

All Saints Catholic School 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@rchdpx.org no later than August 15, 2020.

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	<ul style="list-style-type: none"> • Pastor Father Paul Jeyamani • Principal Jon Myers • Vice Principals Kim Fadden and Carla Russ • Director of Curriculum Melissa Haglund • All Saints Covid-19 Task Force composed of faculty, parents, and administrative team. • Task Force Subgroups: Catholic Identity/Mission, Distance Learning, Operations/Logistics
Timeline for Planning and Roll-out of Plan	<ul style="list-style-type: none"> • All Saints will begin the school year in total distance learning. • The All Saints COVID-19 Task Force has been working on hybrid and total distance learning plans since June. • We have communicated plans with parents and will begin total distance learning for all grades on September 8, 2020.

FINANCIAL CONSIDERATIONS	
Impact of Change in Enrollment (if applicable)	<ul style="list-style-type: none"> • Approximately 20 students withdrew this summer, though there is strong interest in new enrollment. Most withdrawals have been in the lower grades (PreK/K), though there have been a few of all ages. • We have also admitted a few students to counter this.
Staffing Considerations/Changes	<ul style="list-style-type: none"> • All homeroom teachers and specialists will remain employed. • Instructional assistants will be laid off while in total distance learning.
Building Protocol Expenses	<ul style="list-style-type: none"> • Significant funds have been used to purchase dispensers, sanitizer, and other materials to support protocol.
Federal Funding Plan (i.e. Title IV, ESSER, PPP)	<ul style="list-style-type: none"> • ESSER funds will be used to pay for upgraded connectivity. • Title IV funds will be used to purchase materials to support SEL and professional development for teachers on distance learning.

COMMUNICATION PLAN

<p>How will your school keep shareholders abreast of the plans for re-opening and beyond?</p>	<ul style="list-style-type: none"> ● Principal sends out a weekly update of plans to the entire school community including metrics, transitional plans, and distance learning enhancement. ● A letter outlining the DL instructional model and rationale behind it was shared with families in August. ● Principal will hold parent Zoom meetings by grade bands. ● Teachers are hosting virtual orientations by grade level.
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PROTOCOLS

<p>Cleaning and Hygiene</p>	<ul style="list-style-type: none"> ● Proper hand washing protocols will be taught in all grades. ● All people on campus are encouraged to wash hands with soap and water frequently. ● All students will have access to hand washing prior to lunch. Frequent opportunities for hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer. ● Teachers will be responsible to disinfect frequently touched surfaces in their rooms (door handle, desk, equipment.) ● Janitorial staff will clean, sanitize, and disinfect door handles and classrooms nightly. ● Hand sanitizer available in all classrooms and at all entrances. ● Teachers will wash hands between cohorts. ● Sharing of supplies will be restricted whenever possible. ● All shared equipment will be cleaned between uses. ● When possible, windows will be open in the classroom.
<p>Social Distancing</p>	<ul style="list-style-type: none"> ● All classrooms have been measured to indicate how many students can be present. ● Desks will be arranged to meet or exceed social distancing guidelines. ● Students will use a single assigned seat at all times. ● Entries and exits are marked to limit traffic flow and congestion. ● Classrooms and hallways will have visual aids to illustrate traffic flow, appropriate spacing and assigned seating areas. ● Staggered start and end times to limit congestion. ● Rooms have been repurposed to provide additional spacing and access to bathrooms.
<p>Screening Protocols</p>	<ul style="list-style-type: none"> ● Each student will be assigned an entrance point. ● Staff will be assigned to each entry point to screen students. ● Staff will self screen. ● Temperatures taken upon entry to school. ● Screen for cough, chills, shortness of breath or difficulty

	<ul style="list-style-type: none"> breathing. Symptomatic students or staff will be isolated. Hand hygiene upon entry to school. Daily logs are maintained.
Personal Protective Equipment (PPE) Protocols	<ul style="list-style-type: none"> Face covering or face shields required for all staff, contractors or visitors in the school. Face shields or coverings required for all students kindergarten through eighth grade. Gloves are provided for staff. Plexiglass barrier will be installed in the main office.
Student Protocols	<ul style="list-style-type: none"> Wash hands, use hand sanitizer, remain 6 ft. apart. Wear face coverings or face shields except when eating. Students will remain with their cohorts at all times. Cohorts will consist of groups of the same grade. Students will be trained on social distancing protocols and health practices. Students will have a designated space solely for their use.
Staff Protocols	<ul style="list-style-type: none"> Keep windows and doors open and use fans to increase air circulation of outdoor air as much as possible. Self screen and report and report when they may have been exposed to COVID-19. Staff are required to report when they have symptoms related to COVID-19. Staff are required to wear face shields or coverings. Teachers will be responsible to disinfect frequently touched surfaces in their rooms.
Visitors and Deliveries	<ul style="list-style-type: none"> Volunteers are not permitted in the school. Adults in school are limited to essential personnel only. All visitors will be screened.

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"> Staff will be notified of cleaning and sanitizing expectations prior to the start of school. Prior to the return in the hybrid model the plan of staggered start times and multiple entrances will be discussed. Staff will be trained on social distancing and health practices for self and students. Staff will be trained on restroom and recess routines. Staff will be trained on identifying COVID-19 related symptoms.
Student Training Plan	<ul style="list-style-type: none"> Students to be notified of entry to school and expectations prior to the return to school for the hybrid

	<ul style="list-style-type: none"> model. Students will be trained on social distancing and health practices. Students will be trained on the storage and use of personal items. Students will be trained on beginning and end of the day routines. Students will be trained on recess and restroom procedures.
Parent Training Plan	<ul style="list-style-type: none"> Parents to be notified of entry to school and expectations prior to the return to school for the hybrid model. Parents will be informed of COVID-19 symptoms.

SCHOOL SCHEDULE AND ROUTINES

Morning Drop-off Plan	<ul style="list-style-type: none"> Staggered start times. Multiple entrances designated for entry. All students are screened prior to entry. Students displaying symptoms will be isolated. Students will go directly to their classrooms. Students wash their hands or use hand sanitizer upon entry.
After-School Pick-up Plan	<ul style="list-style-type: none"> Staggered dismissal times. Multiple doors designated for exits. Doors opened for dismissal. Parents will meet students outside the school building.
Food Service Plan	<ul style="list-style-type: none"> Food service has been suspended.
Extended Care Plan	<ul style="list-style-type: none"> Extended care will be suspended during distance learning. In a hybrid, extended care will be set up according to ODE cohort requirements and protocol.
Recess/Playground Plan	<ul style="list-style-type: none"> Scheduled recess breaks by cohort. Designated spaces on the playground for cohorts. Play Structure is closed.
Assembly/Announcements Plan	<ul style="list-style-type: none"> Scheduled announcements via Zoom. No live assemblies. Weekly school wide assembly led by principal and teachers.

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION

Attach completed [Reflections on Distance Learning Worksheet](#)

<p>Plan for Teacher Curriculum Development</p>	<ul style="list-style-type: none"> ● Teachers will develop lessons focusing on the essential standards. ● Teachers' lessons support mastery of standards and provide students opportunities to demonstrate evidence of learning. ● Emphasis will be placed on SEL development and support.
<p>Beginning of Year Assessment Plan</p>	<ul style="list-style-type: none"> ● Review previous assessments and reports. ● Individual assessments scheduled during September to determine where students are and how to respond to those needs related to grade level readiness. ● Raz-Kids levels from previous year. ● IXL completion percentages. ● Formative writing samples. ● Grade level formative math assessments.
<p>Grading Expectations and/or Policies</p>	<ul style="list-style-type: none"> ● Provide opportunities to redo or make up assignments to show progress and mastery of standards without penalty. ● Use formative assessment practices to inform timely instructional decision making. ● Grades reflect students' progress on standards. ● Teachers will provide students timely and meaningful feedback.
<p>Asynchronous and Synchronous Teaching Expectations</p>	<ul style="list-style-type: none"> ● Each homeroom will host at least three or more live Zoom meetings a day focusing on a variety of formats: Class meetings, live instruction, SEL support, Small groups/breakouts, special guests/events. ● Instruction may be whole group, small group, or individual based on student needs. ● Each day there will be posted assignments and activities available for students on Google Classroom with teacher contact time. ● Grades 4-8 utilize IXL accounts for ELA & Math, Typingclub for Keyboarding ● All teachers have designated office hours. ● Students attend all synchronous classes. ● Middle school attendance is taken in all core subjects. ● All lessons will be appropriately paced, focus on essential standards, provide opportunities for differentiation and intervention and leverage materials and techniques that are effective in full DL or

	<p>hybrid models.</p>
<p>Plan to Mitigate Learning Loss</p>	<ul style="list-style-type: none"> • Teachers will focus instruction on essential standards and outcomes. • Full-time learning specialist was hired to support students. • Part-time reading specialist will continue to meet with small groups and individual students.
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<ul style="list-style-type: none"> • The school psychologist, learning specialist, and reading specialist will work with teachers, students, and families to provide support. • Learning plans will be employed and adapted to distance learning. • Learning plans will be updated to meet the current needs of students.
<p>Plan for Students Unable to Attend School</p>	<ul style="list-style-type: none"> • The school will offer a comprehensive distance learning option for students who are vulnerable or elect to learn from home. • Staff will be assigned as liaison between teachers and students/families who elect to engage in distance learning all year. • Lessons will be recorded for students unable to attend at designated times or who need review..
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> • A group of teachers and our IT director will present a Google Classroom workshop for all faculty. • Teachers will continue work in PLC groups within the school and in our region. • Faculty meetings will include teacher presentations on best practices, strategies, and other information learned in classes, workshops, and inservices. • Teachers will participate in all diocesan inservices for professional development and faith formation. • Teachers participate in online SEL trainings. • Training will be provided on all new tech devices.
<p>Plan for Specialists Classes (i.e. Art, Music, Language, etc.)</p>	<ul style="list-style-type: none"> • Specialists will provide live instruction and supplemental activities to support the core curriculum following a typical schedule. • Specialist instruction will follow the same

	<p>guidelines as core areas with a balance of synchronous and asynchronous approaches, and a range of activities that can be done at home, along or with a group, and offline as needed.</p> <ul style="list-style-type: none"> • Specials will be required classes with an emphasis on participation and effort.
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MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> • Teachers, school psychologist, and administrative team will develop ways to identify and address SEL topics in an ongoing manner • Teachers will host individual Zoom conferences at the start of the school year to make connections and address concerns. • Teachers will include a regular SEL focus or theme in daily class meetings, Religion classes, and other times. • Teachers and administration will check in with families individually throughout the distance learning experience.
Family Support and Training Plan	<ul style="list-style-type: none"> • Principal hosting Zoom meetings by POD to provide parent training. • Teacher hosting Zoom meetings for training.
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> • Weekly school Mindfulness practices. • Regular faculty updates on resources, pertinent topics, and services from our school psychologist.

TECHNOLOGY

	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • All grades will use Google Classroom for communications, asynchronous material, and feedback. • RenWeb is used for grading. • First through third grade will utilize SeeSaw to capture student work and provide feedback.
Acceptable Use/Safety Policies	<ul style="list-style-type: none"> • Acceptable use/safety policies will be updated to include expectations and etiquette for Zoom and other platforms. Students will sign and adhere to the

	<ul style="list-style-type: none"> acceptable use policies. GoGuardian will continue to monitor assigned student accounts.
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> Grades 5-8 will be provided Chromebooks. Other devices may be made available for student use. Various hardware such as Swivl cameras and screens will be acquired for all classrooms. Approximate cost \$35,500. Internet service will be upgraded to accommodate increased demand. Approximate cost \$289 per month. Laptops were purchased to upgrade teacher devices. Approximate cost \$10,000.

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"> Students will attend Wednesday weekly Mass celebrated virtually by Pastor Paul Jeyamani. Classes will host individual class prayer services.
Faith Life Activities	<ul style="list-style-type: none"> Classes will pray daily and religion lessons will be provided as part of our core instruction. Students will participate in service oriented activities at home. Catholic Social Justice is integrated into religion lessons. Daily opportunities for reflection and prayer.
Service Learning Plan	<ul style="list-style-type: none"> Students and classes will participate in acts of service coordinated by our Community Outreach Team. Students in 8th grade will lead weekly activities for kindergarten through second grade students. Students focus on home service to family. Students write letters and cards for residence at Laurelhurst Village.
Visibility Plan for Pastor	<ul style="list-style-type: none"> Father Paul will visit Zoom classrooms

	<p>for Religion classes and other topics.</p> <ul style="list-style-type: none">● Father Paul will share messages via email.● Post weekly video reflection from Father Paul.
Visibility Plan for Principal	<ul style="list-style-type: none">● Weekly Zoom meetings with the student body.● Weekly emails with updates to families.● Coordinate weekly staff meetings.● Coordinate weekly POD meetings.● Visit classrooms via Zoom.

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Submit to dcs@rchdpdx.org no later than August 15, 2020.

• ODE Blueprint Details

SCHOOL PROGRAM INFORMATION	
Name of School	All Saints Catholic School
Key Contact Person for this Plan	Jon Myers
Phone Number of this Person	503-236-6205
Email Address of this Person	Jonm@allsaintsportland.com
Sectors and position titles of those who informed the plan	Pastor, Principal, Vice Principal, Business Manager, Bookkeeper, Extended Care Director, Lead Teachers, Instructional Assistants
Local public health office(s) or officers(s)	OHA /Multnomah County
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Principal, Vice Principal, Staff Members
Intended Effective Dates for this Plan	September 8, 2020
ESD Region	Archdiocese of Portland, Oregon
Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.	Shared changes in guidance through a variety of communication vehicles, while explaining the guidance and changes as they pertain to Multnomah County as we continue to follow state and DCS guidelines for Return to School and Work.
Indicate which instructional model will be used.	Select One: <input type="checkbox"/> On-Site Learning <input type="checkbox"/> Hybrid Learning

	✓ Comprehensive Distance Learning
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