



June 30, 2020

Dear Families,

**We write you today with great news. We have created a plan for the fall that allows all of our current Kindergarten – 8<sup>th</sup> grade students to physically return to school.** We will, of course, adhere to any additional guidance issued by the Archdiocese or the government over the summer, and we are prepared to change our current plans if necessary. Though we are excited for the return of all students in the fall, it is important to know our school will look very different. In order to return in the fall, OLL must follow the mandates from the Oregon Department of Education (ODE) and follow the *Archdiocese of Portland's Return to School Framework*. Please remember the changes below are due to the mandates and framework.

In the *Archdiocese of Portland's Return to School Framework* on page 33, it states all Catholic Schools must allow students the opportunity to stay home in the fall if they choose to for health complications. If you have a child (ren) with health complications or if a child's parents have any health complications, they can choose to stay home in the fall. In order for teachers to teach Monday-Friday at school, they need ample time to teach to their students who choose to stay home. We also want to make it clear that if you or your child is having anxiety about the return of school, please keep your child (ren) home and know they will receive a solid digital learning experience. If this sounds like a situation that would suit your family in the fall, you will be required to fill out additional paperwork that will be sent in August. In order to allow our teachers the time required to meet the needs for all students, we have slightly adapted our bell schedule.

Bell Schedule for the 2020-2021 School Year.

- Monday-Friday 8:10-2:10
- Health screenings for staff start at 7:00am
- Doors will open at 7:50am for all student health screenings
- OLL will have two-three entry and exit points for students (more information will follow)
- Teachers will have from 2:10-3:30 to work on digital learning for those who are home except for Tuesday (Faculty Meetings)
- Geometry will take place from 2:10-3:10 every day except for Tuesday
- Extended care will take place in the MPR from 7:00am-8:00am (no change) and 2:10pm-6:00pm. More information will follow regarding guidance for Extended Care.

I want to thank Father John for his support in the re-opening of Our Lady of the Lake Catholic School in the fall. In order to re-open, the principal had to come up with several proposals for Father John. In order to follow the mandatory social distancing requirements the school had to take over the majority of the Parish office to re-open. We will turn two of the largest rooms in the Parish into classrooms and we are building a wall in the back of the Parish office to accommodate kindergarten. The administration used the building blue prints in order to determine the number of students allowed in each space. The new kindergarten space is large enough to keep all 25 students in one space with a full time teacher and aide. Keeping kindergarten together as one cohort was a priority in planning for reentry. The eighth grade class will take over the school library, as it is big enough to follow the social distancing guidelines. Grades 1-7 will take over two classrooms each, as each class will be split into two separate cohorts. The cohorts should not mix during the day, following the guidelines. Students in grades K-2 will be taught art and music in their classrooms in their cohorts. Students in grades 3-8 will be expected to complete their art and music classes on-line through digital learning. In order to give each grade level two classrooms, we had to remove the art teacher from the art room and remove the music teacher from the music room. Students in grades 3-8 will be issued a school Chromebook.

How are the grade level cohorts being designed in grades 1-7?

- 1.) The administration divided each class roster in half by last name.
- 2.) The administration then balanced the boys and girls.
- 3.) The administration then balanced the two cohorts by integrating students with academic and behavioral needs in both groups.
- 4.) The administration will take into consideration any teacher feedback in the fall before finalizing groups.
- 5.) Elementary classrooms (1st-5th) each have a full time aide. This allows the homeroom teacher to alternate to and from each of their classroom cohorts. This does not change our current teaching model since our 1-5 grade classes already had full time assigned aides.

Other major changes from the *Archdiocesan Return to School Framework*:

- Parents are not allowed to pick up students in the atrium and must pick up their children in car line.
- Parents who walk to school for pick up will have a designated spot outside.
- No parents are allowed to volunteer in the school for the first couple of months of school.
- There will be no hot lunch program until further notice.
- To limit the risk of infection, parents need to contact the school office for appointments with the administration or teaching staff. Zoom meetings will be encouraged unless there is an emergency.
- The principal will teach several PE sections due to the number of cohorts along with the PE teacher.
- The vice principal will teach several math sections due to the number of cohorts along with the middle school math teachers.

- The technology administrator will teach several Spanish sections due to the number of cohorts along with the Spanish teacher.
- Eighth grade students in Geometry will take Geometry from 2:10-3:10 with our advanced math teacher (except for Tuesday due to staff meeting).
- Grades K-8 will have daily scheduled recess/bathroom breaks to reduce and control numbers in the restrooms.
- Grades K-8 teachers will eat lunch with designated cohorts in their classrooms. Students will have a daily scheduled lunch recess/bathroom break to reduce and control numbers in the restrooms.

### **New Health and Safety Procedures**

We also want to share some of the general decisions we are making to help ensure the community's well-being when we return to campus. These new practices have been developed following Oregon Health Authority (OHA), ODE, and Center for Disease Control (CDC) guidelines and the Return to School Framework. While not yet finalized, below are several of the measures that we currently plan to implement as we return to campus. We will continue to monitor guidance and adjust our protocols to align with all guidelines.

#### **Face coverings**

Employees will be required to wear face coverings. Given local guidance for masking indoors, we encourage students to wear masks but they are not required. We recognize it will be challenging for younger students to do so consistently. We will continue to follow local guidance as it evolves to inform our protocols.

#### **Physical distancing**

Movement on campus will be controlled and directed as much as possible to reduce the mixing of students. We have already analyzed classroom space as mentioned above. In middle school classrooms, students will be seated with at least 6' of spacing to minimize transmission risk. In elementary school they have been given a space that follows the 6' spacing but we must remember their development level. In Kindergarten the students are in one cohort, they have one bathroom in their classroom, the specialists will come to them, and they are the only class allowed on the play equipment.

#### **Hand hygiene**

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 has created a detailed schedule for recess and bathroom use for each grade level to eliminate mixing. This includes a detailed schedule for lunch recess and handwashing for each grade level and will be followed by sanitizing by custodial staff. OLL expects parents to educate their children on the importance of handwashing.

#### **Enhanced cleaning**

Daily cleaning practices will comply with ODE requirements and CDC recommendations, including the types of cleaning products 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.

**Health screening (screening times listed above)**

Families and employees will be asked to monitor their symptoms, including scanning for fever of 100.4 F or higher every morning. The school will also conduct morning health screenings. OLL has the right to send home staff/students who show symptoms of being sick, erring on the side of caution.

**Self-care and well-being**

Pedagogy and classroom practices will provide greater attention to student mental health and well-being to build resilience and to cope with the stress or anxiety students may be experiencing during this pandemic. We will continue to follow our FRIENDZY social and emotional learning program in grades 3-8. Please see our webpage for more information about FREINDZY. Title II funding will also be used for staff training and guest speakers for students on the topic of self-care.

Our goal was to get all K-8 students to school in the fall and as of now, we can finally say we will see your children on September 8th! We will continue to keep in contact throughout the summer should any additional guidance alter any plans. There will be communication in the late summer regarding registration, carline protocols, supplies, and expectations for the first weeks of school.

We would like to thank you for your continued support of the OLL Administration, faculty, and staff over the course of the past months. While we never dreamed we would find ourselves in this situation, I am proud of the way we have responded to the circumstances with ingenuity, care for our students and a firm base in our Catholic faith. In the book of Hebrews we are reminded, “let us run with perseverance the race that is set before us, looking to Jesus the pioneer and perfecter of our faith, who for the sake of<sup>l</sup> the joy that was set before him endured the cross, disregarding its shame, and has taken his seat at the right hand of the throne of God” (Hebrews 12:1-2).

God bless and please stay healthy and safe. I miss you all.

Corrine Buich  
Principal

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