



Return to School Plan 2020-2021

Phase One-Three Plan

In Phase 3 or below, all instruction is virtual. There is no face-to-face instruction.

Instruction

- We will use Google Classroom for grades Y5-6 as our learning platform.
- Teachers have received instruction in each and will receive additional training prior to the start of the school year.
- Parent training on Google Classroom is available at <https://www.youtube.com/watch?v=lgS-hoSljnw>
- Virtual teaching will take place either through Zoom or Google Platforms. In both cases, to provide added security, a password will be given to your student for logging into the meeting. If the lesson is due to start at 10 AM, by 10:10 teachers will lock the classroom to provide added security. That means that it is essential that students be on time to avoid getting locked out of the lesson. Lessons will be recorded for students to watch later in the event of absences.
- Families will be surveyed by the child's teacher to indicate whether or not all families have internet access. For those families who do not have access, access or hotspots will be provided.
- Continuation of speech, OT/PT or other services will be determined by school psychologists or social workers through APS.
- All grades Y5-6 will have a minimum of a 45 min teleconference call each day. After each learning session, students will be provided with additional activities for reinforcement of learning. Instruction will vary the four core content areas: Math, ELA, Science and History. Religion and Elective classes will be scheduled in addition to these core class times. On alternate days, students will be given work that reinforces previous day's instruction.
- Attendance will be taken during online video sessions. If a student cannot attend for any reason, parents are responsible for notifying the teacher as to the reason why. Our policy follows that which is stated in the handbook..

Mental and Social-Emotional Wellbeing

- Catholic Family Services can provide any needed mental health screenings and/or counseling that is needed by families and can be reached at (989) 753-8446.
- For assistance with food, rent or other necessary expenses during required stay-at-home measures, you may contact the Parish Center.
- Students will attend Mass weekly Wednesday 9:00 am via livestream or classroom distancing in the gym.
- Mass is also live-streamed every Sunday at 10:00 via NOTL facebook page

Operations

- Custodial Staff will disinfect the building as needed
- School staff may teach from school
- School office staff may or may not be in the office; but will at least have office hours available

Communication

- Communication with families will continue via email, newsletter, social media, phone calls and text messages.
- Families may receive training on Google classroom if available.
- The principal will continue to provide updates via weekly emails, reminds and the website.
- All families will be contacted to ensure they have access to the internet and the right technology..

Professional Learning

- Training will continue to improve skills related to instruction via technology.
- Teachers and principal will meet weekly to discuss student progress and participation. The principal will reach out to all students and their families where there is concern to assess how the school can meet the students' needs.

Technology

- We will be in communication with all families. If at anytime parents have technological issues, contact us and we will help make arrangements to meet students' needs.

Staffing

- Teachers are expected to provide online instruction to all students

Facilities

- The Custodian will continue to clean and disinfect the school because teachers plan to utilize the school for teaching purposes.

Phase Four and Five Plan

In Phase 4 & 5, all instruction is face-to-face

Screening/Safety Protocols

- We must cooperate with the Mid-Michigan Health Department regarding implementing protocols for screening students and staff.
- By sending your child to school, you are indicating the following
 - That your child has not had a temperature above 100.4 in the past twenty four hours without medication
 - That your child does not have a sore throat
 - That your child does not have a new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - That your child does not have diarrhea, vomiting, or abdominal pain
 - That your child does not have a new onset of severe headache, especially with a fever
 - That your child has not had close contact (within 6 feet of an infected person for at least 15 minutes) with someone who has been diagnosed with COVID-19 in the last 14 days
 - That they have not travelled outside of Michigan within the last 14 days.
- Any of the above symptoms indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.
- Having any of the above symptoms or conditions is reason for your child and for staff to stay home.
- Student, staff and volunteer temperatures will be taken daily. Parents and students will need to follow a strict illness policy as listed above.
- Students or staff who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students

- We must cooperate with the Midland public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the

time when he or she was last present at the school.

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Mid Michigan Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- We will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. Alternate rooms may be utilized if classrooms are closed.

Facial Coverings/Masks

- Masks will be worn by staff at all times except for meals.
- Masks will be worn by all students in hallways and in common areas except for meals.
- Students in grades Y5-6 are not required to wear masks in the classroom.
- Homemade or cloth masks must be washed daily and disposable ones replaced daily. Cloth masks should be clearly marked with last names. If they are found on the floor and are marked, they will be returned. Unmarked masks will be thrown away rather than placed in the lost and found. Clearly mark all items of clothing and water bottles with your name as we will not keep a lost and found basket this year.
- Any student who cannot medically tolerate a mask must not wear one.

Food Service, Gathering, and Extracurricular Activities

- Lunch/Recess: In order to keep classes separated, our lunch and recess schedule will be modified. This may be modified.
 - 11:30 Y5 will go home
 - 11:00-5/6 classroom will go to lunch; 3/4 classroom will go to recess
 - 11:23-11:45 classrooms will switch
 - 11:45-K classroom will go to lunch; 1/2 classroom will go to recess
 - 12:08-12:30 classrooms will switch
- Each class will have their own equipment basket which will be brought in daily. All equipment will be disinfected daily. In the event of inclement weather, recess will occur within individual classrooms and classroom teachers will be asked to monitor.

- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- Specials teachers will move to the classrooms for grades K-6 with the exception of PE and Art. Shared Resources: Time will be built into schedules for teacher/students to wipe down tables and supplies with bleach wipes.
- PE will be held outside as weather permits or in the gym using social distancing.
- Students will be instructed to wash their hands several times a day
- Dismissal will take place outside and will be staggered with the youngest students being dismissed first. Siblings of families that have a student K-2 will also be dismissed during the K-2 time.
- Visitors to the building will be limited to volunteers and staff
- Assemblies are suspended.

Hygiene

- Hand sanitizing stations will be placed throughout the school.
- Students will wash every two hours and sanitize before changing an activity.
- Students will be sanitized before they go to recess and when they enter the building.
- Students will be taught to safely wash hands for at least 20 seconds. Signs about proper handwashing are posted at sinks in the building.
- Staff and students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students are asked to bring their own supplies in to limit the amount of sharing of personal items and supplies such as writing utensils.
- Students will keep personal items separate and in individually labeled cubbies, containers, or lockers.
- We will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with EPA-approved disinfectant or a diluted bleach solution.
- The art room and cafeteria must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution every four hours.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.

- Cleaning products will be stored securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Faith and Wellness

- Weekly Masses for children will include only the grade doing the ministries and will not be open to the general public. The class attending will wear masks, social distance and be limited in the ministries. Eucharist will be at the end of Mass as it is now. Other classes will attend virtually. Masses may not begin until September.
- Retreats and faith formation classes will continue in individual classrooms or virtually.
- Catholic Families Services will be available on a regular schedule for students as needed
- Regular parent communications will include MDE resources as well as local resources, including, Child Abuse & Neglect Hotline 1-855-444-3911, Michigan Suicide Hotline 1-800-273- 8255 or text HOME to 741741 and the Michigan Domestic Violence Hotline 1-800-799-7233.

Facilities

- Hand sanitizers will be accessible in every room of the building.
- Building will be cleaned daily and high traffic areas sanitized daily including crash bars, door handles, desks, bathrooms and stair rails.
- Signs about hand washing will be posted by every sink and signs about masks, hand washing and symptoms of COVID-19 will be posted along with the education of good hygiene.
- The fountain portion of the drinking fountain will not be permitted to be used; however, the water bottle fill portion will be available.
- Disposable cups will be available in classrooms and water bottles labeled with a student's name are encouraged.
- Social distancing will occur during lunches and added time will allow for sanitization of tables between groups.
- During fire drills, social distancing between classes will be observed. During tornado drills, masks will be worn as social distancing will not be possible. Drills will be short to minimize time together. It is important that students understand that risks from an emergency would outweigh risks from COVID-19.
- Windows in classrooms will be opened whenever possible to increase air circulation into the building as this helps to prevent spread of the virus.
- HVAC systems will be checked regularly to ensure that they are running efficiently.
- Air filters will be changed regularly.
- Signage about the frequency of handwashing , cough etiquette and nose blowing will be widely posted and communicated to students by staff.

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Desks will be used in the classroom to help with spacing.

Operations

- Drop off procedure
 - The parking lot will be sectioned for students to meet with their class and then enter the building as directed.
 - 1/2 and 5/6 will enter the building first. Once the hallway is clear, Y5/K and 3/4 will enter
 - **STUDENTS THAT ARE TARDY NEED TO STAY IN THE CAR OR ON THE PORCH UNTIL NOTIFIED**
- Pick up procedure
 - Parents will pick up students at the sidewalk while wearing masks
- Entering the classroom
 - Students temperatures will be taken as they enter the classroom
- Scrip will be sold out of the Parish Center in order to decrease the amount of traffic entering the building
- A quarantine area is designated at the Parish Center and a staff person will accompany the student for care.

Professional Learning

- Training will continue to improve skills related to instruction via technology.
- Teachers and principal will meet weekly to discuss student progress and participation. The principal will reach out to all students and their families where there is concern to assess how the school can meet the students' needs.

Spacing, Movement and Access

- Space desks six feet apart in classrooms where possible.
- Barriers are placed between desks
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Signs will be posted throughout the school to indicate proper social distancing.
- Floor tape or other markers should be used at six-foot intervals in the cafeteria.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. .
- Hallways should be divided with either side following the same direction.

Medically Vulnerable Students and Staff

- We will review all current plans for a student or staff who are medically compromised and update their care plans as needed to decrease their risk for exposure to COVID-19.

Governance

- An online survey will be conducted if further information is needed regarding families and online instruction.

Budget, Food Service, Enrollment, and Staffing

- The Diocesan job description for teachers has been modified to include remote learning requirements.
- Substitute teacher lists are being updated and expanded.
- ESSER and CARES funding will be used for the purchase of cleaning supplies, desk shields, thermometers and technology needs for remote learning.
- Update back to school communications including student and staff handbooks, COVID back to school plan and disseminate to all stakeholders via email and print means.
- Create a master list of all changes to disseminate to staff at back to school meeting and training
- Create master schedules, shared time schedules and student schedules.

Technology

- Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- We will be in communication with all families. If at anytime parents have technological issues, contact us and we will help make arrangements to meet students' needs.
- If a device should need maintenance during remote learning, a time for drop off and pick up of new equipment will be coordinated. Devices will be sanitized with bleach wipes upon receipt.
- We will continue to monitor security needs and access to ensure that devices are being properly used.

Parent Expectations

- No one is allowed in the building except for extenuating circumstances. Our priority is the safety of our children.
- Provide a clean mask daily for your child
- Sickness policy will be strictly enforced
- Plan for extra time in the morning at drop-off due to your child having a health screening. If your child exhibits signs and symptoms in regards to the health screening, you need to have arrangements for your child to stay home.
- Have arrangements for your child if they are not able to attend school for a two week period
- Communicate your arrangements for online schooling with your child's teacher
- Communicate your technology capabilities and needs to your child's teacher
- Communicate with the teacher regarding your child's progress and completion of academics
- Regularly check the online grading program for your child's progress and completion of academics
- Create a space for learning at home so that your child has an environment to be successful
- Be supportive and positive towards school staff and your child's education

Student Expectations

- All students need to have a clean mask daily
- Students that attend online school sessions will be prompt and prepared
- Students that are unable to attend an online session, due to illness or not having the capability, need to communicate with the teacher daily
- Students that are 10 minutes late to an online session will be considered tardy. If you are unable to login or are having difficulty, it is your responsibility to contact the teacher as soon as you are able.
- Academic assignment expectations:
 - Grades Y5-2 assignments are due the next day, unless other arrangements are made
 - Grades 3-6 assignments are due by 7 pm the same day, unless other arrangements are made

Teacher Expectations

- Best practices for blended or remote learning
- Grade-level proficiencies
- Modes of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Set an instructional vision that ensures that
 - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
 - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
 - Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Administration Expectations

- Secure communication systems with each family through multiple modes
- Continue to provide professional development and training for teachers
- Remain in regular communication with teachers regarding online instruction
- Remain in regular communication with teachers regarding students academics
- Remain in regular communication with the Superintendent of Catholic Schools for the Diocese of Saginaw and the Michigan Association of Non-Public Schools
- Monitor connectivity/access, attendance, and student work.

Grading

- Grades will be input into our online grading program
- In the event school goes online, the **same** grading standards will apply. Communicate with your child's teacher for more information.