



# Sacred Heart School

## Return to Learn

August 3, 2020



Sacred Heart's **Return to Learn Plan** continues to develop. Many thanks to the following committee members for sharing their expertise:

- Melanie Delaney – teacher
- Lisa Tranel – teacher and community member
- Charlie Easterly – school counselor and community member
- Jean Anderson – administrative assistant and community member
- Shad and Ann Patterson – parents and health care providers
- Mindy Orris – parent, Board of Education member, and instructional leader
- Heather Starr – parent, distance learning/LMS platforms
- Jenny Litterer – administrator

The group met frequently over the past month and developed the initial plan. While many details of the plan have been developed, IT IS QUITE FLUID and will change as needed.

***OUR VISION:*** The Sacred Heart Return to Learn Plan will provide our school with a roadmap and plan to enable us to respond swiftly and appropriately throughout the COVID-19 crisis and beyond.

The ***mode of education*** may take on one of these three REQUIRED forms:

1. On-Site Learning – Students are instructed WITHIN the school building.
2. Hybrid Learning – Some students are instructed WITHIN the school building while others learn online. ***\*\*\*Students who do not feel comfortable joining the class on-site, or have been asked to self-quarantine for an extended period of time, are welcome to learn via online means.***
3. Required Online Learning – All students learn online from the teacher through the use of a learning platform.

The Department of Education asked us to think about and plan details within the following categories. While developing the plan was a lot of work, it has pushed us to be thorough so we can ensure that our transition this August will be as smooth and successful as possible.

## Leadership

- The Return to Learn Committee will meet monthly to evaluate the implementation of the Return to Learn plan.
- A Back to School video will be created, possibly by former student council members, regarding new procedures for the upcoming year.
- Modes of learning will change based on the mandates made by the governor of Iowa, Jackson County Public Health, or the recommendations made by the Sacred Heart Board of Education.
- If the mode of learning needs to change, communication of the changes will be provided in multiple forms: emails, Facebook posts, and via School Messenger. Personal phone calls will be made when necessary.
- Individual family contacts will be made to gather feedback during the transitions of learning modes.
- During Required Online Learning, teacher office hours will allow families to answer questions and discuss concerns.

## Infrastructure

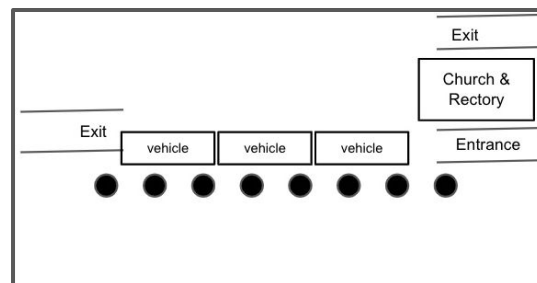
- Surveys will be given to gather data from teachers, staff members, and parents at various times of the school year.
- Tracking cameras may be utilized to facilitate the learning process of those who are learning from home while others are learning in the building.
- ONE learning platform (SeeSaw) will be used school-wide.
- Education about the use of the platform will begin on the first day of school so that ALL students will feel comfortable using it.
- A school-issued device (iPad or Chromebook) will be distributed to every student for him/her to use at home (if necessary) AND at school.
- Assistance will be provided to families who have limited internet access.
- Sacred Heart has adopted their own calendar. Students in grades K-6 will begin Monday, August 24, within the school building. Those who are not comfortable learning in the building may utilize live-streamed lessons or videos. The tentative start date for preschool students is Monday, August 31.
- Families with children in grades K-6 are asked to arrange for transportation on Fridays, when the school buses will not be running. Assistance will be provided to those in need.
- Attendance will be taken during Required Online Learning, Hybrid Learning, and On-Site Learning. A student will be considered “present” during Required Online Learning and Hybrid Learning when assignments for the day are completed and/or students participated in class meetings.
- Grading will occur in all modes.

# Health and Safety

- Staff members are encouraged to STAY HOME when ill.
- Families are asked to survey their children every morning. Those with the following symptoms MUST stay home:
  - Fever of 100.3
  - A new cough, unrelated to other conditions
  - Shortness of breath
  - Loss of taste or smell
  - Vomiting
  - Diarrhea
- A combination of the following symptoms may also warrant the need to stay home:
  - Headache
  - Muscle and body aches
  - Fatigue
  - Sore throat
  - Runny nose
  - Congestion
  - Nausea
- Temperature checks will be utilized at the beginning of the school day and whenever the teacher suspects that a child is not feeling well. Those with a reading higher than 100.3 will be sent home.
- Students and staff members who are “high risk” or immunocompromised are asked to seek advice from their health care provider. A specialized plan will be made with the school principal.
- Sneeze guards will be installed in offices as needed.
- Additional hand sanitizing stations have been added within the school building.
- A separate room has been designated for those with a fever, or those exhibiting symptoms of COVID-19, to limit the exposure to other people in the building.
- New procedures will limit the number of people needing to enter the building.
- Prayer services will be live-streamed on the school’s Facebook page. Parents, grandparents, and friends are encouraged to participate in this way.
- The use of the church building for masses is guided by the Archbishop and Fr. Austin. At the present time, all students will celebrate mass together by spacing apart and keeping additional space between classes.
- Lunchroom visitors are asked to suspend visits until a vaccine is available. Parental notes will allow students to join guests for lunch at local restaurants.
- Classrooms of students will use the spaces at recess on a rotating schedule.
- Birthday treats and snacks (for PK and K students) must be pre-packaged.
- Masks are highly recommended within the school building. Small group work and partner work are optimal times for mask usage. Other “breaks” from wearing a mask will be determined by the teacher. Preschool students will be asked to wear their masks when working one-on-one with the teacher or associate.
- According to the RtL plan of Maquoketa Community School, masks are required on buses.

## Health and Safety (cont.)

- Proper handwashing, how to cover a cough or sneeze, and respecting an individual's personal space will be taught and reinforced on a daily basis. Classroom sinks will aid in additional handwashing.
- Cafeteria seating will be staggered to provide as much space between students as possible. Classrooms will be spaced 6 feet apart.
- Students will be supervised in the hallway, rather than Jean's office, when waiting to be picked up for appointments within the school day. The school secretary will document when children are picked up or dropped off.
- A drop-off and pick-up station for student materials will be located in the hallway.
- Additional cleaning procedures will lower the risk of exposure to viruses.
- Table covers will be utilized in the cafeteria to facilitate the cleanliness of eating areas between lunch shifts.
- Band instruments with a "bell," such as the trombone and trumpet, will utilize a bell cover to act as a mask.
- Group band rehearsals will take place in the gym, where students can socially distance.
- Music classes will utilize student masks or the gym to provide a safer environment.
- The space used for Walk Club will expand. Those who are transporting students are asked to line up next to the cone area as shown below. (Entering the parking lot from Vermont Street will make this procedure even easier to follow!) Please note the direction in which a vehicle is parked. After-school pick-ups will follow the same procedure.



**School**

## Academic Standards

We recognize that students will be at a variety of places in the learning process in the areas of Religion, Math, Reading and Language. It is our goal to minimize the amount of involvement required by parents during the Hybrid and Online modes.

- Every day will begin with prayer in all learning modes.
- In addition to Religion, core subjects will be taught in all modes: Literacy, Math, Science and Social Studies.
- Those who opt for online instruction may learn via live streaming or classroom videos. A plan will be created and evaluated.
- Pretests and interviews will be given to assess students' readiness for grade-level concepts.
- Whole-Class Required Online Learning will take on 2 forms:
  - Asynchronous Learning - when instruction and learning do not occur at the same time. This may take the form of instructional videos, SeeSaw activities or other independent assignments.
  - Synchronous Learning - teachers and students are engaged in instruction and learning at the same time. Zoom will be utilized to facilitate this process.

## Academic Standards (cont.)

Whole Class Required Online Learning will follow the recommended time allotments. The activities that consume the day will include asynchronous and synchronous learning opportunities.

<b>Grade Level</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Recommended Length of Sustained Attention</b>
PK	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	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class

- Supports will be provided to students who have yet to learn the prerequisites for grade-level learning. Enrichment will be provided to those who excel.
- Teacher and student interactions will be optimized during Required Online Learning and Hybrid Learning, preferably during the regular school day.
- Rubrics will be completed and shared to communicate your child's attendance, focus, participation, and assignment completion during Required Online Learning and Hybrid Learning.
- Summative assessments may only be given during On-Site Learning.
- Progress reports may include "NA" for standards that could not be assessed on-site.
- Office hours will be utilized for Required Online Learning to connect families and teachers.
- Required Online Learning has its own challenges. To make the most of this mode of learning, families are asked to:
  - Set up a learning space with few distractions.
  - Create a daily routine by establishing a consistent bedtime and wake-up times.
  - Check SeeSaw every day for the lessons and scheduled meetings.

## Social-Emotional-Behavioral Health (SEBH)

- Surveys will gather information from parents about their SEBH and that of their children.
- Mr. Charlie, our school counselor, will continue to support students through class discussions and activities. Outside resources will be utilized, if necessary.

## **Equity & Data**

- Students with academic IEPs (Individual Education Plans) will continue to meet with Mrs. Rosheim on a regular basis.
- Title I students needing support in Reading will continue to meet with Mrs. Bickford, regardless of the education mode.
- Students with speech IEPs will continue to meet with the speech pathologist, regardless of the education mode.
- Students exhibiting a need for special education services will work through the IEP process with parents, teachers, and staff members being involved.
- Interventions will be implemented in all learning modes.
- Monitoring of student progress will take place as usual, but will now be included all modes of learning.

## **Before and After School Childcare**

- Students in grades K-6 will be assigned to small group “pods” to limit possible exposure. These pods will be created based on grade level and schedules to ensure a balance between safety and emotional well-being.