

St. Francis Xavier Elementary School

Return to Learn (RtL) Plan

Area: Leadership

The Leadership portion of the Return to Learn Plan enables St. Francis Xavier Elementary School to:

- Understand the experiences and needs of school community
- Make informed decisions
- Ensure all parts of the system are using common language and metrics for success
- Ensure communication, support, and messaging is evidenced through the school community

A-1 Establish a Building Leadership Team (p. 2-3)

Who will serve on our Building Leadership Team (BLT)?

Team Member	Role	Expertise
Peter Smith	Principal	School Leader
Dede McDermott	Curriculum	Planning & Instruction
Amy Kluesner	Teacher	Teacher Leader/Upper Elem.
Denise Wubenna	Teacher	Teacher Leader/Middle Elem.
Karla Kruse	Teacher	Teacher Leader/Lower Elem.
Alice Wilfong	Teacher	Teacher Leader/Preschool
Amy Vorwald	Teacher	Teacher Leader/Spec. Needs
Cindy Roberts	Counselor	Mental and Social Health
Michelle Rubel	Tech Coordinator	Technology/Infrastructure
Jolene Bagge	School Nurse	Health & Safety
Jill Schlichte	Parent/Board of Education	Community Liaison

A-2 Convene the team with a focus on current purpose and work.
 A-3 Establish a lead for each area of the RtL Plan. (p. 3-4)

This is the vision, purpose, and outcomes for the BLT.

	Response	Lead Person/Team
Vision for Return to Learn	The St. Francis Xavier RtL 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.	RtL team
Purpose of the RtL BLT	The purpose of the RtL Building Leadership Team is to provide multiple insights and viewpoints to lead the creation of an effective St. Francis Xavier RtL plan.	RtL team
What deliverables will be created or sourced by the BLT?	The BLT will create and/or source all documents and communications that will be shared with St. Francis Xavier constituents. This may include weekly email communications, health and safety plans, and Q&A documents.	RtL team

How often will our BLT meet?

Frequency of BLT meetings	Weekly
Meeting days/times	Friday , 8:00-9:00 am
Who will create the agenda and lead the meetings?	Peter Smith, Principal (with input from RtL team)
Agenda availability to the BLT	The agenda will be available three days prior to the meeting

What internal communications will be created to assist in communication to teachers, staff, school board, and other internal audiences?

Communication and Mode	Frequency	Audience	Purpose	Lead Person/Team
Staff COVID-19 email (summer)	Weekly on Mondays or as needed	Teachers, support staff, school board, parish staff	Keep everyone informed about the latest updates, regulations, and actions.	Principal
Staff COVID-19 email (August)	A minimum of once weekly, more often if needed.	Teachers, support staff, school board, parish staff	Keep everyone informed about the latest updates, regulations, and actions.	Principal
RtL Plan BLT video updates	Weekly or as needed	Teachers, support staff, school board	Give 5 min or less video update of BLT progress on RtL plan.	Tech Coordinator Principal
RtL Q&A opportunity	Weekly on Fridays	Teachers and support staff	Offer the opportunity for teachers and staff to ask questions about the RtL plan.	Peter Smith and one BLT teacher member each week

What professional development is needed for teachers and staff? When will it be implemented and by whom?

Professional Development	Audience	When delivered?	Lead Person/Team
OLLIE training (AEA)	Teachers	Summer	AEA staff
Accelerated Learning Protocol (AEA)	Teachers	June (weekly sessions to introduce concept)	AEA staff
Seesaw online training Google Classroom online training	Teachers	June/July/August individual learning	Aquin Staff & Individual teacher learning
Online Mitigation Strategies Module (DE)	Teachers and Staff	August	Principal
Other online modules to be created by the DE and IDPH	Teachers and Staff	Summer/August	TBD
Best Practices for Distance Learning/gr. Level sharing with area Catholic schools	Teachers	August	Principal Curric. Coordinator RtL Team

With whom will our BLT and school collaborate?

Collaborator	Purpose
Keystone AEA	The AEA is providing assistance and professional development for RtL plans.
Iowa Department of Education	The DE provides updates and resources related to RtL.
Dubuque County Health Department	Our local county health department will provide specific protocols and guidance for health and safety issues related to COVID-19 prevention, exposure, and communication..
St. Francis Xavier Parish Staff	We will collaborate with our parish staff as we plan the following items: securing appropriate PPE and cleaning supplies, scheduling, and use of parish/school grounds.

B-1 Use a Continuous Improvement Process to develop and support the RtL Plan. (p. 5)

How will our BLT determine the effectiveness of the RtL plan?

The BLT will use the Plan-Do-Study-Act (PDSA) model to evaluate the RtL plan on a monthly basis, and more often if there is a critical need. Use of the PDSA model will be on the BLT agenda the first week of each month.

How will teacher/staff, student, and family needs be assessed?

The BLT will implement various surveys on a regular basis to assess constituent needs. We anticipate seeking feedback from each group at least monthly in some capacity. We will utilize the Resources and Needs Survey, Mitigation Survey, and District and Community Capacity template available from the DE.

Each time there is a change in delivery model, special care will be taken to seek feedback in the form of survey data, anecdotal data, phone calls, and conversations. This information will be used by the BLT and school staff to ensure the best experience for our students and families.

What is the criteria that will be used to determine if a change in delivery model is necessary?

Delivery Model	What is this model?	When used?	Who will decide?
Required Continuous	Required Continuous Learning ensures that academic work is	Emergency proclamations from Governor Reynolds	Possible decision makers include: Governor Reynolds, Dubuque

Learning	equivalent in effort and rigor to typical classroom work. All students are required to participate, attendance is taken, work is graded, and credit is granted. Typically, instruction is provided through some type of online learning.	Dubuque County Public Health recommendation or mandate School exposure to COVID-19 Other circumstances as locally determined	County Health Department, and the St. Francis Xavier School Board with recommendations by Peter Smith, Principal.
Hybrid Learning	Hybrid Learning is a combination of Required Continuous Learning and On-Site Learning. The methods may be combined by offering some student groups services on-site at different times or choosing which student groups get each delivery method by matching need. All students are required to participate, attendance is taken, work is graded, and credit is granted.	Regional Resurgence Social distancing requirements Dubuque County Public Health recommendation or mandate School exposure to COVID-19 Other circumstances as locally determined	Possible decision makers include: Dubuque County Health Department and the St. Francis Xavier School Board with recommendations by Peter Smith, Principal.
On-Site Learning	On-site Learning provides educational services on-site in traditional brick and mortar settings. All students are required to participate, attendance is taken, work is graded, and credit is granted.	Preferred method. Used when reasonable accommodations and precautions can be taken to ensure student and staff safety and wellness.	Possible decision makers include: Dubuque County Health Department and the St. Francis Xavier School Board with recommendations by Peter Smith, Principal.

C-1 Establish effective and efficient bi-directional home-school-community communication process/protocols.

C-2 Establish communication process/protocols for any change in school delivery models. (p. 5-7)

We will use the following “Internal Communication Plan” with internal audiences to communicate action and changes during the school year.

Communication	Frequency and Mode	Audience	Purpose	Lead Person/Team
On-Site or Hybrid Delivery Model: Staff	Daily in Teacher’s Lounge from 3:00-3:30	Teachers and support staff	Discuss and collaborate successes, needs, and	Principal/RtL team

Meeting (First week of model)			strategies of operations.	
On-Site or Hybrid Delivery Model: Staff Meeting (After first week of model)	Weekly in Art Room on Tuesdays from 3:00-3:30	Teachers and support staff	Discuss and collaborate successes, needs, and strategies of operations.	Principal/RtL team
Continuous Learning Delivery Model: Staff Meeting (First week of model)	Daily via Zoom from 1:00-1:30 pm	Teachers and support staff	Discuss and collaborate successes, needs, and strategies of operations.	Peter Smith/RtL team
Continuous Learning Delivery Model: Staff Meeting (After first week of model)	Weekly via Zoom on Tuesdays from 1:00-1:30 pm	Teachers and support staff	Discuss and collaborate successes, needs, and strategies of operations.	Principal/RtL team
Change in Delivery Model Notification	When needed. In person if possible. By email or Zoom if necessary.	Teachers and support staff	Give news of and plan for delivery model change.	Principal
Change in Delivery Model Notification	When needed by email.	Teachers, support staff, school board, parish staff	Give news of and plan for delivery model change.	Principal

We will use the following “External Communication Plan” with internal audiences to communicate action and changes during the school year.

Communication	Frequency and Mode	Audience	Purpose	Lead Person/Team
Beginning of School Plan	As soon as possible in August via email.	Families	Explain which model will be utilized at the start of the school year and offer information as needed.	Principal/RtL team
Beginning of School Plan	As soon as possible in August. Text Notification, Facebook Post and/or Video, Website Pop-up	Families, Broader Community	Explain which model will be utilized at the start of the school year and offer information as needed.	Principal/RtL team
Change in Delivery Model Notification	When needed. Email. Phone calls to families without email.	Families	Give news of and plan for delivery model change.	Principal/RtL team
Change in Delivery Model Notification	When needed. Text Notification, Facebook Post and/or Video, Website Pop-up	Families, Broader Community	Give news of and plan for delivery model change.	Principal/RtL team
On-Site or Hybrid Delivery Model: (First	Daily update via email with pictures.	Families	Give positive, reassuring message. Provide	Principal/RtL team

week of model)			families with any action needed or important information.	
On-Site or Hybrid Delivery Model: (After first week of model)	Weekly update via email with pictures. Phone calls to families without email.	Families	Give positive, reassuring message. Provide families with any action needed or important information.	Principal/RtL team
Continuous Learning Delivery Model	Weekly update via email with pictures. Phone calls to families without email.	Families	Communication, Continuity, and Community. Give positive, reassuring message. Provide families with any action needed or important information.	Principal/RtL team
School Update	At least three times a week via Facebook.	Families, Broader Community	Provide context and examples of students and staff thriving and being innovative in the “new normal.”	Principal/RtL team
Feedback Survey	Monthly via Google Forms. Phone calls to families without email.	Families	Solicit feedback on current model and needs.	Principal/Tech Coordinator & RtL team

How will we follow up with families to ensure support and gauge the efficacy of communication?

For the remainder of the COVID-19 pandemic, each family will receive a phone call at least monthly from a school staff member. Peter Smith will provide staff members with a list of topics to cover in each phone call. Data will be collected in a Google form created by Mr. Kremer. Mr. Kremer, Mrs. McGrath, and Ms. Upnorth will determine a process to decide which staff member is assigned to each family.

C-3 Establish communication process/protocols regarding health and safety. (p. 7-8)

What healthy and safety topics will we communicate to families?

Topic	Mode	Lead person/team
Personal Protective Equipment (PPE)	Email and video	Principal/School Nurse/RtL team

Cleaning Methods	Email and video	Principal/Maintenance & cleaning staff
Change in Routines (drop off, lunch, transitions, etc)	Email and video	Principal & staff
Notification of COVID-19 Exposure	Phone call, possible email	Principal

What barriers exist to receiving and understanding communication?

Barrier	How addressed?	Lead person/team
Language	Personal contacts will be made to families using home language or trusted individuals that can communicate to families.	Principal ELL Teacher School Translator
Cultural	Personal contacts will be made to families with a trusted school staff member.	Principal ELL teacher, Spec. Needs Teacher Counselor
Disability	Personal accommodations and contacts will be made to families.	Principal
Lack of internet/email	Phone calls/home visits will be made to these families.	Principal Tech. Coordinator
Other family concerns that limit communication	Phone calls/home visits will be made to these families.	Peter Smith, Principal Office Secretaries

Resource and agency information

Resource/Agency	Purpose	Contact	Lead person/team
Dubuque County Public Health	Protocols and direction on health and safety issues	Patrice Lambert: phone# 563-557-7396	Principal
Iowa Department of Public Health	Protocols and direction on health and safety issues	https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus (515.281.7689)	Principal
Dubuque County Emergency Management	Protocols and direction on emergency management planning	Tom Berger 563-589-4170	Principal
Local Law Enforcement	Support and enforcement of plans and restrictions	Dyersville Police Dept. 563-875-7724	Principal
Archdiocese of Dubuque-Office of Catholic Schools	Policy, procedure, and guidance	Mary Smock () Cathy Walz (319.290.1672)	Principal

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Contact:

Mr. Peter Smith, Principal
psmith@xavier.pvt.k12.ia.us
563-875-7376