



# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR



**HOLY FAMILY**  
**SCHOOL SYSTEM**

XAVIER CATHOLIC SCHOOLS

*Learning with a higher purpose!*

*Plan subject to change*

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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The year 2020 has certainly presented all of us with a unique journey! Our Xavier Catholic School teachers and staff are excited and ready to continue our partnership with your family. Our administrators and Return to Learn committees have worked collaboratively and diligently to create a rigorous and safe plan to return our children to learning.

## “XPERIENCE” THE DIFFERENCE: FAITH & CONNECTION

Regardless of how the school year may unfold, we remain steadfast in our commitment to “learning with a higher purpose” by providing a high quality Catholic education with an emphasis on personal connection between families and schools.

Families can expect that Catholic beliefs, traditions and teaching will continue to be the cornerstones of daily instruction; Mass will be celebrated; Teachers will have daily communication/interaction with students; Core classes (including Religion/Theology) and prayer opportunities will be conducted daily; and service opportunities will be offered.

We look forward to carrying on the joyous work of providing a Catholic education that feeds your child and family spiritually, emotionally, and intellectually.

Thank you for entrusting us with your most precious gift!

Yours in Christ,

Heather Williams, Principal, Holy Family/St. Jude

Zach Zeckser, Chief Administrator, Holy Family

Brian O'Donnell, Principal, St. Pius X

Megan Boomgarden, Principal, All Saints

Amy Conlon, Principal, St. Matthew

Casey Kettmann, Principal, St. Joseph

Josh Gredys, Principal, Regis

Angela Olson, Principal, Xavier

Chris McCarville, President, Xavier

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

\*Approved Friday, July 31, 2020

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Below are the learning models Holy Family may implement throughout the school year. Holy Family may transition from one model to another as conditions and guidance dictates. The process may occur multiple times throughout the year. Model changes can be determined by any (or a combination) of the following governing entities:

- Governor of Iowa
- Iowa Department of Public Health
- Iowa Department of Education
- Holy Family School Board (in collaboration with Linn County Public Health)
- Archdiocese of Dubuque

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# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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The Online Model would only be implemented school-wide in the event of a school closure by the Governor, the Iowa Department of Public Health, or the Holy Family School Board (which would be decided upon through collaboration with Linn County Public Health). This model would also be an option for families who do not wish to do On-Site Learning. Families who would prefer to keep their children at home while Holy Family is opting for the on-site model should contact their building principal, Mr. Zeckser or Mrs. Williams. Holy Family will accommodate students learning from home in every way possible. It would greatly resemble the Online Model.

## How Holy Family Will Begin the 2020-2021 School Year: The On-Site Learning Model

Holy Family will implement the On-Site Learning Model for the beginning of the 2020-2021 school year. This model will be implemented with significant health and safety measures in place to protect our students (and their families), teachers and staff. This model was selected with the following considerations taken into account:

- Our ability to mitigate risks by using masks, outdoors, spacing, cohort groups, sanitizing and disinfecting, etc.
- Survey and communicated feedback from staff and families
- Realization that all of our students, and especially our youngest students, are not yet fully independent learners and require significant hands-on support and play based models, posing a challenge for working parents
- Consistent access to teachers
- Students enrolled in personalized learning are uniquely positioned for success in transitioning from in-person to online learning models

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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- Need to provide social emotional supports to students through programming and social interactions

Online Option: Families may choose to do the Online Learning Model for their student(s). Choosing this model means that the student will participate in synchronous classes daily (most likely math and English) as well as daily opportunities to pray with the school. Other opportunities may be available synchronously as well.

- There is no deadline set at this time to request the Online Learning Model, but families are encouraged to communicate with their building principals as soon as they begin to consider this option. Families will need to provide Holy Family with two days of notice before they start to learn from home.
- Holy Family prefers that families opt for Online Learning for one quarter at a time. Families may opt for more time than a quarter, but we prefer that families not change modes of learning more than once per quarter.

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- Masks will be required at all times in all spaces for ages three (3) and up
  - Preschool and childcare will follow DHS guidelines. Masks will not be worn during nap time, and preschoolers will have several opportunities throughout the day for mask breaks as needed.
- Face masks are required to be worn by all staff and students in all areas of the building.
  - When students are seated and wearing a mask, teachers may opt to wear a face shield in lieu of a mask, if s/he remains at a distance from students.

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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- Students and staff may remove masks outside when distanced for class
- Two school masks and one shield will be provided to all students and staff.
- An exception to this rule may be made with a written communication from a student's MD, PA, or DO. Students granted this exception will need to wear a face shield in lieu of a mask. Attempts will be made to provide additional mitigation for such students.



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- Holy Family students will be allowed to wear face masks they bring from home. (School appropriate).
- The mask must fully cover the nose and mouth and secure under the chin with ties or ear loops
- A limited supply of additional face masks with the Holy Family logo are also available for purchase through Mr. Zeckser. Xavier masks are also available through Lands End.

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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Strongly encouraged anytime. Does not replace face mask, but may be worn in addition to a face mask.

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- Not required when teaching or working with others and able to social distance. Must be used in addition to masks when not able to social distance.

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<ul style="list-style-type: none"> <li>● Students will cohort in rooms.</li> <li>● Seeking additional cleaning staff/volunteers to help with sanitization and disinfection.</li> <li>● Seeking sprayer with FEMA funds.</li> <li>● Opening windows and utilizing window air conditioners for air circulation from outdoors as much as possible.</li> <li>● Air conditioner filters will be cleaned and changed out often.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will cohort in rooms.</li> <li>● Seeking additional cleaning staff/volunteers to help with sanitization and disinfection.</li> <li>● Seeking sprayer with FEMA funds.</li> <li>● Opening windows and utilizing window air conditioners for air circulation from outdoors as much as possible.</li> <li>● Partitions will be used at the office.</li> <li>● Seeking higher grade air filters for HVAC system.</li> </ul>

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GH">i XY'	@JGU`Y'
<ul style="list-style-type: none"> <li>● Cohorting students in rooms at six (6) foot distance.</li> </ul>	<ul style="list-style-type: none"> <li>● Cohorting students in rooms at six (6) foot distance.</li> </ul>



# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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- There will be a limited number of students allowed in hallways during class times.
- Partitions will be used at the office.
- Parents will be required to set up appointments to be seen in the building by staff.
- Parents will drop their students off at the front door and cannot enter the building without a pre- set up appointment.
- Utilizing outdoor space for classrooms and eating will be encouraged.
- Purchasing desk dividers for students to utilize for lunch at their seats in the classroom.
- Teachers will rotate classrooms, students will not.

- When a cohort uses the hallway, halls are south-bound. Cohorts go outside to walk north.
- There will be a limited number of students allowed in hallways during class times.
- Parents will drop their students off at the student entrance and cannot enter the building without a pre- set up appointment.
- Utilizing outdoor space for classrooms and eating will be encouraged.
- Purchasing desk dividers for students to utilize for lunch at their seats in the classroom.

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- Eating outside when possible.
- Eating in classrooms to start and until further notice.
- Food service packaging items when possible (no self-serve).
- Plexiglass shields for checkout.
- Continue to utilize the digital lunch count with student names for ease of lunchroom staff when checking out student lunches.

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- Eating outside when possible.
- Eating in classrooms when necessary.
- Food service packaging items when possible (no self-serve).
- Plexiglass shields for checkout.
- Six feet marked off for the checkout line.
- Students sanitize hands while in line.

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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<ul style="list-style-type: none"> <li>● Purchasing plastic desk dividers for students and staff during lunch at desks for added safety.</li> <li>● Students may be required to wear face shields while eating.</li> <li>● This will be a mask break time for students and staff.</li> <li>● Breakfast will likely be served to students in the classroom as well between 8-8:20AM.</li> </ul>	<ul style="list-style-type: none"> <li>● This will be a mask break time for students and staff.</li> <li>● Purchasing plastic desk dividers for students and staff during lunch at desks for added safety.</li> <li>● Breakfast served to students in the commons between 8-8:20AM. Students not eating breakfast will go directly to their cohort room and not to the commons.</li> </ul>
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<ul style="list-style-type: none"> <li>● Nurse will repeatedly train everyone in handwashing, masks, distancing, etc.</li> <li>● Separate bed for people with Covid symptoms.</li> <li>● People not allowed in the building without an appointment.</li> <li>● Sustain current school entrance screening protocols.</li> <li>● Leveraging outdoors as much as possible.</li> <li>● 14 days of self isolation for people with Covid.</li> <li>● Contact tracing to determine who needs to self-isolate.</li> <li>● Restroom sanitation on an hourly schedule.</li> <li>● No drinking fountain usage: Students bring their own marked water bottles.</li> <li>● Teachers will rotate classrooms, specials will be in the classroom, PE will be in the classroom and/or</li> </ul>	<ul style="list-style-type: none"> <li>● Nurse will repeatedly train everyone in handwashing, masks, distancing, etc.</li> <li>● Separate bed for people with Covid symptoms.</li> <li>● People not allowed in the building without an appointment.</li> <li>● Sustain current school entrance screening protocols.</li> <li>● Leveraging block structure to minimize exposure for 6-8 and specialists.</li> <li>● Leveraging outdoors as much as possible.</li> <li>● 14 days of self isolation for people with Covid.</li> <li>● Contact tracing to determine who needs to self-isolate.</li> <li>● Restroom sanitation on an hourly schedule.</li> <li>● No drinking fountain usage: Students should bring filled water bottles with name.</li> </ul>

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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utilize outdoor space.

- Recess areas in green space will be divided out using a snow fence and assigned to each cohort.
- Playground space will be in limited use and cleaned after each use. Indoor recess will consist of brain breaks, meditation, stretching, etc. at student desk areas.
- Teachers will be assigned a cohort for lunch & recess coverage to limit exposure.
- Students will have their own items and classroom sharing of items will be limited.
- Items that are shared will be sanitized often.
- Sanitizer will be located at all entrances and in all classrooms.
- Sanitizer will be utilized when handwashing is not easily accessible.

- Recess items that are shared will be sanitized often.
- Sanitizer will be located at all entrances and in all classrooms.
- Sanitizer will be utilized when handwashing is not easily accessible.

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Students and staff must screen for illness prior to coming to school. This includes daily temperature screening at home. Anyone with a temperature of 100.4 or above or must stay home.

If a family is unable to screen for fever at home, students can be screened by the school nurse upon arrival to school with a contact free hand-held thermometer or with a wall-mounted thermometer. Students' temperatures will also be taken a second time via ear thermometer. Anyone with a temperature of 100.4 or above will have their parents called to take the student home. Parents will need to pick up students in a timely manner in any and all cases of students being sent home.

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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If a staff or student exhibits symptoms of COVID-19, they will follow the 10/3/3 rule:

1. Ten (10) days must pass from the start of symptoms **AND**
2. Must be fever-free (<100.4) for three (3) days or 72 hours without the use of medication **AND**
3. Demonstrate significant symptom improvement

**All three of these criteria must be met prior to returning to school.**

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People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

### High Risk Symptoms

New cough, shortness of breath or difficulty breathing, new loss of taste or smell

### Low Risk Symptoms

Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

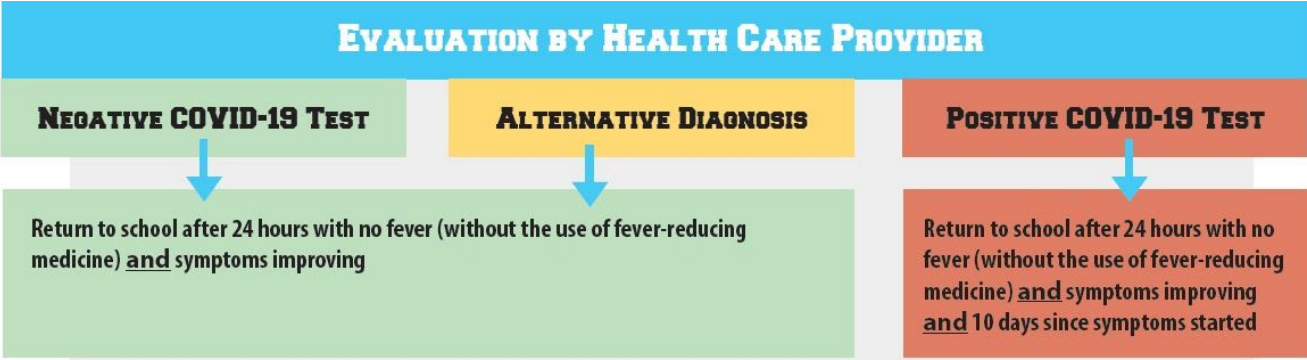
Students and staff members should remain home when sick. Students or staff members with **any** high-risk symptom or **two or more** low risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

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Close Contact is defined by being less than six feet of an individual for 15 minutes or more or have direct physical contact. Mitigation efforts (fewer students in the building at one time, face covering requirements, and physical distancing) are in place to minimize the amount of students and teachers/staff who would be in close contact with each other.

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR



### IDENTIFYING CLOSE CONTACTS FOR COVID-19 CASES

**Close Contact:** Individuals who've been within 6 feet for more than 15 minutes with a positive COVID-19 case during the infectious period. Contact may occur in a classroom, lunchroom, free period, during transportation to or from school, at practices or games, and during extracurricular activities.

- SCHOOL WILL:**
- Notify local public health department
  - Identify close contacts and quarantine exposed students and staff
  - Notify appropriate school administration, families and staff (without identifying the COVID-19 case)
  - Provide Public Health with list of close contacts

- PUBLIC HEALTH WILL:**
- Recommend quarantine for all household contacts of COVID-19 case
  - Work with school to determine which students and staff should be quarantined

- STUDENTS**
- If no symptoms develop, students can return to school 14 days from their last contact with the COVID-19 case
  - If symptoms develop, students should be evaluated by a health care provider
  - If a student tests positive for COVID-19, they should isolate for 10 days
  - If a student tests negative for COVID-19, they must still complete their 14-day quarantine before returning to school

- STAFF**
- Staff may be considered critical personnel and can be allowed to return to work if there are staffing shortages as long as they remain asymptomatic
  - Staff should take their temperature and screen for symptoms at the start and end of each day, and wear a mask at work
  - If symptoms develop, they must isolate immediately

- INDIVIDUALS PREVIOUSLY POSITIVE**
- Those who have been previously diagnosed positive for COVID-19 within the past 12 weeks, and were exposed to a COVID-19 case, do not need to quarantine

# Return to Learn

## PLAN FOR 2020-2021 SCHOOL YEAR

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Our Holy Family scripture theme, Romans 5:5 “P[ ] ^Á ^ç^!Áãæ ] [ ã • +É will permeate our year regardless of how the school year unfolds. Holy Family will continue its commitment to developing our children’s faith by:

- Praying multiple times per day as a school
- Conducting service projects
- Celebrating Mass and Adoration
- Conduct service learning
- Students will continue religion classes
- Exploring retreat possibilities

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#### Technology for Online Learning

- iPads or Chromebooks will be available for each student as needed
- Coursework available through SeeSaw as well as Google Classroom for all students

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If the school building is closed, Holy Family will provide online continuous learning. Students will be expected to follow one of the following methods with regard to direct instruction, the teaching and learning of the concept:

- Students can watch class instruction live based on times provided
- Students can watch the recorded version of class during a time that works for the student and/or family

Students will be required to complete any follow-up work, activities, assignments that are given to accompany the direct instruction learning component. All of the work must be done and turned in by the specified due date. This will provide the student with

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

S

feedback and a grade, as well as serve as the attendance process to allow the student to be counted present for the day.

## Classroom Schedules

Classroom teachers will be sending out to parents schedules of when items will be taught over the course of the school day. This will also include the times for live, direct instruction for those students who are utilizing our “hybrid/family choice” model and need to login from home.

LaSalle students will receive assignments through Google Classroom if not onsite. St. Jude students will receive assignments through SeeSaw and/or Google Classroom if not onsite.

Attendance will be taken by the classroom teacher each morning and the office will be keeping track of students and absences, especially when needed for extended time away from school. See attendance information above for students in a hybrid or if we move to an online model.

If a student does not participate in a class assignment/activity s/he will be marked absent and/or not receive grade/credit for the assignment and could eventually be counted as truant.

## Grading

Students will be graded on multiple different assignments and learning targets, in order for his/her teacher to see which concepts they understood well and which they need to improve upon. Grading will continue to be done based on current practices. All assignments turned in via in-person learning will be corrected and handed back in an appropriate time frame (usually within 2 days).

# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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Holy Family staff will participate in two professional learning sessions this fall with North Shore Coaching and Consulting. These sessions will hone our skills in recognizing signs of student anxiety and also addressing students' needs. Returning to school holds a great deal of promise, as children are inherently social. Further, our faith teaches us about the value of imitating God who is three in one. We do well to provide safe and healthy opportunities for our children to play, relate, and grow together.

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<p><b>; YbYfU`</b> Heather Williams, Principal <a href="mailto:hwilliams@holyfamilycr.org">hwilliams@holyfamilycr.org</a></p> <p>Kathy Ireland, Admin. Assistant <a href="mailto:kireland@holyfamilycr.org">kireland@holyfamilycr.org</a></p> <p><b>5 WUXYa JWg`</b> Heather Williams, Principal <a href="mailto:hwilliams@holyfamilycr.org">hwilliams@holyfamilycr.org</a></p> <p>Katie Vega, Learning Strategist <a href="mailto:kvega@holyfamilycr.org">kvega@holyfamilycr.org</a></p> <p>Andrew Coleman, Counselor <a href="mailto:acoleman@holyfamilycr.org">acoleman@holyfamilycr.org</a></p> <p><b>GdjfJhi U`</b> Heather Williams, Principal <a href="mailto:hwilliams@holyfamilycr.org">hwilliams@holyfamilycr.org</a></p>	<p><b>; YbYfU`</b> Zachary Zeckser, Principal <a href="mailto:zzeckser@holyfamilycr.org">zzeckser@holyfamilycr.org</a></p> <p>Nancy Franey, Admin. Assistant <a href="mailto:nfraney@holyfamilycr.org">nfraney@holyfamilycr.org</a></p> <p><b>5 WUXYa JWg`</b> Zachary Zeckser, Principal <a href="mailto:zzeckser@holyfamilycr.org">zzeckser@holyfamilycr.org</a></p> <p>Linda Zach, Learning Strategist <a href="mailto:lzach@holyfamilycr.org">lzach@holyfamilycr.org</a></p> <p>Monica Robinson, Lead Teacher <a href="mailto:mrobinson@holyfamilycr.org">mrobinson@holyfamilycr.org</a></p> <p>Amber Waring, Counselor <a href="mailto:awaring@holyfamilycr.org">awaring@holyfamilycr.org</a></p> <p><b>GdjfJhi U`</b></p>



# Return to Learn

PLAN FOR 2020-2021 SCHOOL YEAR

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