

# St. James Catholic School Return to School Plan 2020-2021

## SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	<ul style="list-style-type: none"> <li>*Principal</li> <li>* Pastor</li> <li>*Vice-Principal/teacher</li> <li>* SAC chair, School</li> <li>* School Administrative Assistant</li> <li>*Parish DRE</li> <li>*Parish Admin. Assist.</li> </ul>
Timeline for Planning and Roll-out of Plan	<ul style="list-style-type: none"> <li>*June 2020 Creation of initial draft</li> <li>*July 2020 share with planning team for feedback</li> <li>*August 1st updates complete from July feedback</li> <li>*August 15th submit to Archdiocese</li> <li>*Post to school website no later than August 17<sup>th</sup>; email to registered families</li> </ul>

COMMUNICATION PLAN	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	<ul style="list-style-type: none"> <li>*Update school messenger system to include text messaging &amp; use for ongoing updates</li> <li>*School email for current families&amp; personal phone calls</li> <li>*All School zoom meetings</li> <li>*Parish bulletin</li> <li>*School &amp; parish website and Facebook pages</li> <li>*Use of in person meetings with parents following social distancing protocols</li> </ul>

PROTOCOLS	
Cleaning and Hygiene	<ul style="list-style-type: none"> <li>*Implement daily frequent sanitation of work space (especially touch surfaces) by all employees and students</li> <li>*Restroom sanitation of touch surfaces after use by each cohort</li> <li>*Sanitation of all entrance/exit touch surfaces after each use</li> <li>*Evening custodial sanitation of all touch surfaces</li> <li>*4x per year deep cleaning by outside company</li> </ul>

Social Distancing	<ul style="list-style-type: none"> <li>*Use of floor decals and signage and bulletin boards to identify protocol within school hallway and office, as well as at entrance and exits of school building</li> <li>*Separation of student desks in classroom following state guidelines</li> <li>*Based on St. James School classroom size max 18 students per classroom primary-intermediate; use of parish community room to accommodate a cohort of 22 if necessary</li> <li>*PE outside when possible/inside with social distancing and individually assigned equipment</li> <li>*Staggered recess breaks allowing for one cohort per session on a pre-identified area of play</li> <li>*Use of pre-marked seating in church for weekly mass with no mixing of cohort groups</li> <li>*Lunch in classrooms</li> <li>*Predetermined bathroom breaks with use of gym restrooms in addition to school restrooms</li> </ul>
Screening Protocols	<ul style="list-style-type: none"> <li>*Morning drop off at curb by front door of school with temperature screenings at vehicles</li> <li>*Parent questions of s/s of illness especially COVID at vehicle</li> </ul>
Personal Protective Equipment (PPE) Protocols	<ul style="list-style-type: none"> <li>*Face shields and cloth face coverings for all staff members</li> <li>*Face masks for students</li> <li>*Hand sanitizer used within cohort per teacher guidelines</li> <li>*Gloves, masks, and hand sanitizer available for use at school office</li> </ul>
Student Protocols	<ul style="list-style-type: none"> <li>*Students screened before they enter building via temperature &amp; current health status questions</li> <li>*Students moved to quarantine area if show s/s of illness during school day and parents notified</li> <li>*Students trained and reminded frequently of social distancing as well as COVID/communicable disease good health practices</li> <li>*Students will wear masks</li> </ul>
Staff Protocols	<ul style="list-style-type: none"> <li>*Staff will be trained in and reminded of good health practices</li> <li>*Staff receive temperature screening upon arrival to school building</li> <li>*Staff will wear face covering</li> </ul>
Visitors and Deliveries	<ul style="list-style-type: none"> <li>*Visitors will be admitted by principal or pastor approved appointment only</li> <li>*Visitors with access must complete temperature screening &amp; respond to s/s questions</li> <li>*Deliveries will identify presence and will be met at the front entrance landing</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>*Share draft of return to school plan in mid-August</li> <li>*Complete onsite training for PPE protocols, good health practice review</li> <li>*Provide instruction in student as well as staff illness protocol during pre-service training</li> </ul>

Student Training Plan	<ul style="list-style-type: none"> <li>*Ask parents to pre-teach health protocols and use of mask wearing during month of August with flyer provided via email</li> <li>*First weeks of school cohort teacher instructs students in updated, health protocols including: social distancing, hand washing, s/s of illness, coughing/sneezing good health practices, use of own equipment, beginning of day routine as well as end of day cleaning</li> </ul>
Parent Training Plan	<ul style="list-style-type: none"> <li>*Email and follow up with phone reminder message to look for Return to school plan in their inbox</li> <li>*Check in with families via personal phone calls to address questions, concerns,</li> <li>*Late August drive up practice of new drop off/pick up routine</li> <li>*Share health hygiene practices flyer within email and review during back to school virtual meetings</li> <li>*Include training on protocols for safe return with parents so that they may pre-teach their children</li> </ul>

<b>SCHOOL SCHEDULE AND ROUTINES</b>	
Morning Drop-off Plan	<ul style="list-style-type: none"> <li>*Drop off will be front entrance of school on Kirby St</li> <li>*Parents of preschool will sign in their child and preschool aide will assist to assigned classroom(when preschool program resumes)</li> <li>*Students in kindergarten-5th grade will proceed through front door immediately to their cohort classroom following social distancing signage</li> </ul>
After-School Pick-up Plan	<ul style="list-style-type: none"> <li>*Pick up will be at end door of school at curbside</li> <li>*Cars enter from 1st street and line up single file across front of church parking lot;</li> <li>*Parents remain in cars</li> <li>*Students will be summoned to door via two way radio</li> </ul>
Food Service Plan	<ul style="list-style-type: none"> <li>*Hot lunch service will be suspended until time when mandate allows for regular hot food service from kitchen</li> <li>*Students will bring cold lunch each day</li> </ul>
Extended Care Plan	<ul style="list-style-type: none"> <li>*Classroom located at back door of school building will be identified as Extended Care room</li> <li>*Am Extended Care drop off will be at the back door only beginning at 7am with parent sign in at door</li> <li>*At 7:45am students in Extended Care will follow traffic flow signage in the hallway to their own cohort classroom.</li> <li>*PM Extended Care will begin at 3pm for pre-enrolled students</li> <li>*All PM registered students will transition from cohort classrooms to Extended Care classroom following traffic flow signage in hallway</li> <li>*Students in Extended Care signed out and picked up from back door</li> </ul>

Recess/Playground Plan	<ul style="list-style-type: none"> <li>*Recess will be staggered with only one cohort on the playground per period</li> <li>*Each group will have a daily designated play area of play &amp; their own cohort equipment (each group will rotate to another area the next day)</li> <li>*Equipment will be sanitized at the end of each day</li> <li>*If weather does not allow for outside recess, staggered recess in the gym with sanitation of touch surfaces in between.</li> </ul>
Assembly/Announcements Plan	<ul style="list-style-type: none"> <li>*Suspend special assemblies until protocols change</li> <li>*School announcements &amp; daily all school prayer over office intercom</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>*Purchase Distance Learning Playbook for each teacher; distribute early August</li> <li>*Pre-service reading and self-reflection of all modules from Distance Learning playbook</li> <li>*Begin review &amp; discussion of material during pre-service week early September</li> <li>*Incorporate weekly sharing of areas of success and areas of growth for both in person and digital learning lessons</li> <li>*Monthly review &amp; discussion of each module</li> <li>*Weekly planning for both in person &amp; distance learning</li> <li>*Pre-service staff meeting outline distance learning routines, assessments, and organization including limited in person small group sessions as part of comprehensive distance learning program</li> </ul>
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> <li>*Use STAR testing for baseline assessment of reading and math skill</li> <li>*Teacher selected testing for assessments of other subjects, especially incorporation of practice tests for beginning of unit study using limited in person small group time as well as online tools</li> </ul>
Grading Expectations and/or Policies	<ul style="list-style-type: none"> <li>*Students assessed in progress toward meeting of learning targets for subject standards covered with emphasis on focus skills (identified in STAR testing program)</li> <li>*Grade assigned based on outcomes of assessments completed each trimester</li> </ul>
Asynchronous and Synchronous Teaching Expectations	<ul style="list-style-type: none"> <li>*Minimum once daily synchronous zoom meetings with students via smaller groups when limited in person group not scheduled</li> <li>*Rotate core subject focus each day so that all of these subjects given synchronous instruction at least 1x during the week</li> <li>*Asynchronous lessons in core subjects daily via MobyMax, IXL, Readworks,</li> </ul>

	Epic, Mystery Science, Newsela and use of Google classrooms *Integration of special subjects such as music, art, technology, and PE into core subject lessons
Plan to Mitigate Learning Loss	*Provide option of after school virtual tutoring during September and October 2x per week per learning community *Use of Title I teacher following McMinnville School District protocols
Systems of Support for Diverse Learners and/or English Language Learners	*Use of Title I teacher to assist students with extra support using plastic barrier and limited time *Use of volunteer tutors to offer additional support via electronic communication after first month of school
Plan for Students Unable to Attend School	*Check out electronic devices if necessary and provide students with daily lessons via google classroom, MobyMax, Mystery Science, Epic, Readworks, IXL
Professional Development Plan for Teachers	*Weekly in person or zoom meetings to complete training on best practices for distance learning and positive discipline as well as virtual collaboration 3x during year with other region teachers in PLC + modules
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	*Art, music, technology and will travel to cohort classroom for lessons *PE lessons will be in the gym/outdoors and cohorts will be staggered to allow for sanitation of door handles and touch surfaces

## MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	*Staff retreat *Make SE health weekly meeting agenda item *August make resources available to parents to prepare students before return September 8th *Plan for instruction in Second Step lessons in September
Family Support and Training Plan	*August Zoom meeting or in person to share new routines & health protocols *Post on website and email community resources *Email OHA guidelines & best practices to all families
Plan for Identifying and Supporting SEL Mental Health Concerns	*Daily optional morning prayer time for staff as well as end of day check ins with individuals *Monitor students daily with check ins at beginning and end of each day *Face to face check ins with parents at drop off and pick up each day

## TECHNOLOGY

	<b>Hybrid Model or 100% Distance Learning</b>
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Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> <li>*Preschool program delayed until in person learning mandated</li> <li>*Primary: use of Catholic brain, Zearn, MobyMax, IXL, Think Central, Epic, Mystery Science &amp; 2x daily zoom meetings or limited in person small group meets</li> <li>*Early Intermediate: google classroom, zearn, mobymax, Think Central &amp; Mystery Science; twice daily zoom meetings for synchronous instruction in core subjects or limited in person small group meets</li> <li>*Intermediate: google classroom, zearn, mobymax, Readworks &amp; Newsela; 3x daily zoom for synchronous instruction in math, and other core subjects</li> </ul>
Acceptable Use/Safety Policies	<ul style="list-style-type: none"> <li>*St. James Acceptable Use/Safety Policies sent home first week of school</li> <li>*Parents/students complete signature page return to school by second week</li> </ul>
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> <li>*St James currently has 30 chromebooks that will be assigned to individual students beginning with intermediate- early intermediate learning communities first week of school</li> <li>*Continue to seek funding of \$8000 for additional 20 chromebooks so that every student will have been assigned a device for the school year.</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>*Share parish link for daily live streamed mass</li> <li>*Allow time in school or online schedule to attend live-streamed mass</li> </ul>
Faith Life Activities	<ul style="list-style-type: none"> <li>*Use current religion resources for daily instruction</li> <li>*Archdiocesan provided resources to include at least a weekly activity with larger faith community</li> <li>*Pastor will attend community related activities</li> </ul>
Service Learning Plan	<ul style="list-style-type: none"> <li>*Include service learning activity weekly within lesson plan for cohort that matches subjects being taught</li> </ul>
Visibility Plan for Pastor	<ul style="list-style-type: none"> <li>*Pastor will live stream masses of community</li> <li>*Pastor posts online blog on church website and facebook</li> </ul>
Visibility Plan for Principal	<ul style="list-style-type: none"> <li>*Principal will host daily morning zoom meeting for prayer and community announcements</li> <li>*Principal will send weekly school message via email</li> <li>*Principal will post videos and resources on school Facebook page monthly</li> <li>*Principal will drop into student zoom meetings weekly</li> </ul>