



**2020 - 2021**

**RETURN TO SCHOOL**

**FRAMEWORK**

Revised 9/24/2020

## **INTRODUCTION**

In light of the COVID-19 pandemic, the schools in the Archdiocese of Portland in Oregon have been implementing a Distance Learning model since March 17, 2020. St. Francis Catholic School and Parish are confident that the work of teachers, principal, pastor, and parents over the last term of 2019-2020 year has been successful in sustaining the educational standards to meet students' learning.

It is with this in mind that our priority is to return to in-class instruction as long as it is deemed safe to do so. The principal, planning committee of parents, and teachers have created this Return to School Framework with enhanced precautions and hygiene protocols in place.

The guidelines referenced in this plan are based on guidance from the Centers of Disease Control and Prevention (CDC), World Health Organization (WHO), and state and local county health agencies. Continual updates will be made to this plan based on information provided.

St. Francis Catholic School's (SFCS) needs are different from those of public schools as we can require things of students, parents, and staff regarding procedures and materials more readily. SFCS's population is relatively small, and we do not face other complications like bussing, large special needs populations, and additional funding mechanisms.

**SCHOOL PROGRAM INFORMATION**

Name of School	St. Francis Catholic School
Key Contact Person for this Plan	Denise Gonzalez
Phone Number of this Person	503-625-0497
Email Address of this Person	dgonzalez@sfsherwood.org
Sectors and position titles of those who informed the plan	Pastor, Principal, SAC President, Parent Service Organization President, Teachers
Local public health office(s) or officers(s)	CDC, ODE
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Denise Gonzalez
Intended Effective Dates for this Plan	September 8, 2020
ESD Region	Archdiocese of Portland, Oregon
Please list efforts you have made to engage your community (public health information 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.	See Report  Surveys Multiple Meetings Parish Bulletin Updates Published to School Website
Indicate which instructional model will be used.	Select One:  <input type="checkbox"/> On-Site Learning <input checked="" type="checkbox"/> Hybrid Learning <input checked="" type="checkbox"/> Comprehensive Distance Learning

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# St. Francis 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@rchdpx.org](mailto:dcs@rchdpx.org) no later than August 15, 2020.

## SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	Father Amal, Denise Gonzalez, Michael Haas, Amy Corcoran, Kathy Hilburger, Muriel Moore, Dr. Nanson, Damon Starnes, Vicky Smith
Timeline for Planning and Roll-out of Plan	June 17-August 15, 2020

**Stage 1 - June, 2020, Returning to School Survey sent to parents for feedback pertaining to screening protocols, and educational platforms (in school, hybrid, or distance learning). Work with the local school district on receiving ESSR and CARES Act funding, training for teachers, counseling for students, and professional development of social and emotional well-being of students.**

**Stage 2- July, 2020, Expand use of school based recommendations and data from applicable state and local health agencies. SF will continue preparations of building protocols (classroom configurations, circulation maps, sanitation stations, signage, sanitation of buildings and second update to shareholders).**

**Stage 3 - August 2020, conduct training with faculty and staff, complete preparation of building and protocols, classroom configurations, circulation maps, sanitation stations, signage, sanitation of building completed. Continue full operation based on recommendations and data from applicable local and state agencies. Make adjustments/restrictions when needed for guidelines to stay in place.**

### Revisions

The most current information will be posted to *School Speak* and school's COVID-19 tab on the school website.

## FINANCIAL CONSIDERATIONS

<p>Impact of Change in Enrollment (if applicable)</p>	<p>The impact on PreK's enrollment being restricted to ten students per cohort is limiting enrollment, may limit future enrollment, and is limiting income. However, in grades K-8, enrollment is positive with increasing student numbers due to small class sizes and educational concerns in the local public school system. While the school is remaining strong in enrollment, the parish subsidy to school will no longer be a contributor to the school's budget. COVID-19 has had a significant impact on Catholic schools. Public schools are largely supported by tax dollars collected by states and local governments or school districts. In contrast, Catholic schools rely primarily on tuition revenue, charitable donations, endowments, parish, and fundraisers to support their operations. Restrictions on gathering have made it difficult to fundraise.</p> <p>Closure of the church doors has eliminated access to offertory collection, which impacts the parish's plate and therefore, the parish subsidy to the school. Tuition does not cover the full cost of educating a student at St. Francis Catholic School. The calculated per pupil cost for the 2020-2021 academic year is \$10,296, while standard tuition is set at \$8,618.</p> <p>The financial impact on families, from lost wages, closed businesses, and lost jobs has increased an additional need for financial aid.</p> <p>With low class sizes, the school is able to increase enrollment. The surge in enrollment is assisting to offset the increased need for financial aid to current families. St. Francis Catholic School (SFCS) remains mindful of keeping class sizes small during COVID-19. SFCS wants to continue to meet all students' needs, not only gain financially.</p> <p>In addition, there is an increase in state and federal dollars that have not been previously within the reach of private schools. As the pandemic continues, it is paramount to monitor the use of these additional revenue streams, particularly with ESSER and CARES Acts. Grants might also be a lucrative source of income as SFCS may not have previously qualified.</p>
<p>Staffing Considerations/Changes</p>	<p>Staffing numbers are directly tied to enrollment/budget. When reviewing staffing roles, redefined job descriptions may need to be different than in previous years. For example, an aide for PreK will be required to meet state guidelines if childcare guidelines are increased. Reduction of music teacher due to health concerns, and schedule change in increased transition times to meet cleaning mandates and protocols. Art instruction will replace music class until adjustments can be made. Art classes will be 40-90 minutes once a week for students in Kindergarten through eighth grade. The principal and/or PE teacher will assist with reading groups and mathematics in the first and second grade</p>

	<p>blend until volunteers are allowed in the building.</p> <p>To ensure compliance with state and local distancing and cohort mandates as well as sanitation and hygiene protocols, it will be essential to increase custodial services.</p>
Building Protocol Expenses	To ensure compliance with state and local distancing and cohort mandates as well as sanitation and hygiene protocols, an increase in cleaning supplies, sanitation stations, personal cleaning supplies, signage, face coverings ( masks, shields), professional training, school office plexiglass installed, thermometers, medical cot, partition for ill students, etc.
<p>Federal Funding Plan (i.e. Title IV, ESSER, PPP)</p> <p>Additional funding to offset the 2019-2020 budget</p>	<p>St. Francis Catholic School (SFCS) and Parish applied and received the PPP loan. SFCS and Parish received funds to cover payroll from April 2020 to June 2020.</p> <p>To increase revenue a parent volunteer and school principal continued marketing efforts by improving and updating the school and parish websites. Additionally, with the assistance of the school community, SFCS continued with fundraising by hosting a virtual Choose-A-Thon, in May, to assist in offsetting the 2019-2020 budget.</p> <p>The Endowment Brunch was canceled due to Covid-19, a necessity plea for tuition assistance for the 2020-2021 school year was initiated. The plea was sent via postal service to the school and parish community. Moreover, SFCS worked with two local wineries on fundraising efforts to assist with unforeseen tuition assistance.</p> <p>At the present time, SFCS is working with the Sherwood School District to receive CARES Act and ESSR funds. These Federal funds were allocated to the public schools in July, 2020. The principal at SFCS is proactively exchanging emails with Sherwood School District's Associate Directors of Teaching and Learning, to see if SFCS will be awarded any additional funding to assist in offsetting additional unexpected needs due to COVID-19.</p>

<b>COMMUNICATION PLAN</b>	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	<p>To ensure the safety of students and staff, as well as family members, a Return to School Update on defined protocols was sent on July 12, 2020, to shareholders covering the following guidelines:</p> <ul style="list-style-type: none"> <li>● Health and Safety Procedures</li> <li>● Face covering description and guidelines</li> <li>● Physical distancing</li> <li>● Hand hygiene</li> <li>● Enhanced cleaning</li> <li>● Bell schedule (includes drop off, pick up and extended</li> </ul>

	<ul style="list-style-type: none"> <li>care)</li> <li>• Health screening</li> <li>• Social, emotional, self-care and well-being training (Use Title II funding, or invite from local school district and/or Friendlyzy)</li> </ul> <p>Zoom meetings will be held with each grade level starting in August to answer questions and hear concerns.</p> <p>Rollout plans for 2020-2021 school year will be submitted in mid-August.</p> <p>The school's administrative assistant is in the process of reviewing student immunization files for the upcoming school year. The school will encourage recommendation of the flu vaccination as a proactive measure to lessen the likelihood of school closures due to the combined impact of seasonal influenza and COVID-19.</p> <p>For faculty and staff, the principal and pastor will promote flu vaccination as a proactive measure employees can take to lessen the likelihood of school closures due to the combined impact of seasonal influenza and COVID-19.</p> <p>The pastor and principal recommend to the faculty, staff, and school community social distancing, wearing of face shields, continual handwashing, and to act responsibly.</p> <p>Update to shareholders will be continual by the principal, pastor, teachers, and/or the school's administrative assistant.</p> <p>Signage has been ordered and will be posted to communicate policies and procedures.</p>
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<b>PROTOCOLS</b>	
Cleaning and Hygiene	<p>Students and faculty will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. The teachers will determine this; however, the administration will create a detailed schedule for recess and bathroom use for each grade level to eliminate mixing. This includes a detailed schedule for lunch recess and hand washing for each grade level and will be followed by sanitizing by administration, faculty, staff, and/or custodial staff. SFCS would appreciate and highly recommend parents to educate their children on the importance of hand washing. <i>Link to CDC video</i></p> <p><a href="#">Videos   Handwashing</a></p> <p>Daily cleaning practices will comply with ODE requirements and CDC recommendations, including the types of cleaning products</p>

used and the frequency of cleaning. Special attention will be paid to the cleaning of high touch surfaces throughout the day, as well as, cleaning between classroom spaces if different groups enter and exit. Deep cleans will be scheduled often.

Student/s diagnosed with COVID-19, all parents will be notified immediately and all information will remain confidential. School will be closed for a thorough cleaning. Administration, faculty, and staff will be trained by the school's head maintenance chair, the six steps to cleaning a classroom:

[319611 A Six Steps for Cleaning Disinfecting FS](#) and school's -disinfecting:

[Cleaning and Disinfecting in School Classrooms](#) will be reviewed and posted in classrooms and in needed areas.

Link to how to wear and wash masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Classrooms do not share heating or cooling systems

Windows can be open for ventilation. If the weather is cold, each classroom can control their own heating unit.

If there is a confirmed case of COVID-19:

- CDC guidelines dictate
- Clean and disinfect; close off areas used by a sick person and do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible

Expectations around presumptive COVID-19 cases

- Presumptive cases being officially cataloged as positive COVID-19 cases will be treated as COVID-19 cases
- ILI cases (influenza like illnesses) will not be treated as COVID-19 cases
- CDC and social guidelines dictate any unprotected contact with a positive COVID-19 case is to report the exposure and self quarantine

The school and/or in a specific class will follow CDC guidelines for a positive COVID-19 case of notification, cleaning and

	<p>sanitizing affected areas, and remaining compliant with self-quarantine guidelines.</p> <p>Cleaning Expectations:</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a></p>
<p>Social Distancing</p>	<p>Employees, students, parents, and visitors are to practice staying the recommended distance from others and eliminating contact with others whenever possible. Traffic Flow Maps will be established with taped lines on the floor and will mark the walking direction throughout the campus in order to maintain the social distancing requirements.</p> <p>All extracurricular events/activities, including informal meet-ups and visiting, are to be suspended/to be avoided until further notice.</p> <p>Movement on campus will be controlled and directed as much as possible to reduce the mixing of students. We have analyzed classroom space. In grades 4-8, students will be seated with at least 6' of spacing to minimize transmission risk. In grades K-3 they have been given a space that follows the 6' spacing, although, we must remember their development level.</p> <p>The art teacher will come to all classrooms for art instruction.</p> <p><b>Exception-</b> for the month of September Auction Art will be completed in the art room/school classroom and wiped down after each cohort. Cohorts will consist of 10 or less students. Cohorts will not stay longer than two hours. When laundry is completed on Wednesdays, Parish is responsible for disinfecting the area.. Auction art will not be in the art room on Wednesdays. Students will be dropped off and picked up at the back parking lot Art Room door at their assigned time</p> <ul style="list-style-type: none"> <li>● All students will have face coverings and a water bottle</li> <li>● Students will be admitted after completing a health screening and hand sanitizing, then proceed directly to their assigned seats</li> <li>● Mrs. Green will wipe down all desks, chairs, door knobs, sink area, and materials used when students leave</li> <li>● Parish uses washer and dryer on Wednesdays and the school will not be in the art room on Wednesdays. Parish will sanitize the art area used.</li> </ul>

	<p>In grades fifth - eighth teachers will move from classroom to classroom to not mix cohorts (cohorts consist of groups of the same grade). Teachers cannot interact with more than three cohorts in a given day and five in a week.</p> <p>All students will go to PE class in the gym and proper protocols will be followed.</p>
<p>Screening Protocols</p>	<p>Families and employees will be asked to monitor their symptoms prior to drop off at school, which includes scanning for fever of 100.4 Fahrenheit or higher every morning and to adhere to the policies issued by the CDC for public place gatherings to reduce the spread of COVID-19. It is expected and implied that we all are compliant.</p> <p>By entering the school, families and employees are being compliant with the federal, state, and local authorities.</p> <p>The school will also conduct mandatory morning health screenings and complete a COVID-19 symptom survey regarding:</p> <ul style="list-style-type: none"> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing, chills</li> <li>● Repeated shaking with chills</li> <li>● Muscle pain</li> <li>● Headache</li> <li>● Sore throat</li> <li>● Loss of taste or smell</li> <li>● Diarrhea</li> <li>● Feeling feverish or a measure temperature of 100.4 degrees Fahrenheit or greater</li> <li>● Known close contact with a person who is lab-confirmed to have COVID-19</li> </ul> <p>These guidelines will be posted publicly at entryways to review COVID-19 symptoms and are available on the CDC's website.</p> <p>For the students in PreK- 3rd grade, brief questions referring to the chart will be asked in a positive and kind tone.</p> <p>St. Francis Catholic School has the right to send home staff/students who show symptoms of being sick, erring on the side of caution.</p>

	<p>Any student that has a fever or shows signs of illness, please stay home. All siblings need to stay home as well. Telephone the front office by 7:45 a.m. and advise, so the classroom teacher/s are aware, so the siblings may stream into the classroom for the day/s. <sup>1</sup></p> <p><i>All screening information will be kept confidential.</i></p>
<p>Personal Protective Equipment (PPE) Protocols</p>	<p>Employees will be required to wear face coverings. Given local guidance for masking indoors, students five years and older are required to wear masks, face shields, or face coverings. <b>We will continue to follow local guidance as it evolves to inform our protocols.</b></p> <p>In addition to using PPE, students will be trained and reminded daily to use appropriate hygiene practices:</p> <ul style="list-style-type: none"> <li>● Wash hands often with soap and water for at least 30 seconds</li> <li>● Use hand sanitizer with at least 70% alcohol if soap and water are not available</li> <li>● Avoid touching eyes, nose, and mouth</li> <li>● Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow</li> </ul> <p>Teachers will be trained in CPR and cleaning protocols prior to school commencing.</p> <p>Teachers will bring a separate set of clothing to be washed at school if a student has been diagnosed with COVID-19</p>
<p>Student Protocols</p>	<p><b>Any student that has a fever or shows signs of illness, please stay home. All siblings need to stay home as well. Telephone the front office by 7:45 a.m. and advise, so the classroom teacher/s are aware, so the siblings may stream into the classroom for the day/s.</b></p> <p>Any student showing signs of illness will have their temperature taken in the office, and students with a temperature above 100.4 F degrees or showing any respiratory symptoms will be isolated, parents will be notified via telephone, and instructed to go home or to the nearest health center.</p> <p>If another classmate is considered to have been exposed to</p>

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	<p>COVID-19 at school, he/she may be instructed to go home or to the nearest health center.</p> <p>Students returning to school from an approved medical leave are to contact the principal and submit a healthcare provider’s note before returning to school.</p> <p>Students diagnosed with COVID-19, may return to school when the following criteria are met:</p> <ol style="list-style-type: none"> <li>1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications)</li> <li>2. Respiratory symptoms (cough, shortness of breath, etc.) have improved</li> <li>3. Local county Department of Health releases student to return to school safely</li> </ol> <p>If a student exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, administration will work under the premise that the student has contracted COVID-19 and may not return to school until the three criteria listed above have been met.</p> <p>Cohorts:</p> <ul style="list-style-type: none"> <li>• Will consist of groups of same grade/blend</li> <li>• Students will remain with their classmates at all times, including structured recess</li> <li>• Students are not to visit another classroom outside of their grade level/blend</li> </ul>
<p>Staff Protocols</p>	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, employees will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptom survey (cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measure temperature of 100.4 degrees F or greater, known close contact with a person who is lab-confirmed to have COVID-19.</p> <p>SFCS has the right to send home staff/students who show symptoms of being sick, erring on the side of caution.</p> <p>Substitutes will be aware of SFCS policies and procedures prior to substituting. All substitutes will be screened upon school entry. A limited list of substitutes will be contacted. SFCS will make every effort to cover the class with school personnel prior to contacting an outside substitute.</p> <p><i>All screening information will be kept confidential.</i></p>

	<p>Faculty and staff diagnosed with COVID-19, may return to school when the following criteria are met:</p> <ol style="list-style-type: none"> <li>1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications)</li> <li>2. Respiratory symptoms (cough, shortness of breath, etc.) have improved</li> <li>3. Local county Department of Health releases employee to return to school safely</li> </ol> <p>If a faculty or staff member exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, administration will work under the premise that the employee has contracted COVID-19 and may not return to school until the three criteria listed above have been met.</p> <p>Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones, keyboards, copy machines, etc. The site custodial team will clean all workspaces at their designated cleaning time.</p> <p>There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:</p> <p><b>Office capacity</b> - site will monitor the number of persons in the office</p> <p><b>Break Rooms/Conference Rooms or Teacher Lounge, Multipurpose Room</b> - use of shared spaces is allowed if CDC guidelines can be followed. Cleaning guidelines should be followed for the use of shared appliances such as coffee machines, refrigerators, and microwaves.</p> <p><b>Copy Room</b> - There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.</p> <p>Teachers in grades fifth through eighth will move to cohorts. Art teacher will move to classrooms. Any one staff member cannot interact with more than three cohorts in a given day and five in a week.</p> <p>All teachers will accompany students to recess/breaks outside and eat lunch with their cohort</p> <p>PE will be held in the gym and cleaning and social distancing protocols will be followed.</p> <p>No library at this time. Library will be reevaluated in one month</p>
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	after adherence to student training.
Visitors and Deliveries	<p>Only Archdiocesan scheduled personnel are allowed on campus during preparation for reopen. Once school is back in session on campus, visitors will not be allowed in the school. Additionally, no parents are allowed to volunteer in the school for the first couple of months of school and/or until further notice.</p> <p>Any approved student and/or parent visitation by the principal will be conditional on the visitor passing the same screening process as staff.</p> <p>To limit the risk of infection, parents need to contact the school office for appointments with administration or teaching staff. Zoom/Google Hangout meetings will be encouraged unless there is an emergency.</p> <p>Deliveries - all non-essential deliveries, including food/forgotten lunches, personal items, are suspended until it is deemed safe.</p> <p>If a student did forget his/her lunch a school lunch will be provided as referenced in the Parent Handbook. Additionally, if a student is in need of water, a disposal water bottle will be provided by the school.</p>

<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	<p>Training will include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Social distancing and health practices in the classroom and on the playground</li> <li>• Use of storage and personal items</li> </ul>

	<ul style="list-style-type: none"> <li>● Following flow maps</li> <li>● Beginning and ending day procedures</li> <li>● Restroom and recess routines</li> <li>● Sanitation and hygiene instruction</li> <li>● Identifying and reporting COVID-19 related symptoms</li> <li>● Proper temperature screening</li> </ul> <p>All training is aligned with federal, state, and local authorities.</p>
<p>Student Training Plan</p>	<p>To ensure safety of the students, clearly defined protocols are as followed:</p> <ul style="list-style-type: none"> <li>● Students will be trained on social distancing protocols and health practices.</li> <li>● Students will be mindful of the social distancing and health practices.</li> <li>● Students will have a designated space, solely for their use in their classrooms and in the extended care space.</li> <li>● Students will not share supplies.</li> <li>● Students in grades K-3rd will be given a space that follows the 6' spacing, although we must remember their development level.</li> <li>● Students will use restrooms at designated times or when needed not to overlap other cohorts- the number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms (teachers will be mindful and adjustments will be made to stay compliant with guidelines)</li> <li>● If a student needs to use the restroom outside of scheduled time the office will be notified and the student will be allowed to use the restroom in the office or gymnasium. No child will be denied restroom use.</li> <li>● Students will supply two backup masks to be stored in an identified plastic bag in the classroom</li> <li>● Students will supply hand sanitizer to be kept at their desk</li> <li>● School will supply sanitized wipe down clothes and container for each student</li> <li>● Alcohol based sanitizer will be used to wipe down desks after lunch and when necessary</li> </ul>
<p>Parent Training Plan</p>	<p>COVID-19 <i>What Parents Should Know</i> link:  <a href="https://www.unicef.org/stories/novel-coronavirus-outbreak-w-hat-parents-should-know">https://www.unicef.org/stories/novel-coronavirus-outbreak-w-hat-parents-should-know</a></p>

## SCHOOL SCHEDULE AND ROUTINES

Morning Drop-off Plan	<p>All entry doors will open at 8:00 am - 8:20 am for health screenings and students will be directed to their classroom. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seat.</p> <p style="text-align: center;"><b>Morning Arrival - Drop Off Points</b></p> <ul style="list-style-type: none"> <li>● <b>Pre K</b> Entry and after school pick up - West entry door to parish hall</li> <li>● <b>Kindergarten - Second Grade</b> - West entry door to school</li> <li>● <b>Third - Fourth Grade</b> - Front entrance to school</li> <li>● <b>Fifth - Eighth Grade</b> - Gym Entry ( All 5th-8th grade students <b>MUST</b> exit on the passenger side).</li> <li>● See Appendix A</li> </ul> <p><b>Parents/Guardians May Not Get Out of Their Cars</b></p> <p><b>If you have multiple children in multiple grades you may have to make multiple stops- this is for record tracking purposes and to not cluster in one entrance.</b></p> <p>No students are to enter school through the school office. The only time a student is allowed to enter through the school office is after the dropoff bell at 8:20. The student will be screened by office personnel.</p> <p>Hand sanitizer stations will be at each entrance</p>
After-School Pick-up Plan	<ul style="list-style-type: none"> <li>● The campus will be open at 3:00 for car pickup</li> <li>● Parents/guardians will not be allowed to pick up students in the school office</li> <li>● K-8 students will be in a designated area by cohort, names of families will be called and students will proceed to their cars</li> <li>● Staffing: Administration, faculty, and staff</li> <li>● See Appendix A - Map</li> </ul>
Food Service Plan	<ul style="list-style-type: none"> <li>● Students will eat lunch at their assigned seat in their classrooms or in their assigned area outside depending on the weather (teacher's discretion)</li> <li>● No outside deliveries are allowed</li> <li>● No heating of lunches are allowed</li> <li>● Students will not walk around while eating lunch, teacher will go to student if help is needed</li> <li>● Students will dispose of their trash in the classes hall trash can/outside trash bins - socially distant - 6 ft.</li> <li>● Clean desks with alcohol based sanitizer after lunch</li> </ul>

<p>Extended Care Plan</p>	<p>Morning care students will be health screened upon arrival.</p> <p><b>Morning Care:</b> 7:00 am-8:00 am <b>Location:</b> Individual classrooms - cannot mix cohorts</p> <p><b>Extended Care:</b> Monday, Tuesday, Thursday, Friday; 3:15 - 6:00pm. Wednesday - early dismissal 2:15 - 6:00 <b>Location:</b> Individual classrooms, cannot mix cohorts</p> <p>All students will be assigned their own area/table. Each student will have their own supplies, and the space has its own set of restrooms. The facility will be cleaned before and after each shift. Parents will pick-up and drop-off at the back westside parish entrance, they will not be admitted into the space.</p>
<p>Recess/Playground Plan</p>	<p>Students will recess in separate areas of the campus (See map in Appendix A). Play structure will be wiped down at the end of the day.</p> <p>Recesses and Physical Education will be similarly structured, limiting free play to ensure distancing. Non-contact activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean door knobs after each recess, after PE, and when necessary.</p>
<p>Assembly/Announcements Plan</p>	<p>Virtual assemblies allowed only at this time and announcements will be made daily by classroom/homeroom teachers and/or school office</p> <p>Teachers in PreK- fourth will communicate on a weekly basis via parent newsletter or when needed via email, telephone or digitally (Google Hangouts)</p> <p>Teachers in Fifth - Eighth grade will communicate on a monthly basis in a parent newsletter or when needed via email, telephone, digitally (Google Hangouts)</p>

**SECTION 2: ACADEMIC EXCELLENCE**

**CURRICULUM AND INSTRUCTION**

Attach completed: copy and paste to url to download:

<file:///G:/My%20Drive/Downloads/Grade%20Level%20Distance%20Learning.docx.pdf>

<p>Plan for Teacher Curriculum Development</p>	<p>Teacher work week - Professional Development with Gray Wolf IT on interactive boards, document cameras, and hybrid model to educate all students</p> <p>Social and Emotional Professional Development by <i>Friendzy</i> on the continual well being of others and adoption of supplemental curriculum</p> <p>Professional development in formative assessments to identify potential gaps through observation, digital, and previous STAR assessments.</p> <p>Vertical conversations within grade levels to adjust curriculum to meet all learners' needs.</p> <p>Professional Development in:</p> <ul style="list-style-type: none"> <li>● creating classroom environments</li> <li>● respecting social distancing</li> <li>● blended classroom models</li> <li>● flipped classroom models</li> <li>● Ideas on differentiation</li> <li>● effective strategies to work with all students</li> <li>● curriculum mapping</li> <li>● Work with the local school district</li> </ul>
<p>Beginning of Year Assessment Plan</p>	<ul style="list-style-type: none"> <li>● Formative assessments to identify potential gaps through observation, digital resources, and previous STAR Renaissance assessments.</li> <li>● Vertical conversations within grade levels to adjust curriculum to meet all learners' needs</li> <li>● As planning commences for the 2020/2021 school year, many of the digital tools used, or new ones to be introduced, will be used to provide a framework for individualized instruction and/or small group support.</li> </ul>
<p>Grading Expectations and/or Policies</p>	<p style="text-align: center;"><b>Returning in the Fall 2020</b></p> <ul style="list-style-type: none"> <li>● Students will be held to academic standards with considering the student's emotional and social well-being regarding the impact of distance learning and student's ability level</li> <li>● Year-long plans to facilitate more</li> </ul>

meaningful, interdisciplinary units that can be delivered face to face or remotely

- Plan for differentiation: Identify reading level and gather writing samples
- Conduct a math facts assessment
- Conduct a reading assessment
- Policies and expectations will be evaluated weekly to meet the needs of all learners
- Create and “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns
- Avoid new initiatives and protect professional learning time for teachers to develop flexible learning plans for the year
- Provide time for teachers to work collaboratively on instruction, assessment, and best practices for students

**Distance Learning and Hybrid Expectations**

- Teachers will report to school and observe contract hours. Learning schedules will be presented to students and parents
- Students will have direct instruction and screen time hours per grade level will apply
- Instructional experiences include modeling, guided instruction, collaborative work, and independent work
- Teachers will vary the way content is delivered to students (reading, lecture/mini-lessons, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building)
- Students are to attend class daily. If a student is ill the parent contacts the school office and teacher. Attendance is required. Students in middle school are

	<p>to show up on time to class, those that do not parents are notified, if habitual tardiness are noted</p> <ul style="list-style-type: none"> <li>● Students are held to due dates, if for any reason a student is turning in multiple late assignments, the teacher will be notified in advance by the student and parent. A Zoom/Google Hangout will be scheduled to discuss due dates and how students, teachers and parents can work collaboratively together to get assignments in on time.</li> <li>● Long-term projects will be given instructions and due dates will be set in advance</li> <li>● Teachers will work with students to get assignments in on time</li> <li>● Teachers will teach to Common Core and Archdiocesan Standards</li> <li>● Teachers will use varied formative assessment methods</li> <li>● Adjustments will be made for students on learning plans</li> </ul> <p><b>Link to Returning to School in the Fall (click link)</b></p> <p><a href="https://drive.google.com/file/d/1cHfya5HuEkzWhgOg86w2obw3hI8U0q5C/view?usp=sharing">https://drive.google.com/file/d/1cHfya5HuEkzWhgOg86w2obw3hI8U0q5C/view?usp=sharing</a></p>
<p>Asynchronous and Synchronous Teaching Expectations</p>	<p>Asynchronous -</p> <ul style="list-style-type: none"> <li>● Video taped - Based at ability levels, watch multiple times until mastered</li> <li>● Teachers have regular school and office hours</li> <li>● Assignment due dates required</li> </ul> <p>Synchronous Live -</p> <ul style="list-style-type: none"> <li>● Login at same time</li> <li>● Direct instruction</li> <li>● Teachers have regular school and office hours</li> </ul>
<p>Plan to Mitigate Learning Loss</p>	<p>Vertical conversations within grade levels to</p>

	adjust curriculum to meet all learners' needs
Systems of Support for Diverse Learners and/or English Language Learners	<ul style="list-style-type: none"> <li>• Differentiation</li> <li>• Ability grouping</li> <li>• Adaptive technology</li> <li>• Flipping the classroom</li> <li>• One-on-one instruction</li> </ul>
Plan for Students Unable to Attend School	Stream into classroom for instruction, set times for students to login
Professional Development Plan for Teachers	Continual with private specialists and with Sherwood School District
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	<p>Art increased minutes, music will be taught for the first trimester by classroom teachers integrating into curriculum.</p> <p>PE will be taught allowing an extra 10 minutes to the schedule to wash hands, wipe down area, and return to class</p>

<b>MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING</b>	
Plan to Support SEL at the Start of the School Year	Continue <i>Second Step</i> , Religion Standards, Gospel teachings, and adopt <i>Friendly</i> , social and emotional curriculum
Family Support and Training Plan	Continual updates from principal, resource links, and Zoom/ Google Hangout meetings
Plan for Identifying and Supporting SEL Mental Health Concerns	Working with Sherwood School Districts, local psychologists, private speech and language pathologists, and parents

<b>TECHNOLOGY</b>	
	<b>Hybrid Model or 100% Distance Learning</b>
Learning Management System or Platform used at each grade level	See Reflections on Distance Learning Worksheet link above
Acceptable Use/Safety Policies	Technology agreement - copy and paste links to

	<p>url:</p> <p><a href="file:///G:/My%20Drive/My%20Documents/Gra%20y%20Wolf/Digital%20Citizenship%20Contract.docx.pdf">file:///G:/My%20Drive/My%20Documents/Gra y%20Wolf/Digital%20Citizenship%20Contract.doc x.pdf</a></p> <p><a href="file:///G:/My%20Drive/My%20Documents/Gra%20y%20Wolf/Digital%20Citizenship%20Contract%20OK-5%20Final.pdf">file:///G:/My%20Drive/My%20Documents/Gra y%20Wolf/Digital%20Citizenship%20Contract% OK-5%20Final.pdf</a></p>
Technology Purchase Plan and Related Costs	Purchases of interactive projectors and document cameras were made prior to March 2020. At this time up-to-date current technology practices.

**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 class will have an opportunity to attend Mass once a week meeting phase requirements               <ul style="list-style-type: none"> <li>○ To start, students and teachers will attend Mass with a state signed document by parents. This may include attending with parishioners. All will adhere to social distancing and mask protocols</li> <li>○ Mass will adhere to Phase 1 guidelines as of July, 2020 - 50 members may attend</li> <li>○ When the state or Archdiocese moves into Phase 2, school Mass parishioners and parents will be included following state guidelines</li> </ul> </li> <li>● Virtual experiences (videos, Google Classroom, Zoom)               <ul style="list-style-type: none"> <li>○ Students create videos for special prayer events such as May Crowning, Christmas program, Stations of the Cross, daily prayers, homily shared</li> </ul> </li> </ul>

	with parents, etc
Faith Life Activities	<ul style="list-style-type: none"> <li>• Materials and lessons are shared by school and parish to include faith formation as part of the distance learning offering.</li> <li>• Teachers share ideas for prayer reflections and other activities that involve the entire family</li> <li>• Updated information from the Archdiocese is shared with families via parish website</li> <li>• Careful consideration needs were given to the sacraments that were missed this year as well as those being celebrated in the coming year</li> </ul>
Service Learning Plan	<ul style="list-style-type: none"> <li>• Students will send cards to local parishioners, convalescent homes, local businesses, etc</li> <li>• Virtual auction and donation opportunities are offered to the community to help support school and parish</li> <li>• Virtual assembly each Monday for school pray, review virtues, and acknowledge participation in the school community</li> </ul>
Visibility Plan for Pastor	<ul style="list-style-type: none"> <li>• Masses are live streamed</li> <li>• Individual classes will attend Mass once a week</li> <li>• Weekly visits from Father on Wednesday, schedule in process</li> </ul>
Visibility Plan for Principal	<ul style="list-style-type: none"> <li>• Daily screenings for students</li> <li>• Carline dismissal</li> <li>• Working with students in individual grades</li> <li>• Weekly meetings with faculty and staff</li> <li>• Organize drive through events for families at the school and have one-on-one meetings with shareholders when necessary</li> </ul>

## **APPENDIX A**

- Morning Drop Off Map
- Afternoon Pick Up Map
- K-4 Bathroom and Recess Exit/Entry Schedule
- 5-8 Bathroom and Recess/Entry Schedule
- Playground Rotation Map
- Playground Zone Rotation K-8

## **Resources**

Archdiocese of Portland in Oregon 2020-2021 Return to School Framework

Diocese of Stockton in California

Centers for Disease Control and Prevention in Oregon

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

State and Local County Health Agencies

World Health Organization

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>