

Our Lady of the Lake 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@rchdpdx.org no later than August 15, 2020.

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	Father John Kerns, Pastor Corrine Buich, Principal Matt Gregor, Vice Principal Aubrey Nichols, Technology Administrator
Timeline for Planning and Roll-out of Plan	June 15, 2020-September 8, 2020.

FINANCIAL CONSIDERATIONS	
Impact of Change in Enrollment (if applicable)	<ul style="list-style-type: none"> • We have seen an increase in applications and are trying to determine if we are able to admit more students. Extra enrollment numbers would offset the cost of expanding to new rooms in the Parish center. • We are building a wall in the Parish center to accommodate kindergarten.
Staffing Considerations/Changes	<ul style="list-style-type: none"> • Grades K-5 have a full time aide • Music and Art classes online for grades 3-8 • Grades 1-7 split into two cohorts • Adjusted bell schedule to allow time for digital instruction for students who opt out.
Building Protocol Expenses	<ul style="list-style-type: none"> • \$xxx ultraviolet air purifier • \$xxx extra added to budget for sanitation and cleanliness • \$xxx for new Kindergarten room in Parish Center • \$xxx installed educational tech in Jerusalem and Nazareth rooms for future 7th grade rooms. • \$xxx for document cams in new rooms
Federal Funding Plan (i.e. Title IV, ESSER, PPP)	<ul style="list-style-type: none"> • PPP • Currently fighting to receive CARES Act funding. We were initially told private schools are not eligible for this loan. We would love to access ESSER funding so that we could pay teachers a stipend to return a week early in August for training and planning. • Title II funding planned for social-emotional development for students.

COMMUNICATION PLAN

How will your school keep shareholders abreast of the plans for re-opening and beyond?	<ul style="list-style-type: none"> ● SAC meetings ● Principal Newsletters ● Monday Musings announcements ● PA meetings
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PROTOCOLS

Cleaning and Hygiene	<ul style="list-style-type: none"> ● Following CDC, Archdiocese, Department of Education guidelines ● Teaching explicit hygiene lessons to students
Social Distancing	<ul style="list-style-type: none"> ● 6 feet per child when possible. ● Acquired square footage of every room and divided by the recommended 35 square feet per person to calculate safe numbers for each room in the building. ● Masks required for all students and adults ● Limited access to building for parents, volunteers, and visitors.
Screening Protocols	<ul style="list-style-type: none"> ● 3 entrance points with temperature and health screenings every morning for staff and students.
Personal Protective Equipment (PPE) Protocols	<ul style="list-style-type: none"> ● All staff wear masks. ● Students in every grade are required to wear masks.
Student Protocols	<ul style="list-style-type: none"> ● Frequent, scheduled handwashing breaks ● Masks required ● Health and temperature screening upon entry ● Asked to bring their own lunches ● Contact with others limited to classmates in cohort and teachers ● Students stay in one room all day except for PE and recess ● No shared equipment ● Hygiene and safety lessons explicitly taught
Staff Protocols	<ul style="list-style-type: none"> ● Masks required ● Health and temperature screening upon entry ● Limited access to shared spaces such as copy room and staff lounge ● Teachers travel from room to room ● Hand and equipment sanitizing between classes/switching rooms mandatory ● Most meetings and conferences done via Zoom
Visitors and Deliveries	<ul style="list-style-type: none"> ● Must be buzzed in (new protocol) ● Masks required ● Health and temperature screening upon entry ● Meetings and conferences via Zoom or by appointment only

	<ul style="list-style-type: none"> • Volunteers not allowed until further notice • All visitors check in at the front door and wait in the outside hallway until entry. • Access to hallways is extremely limited.
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PREVENTATIVE TRAINING

	100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing
Staff Training Plan	<ul style="list-style-type: none"> • Google Classroom basics for staff-wide consistency and organization. • Assessing via Google Forms • Connecting/building relationships in a virtual classroom
Student Training Plan	<ul style="list-style-type: none"> • How to be a digital student • Google Classroom - basic routines and applications • Hygiene and safety in school
Parent Training Plan	<ul style="list-style-type: none"> • Online platforms, what they're for, and how to log in. • Setting up your child for success with online learning

SCHOOL SCHEDULE AND ROUTINES

Morning Drop-off Plan	<ul style="list-style-type: none"> • Painted boxes outside to promote social distancing per cohort. • Open doors 10 minutes earlier to reduce crowding during entry. • Screening will occur from 7:50-8:10 by trained staff. • 3 Assigned entry points for different grade levels will ensure distancing. • Parents will drop students at the assigned location for the grade level and not be allowed entry.
After-School Pick-up Plan	<ul style="list-style-type: none"> • Pickups in the office/atrium will no longer be allowed. • Students will exit through the same doors they entered. • Assigned spaces for each class during pick up will ensure proper distancing. • All staff will participate in Car Line duty to ensure safety and speed.
Food Service Plan	<ul style="list-style-type: none"> • Hot lunch is cancelled until further notice. • All students will bring lunch and eat in their classrooms.
Extended Care Plan	<ul style="list-style-type: none"> • Cafeteria to be left empty throughout the school day and reserved only for before and after school Extended Care. • Students will be assigned areas that only they use for homework and storage.
Recess/Playground Plan	<ul style="list-style-type: none"> • All classes will be scheduled for 15 minute recesses with designated locations for each self-contained cohort.

	<ul style="list-style-type: none">• Only Kindergarten is permitted to use the play structure. Grades 1-8 will take turns on the blacktop and field.• Classes will not intermix during recess. Handwashing breaks are also scheduled following recess.
Assembly/Announcements Plan	<ul style="list-style-type: none">• In-person assemblies are cancelled until further notice.• Classrooms will use their new Audio Visual (A/V) equipment for Zoom Monday prayer service.• Announcements will continue as per usual via school intercom system or A/V.

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed Reflections on Distance Learning Worksheet	
Plan for Teacher Curriculum Development	<ul style="list-style-type: none"> • PLCs and professional collaboration • Using Star to identify gaps and create interventions on an individual basis. • Implement new NGSS Science adoption
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> • STAR Reading and Math in September to identify gaps and provide baseline data. • Criterion Referenced Tests in Science to collect pre-post implementation data.
Grading Expectations and/or Policies	<ul style="list-style-type: none"> • Same as in previous years.
Asynchronous and Synchronous Teaching Expectations	<ul style="list-style-type: none"> • Teachers will post daily/weekly objectives, instructional videos, and assignments via Google Classroom. • Teachers will be available via “Office Hours” from 2:30-3:30 to check in with students opting out. • Music and Art specials will be taught digitally to grades 3-8. • Students will complete digital specials during the 2:10-3:10 “digital learning hour.” • Each grade level will be expected to participate in one digital lesson in each class per week.
Plan to Mitigate Learning Loss	<ul style="list-style-type: none"> • Teachers will meet across grade levels to recommend reteaching and exchange student information in August. • STAR Reading and Math will be administered in September to identify gaps. • Teachers will create individualized plans/interventions to address gaps. • School will communicate identified gaps in learning with parents and track progress over the course of the year. • Teachers will leverage digital teaching experience to provide technology-based differentiation.
Systems of Support for Diverse Learners and/or English Language Learners	<ul style="list-style-type: none"> • Learning Support Coordinator will update and renew ILP documents as necessary. • Accommodations and plans to support students via digital learning will be added

	and shared with parents.
Plan for Students Unable to Attend School	<ul style="list-style-type: none"> • Teachers have been given an hour per day via early dismissal to maintain Google Classroom sites containing instructional videos and daily assignments. • Students will spend the hour completing their “digital specials” in Art and Music. • Chromebooks will be given to all students in grades 3-8. • Chromebooks will be provided to students in K-2 if they do not have a device at home.
Professional Development Plan for Teachers	<ul style="list-style-type: none"> • Screening students for health/safety • Social-Emotional Learning support. • STAR (new platform and progress monitoring). • Google Classroom/digital teaching. • Continue Diversity Training with Diana Cutaia
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	<ul style="list-style-type: none"> • PE and Spanish will occur in person for grades K-8. • Music and Art will be presented live to grades K-2. • Grades 3-8 will participate in digital lessons created by Music and Art teachers from 2:10-3:10 from home.

MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> • Teachers will intentionally cultivate mental, physical, and emotional safety in the classroom. • Grades K-2 will be taught Zones of Regulation vocabulary and concepts. • Grades 3-8 will participate in the Friendly SEL curriculum, Volume 3. • Teachers will hold weekly class meetings following a provided protocol that encourages sharing, self-reflection, and respect.
Family Support and Training Plan	<ul style="list-style-type: none"> • Students in grades 3-8 will participate in the Friendly SEL curriculum, Volume 3. • Parents will receive “how to be a digital parent” tips and training from teachers • Students will receive “how to be a digital student” tips and training from teachers • The school will open using the Limited-in-person guidelines provided by

	OHA for students struggling with isolation or online learning.
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> • Title Funding to provide budget for outsourced licensed counselors. • Counselors will provide coaching in coping and screen for signs of anxiety and depression.

TECHNOLOGY

	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • All school uses Renweb and Google Classroom.
Acceptable Use/Safety Policies	<ul style="list-style-type: none"> • Technology Administrator, Aubrey Nichols, has been providing and enforcing acceptable use policies for years. • The school updated both the staff and parent handbooks to include Digital Learning expectations and protocols.
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> • See OLL 10-year Technology Plan • School will need to raise money to compensate for unexpected construction and technology purchases to accommodate newly acquired classroom spaces from Parish. • PA president has proposed a vote to grant the school 20K in surplus funding from last year for the purchase/adoption of technology if necessary.

SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	Hybrid Model or 100% Distance Learning
Schoolwide Eucharistic Celebrations	<ul style="list-style-type: none"> ● Classes will watch and discuss livestreamed Mass each week at a regularly scheduled time. ● Teachers will plan and facilitate liturgical prayer services, celebrations, and traditions with their students. ● 8th grade students will take over Monday prayer digitally.
Faith Life Activities	<ul style="list-style-type: none"> ● Program ran by Parish.
Service Learning Plan	<ul style="list-style-type: none"> ● Teachers will plan and facilitate distance service opportunities for their students on an individual level. ● 8th graders will complete required service hours and present via Capstone project in May.
Visibility Plan for Pastor	TBD
Visibility Plan for Principal	TBD