

**Holy Family is using Comprehensive Distance Learning for  
2020-2021 school year. Holy Family is beginning Limited  
Instruction on October 12, 2020.**

**Holy Family Catholic School Return to School Plan**

**2020-2021**

Review the following documents:

- 2020-2021 Return to School Framework
- Guidelines for Returning to the Workplace

Add a narrative for each area below to describe your school's plan.

Submit to [dcs@rchdpdx.org](mailto:dcs@rchdpdx.org) no later than August 15, 2020.

<b>SCHOOL PROGRAM INFORMATION</b>	
Name of School	Holy Family Catholic School
Key Contact Person for this Plan	Joe Galati, Principal
Phone Number of this Person	503-774-8871
Email Address of this Person	jgalati@holymfamilypdx.net
Sectors and position titles of those who informed the plan	Father Rodel De Mesa Pastor Joe Galati Principal Mary DeFrancia Teacher Christa Weiler Teacher
Local public health office(s) or officers(s)	Christina Baumann, MD, MPH Greg Belisle Multnomah County Emergency Operations Liaison Email: <a href="mailto:eoc.liasonschoools@multco.us">eoc.liasonschoools@multco.us</a> Phone: 503-988-0061
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Joe Galati Principal All Holy Family Catholic school employees will maintain the importance of social distancing throughout the school.school day.
Intended Effective Dates for this Plan	August 31, 2020 (teachers report) and September 8, 2020 (students report)-ongoing through the 2020-21 school year
ESD Region	Multnomah Education Service District (MESD)
Please list efforts you have made to engage your community (public health information	Information was shared with us from the Department of Catholic school from the

<p>sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.</p>	<p>Multnomah ESD. Documents, videos, and protocols were sent throughout the summer with continual update. Information was also posted on the Principal Portal on the Archdiocesan website.</p>
<p>Indicate which instructional model will be used.</p>	<p>Select One:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On-Site Learning</li> <li><input type="checkbox"/> Hybrid Learning</li> <li><input checked="" type="radio"/> Comprehensive Distance Learning</li> </ul>

**SECTION 1: OPERATIONAL VITALITY**

<p style="text-align: center;"><b>STAGES AND TIMELINES</b></p>	
<p>Planning Team</p>	<p>Father Rodel-Pastor            Joe Galati-Principal            Margaret Dickinson-Middle School Science            Mary DeFrancia-Middle School Math            Diane Masini-4th Grade            Christa Weiler-3rd Grade            Anne Marie Ullring-Kindergarten            Bruce Wright-Facilities</p>
<p>Timeline for Planning and Roll-out of Plan</p>	<ul style="list-style-type: none"> <li>● June meeting identifying scenarios-assign members to bullet point next steps               <ul style="list-style-type: none"> <li>○ Provide communication to parents</li> </ul> </li> <li>● July Meeting review results from Survey and assign write up plans for versions               <ul style="list-style-type: none"> <li>○ Provide communication to parents</li> </ul> </li> <li>● Prioritize purchases(operations)</li> <li>● Design plan for:               <ul style="list-style-type: none"> <li>○ Return fully to school                   <ul style="list-style-type: none"> <li>■ Use of Cohorts</li> </ul> </li> <li>○ Hybrid Model</li> <li>○ Digital Learning Model</li> </ul> </li> <li>● Week of August 10, 2020 complete plan and submit to DCS</li> <li>● Communicate plan to Staff, SAC, and Parent Community</li> </ul>

<p style="text-align: center;"><b>FINANCIAL CONSIDERATIONS</b></p>	
<p>Impact of Change in Enrollment (if applicable)</p>	<ul style="list-style-type: none"> <li>● 20/21 Enrollment is at 207 and we projected 210 for the budget</li> <li>● Openings at 1,2,5,8</li> <li>● Low numbers at PreK</li> </ul>

	<ul style="list-style-type: none"> <li>Some families have noted in their contracts that if we have to go to Digital learning they will pull out of their contracts</li> </ul>
Staffing Considerations/Changes	<ul style="list-style-type: none"> <li>Due to Health reasons, Music is not returning to school at this point</li> <li>PE position that has not been filled will include teaching responsibilities in general education</li> <li>Pursuing two hires: <ul style="list-style-type: none"> <li>Educational Assistant</li> <li>10 hour custodial to be matched with parish for 9 hours</li> </ul> </li> <li>LC teacher will be part of middle school cohort <ul style="list-style-type: none"> <li>Highest concentration of Middle school students at 6th grade</li> </ul> </li> </ul>
Building Protocol Expenses	<ul style="list-style-type: none"> <li>Purchasing of hand held non-touch temperature gauges for teachers to check student temp</li> <li>Purchase of a bottle filling drinking fountain for primary and intermediate grades</li> <li>Purchase of plastic protective shields for all teachers and for Primary students</li> <li>Auto hand sanitizer stations and refills for each entry door, classrooms, and office</li> <li>Purchase of plastic dividers for classrooms that require these devices (this is dependent on classroom sizes if Hybrid is used--smaller cohorts)</li> <li>Disposable face masks for each classroom (10 sets of 30 to be used as backup)</li> <li>Colored plastic tape to be used on floors or use cones</li> <li>Pure Tab Electrostatic cleaning tools and products <ul style="list-style-type: none"> <li>1 sprayer</li> </ul> </li> </ul>
Federal Funding Plan (i.e. Title IV, ESSER, PPP)	PPP funding covered salaries for 6 months Money will be pulled from operating budget

<b>COMMUNICATION PLAN</b>	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	<p>Throughout this process the following steps were taken for communication:</p> <ul style="list-style-type: none"> <li>Letters to families <ul style="list-style-type: none"> <li>June 18, 2020</li> <li>July 17, 2020</li> </ul> </li> <li>Second Survey to parents June 17, 2020</li> <li>Communication for Fall Reopening plan-letter sent out in Early August</li> <li>August- All staff meeting all aspects/details for re-opening plan and COVID Health training</li> <li>Principal letter to parents via Email <ul style="list-style-type: none"> <li>All communications to family will also be shown on social media such as:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Facebook, Twitter, newsletter, website</li> <li>○ Use of videos from the Principal</li> <li>● Zoom meetings with SAC, PTO, Cup of Joe, Wednesday Word, Parish Bulletin</li> </ul>
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**PROTOCOLS**

Cleaning and Hygiene	<ul style="list-style-type: none"> <li>● Holy Family follows CDC guidelines,</li> <li>● Teacher creates embed hygiene practices into the day <ul style="list-style-type: none"> <li>○ Hand washing, hand sanitizer breaks</li> </ul> </li> <li>● Build in bathroom breaks throughout the day which includes handwashing</li> <li>● Handwashing signs will be posted and placed prominently on bathroom walls</li> <li>● Daily Cleaning of classrooms, bathrooms, hallways etc.</li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>● Teachers will be provided training on social distancing and ongoing training/practicing of social distancing and cohorts remain together</li> <li>● Staff and students will adhere to the established traffic flow refer to building expense</li> <li>● Students will eat lunch in their classrooms, all food will be brought from home</li> <li>● Dismissal will be achieved through staggered release, or by different exits and pick up areas. (Have to consider families with multiple children for this)</li> </ul>
Screening Protocols	<ul style="list-style-type: none"> <li>● Daily entry to building <ul style="list-style-type: none"> <li>○ Teachers report to building and be screened prior to entering, survey will be completed which includes: <ul style="list-style-type: none"> <li>■ COVID 19 symptoms <ul style="list-style-type: none"> <li>● Cough, shortness of breath, difficult breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature of 100.4 degrees</li> </ul> </li> <li>■ Students at Drop off: (Need to complete students daily screening protocol.)</li> </ul> </li> </ul> </li> </ul>
Personal Protective Equipment (PPE) Protocols	<ul style="list-style-type: none"> <li>● Face shields and two masks provided for staff</li> <li>● Disposable masks will be available in the classroom</li> <li>● Disposable masks and gloves will be available in the the school office</li> <li>● PPE will be encouraged for students, to use in common areas, recess, entry, dismissal,</li> <li>● Face Shields will be provided for Pre K, K, 1, 2, 3</li> </ul>
Student Protocols	<ul style="list-style-type: none"> <li>● Students will be expected to wash hands often with soap and water for 30 seconds</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will use hand sanitizer upon entering and exiting from building</li> <li>• Student desks/tables will (have shields if they have to be closer than 6 feet)</li> </ul>
Staff Protocols	<ul style="list-style-type: none"> <li>• Staff Temperature taken prior to entering building</li> <li>• Staff expected to wash hands often with soap and water for 30 seconds</li> <li>• Staff will use hands sanitizer upon entering and exiting from building</li> <li>• Staff expected to wear a mask (unless they have a medical condition which doesn't permit them to wear a mask)</li> <li>• Staff members may also wear a face shield with a mask</li> </ul>
Visitors and Deliveries	<ul style="list-style-type: none"> <li>• Volunteers are not allowed based on CDC and ODE</li> <li>• Delivery drivers will ring bell and leave boxes at door</li> </ul>

<b>PREVENTATIVE TRAINING</b>	
	<b>100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing</b>
Staff Training Plan	<ul style="list-style-type: none"> <li>• Information will be shared with teachers upon their return in August or possibly later due to metrics</li> <li>• Initial letter sent to parents providing them with classroom protocols that will be bulleted</li> <li>• Staff will have Digital Learning training and collaboration for last-minute changes/decisions</li> </ul>
Student Training Plan	<ul style="list-style-type: none"> <li>• Letter sent to parents explaining to parents how students will be trained in regard to washing hands, social distancing, etc (FAQ's page for parents digitally and hard copy) Which includes <ul style="list-style-type: none"> <li>○ Physical Distancing, Hand Washing, Sanitizing, self checks, proper mask wearing, frequent cleaning</li> </ul> </li> </ul>
Parent Training Plan	<ul style="list-style-type: none"> <li>• Letters (frequent), emails, videos, Cup of Joes, Zoom conferences that parents can attend, Teacher Zoom Meetings with parents which include expectations and protocols</li> <li>• FAQ's page for parents digitally and hard copy prior to school starting September 8, 2020 which includes: <ul style="list-style-type: none"> <li>○ Physical distancing, hand washing, sanitizing, transitioning, recess protocol, arrival and dismissal protocol</li> <li>○</li> </ul> </li> </ul>

## SCHOOL SCHEDULE AND ROUTINES

Morning Drop-off Plan	<ul style="list-style-type: none"> <li>● Staggered starts OR separate entrances               <ul style="list-style-type: none"> <li>○ Entrances to building                   <ul style="list-style-type: none"> <li>■ For K-4</li> <li>■ 5-8</li> </ul> </li> </ul> </li> <li>● Six foot markers for spacing when waiting to enter the building</li> <li>● Temperature checks before entering (parents wait until temp is taken to ensure no fever)</li> <li>● Sanitizing stations at each entrance</li> <li>● Parents not permitted in building</li> </ul>
After-School Pick-up Plan	<ul style="list-style-type: none"> <li>● Staggered dismissal, specific locations designated for student pick up, parents on property must wear masks</li> </ul>
Food Service Plan	At this time students will bring their own lunches and eat in their classrooms. No food service at this time
Extended Care Plan	TBD
Recess/Playground Plan	<ul style="list-style-type: none"> <li>● Provide designated times for students to be outside at different intervals               <ul style="list-style-type: none"> <li>○ This includes individual recess times. No use of play structure at this time, however, equipment will be provided that must be sanitized after use.</li> <li>○ Specialists, Aids, Principal to assist with recess and ensure cleaning and sanitizing equipment.</li> <li>○ No Parent Volunteers at this time.</li> <li>○ All classes will have their own marked equipment to use and will clean after use</li> </ul> </li> </ul>
Assembly/Announcements Plan	<ul style="list-style-type: none"> <li>● Assemblies are postponed until further notice               <ul style="list-style-type: none"> <li>○ Virtual assemblies via zoom, daily announcements</li> </ul> </li> <li>● Student recognition will occur with individual classes</li> </ul>

## SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed <a href="#">Reflections on Distance Learning Worksheet</a>	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> <li>• Teachers will each create a short video to share with other teachers on 1 or 2 platforms that they used in the spring and show others how they utilized that resource so they can learn from each other</li> <li>• Teachers will all agree on a FAQ page for staff and parents for protocols and resources</li> <li>• PLC time and trainings to focus on digital platforms (ie: Seesaw Plus, Google Classroom, New Science Adoption)</li> </ul>
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> <li>• Teachers will start by assessing students' social and emotional health and build in new protocols and classroom management expectations to ensure the safety of all humans in the building-staff and students</li> <li>• Whole class criterion tests and work samples, as well as one on one, socially distant reading assessments</li> <li>• Goal Sheets(staff)</li> </ul>
Grading Expectations and/or Policies	<ul style="list-style-type: none"> <li>• These are not changing from prior years as long as students are present</li> <li>• Staff will collaborate on what is fair and equitable if a student has to miss school because of illness</li> <li>• If digital learning only, staff will grade based on genuine projects that show learning and other assignments that are turned in (use of project based assessment)</li> <li>• Classes outside of core classes will provide rigorous high-interest projects/learning opportunities and collect student work/artifacts to show learning/growth</li> </ul>
Asynchronous and Synchronous Teaching Expectations	<ul style="list-style-type: none"> <li>• If Digital learning is required, all classes will provide asynchronous instruction in class material through videos and or Zoom.               <ul style="list-style-type: none"> <li>○ Weekly email identifying what will be expected for the week</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Posted on line as well</li> </ul> </li> <li>○ Weekly Synchronous meetings in core subject will be scheduled to provide direct instruction           <ul style="list-style-type: none"> <li>■ (Middle School) At least one opportunity per week per subject will be provided for full class instruction via Zoom</li> <li>■ Pre-K-5 must provide both full instruction via Zoom each day</li> <li>■ Holy Family is beginning Limited Instruction on October 12, 2020.</li> </ul> </li> </ul> </li> </ul>
<p>Plan to Mitigate Learning Loss</p>	<ul style="list-style-type: none"> <li>● After assessing where each student is in his/her learning, teachers will determine which methods students will need to progress to grade level standards       <ul style="list-style-type: none"> <li>○ This can include additional support for learning</li> </ul> </li> </ul>
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<ul style="list-style-type: none"> <li>● Teachers are well-qualified in meeting requirements of PEP and ELL students and will discuss plans with SPED teacher to ensure that students with diverse or special learning plans are getting accommodations and/or modifications that are appropriate.       <ul style="list-style-type: none"> <li>○ Tools will also allow for self based learning for students who need more time</li> </ul> </li> </ul>
<p>Plan for Students Unable to Attend School</p>	<ul style="list-style-type: none"> <li>● Students will be offered compatible digital learning, or the ability to have an adult pick up work from school that can be completed at home.       <ul style="list-style-type: none"> <li>○ Daily check ins with a teacher on staff, weekly assigned work to be submitted digitally</li> </ul> </li> </ul>
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> <li>● Teachers will learn from all of the platforms and from each other, the tools that are necessary to teach digitally whilst teaching a hybrid and/or a digital only model</li> <li>● Teachers will create videos teaching parents how to utilize and access digital platforms for hybrid/digital learning</li> <li>● Teachers will focus on diverse learners by studying literature as a staff and discussing how to best integrate it into</li> </ul>



	<p>their classrooms</p> <ul style="list-style-type: none"> <li>• As part of staff inservice, teachers and staff will discuss warning signs for mental health concerns, as well as action steps to take if there is concern for children</li> <li>• Teachers will learn and follow new Archdiocesan PLC goals <ul style="list-style-type: none"> <li>◦ Teachers will submit professional goals for the year which will include PD as well</li> </ul> </li> </ul>
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	<ul style="list-style-type: none"> <li>• Art and Spanish teachers will travel from class to class to deliver instruction</li> <li>• SPED teacher will teach in a middle school classroom as needed, as well as collaborate with teachers to meet the needs of those on PEP or PAP plans.</li> </ul>

**MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING**

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> <li>• Teachers will focus on social and emotional health at the beginning of the year to make sure students are ok, and that all feelings and growth are age appropriate</li> <li>• Teachers will build in time for small groups on Zoom if digital teaching is the only option</li> <li>• Second Step curriculum; parent communication with helpful tips to assist with anxiety (returning to work), distancing protocols</li> </ul>
Family Support and Training Plan	<ul style="list-style-type: none"> <li>• Staff (or a smaller cohort) will develop a FAQ page for parents</li> <li>• Principal will update parents digitally/email</li> <li>• Back to School night will begin with Zoom from the principal, teachers will send out a zoom meeting for individual classes</li> <li>• Written plan for in school and, if necessary, make the quick shift to digital learning. Parents and students will be provided training on using digital platform so that transition is seamless and not frustrating for parents</li> </ul>
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> <li>• As part of staff inservice, teachers and staff will discuss warning signs for mental health concerns, as well as action steps to take if there is concern for children</li> <li>• Use of tools surrounding SEL(platform)</li> </ul>

## TECHNOLOGY

	<b>Hybrid Model or 100% Distance Learning</b>
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"><li>• K-2 will use SeeSaw as their online learning platform</li><li>• Grades 3-8 will use Google Classroom</li><li>• Teachers will create videos teaching parents how to utilize and access digital platforms for hybrid/digital learning</li></ul>
Acceptable Use/Safety Policies	<ul style="list-style-type: none"><li>• Students and parents will fill out and sign a technology use agreement form at the beginning of the school year, as usual</li><li>• Teachers will review and reinforce safety, respectful, and responsible technology use at school and home</li></ul>
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"><li>• Awaiting approval of Grant to purchase additional Technology, costs for licenses for Seesaw plus, and other supplemental material</li></ul>

## SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	<b>Hybrid Model or 100% Distance Learning</b>
Schoolwide Eucharistic Celebrations	<ul style="list-style-type: none"> <li>● Each week a different class will be in charge of mass and attend in person (as was done this past spring). All other grades will view mass as a class via livestream               <ul style="list-style-type: none"> <li>○ Please note that only ½ of class will be in attendance</li> </ul> </li> </ul>
Faith Life Activities	<ul style="list-style-type: none"> <li>● School wide adherence to the liturgical calendar               <ul style="list-style-type: none"> <li>○ Physical distancing is followed</li> </ul> </li> <li>● Daily morning prayer will be maintained within classroom</li> </ul>
Service Learning Plan	<ul style="list-style-type: none"> <li>● Service learning projects will continue to be in place               <ul style="list-style-type: none"> <li>○ Willamette Womens' Shelter</li> <li>○ St Vincent DePaul</li> </ul> </li> </ul>
Visibility Plan for Pastor	<ul style="list-style-type: none"> <li>● Father Rodel has been involved in the Reopening plan and has added his input to the process</li> <li>● Pastor will continue with weekly school mass on Thursdays (could be changed)</li> <li>● Pastor will be present greeting families in the morning and provide videos to share with students</li> </ul>
Visibility Plan for Principal	<ul style="list-style-type: none"> <li>● Principal will be visible throughout the day, will monitor safety procedures, assist with recess and breaks for classes and teachers               <ul style="list-style-type: none"> <li>○ Principal will wear/model face Shield and mask</li> </ul> </li> <li>● Principal will continue to visit classes on a regular basis so that students can see me and i can also provide the monthly Knighting of the ties</li> <li>● Principal will provide monthly videos for students and families</li> <li>● Monthly Cup of Joes Zoom</li> </ul>