissed from the classrooms
- Families must have a sign with the student's last name in the car window
- Staff member at the gate will walkie into the office the family name
- Office staff will announce the family being dismissed
- Students in classrooms will need to be quiet to hear the name called
- Office staff will manage the congestion in the hallway
- 2:50-3pm Pick-up for single students only
- 3-3:10pm Pick-up for multi-student families
- No afternoon Extended Care at this time

### **Social Distancing:**

- Classrooms/school will follow guidelines for social distancing (6ft. distancing from nose to nose)
- Seating will be spaced around each classroom; students will be facing forward.
- For the few classrooms that have tables, larger tables have been acquired.
- Limit shared teaching materials to those that can be easily cleaned and sanitized
- Clean and sanitize commonly touched materials/areas often and after each use, or provide dedicated materials to each student
- A cleaning log will be kept in each classroom
- Barriers in place as needed
- Students will remain in cohorts and there will be minimal interaction between classes
- Teachers will greatly reduce activities that require students to congregate
- Restrict/suspend community gatherings based on the guidelines
  - Classes will attend school mass one class at a time and follow all social distancing and safety protocols in place for the school and church

- 8th grade students will have access to lockers and students will adhere to proper spacing (odds/evens to go to lockers at separate times)
- Closets will be directional with a limited number of students allowed in at any given time; some classes will not have closet access
- Water fountains will be disconnected but water bottle fillers will be functional
- A classroom has been converted to an “isolation” / health room--West side portable

**Recess:**

- Recess: Limit numbers of students. Lot will be split in half so students will not mix groups
- Recess supervisors will stay with the same group consistently
- Recess/Handwashing Schedule

Grade	Recess	Handwashing	Lunch
K	11	1130	11:30
1/2	11:30	12	12
3/4	12	11:20  **will wash again after recess	11:30
5/6  5th will use STEM sink; 6th bathrooms	12:30	11:45  **will wash again at 1pm after recess	11:45
7/8  7th will use STEM lab; 8th uses classroom sink.	1	10:45  **will wash again at 1:30 after recess	11

- Students will wash hands after morning recesses as well
- Recess equipment will be sanitized at the end of each day

**Protocols regarding Illness:**

- If student becomes ill/looks ill:
  - alert the office immediately
  - Send to the office and a staff member will take them to the health room
  - Parents will be contacted; siblings may or may not be sent home, depending on the symptoms. Siblings will remain at the office if going home.
  - Parents will work with their primary care physician for appropriate next steps
  - If a COVID test is advised, testing results must be given to school administration prior to return
  - The decision tree provided by the Snohomish Health District will be followed to determine next steps for the school and for the student's return
  - If COVID-19 positive, school will follow protocol of alerting appropriate authorities
  - Appropriate sanitation of building will be followed
- Masks are expected to be worn by all employees and students while on campus
- Hand sanitation stations will be available
- Health Room (Isolation Room)
  - Room will be equipped with: hand sanitizer, wipes, appropriate masks, gloves, thermometer, spray bottles with liquid disinfectant
  - A staff member, wearing appropriate PPE, will be in charge of supervision
  - Student to remain in the health room until parents collect him/her
  - Room will be disinfected after student leaves

#### **DAILY PROCEDURES AND OPERATIONS:**

- Establish expectations and protocol for frequent hand washing and disinfecting of hands
- Arrival and dismissal procedures (see above)
- Direct traffic flow in hallways to ensure minimal exposure
- Wipe down commonly touched surfaces frequently; Office staff will handle bathrooms and frequently touched surfaces on an hourly basis
- Establish procedures for entering into the building after recess
  - Students will go to recess via the north or main doors to avoid congestion
  - Students will go directly after recesses and wash hands
  - Teachers will pre-wet/soap hands as students wait in line for the sinks
- Lunch procedures:
  - Lunch in the classroom
  - Wash hands before lunch
  - Wash desks before and after eating
  - A clean dish towel will come daily in the lunchbox to put on top of the desk for lunch; dish towel and garbage will be placed in the lunchbox to return home
  - No hot lunch or milk service will be offered
  - Students will bring a clean mask for after lunch
- Limit possible exposure:

- Set up cohort groups with minimal adult changes
- Limit mixing of students from different groups
- Consider possible alternating schedules
- Classroom Environment:
  - Classroom doors and windows will remain open during the day and windows should be open for as long as weather conditions allow
  - Window fans will be working in each classroom with an in/out flow to increase air circulation
  - All pathways within the classroom should be directional and clearly marked
  - Frequently touched surfaces will be disinfected throughout the day; a cleaning log will be kept in the classroom

### **STUDENT STORAGE:**

- Clearly marked areas for student coats, lunches, personal belongings
- Will have limited access during the day
- Temporary storage available for classroom items
- Lockers will be used by only 8th grade students and will be spaced appropriately. Access will be monitored to ensure social distancing requirements.

### **CURRICULUM:**

- Assessing students needs
  - End of year (prior grade) assessment
  - MAP-
    - Determine what tests are to be administered
    - MAP window 1/19-2/12
    - Number of sessions needed
  - Utilizing Specialists to assist with core subject/foundational skill needs
  - 5-8 teacher office hours 3-3:30pm online
  - Social-emotional needs/behavioral challenges
  - Stamina of being back in the classroom
- Homework--must support essential skills/standards
  - Give students appropriate-level work (in the classroom, through differentiation, with supports) to challenge and continue academic growth
- Platforms to connect with students to continue: Google Classroom, Zoom, SeeSaw
- Platforms for student academic needs: Lexia, Prodigy, IKnowIt
- Title funding for tutoring, other supports
- Attendance policies--cannot be at school with any cold or flu symptoms; Missing work policies; ways to 'attend' class virtually if quarantined; truancy policies, etc. This applies to staff too.
- Specialists' classes

- Specialists will Zoom into the classrooms but will begin transitioning to going into the classrooms
- Field Trips/Camps
  - Administrative approval
  - Must ensure there is a refund if it gets cancelled
- Classroom sanitation during the day
  - Having students wipe down tables (when appropriate) morning, snack, lunch (before/after), end of day

In the event that we must move in and out of in-class instruction to distance learning, the decision to return to the classroom will be based on health and safety protocols, as well as whether we believe we will be able to successfully return to the classroom for a minimum duration of 4 weeks of instruction and will be evaluated on a monthly basis.

### **Students Who Choose to Remain Distance Learning:**

Expectations for Distance Learning:

1) This is a service provided for COVID-related concerns, quarantine, and isolation. As a general rule, it's available to families who will use it for multiple days in an extended period (minimum five days) due to a vulnerable family member or quarantine restriction. One or two-day absences should be made up in the "traditional" format. Distance learning services will not be provided during family vacations or for other unexcused absences.

2) Distance learning students will observe and participate as much as possible. Students will be responsible for finding the assignments and following along with the class. They will be able to complete some work independently, similar to what they did during these first few weeks. Students will have the opportunity to check in with their teachers during the week.

3) Technical support cannot be provided by the teacher during the lesson. If the audio is not available or the child can't see the teacher, it would need to be resolved at the teacher's next available planning time and not during the lesson.

4) Attendance is taken at the beginning of the day and students are required to be present for class as directed by the teacher. Students will follow the classroom schedule for instruction, lunch and breaks.

5) "Office Hours" will continue to be available throughout the day if a student has a question that they are unable to ask their primary teacher. The schedule and links are on the school website.

## PLAN B: DISTANCE LEARNING

School resumes through full-time Distance Learning.

Depending on the age, the OSPI has recommended that students limit their screen time (see below); however, COVID-19 has changed this reality. For the 2020-2021 school year, ICOLPH students will have more synchronous teacher-student interaction.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class

The *educational* portion of the synchronous class should still align with these recommendations for learning due to the limited sustained attention of young learners. However, all grade levels should make an effort to engage students synchronously for sustained periods of time. Teachers will facilitate small groups, allow students to work in groups, connect with other classes, etc.

### Elementary Students (K-4): Half the students synchronous in AM, Half in PM

Elementary students will be assigned to either **Group A** or **Group B**. With their group, they will spend either the morning or afternoon learning online with their classmates with a 15 minute break. The second half of the day students will work independently and/or participate in small group learning activities. On Fridays, there may be a period for the entire class to meet together to build rapport with their classmates and teacher.

**A.M. 8am-11am**

**P.M. 11:30am-2:30pm**

#### Group A:

#### Monday and Wednesday

**A.M.**-students meet as a group and learn online



- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

## **LUNCH**

**P.M.**--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, social studies or religion activities
- Independent practice

## **Tuesday and Thursday:**

**A.M.**--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, social studies or religion activities
- Independent practice

## **LUNCH**

**P.M.**--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

## **Friday:**

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies or Religion activities

- Independent practice
- Catch up on any uncompleted work
- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

**Group B:**

**Monday and Wednesday**

**A.M.**--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies, or Religion activities
- Independent practice

**LUNCH**

**P.M.**--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

**Tuesday and Thursday:**

**A.M.**--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

**LUNCH**

**P.M.**--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff

- Literacy or Math activities
- Science, Social Studies or Religion activities
- Independent practice

### **Friday:**

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, Social Studies or Religion activities
- Independent practice
- Catch up on any uncompleted work
- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

### **Middle School: 5th-8th**

Middle school students will have a similar set up, however they will adhere to the block schedule. They will also have 30 minutes for lunch. Students will spend either the morning or afternoon block learning online together. The other half of the day, students will learn in small groups, have individual time with their teacher, or work independently. On Fridays, classes will meet as a group for a weekly check-in with their teacher.

**A.M. 8am-11am**

**P.M. 11:30am-2:30pm**

M/S/R= Math/Science/Religion

ELA/R= English Language Arts/Social Studies/Religion

### **Fridays:**

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies, or Religion activities
- Independent practice
- Catch up on any uncompleted work

- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

### **Office Hours and Specialists:**

Teachers will have office hours daily 2:45pm-3:30pm daily as well as throughout the day on Friday. Specialists will be available throughout the day Mondays-Thursdays to answer questions from students *for any subject area*. The specialist will confer with the student's teacher as necessary and will act as a resource to alleviate any unnecessary frustration and to provide support. The schedule for Office Hours is on the school website.

### **CURRICULUM:**

- Assessing students needs
  - End of year (prior grade) assessment
  - MAP-
    - Determine what tests are to be administered
    - MAP window 1/19-2/18
    - Requirements for home access to assessment
    - Proctor/testing schedules
  - Utilizing Specialists to assist with core subject/foundational skill needs
  - Social-emotional needs/Behavioral Challenges
  - Stamina of for online learning
  - Platforms to connect with students to continue: Google Classroom, Zoom, SeeSaw
- Platforms for student academic needs: Lexia, Prodigy, Moby Max, IKnowIt
- Title funding for tutoring, other supports
- Textbook/material pick ups
- Teachers will be open in their communication with families and students via feedback and conversations about how the student is progressing.
- Creative ways to meet students/families at beginning of year and throughout
- Parent/family capacity for engagement
- Social/emotional needs for students, parents, and teachers

In the event that we are able to return to the building, the decision will be based on health and safety protocols, as well as whether we believe we will be able to successfully return to the classroom for a minimum duration of 4 weeks of instruction and will be evaluated on a monthly basis.

## **PLAN C: A LIMITED NUMBER OF STUDENTS ARE ALLOWED IN THE BUILDING**

School resumes and we are allowed to have a limited number of students in the building.

### **HEALTH AND SAFETY:**

- Protocols and procedures for student instruction in the building are the same as Plan A.

### **SCHEDULING:**

- To Be Determined based on the Health Department Recommendations
- Things to consider:
  - Scheduling students- possible prioritization for certain grades
  - Grouping based on families, intentionally focused on meeting the needs of all students
  - Transportation/Carpools
- Students will come on an “A” (Monday/Wednesday) or “B” (Tuesday/Thursday) schedule for in-person learning. On the asynchronous days, there will be no online instruction.
- Fridays will be a mixture of distance synchronous learning and asynchronous learning (no students in the building).
- Families who choose to keep their students participating in distance learning:
  - K-4 will participate via Zoom on a age-appropriate schedule and have asynchronous learning times daily.
  - For 5-8th graders, students will be placed in the “A” schedule group and will Zoom into class on that schedule only.

### **HOME EXPECTATIONS:**

- Home expectations would be similar to those in Plan B.

### **Students Who Choose to Remain Distance Learning:**

Expectations for Distance Learning:

1) This is a service provided for COVID-related concerns, quarantine, and isolation. As a general rule, it's available to families who will use it for multiple days in an extended period (minimum five days) due to a vulnerable family member or quarantine restriction. One or two-day absences should be made up in the "traditional" format. Distance learning services will not be provided during family vacations or for other unexcused absences.

2) Distance learning students will observe and participate as much as possible. Students will be responsible for finding the assignments and following along with the class. They will be able to complete some work independently, similar to what they did during these first few weeks. Students will have the opportunity to check in with their teachers during the week.

3) Technical support cannot be provided by the teacher during the lesson. If the audio is not available or the child can't see the teacher, it would need to be resolved at the teacher's next available planning time and not during the lesson.

4) Attendance is taken at the beginning of the day and students are required to be present for class as directed by the teacher. Students will follow the classroom schedule for instruction, lunch and breaks.

5) "Office Hours" will continue to be available throughout the day if a student has a question that they are unable to ask their primary teacher. The schedule and links are on the school website.

## APPENDIX A

### Daily Medical Assessment

In order to expedite the morning drop-off process, we are asking you to complete the following medical self-assessment for your student **each morning, prior to dropping them off at school**. Staff members will still come to the car and ask an abbreviated version, take your child's temperature and apply hand sanitizer. For the safety of everyone, please have all persons in the car wearing a mask.

Please do the following medical self assessment:

You must be able to answer "No" to each of these 6 questions in order to be at school.

1. Do you have any of the following symptoms within the last day that are not caused by another condition?• Fever (100.4°F) or chills.

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. Have you been in close contact with anyone with confirmed COVID-19?

3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?

4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?

**If you answer yes to any of these questions, please keep your child home so that we can keep everyone safe and healthy!**