



The following is Immaculate Conception and Our Lady of Perpetual Help School's plan for the 2020-2021 school year. To create this plan, ICOLPH has adhered to the requirements and recommendations of the Office of Superintendent of Public Instruction's *Reopening Washington Schools 2020 District Planning Guide*, as well as the Governor's Office, the Archdiocese of Seattle's Office for Catholic Schools, Snohomish County Health District, and the Center for Disease Control. The driving force behind this plan is the health and safety of our staff and students.

Although this school year will be different, the following plan is comprehensive and keeps the students' learning and safety at the forefront. ICOLPH asks for your trust and confidence in our faculty as they have intentionally created their learning plans to adapt to all the possible educational scenarios that 20-21 may bring. Teachers and staff have diligently planned to ensure that this year will be a positive educational experience.

Rejoice always;

Pray without ceasing;

Give thanks in all circumstances, for this is God's will for you in Jesus Christ.

1 Thessalonians 5: 16-18

PLAN A: IN-CLASS INSTRUCTION

School resumes with all students coming back full-time.

COMMUNICATIONS:

Parents:

- Communication will be sent through the weekly school newsletter via email. Please notify school immediately if you are not receiving this.
- Emails will be sent updating families on important information including information from the state and local authorities around COVID-19.

Teachers:

- Will hold online meeting with incoming students/parents
- Will determine a plan for training new students in new procedures/formats
 - ZOOM meeting protocol, classroom sanitation protocol, etc.
- Go over curriculum/units and determine the essential standards
- Rethink assessment practices to make sure they are equitable
- Plan assessments at the beginning of the year that will give quick feedback on where each student is in terms of learning needs/readiness
 - MAP fall session
- Social-Emotional Learning: be aware that some students/families may have anxiety
- COVID-19 Training

HEALTH AND SAFETY:

Protocols for entering campus:

- Only necessary staff and students are allowed on campus.
- Staff:
 - Needs to check in
 - At the door, teachers need to use hand sanitizer, go to the office and have their temperature taken and recorded, and they will take a questionnaire. If cleared, they can proceed to the classroom
- Staff doing screening: needs face shield, mask, and gloves
- Students:
 - At carpool, staff members will take the temperature of each student. One staff member will distribute hand sanitizer and take the student's temperature and the other will record. We will maintain records of student health.
 - All family members need to be wearing their face masks when the staff member approaches the car and parents must remain in the vehicle.
 - If cleared, students receive hand sanitizer and will go straight to the classrooms and follow the classroom protocol on hygiene.

- ALL families are required to drive through the carpool lanes. Drop off at the gym or any surrounding area will no longer be allowed. Children also cannot walk or ride their bike to school.
- No morning Extended Care
- Drop off will take longer and therefore instruction will not begin at 8:00 but will begin when all students are in the classroom after following hygiene protocol. Morning prayer will be approximately at 8:15.
- **Masks:** Face masks are required for everyone on campus at all times.
 - School is recommending children bring two masks each day (a clean one for after lunch)

Protocols for Dismissal:

- All students are to be dismissed from the classrooms
- Carpool will run 2:50-3:10pm
- Early Bird Dismissal K-3 at 2:50pm single children only
- 4-8th single child dismissal at 2:55pm
- Families with multiple children will be dismissed at 3:00pm

Social Distancing:

- Classrooms/school will follow guidelines for social distancing (6ft. distancing from nose to nose)
- Seating will be spaced around each classroom so that there is a minimum of six feet between students and students will be facing forward.
- For the few classrooms that have tables, larger tables have been acquired.
- Limit shared teaching materials to those that can be easily cleaned and sanitized
- Clean and sanitize commonly touched materials/areas often and after each use, or provide dedicated materials to each student
- Barriers in place as needed
- Students will remain in cohorts and there will be minimal interaction between classes
- Teachers will greatly reduce activities that require students to congregate
- Recess: Limit numbers of students, restrict access to play equipment and ensure equipment is properly cleaned
- Restrict/suspend community gatherings based on the guidelines
- Hallways will be directional and clearly marked
- 8th grade students will have access to lockers and students will adhere to proper spacing (odds/evens to go to lockers at separate times)
- Closets will be directional with a limited number of students allowed in at any given time
- Water fountains will be disconnected but water bottle fillers will be functional
- A classroom has been converted to an "isolation" room

Protocols regarding Illness:

- If student becomes ill/looks ill:
 - alert Mrs. Whitehouse immediately
 - Send to isolation room immediately and staff member will meet them there
 - Parents will be contacted
 - Parents will work with their primary care physician for appropriate next steps
 - Testing results must be given to school administration prior to return
 - If COVID-19 positive, school will follow protocol of alerting appropriate authorities
 - Appropriate sanitation of building will be followed
- Masks are expected to be worn by all employees and students while on campus
- Hand sanitation stations will be available
- Health Room (Isolation Room)
 - Room will be equipped with: hand sanitizer, wipes, masks, gloves, thermometer, spray bottles with liquid disinfectant
 - A staff member, wearing appropriate PPE, will be in charge of supervision
 - Student to remain in the isolation room until parents collect him/her
 - Room will be disinfected after student leaves

DAILY PROCEDURES AND OPERATIONS:

- Establish expectations and protocol for frequent hand washing and disinfecting of hands
 - Upon arrival to the classroom, students go to wash hands: a staff member will be monitoring to manage amount of students/student flow
- Arrival and dismissal procedures (see above)
- Direct traffic flow in hallways to ensure minimal exposure
- Wipe down commonly touched surfaces frequently
- Establish procedures for entering into the building before school and after recess
- Lunch procedures:
 - Lunch in the classroom
 - Wash hands before and after lunch
 - Wash desks before and after eating
 - Purchasing of milk- to be determined
- Hot lunch--to be determined based on safety
- Limit possible exposure:
 - Set up cohort groups with minimal adult changes
 - Limit mixing of students from different groups
 - Consider possible alternating schedules
- Classroom Environment:
 - Classroom doors must remain open during the day and windows should be open for as long as weather conditions allow
 - No fans are permitted (unless guidance changes)

- Classrooms with HVAC must refrain from using the system (unless guidance changes)
- All pathways within the classroom should be directional and clearly marked
- Frequently touched surfaces will be disinfected throughout the day

STUDENT STORAGE:

- Clearly marked areas for student coats, lunches, personal belongings
- Will have limited access during the day
- Temporary storage available for classroom items
- Lockers will be used by only 8th grade students and will be spaced appropriately. Access will be monitored to ensure social distancing requirements.

CURRICULUM:

- Assessing students needs
 - End of year (prior grade) assessment
 - MAP-
 - Determine what tests are to be administered
 - MAP window 9/28-10/23 (may be moved up by OCS)
 - Number of sessions needed re: SD requirements
 - Utilizing Specialists to assist with core subject/foundational skill needs
 - Study hall/after-school support (5-8 teachers, specialists cover dismissal 3-3:30)
 - Social-emotional needs/Behavioral Challenges
 - Stamina of being back in the classroom
- Homework--must support essential skills/standards
 - Give students appropriate-level work (in the classroom, through differentiation, with supports) to challenge and continue academic growth
- Platforms to connect with students to continue: Google Classroom, Zoom, SeeSaw
- Platforms for student academic needs: Lexia, Prodigy, Moby Max, IKnowIt
- Title funding for tutoring, other supports
- Attendance policies--cannot be at school with any cold or flu symptoms; Missing work policies; ways to 'attend' class virtually if quarantined; truancy policies, etc. This applies to staff too.
- Limiting access to the school buildings to teachers/staff, students.
- Specialists' classes have not been finalized at this time. To ensure the safety of the students, ICOLPH will adhere to the state guidelines as well as the CDC.
- Field Trips/Camps
 - Administrative approval
 - Must ensure there is a refund if it gets cancelled
- No 8th grade retreats will be scheduled
- Classroom sanitation during the day

- Having students wipe down tables (when appropriate) morning, snack, lunch (before/after), end of day

In the event that we must move in and out of in-class instruction to distance learning, the decision to return to the classroom will be based on health and safety protocols, as well as whether we believe we will be able to successfully return to the classroom for a minimum duration of 4 weeks of instruction and will be evaluated on a monthly basis.

PLAN B: DISTANCE LEARNING

School resumes through full-time Distance Learning.

Depending on the age, the OSPI has recommended that students limit their screen time (see below); however, COVID-19 has changed this reality. For the 2020-2021 school year, ICOLPH students will have more synchronous teacher-student interaction.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class

The *educational* portion of the synchronous class should still align with these recommendations for learning due to the limited sustained attention of young learners. However, all grade levels should make an effort to engage students synchronously for sustained periods of time. Teachers will facilitate small groups, allow students to work in groups, connect with other classes, etc.

Elementary Students (K-4): Half the students synchronous in AM, Half in PM

Elementary students will be assigned to either **Group A** or **Group B**. With their group, they will spend either the morning or afternoon learning online with their classmates with a 15 minute break. The second half of the day students will work independently and/or participate in small

group learning activities. On Fridays, there may be a period for the entire class to meet together to build rapport with their classmates and teacher.

A.M. 8am-11am

P.M. 11:30am-2:30pm

Group A:

Monday and Wednesday

A.M.--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

LUNCH

P.M.--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, social studies or religion activities
- Independent practice

Tuesday and Thursday:

A.M.--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, social studies or religion activities
- Independent practice

LUNCH

P.M.--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group

- Science/ Social Studies, Specialist
- Prayer and Religion

Friday:

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies or Religion activities
- Independent practice
- Catch up on any uncompleted work
- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

Group B:

Monday and Wednesday

A.M.--students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies, or Religion activities
- Independent practice

LUNCH

P.M.--students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

Tuesday and Thursday:

A.M.-students meet as a group and learn online

- Social emotional learning
- Literacy whole/small group
- Math whole/small group
- Science/ Social Studies, Specialist
- Prayer and Religion

LUNCH

P.M.-students will work independently or in small groups and/or completing assignments

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies or Religion activities
- Independent practice

Friday:

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or math activities
- Science, Social Studies or Religion activities
- Independent practice
- Catch up on any uncompleted work
- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

Middle School: 5th-8th

Middle school students will have a similar set up, however they will adhere to the block schedule. They will also have 30 minutes for lunch. Students will spend either the morning or afternoon block learning online together. The other half of the day, students will learn in small

groups, have individual time with their teacher, or work independently. On Fridays, classes will meet as a group for a weekly check-in with their teacher.

A.M. 8am-11am

P.M. 11:30am-2:30pm

M/S/R= Math/Science/Religion

ELA/R= English Language Arts/Social Studies/Religion

AM	Monday		Tuesday		Wednesday		Thursday	
8-9:25	5th A M/S/R	7th A M/S/R	6th A M/S	8th A M/S	5th A M/S/R	7th A M/S/R	6th A M/S	8th A M/S
8-9:25	5th B ELA	7th B ELA	6th B ELA/R	8th B ELA/R	5th B ELA	7th B ELA	6th B ELA/R	8th B ELA/R
Break								
9:35-11	5th B M/S/R	7th B M/S/R	6th B M/S	8th B M/S	5th B M/S/R	7th B M/S/R	6th B M/S	8th B M/S
9:35-11	5th A ELA	7th A ELA	6th A ELA/R	8th A ELA/R	5th A ELA	7th A ELA	6th A ELA/R	8th A ELA/R

LUNCH

PM	Monday		Tuesday		Wednesday		Thursday	
11:30-12:55	6th A M/S	8th A M/S	5th A M/S/R	7th A M/S/R	6th A M/S	8th A M/S	5th A M/S/R	7th A M/S/R
11:30-12:55	6th B ELA/R	8th B ELA/R	5th B ELA	7th B ELA	6th B ELA/R	8th B ELA/R	5th B ELA	7th B ELA
Break								
1:05-2:30	6th B M/S	8th B M/S	5th B M/S/R	7th B M/S/R	6th B M/S	8th B M/S	5th B M/S/R	7th B M/S/R
1:05-2:30	6th A ELA/R	8th A ELA/R	5th A ELA	7th A ELA	6th A ELA/R	8th A ELA/R	5th A ELA	7th A ELA

Fridays:

Students have a flexible schedule to meet as a group and learn online.

Students work with adaptive software or complete assignments:

- Individual or small group support from instructional support staff
- Literacy or Math activities
- Science, Social Studies, or Religion activities
- Independent practice
- Catch up on any uncompleted work
- Ask individual questions to the teacher

Teachers meet with students 1:1 to answer questions, give feedback, etc. Teachers will also use this time for planning.

Office Hours and Specialists:

Teachers will have office hours daily 2:45pm-3:30pm daily as well as throughout the day on Friday. Specialists will be available throughout the day Mondays-Thursdays to answer questions from students *for any subject area*. The specialist will confer with the student's teacher as necessary and will act as a resource to alleviate any unnecessary frustration and to provide support.

	Monday	Tuesday	Wednesday	Thursday
8:00-9:00	Mrs. Hewitt	Mrs. Weber	Miss Fletcher	Mrs. A.
9:00-10:00	Ms. Kosmal	Mrs. Hewitt	Mrs. Weber	Ms. Kosmal
10:00-11:00	Mrs. A.	Ms. Kosmal	Mrs. Hewitt	Mrs. Weber
11:00-12:00	Miss Fletcher	Mrs. A.	Miss Fletcher	Mrs. Hewitt
12:00-1:00	Mrs. Wartelle	Mrs. Wartelle	Mrs. Wartelle	Mrs. Wartelle
1:00-2:00	Mrs. Weber	Miss Fletcher	Mrs. A.	Miss Fletcher

CURRICULUM:

- Assessing students needs
 - End of year (prior grade) assessment
 - MAP-
 - Determine what tests are to be administered
 - MAP window 9/11-9/25
 - Requirements for home access to assessment
 - Proctor/testing schedules
 - Utilizing Specialists to assist with core subject/foundational skill needs
 - Social-emotional needs/Behavioral Challenges
 - Stamina of being back in school after a prolonged break
- Platforms to connect with students to continue: Google Classroom, Zoom, SeeSaw
- Platforms for student academic needs: Lexia, Prodigy, Moby Max, IKnowIt
- Title funding for tutoring, other supports
- Textbook/material pick ups
- Teachers will be open in their communication with families and students via feedback and conversations about how the student is progressing.
- Creative ways to meet students/families at beginning of year and throughout
- Parent/family capacity for engagement
- Social/emotional needs for students, parents, and teachers

In the event that we are able to return to the building, the decision will be based on health and safety protocols, as well as whether we believe we will be able to successfully return to the classroom for a minimum duration of 4 weeks of instruction and will be evaluated on a monthly basis.

PLAN C: A LIMITED NUMBER OF STUDENTS ARE ALLOWED IN THE BUILDING

School resumes and we are allowed to have a limited number of students in the building.

HEALTH AND SAFETY:

- Protocols and procedures for student instruction in the building are the same as Plan A.

SCHEDULING:

- To Be Determined based on the Health Department Recommendations
- Things to consider:

- Scheduling students- possible prioritization for certain grades
- Grouping based on families, intentionally focused on meeting the needs of all students
- Transportation/Carpools

HOME EXPECTATIONS:

- Home expectations would be similar to those in Plan B.