



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

St. Patrick School

COVID - 19 Preparedness & Response Plan

August 6, 2020

Dear Shamrock Families,

As we prepare to welcome all students and families back to our school safely. St. Patrick School is committed to doing all it can to return our students safely to in-person education for the 2020-2021 school year. We are sharing our return to school plan which has been created in conjunction with the State of Michigan Return to School Roadmap, with the Diocese of Grand Rapids, and the Kent and Ionia County Health Departments.

A few weeks ago, you received a copy of our *Living our Mission in Today's Reality: 2020 – 2021 Return to School Plan*, written by the Catholic Schools Diocese of Grand Rapids. View this plan here:

<https://catholicschools4u.org/blog/read-our-return-school-plan-%E2%80%9Cliving-our-mission-today%E2%80%99s-reality%E2%80%9D>

We are here to support you and your child during these unprecedented times. We are committed to customizing learning and partnering with you in education to achieve goals.

We are committed to opening school on August 19, 2020, following the requirements in the [Michigan Return to School Roadmap](#). This plan offers a guide to the types of “required”, “strongly recommended”, and “recommended” safety protocols appropriate during each phase. There is no one-size-fits-all solution. Where safety protocols are not “required”, Non-public Schools will retain the flexibility to tailor their plan to their needs and to the disease conditions present in their region.

While we know every stakeholder will not necessarily agree with every measure and precaution that has been taken, everyone needs to understand these steps are being taken to ensure our students can safely return to in-person learning.

If we are in Phase 3 or lower of the State of Michigan’s reopening plan, we will need to engage our students remotely. This remote learning will not be the same as it was in the spring. All grades will use Canvas, our new learning management system. In grades K-5, teachers will prepare learning packets to align with their CANVAS virtual instruction but will have a

combination of whole groups and small groups that will meet online at scheduled times throughout the week. In addition, K-5 students will receive assignments and assessments. Grades 6-12 will have a weekly schedule that includes scheduled class time and a teacher will be on the other end of the student's screen.

If we are in Phase 3 or lower, we will not have preschool. Once we return to Phase 4 and have preschool, tuition will be paid on a prorated basis.

If we are in Phase 4 or higher, we will host in-person classes at St. Patrick School for grades PS-12. The highlights of our Phase 4 plan include (please go to our website portlandstpats.com to see our Phase 4 and 5 plans):

- It is extremely important that parents complete a wellness check before school each morning. Click here for a checklist: [Parent Screening Tool](#) A student who is running a fever of **100.4F** or above or does not feel well must stay home.
- Drop-off and pick-up: For elementary students, parents will pull into the parking lot between the school and the church and drop-off outside the main office door. Students will then proceed directly to their classroom (like we do on rainy days). Elementary after school pick up will remain the same. Elementary students may not enter the building until **8:30am** and must be wearing masks upon entering the building. Middle school students will enter and exit at door #7 and high school students will enter and exit at door #8 (please do not park in the bus loading zone). Middle and high school students may not enter the building until **7:15am** and must be wearing their masks upon entry. Preschool and Latchkey will enter and exit door #6.
- Masks: All staff must wear a mask all day unless they are by themselves or eating. K-5 students must wear masks in common areas such as the hallway and bathrooms only, and 6-12 must wear masks all day except when eating. All students must bring their own masks and wash them daily.
- PS-8 will be staying in the same classroom throughout the day and teachers will be coming to the classrooms as scheduled. 9-12 will move from classroom to classroom. Learning stations will be cleaned and sanitized after each class period.
- Lunch: Hot lunch will be brought to classrooms for students who do not bring a sack lunch and students will eat in their classrooms. Recess time will still be provided.
- Students will be separated by grade level whenever possible and PS, lower elementary, upper elementary, middle school, and high school students will stay in their quadrant of the school whenever possible.

Please let us know by **August 10** if your child will be remote learning so we can get everything set up to ensure they have a solid learning experience.

We ask for your patience and support as we face the challenges and restrictions created by Covid-19. We will continue to do everything we can possibly do to ensure the safety of our students and staff. If you have any questions or concerns in regards to our plan, please contact

preschool through 8th grade principal Mrs. Cortney Smith at cortneysmith@portlandstpats.org or high school principal Mr. Randy Hodge at randyhodge@portlandstpats.org.

Many Blessings,

Cortney E. Smith

Randy Hodge

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St. Patrick School will offer **both in-person and virtual learning to students in phase 4**. Each student family will determine and select which learning delivery is best for their circumstances.

The policies and procedures that will be followed by **St. Patrick School** if the region is in **Phase 4** of the Michigan Safe Start Plan are as follows:

In-Person Learning: Phases 4 - 6

Spacing, Movement and Access *Return to School Roadmap* (p. 23)

K-5 Procedures

- The drop-off car line will begin at **8:30am**. Students who are dropped off by car will enter the building through the main office doors and go directly to their classroom.
- The pick-up car line will take place outdoors with family pick-up numbers. The pick-up locations will be at the parish hall and at the gymnasium steps. Bus riders will proceed to the bus at the center doors on West St. (same as previous years).
- Hand sanitizer is located by every classroom door. Staff and students are required to sanitize on the way in and way out of the classroom.
- Masks must be worn at entry, dismissal, and in hallways. Students will remain in the classroom for most of the day and will only interact with their grade level. Teachers PS-12 will wear masks. (often clear, see through, masks)
- Music: Teacher will rotate to classrooms. Music will be held outside as much as possible.
- Art: Teacher will rotate to classrooms.
- PE: Teacher will conduct contact free instruction and social distancing movement outdoors whenever possible. The teacher will travel to classrooms to instruct on health-related topics in the event of inclement weather.
- Computer/Technology: K-5 grades, the teacher will go to the student classroom.
- Recess will occur outside whenever possible. Recess will occur for 20 minutes for individual classrooms. Each class will have their own set of equipment. Students must wear a mask when playing within 6 feet of one another.
- Lunch will be eaten outdoors or in the classroom. Hot lunch will be delivered to classrooms.
- After school clubs are suspended.
- All holiday and birthday parties/celebrations will be reduced to classroom activities only. Unopened/pre-packaged treats are permitted.
- Library will remain closed, and students will not be allowed to check-out books. The librarian will visit classrooms to deliver library lessons and read aloud to students.
- All students will need their own general supplies and water bottle.

6 - 8 Procedures

- 6-8 grade students will enter and exit door #7 before and after school beginning at **7:15 a.m.** (please do not park in the designated bus drop off zone) (Note this is a change)
- Masks will always be worn by staff and students, except during lunch.
- Hand sanitizer is in every classroom. Staff and students are required to sanitize on the way in and way out of each classroom.
- Students will remain with their grade level and instructional teachers will rotate to students.
- Lunch will be eaten in the classroom. Hot lunch will be delivered.
- After school clubs are suspended.
- All holiday and birthday parties/celebrations will be reduced to classroom activities only. Unopened/pre-packaged treats are permitted.
- Art: Teacher will rotate to classrooms.
- PE: Teacher will conduct contact free instruction and social distancing movement outdoors when possible. The teacher will travel to classrooms to instruct on health-related topics in the event of inclement weather.
- Every other locker will be assigned to allow for social distancing when possible. Backpacks will be used to store materials while in class. Lockers will only be visited at arrival, mid-day and departure.
- As much as possible, materials will not be shared among students. If this is unavoidable, gloves will be used and materials will be discarded.
- All students will need their own general supplies and water bottle.

9-12 Procedures

- 9-12 grade students will enter and exit door #8 before and after school beginning at **7:15 a.m.** (please do not park in the designated bus drop off zone) (Note: This is a change).
- Masks will always be worn by staff and students, except during lunch.
- Hand sanitizer is in every classroom. Staff and students are required to sanitize on the way in and way out of the classroom.
- Students will be rotating classrooms after each class period. Learning stations will be sanitized after each class period.
- Lunch will be eaten in the classroom. Hot lunch will be delivered.
- Lockers will be assigned every other locker when possible.
- Materials will not be shared among students. Instructional materials may be shared and cleaned appropriately.
- All students will need their own general supplies and water bottle.

Before/After Child Care

- Door entry will remain #6, off of West St.
- Masks will be worn K-5 due to classroom grade-levels mixing. Staff will always be masked while students are in their care.
- Staff will screen and document temperatures and symptoms of COVID-19 for each child.
- Limited enrollment will be created through a fair and equitable lottery of currently registered families.

- Limit entry to students, staff, and parents.

Cleaning *Return to School Roadmap* (p. 27)

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, art, and other hands-on classrooms will undergo cleaning after every class period or when grades change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Daily cleaning protocols will be followed, such as bathrooms cleaned every four hours, and desks and tables wiped between classes.
- The use of classroom materials will be limited to small groups and disinfected between use or provide adequate supplies to assign for individual student use. Families will be advised to limit what materials are brought to school. Supply lists will be modified to support this.
- Clorox 360 Machine will be used to sanitize hard surfaces by custodial staff nightly.

Hygiene *Return to School Roadmap* (p. 22-23)

- Ensure adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students 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.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.
- Locker Use: 5th-12th grade will use lockers for personal items. 5th-8th grade will be every other locker for coats and will enter the classroom with a backpack with supplies for the day. 9th-12th will be assigned every other locker when possible and will utilize their lockers between class period utilizing social distancing and mask wearing. PS-4th grade will use a designated space in their classroom.

Busing and Student Transportation *Return to School Roadmap* (p. 27-28)

- Schools who use public school district busing will defer all safety guidelines to those providers. The following is intended for schools who are the direct provider of busing services.
- Schools will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.

- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Schools will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow outlined protocol. If a driver becomes sick during the day, they will follow outlined protocol for sick staff and will not return to drive students.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Screening Students and Staff *Return to School Roadmap* (p. 24)

- Parents are responsible for screening the child at home before school . Use <https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf> for checklist.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified people caring for these children/staff will wear facial covering.
- Symptomatic students and staff will be sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.

Personal Protective Equipment *Return to School Roadmap* (p. 22).

- All staff will wear facial coverings when in **classrooms**, except: (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on a **school bus**, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- All staff and all students in grades pre-kindergarten and up will wear facial coverings when in **indoor hallways and common areas**, except: (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings are not required in preschool classrooms for children ages 3 and 4. All students in grades kindergarten through 5 will not be required, but will be encouraged, to wear facial coverings in their classrooms, unless: (1) students do not remain with their class throughout the school day and (2) come into close contact with students in another

class.

- All staff and students in grades 6-12 will wear facial coverings, except: (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings may be homemade or disposable basic-grade surgical masks.
- Students are expected to provide their own masks.
- Emergency masks will be made available.

Gathering, Athletics, and Extracurricular Activities *Return to School Roadmap* (p. 26)

- Schools will prohibit indoor assemblies that bring students together from more than one classroom.
- School Masses will be allowed provided that all DOGR Mass guidelines are followed.
- Athletics will comply with guidance from MHSAA and the NFHS.

Spiritual, Mental & Social Emotional Health *Return to School Roadmap* (p. 29)

- School counselors will provide mental health resources at the start of each period of remote learning.
- The counselor will continue to provide individual counseling to any student in need.
- The counselor will continue to provide classroom lessons for social/emotional well-being.
- The counselor will provide group counseling on a needs basis. Any group counseling meetings will be restricted to members of the same grade level. If mixing is necessary, masks will be required.
- School will implement a mental health screening for all students by a trained professional. The counselor will implement mood check ins to gauge student well-being (daily for K-5 and weekly for 6-12). Consent forms will be sent home before these are given. Guidelines will also be established and communicated to all students regarding the identification and rapid referral of at-risk students to appropriate building-level support teams.

Virtual Learning Phases: 1 - 3

If we are in Phase 3 or lower of the State of Michigan's reopening plan, we will need to engage our students remotely. This remote learning will not be the same as it was in the spring. All grades will use Canvas, our new learning management system. In grades K-5, teachers will prepare learning packets to align with their Canvas virtual instruction. Teachers will prepare a schedule of whole groups and small groups that will meet online at scheduled times throughout the week. Grades 6-12 will have a weekly schedule that includes scheduled class time and a teacher will be on the other end of the student's screen during scheduled class time. A master schedule of synchronous (live instruction) learning will be established.

If we are in Phase 3 or lower, we will not have preschool. Once we return to Phase 4 and have preschool, tuition will be paid on a prorated basis.

K-2

- Whole group synchronously for 5 days. (10 - 15 mins.).
- Small groups meet for reading 3x/week (e.g. Mon/Wed/Fri, 20mins.).
- Small groups meet for math 2x/week (e.g. Tues/Th, 20 mins.).
- Special needs/accommodations meet one-on-one as needed.
- Teachers will prepare learning packets to align with their Canvas virtual instruction.
- Teachers will stay vigilant with communication and scheduling of pick-up and turn in of packets.

3-5

- Whole group meets synchronously, 2x/day, 5 days (10 mins. in the morning to preview the day/ 10-15 mins. after lunch to refocus).
- 3 days of synchronous math (20 mins. each).
- 2 days of synchronous literacy (20 mins. each).
- Science/Social Studies taught in 2-week units, inquiry/project based.
- Specials - designate a day for each special/specials teachers.
- Teachers will prepare learning packets to align with their Canvas virtual instruction.
- Teachers will stay vigilant with communication and scheduling of pick-up and turn in of packets.

6-12

- 1 whole group synchronous morning meeting daily (10 mins.each) w/homeroom teacher.
- Block Schedule: M/W - Reading/Math/Science, T/TH - Eng./Religion/SS/Electives.
- 1.5 hour blocks (last 30 mins. are built-in office hours--students who need help can stay).
- Fridays may be used for small groups/individual assistance if needed.

Catholic Curriculum

- Religion/Catholic Faith should be integrated daily at all levels.

Technology/Devices

- Students grades 6 - 12 have 1:1 Chromebooks.
- Students grades K - 5 should have access to a device for his/her own use. The device must have web access.
- St. Patrick School will work with individual needs of families to seek resources for internet access and device use.
- If school is in-person and a family selects the virtual learning option, instruction may be delayed approximately 1- 2 days after the in-person instruction.
- Once virtual learning is selected, the student will remain in the virtual learning classroom until the end of the marking period. (October 23, 2020)

Attendance Policy

K-8

- Parents should acknowledge the day's lessons on Canvas to ensure they are informed of each day's learning goals and/or expectations.

All grades

- Teachers will take attendance at all synchronous meetings. Teachers will follow-up with parents if students are absent and report any concerns to administrators.

Grading

- K-12 will maintain regular grading practices.
- Late work policy is flexible in times of crisis.