

**Christ the King Catholic School Return to School
Plan 2020-2021
Version 3: 09/28/2020**

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.

ODE Blueprint Details

SCHOOL PROGRAM INFORMATION	
Name of School	Christ the King Catholic School
Key Contact Person for this Plan	Sarah Taber, Principal
Phone Number of this Person	(503) 785-2412
Email Address of this Person	brentanos@ctk.pvt.k12.or.us
Sectors and position titles of those who informed the plan	School Administration, Principal Sarah Taber Parish Pastor, Monsignor John Cihak Archdiocese of Portland Department of Catholic Schools Oregon Department of Education
Local public health office(s) or officers(s)	Clackamas 503-655-8411 Sarah Present, MD Clackamas County Health Officer 503-742-5300
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Sarah Taber, Principal Alex Blue, Office Manager
Intended Effective Dates for this Plan	09/02/2020 - 06/22/2021
ESD Region	Clackamas ESD
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.	Social Media Posts Weekly Family Email Zoom Q&A Sessions Tuition Assistance Reviews
Indicate which instructional model will be used.	Select One: <input type="checkbox"/> On-Site Learning <input checked="" type="checkbox"/> Hybrid Learning- K-3 (Family Choice) <input checked="" type="checkbox"/> Comprehensive Distance Learning- 4-8

	Limited In-Person Instruction utilized Tuesday, Wednesday and Thursday of each week from 8:15am-10:15am for grades 4-8.
--	---

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	<ul style="list-style-type: none"> Monsignor Cihak- Pastor Sarah Taber- Principal Alex Blue- Office Manager School Advisory Council Regional Principals
Timeline for Planning and Roll-out of Plan	<ul style="list-style-type: none"> June 2020 - ongoing

FINANCIAL CONSIDERATIONS	
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

--	--

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"> ● Weekly (Thursday) Family Email ● Social Media ● School Website ● Parish Bulletin ● Parish Website ● Parish Social Media ● Zoom Q&A Sessions ● Post Return to School Plan on School Website <ul style="list-style-type: none"> ○ Constantly Update
---	--

PROTOCOLS

<p>Cleaning and Hygiene</p>	<ul style="list-style-type: none"> ● All staff and students to wash hands (or sanitize) upon entry ● Restroom schedules ● Restroom Stalls and Sinks Labeled for Individual Cohorts ● Cleaning after each cohort use by Instructional Assistant or Specialist ● Emergency Restroom Use Documentation and Cleaning After Use by office staff ● Middle School Desk Cleaning between each cohort ● Windows/doors open for ventilation before and after school and during the school day (when appropriate). ● Hand washing (or sanitizing) before and after meals ● Hand washing (or sanitizing) before and after recess ● Hand washing after restroom use ● Food and any personal items are to be kept at assigned space <ul style="list-style-type: none"> ○ Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination ○ Snack items, candy, and drinks will not be provided until further notice
<p>Social Distancing</p>	<ul style="list-style-type: none"> ● Employees, students, parents and visitors to practice staying the recommended distance from others and eliminating contact with others whenever possible ● One way access to the playground with signage ● Student desks spread as far as possible ● 35 square feet per body in each classroom ● No changing for PE ● PE outside under the covered play area ● Cohorting of each class ● Assigned areas on the playground ● Floor markings for lining up (Classroom, restrooms, playground) ● Social distancing reminder signage

	<ul style="list-style-type: none"> ● Capacity signage ● All extracurricular activities are cancelled until further notice
<p style="text-align: center;">Screening Protocols</p>	<ul style="list-style-type: none"> ● Students, Staff and Visitors to have temperature taken by office staff daily upon entry <ul style="list-style-type: none"> ○ Any student, staff, visitor with a temperature above 100.4 degrees Fahrenheit or showing any respiratory symptoms will be isolated and sent home ○ Screening list posted in each classroom ○ Isolation room is set up in the “Art office” and will be supervised by front office staff and/or instructional assistants and specialists ● Students, Staff and Visitors to complete a self screening of COVID-19 symptoms daily upon entry <ul style="list-style-type: none"> ○ Cough ○ Shortness of breath or difficulty breathing ○ Chills ○ Repeated shaking with chills ○ Muscle pain ○ Headache ○ Sore throat ○ Loss of taste or smell ○ Diarrhea ○ Feeling feverish or a measured temperature of 99.5 degrees Fahrenheit or greater ○ Known close contact with a person who is lab-confirmed to have COVID-19 <ul style="list-style-type: none"> ■ All screening information will be kept confidential ● Employees will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptoms survey regarding: <ul style="list-style-type: none"> ○ Cough ○ Shortness of breath or difficulty breathing ○ Chills ○ Repeated shaking with chills ○ Muscle pain ○ Headache ○ Sore throat ○ Loss of taste or smell ○ Diarrhea ○ Feeling feverish or a measured temperature of 99.5 degrees Fahrenheit or greater ○ Known close contact with a person who is lab-confirmed to have COVID-19 <ul style="list-style-type: none"> ■ All screening information will be kept confidential.
<p style="text-align: center;">Personal Protective Equipment (PPE) Protocols</p>	<ul style="list-style-type: none"> ● All students, staff and volunteers will wear face coverings/masks while on campus <ul style="list-style-type: none"> ○ Masks/face coverings and glove requirements will follow guidelines for schools established by state and local agencies

	<ul style="list-style-type: none"> ○ Gloves will be available for staff who wish to utilize them ○ In addition to PPE, students and staff will be trained and reminded daily to use appropriate hygiene practices
<p style="text-align: center;">Student Protocols</p>	<ul style="list-style-type: none"> ● Cohorting <ul style="list-style-type: none"> ○ Each grade level will be its own cohort ○ Students not to visit another classroom ○ Daily documentation of staff/teachers who interact with cohort ○ Students to remain with classmates at all times, including structured recess ● Assigned Seating and designated individual spaces ● Individual cubbies and supplies for all students ● Lunch in the classrooms for grades K-5 <ul style="list-style-type: none"> ○ Socially Distanced ○ At same desk each day ○ Space Sanitized before Eating ○ Hands Washed before Eating ● Lunch in the Cafeteria for Grades 6-8 <ul style="list-style-type: none"> ○ Socially Distanced ○ At same seat each day ○ Space Sanitized before Eating ○ Hands Washed before Eating ● Library Closed <ul style="list-style-type: none"> ○ No circulation of books until further notice ● Any student with a temperature at or above 100.4 degrees Fahrenheit or showing any respiratory symptoms will be isolated and sent home ● Students will not share spaces or supplies ● Students will not work in small groups that are not socially distanced ● Students will use restrooms at designated times <ul style="list-style-type: none"> ○ Schedule to be developed with teacher input ○ The number of students admitted to the restroom will be no more than the number of sinks in the restrooms <ul style="list-style-type: none"> ■ K-3 = 4 people at a time in each restroom ■ 4-5 = 2 people at a time in each restroom ■ 6-8 = 2 people at a time in each restroom ○ K-3 will use the restrooms in the main office ○ 4-5 will use the restrooms in the gym ○ 6-8 will use the restrooms in the Parish Center ● Students required to wear mask/face shield required in the guidelines established by state and local agencies <ul style="list-style-type: none"> ○ Social distancing will still be practiced, even with the use of PPE ● Student Illness <ul style="list-style-type: none"> ○ If a student becomes ill at school, he/she will be instructed to go home or to the nearest health center. ○ If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center. ○ Students returning to school from an approved

	<p>medical leave are to contact the principal and submit a healthcare provider's note before returning to school.</p> <ul style="list-style-type: none">○ Students diagnosed with COVID-19, may return to
--	---

	<p>school when the following criteria are met:</p> <ul style="list-style-type: none"> ■ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and ■ Respiratory symptoms (cough, shortness of breath, etc) have improved; and ■ Local county Department of Health releases student to return to school safely.
<p>Staff Protocols</p>	<ul style="list-style-type: none"> ● Daily staff documentation of interaction with cohorts ● All staff to wash hands upon entry ● Staff to limit interactions with multiple cohorts ● In addition to using PPE, staff are to remember to use appropriate hygiene practices <ul style="list-style-type: none"> ○ Wash hands often with soap and water for at least 30 seconds. ○ Use hand sanitizer with at least 70% alcohol if soap and water are not available ○ Avoid touching eyes, nose, and mouth ○ Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow ● Staff Illness <ul style="list-style-type: none"> ○ If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he/she will be instructed to go home or to the nearest health center. ○ Employees returning to work from an approved medical leave are to contact their principal. and submit a healthcare provider’s note before returning to work. ○ Staff diagnosed with COVID-19 may return to work when the following criteria are met: <ul style="list-style-type: none"> ■ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and ○ Respiratory symptoms (cough, shortness of breath, etc) have improved; and ○ Local county Department of Health and Human Services releases employee to return to work safely. ○ If a staff member exhibits symptoms that could be COVID-19 related and do not get evaluated by a medical professional or tested for COVID-19, administration is to under the premise that the employee has contracted COVID-19 and may not return to work until the three criteria listed above have been met. ● Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. <ul style="list-style-type: none"> ○ Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace

	<p>to disinfect frequently touched objects and surfaces such as telephones and keyboards.</p> <ul style="list-style-type: none"> ○ The site custodial team will clean all workspaces at their designated cleaning time. ● Proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces. ● There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows: <ul style="list-style-type: none"> ○ Office Capacity – Site will monitor the number of persons in the offices/Breakrooms/Conference Rooms or Teacher Lounge/Multipurpose Room ○ Shared appliances such as coffee machines, refrigerators, and microwaves will be regularly cleaned by office staff, instructional assistants and specialists ○ Copy Room – There will be limited access to the copy room (2 occupants at a time). <ul style="list-style-type: none"> ■ Signage indicating restrictions is posted
Visitors and Deliveries	<ul style="list-style-type: none"> ● All visitors to report to main office ● No entry beyond the front lobby ● No public restroom ● No mid day deliveries to students or staff <ul style="list-style-type: none"> ○ All non-essential deliveries, including food/forgotten lunches, personal items, are suspended until it is deemed safe. ● Only archdiocesan scheduled personnel are allowed on campus during preparation for reopen. Once school is back in session on campus, visitors will still be limited while COVID-19 risk persists as determined by county health agencies ● Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff <ul style="list-style-type: none"> ○ Approved visitors include substitute teachers ● Parent Volunteers will not be allowed on campus

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 trained in: <ul style="list-style-type: none"> ○ sanitation and hygiene instruction ○ social distancing and health practices for self and students ○ use of flow charts ○ beginning of the day and end of the day procedures ○ restroom and recess routines ○ identifying COVID-19 related symptoms ○ proper temperature screening

<p>Student Training Plan</p>	<ul style="list-style-type: none"> ● Social distancing training, reminders and positive reinforcement <ul style="list-style-type: none"> ○ If students can not be mindful of social distancing and health practices, they will not be allowed on campus ● Sanitization, hand washing and other health practice training, reminders and positive reinforcement <ul style="list-style-type: none"> ○ Wash hands often with soap and water for at least 30 seconds. ○ Use hand sanitizer with at least 70% alcohol if soap and water are not available ○ Avoid touching eyes, nose, and mouth ○ Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. ● Student awareness of assigned seating and designated individual spaces ● Teachers will provide initial and routine instruction in <ul style="list-style-type: none"> ○ social distancing and health practices in the classroom and on the play yard ○ use and storage of personal items ○ following flow maps ○ beginning of the day and end of the day procedures ○ Restroom and recess routines
<p>Parent Training Plan</p>	<ul style="list-style-type: none"> ● Parents will be trained in: <ul style="list-style-type: none"> ○ identifying COVID-19 related symptoms ○ proper temperature screening ● Training to occur via the weekly family email

SCHOOL SCHEDULE AND ROUTINES	
<p>Morning Drop-off Plan</p>	<ul style="list-style-type: none"> ● Parents to stay in vehicles and use three drive up lanes ● K,1,2,5 students line up socially distanced at their back doors <ul style="list-style-type: none"> ○ Color coded floor markings provided ● 3,4 students enter one at a time, socially distanced, through the front school door <ul style="list-style-type: none"> ○ Color coded floor markings provided ● 6,7,8 line up socially distanced under the parish center back awning and enter the back middle school door <ul style="list-style-type: none"> ○ Color coded floor markings provided ● School doors open 8-815am ● Anyone arriving after 815 am, must do so through the front office ● Temperature check and health survey to be completed at the classroom door- logged in SIS with iPad ● Students go directly to desk and wait for teacher instruction ● Teachers or instructional assistants will be at their doors to

	admit students
After-School Pick-up Plan	<ul style="list-style-type: none"> ● All parents to remain in vehicles ● Main doors to be opened by office staff ● All students remain in classrooms until called over radio that ride is in the pick up line. ● Students will exit (With siblings) and go directly to waiting vehicle <ul style="list-style-type: none"> ○ One staff positioned at exit ○ One-Two staff positioned at car lint ● For Limited In-Person Instruction: Staff will socially distance cohorts on the markings outside the back classroom door, MS socially disanced cohort to wait in front lawn for pick up <ul style="list-style-type: none"> ○ Parents to remain in vehicles
Food Service Plan	<ul style="list-style-type: none"> ● K-5 Students will eat lunch at their assigned seat in their classrooms. ● 6-8 Students will eat lunch at socially distanced assigned seats in the Parish Center. ● Jewel will prepare individually packaged lunches which are available for purchase through boonli website ● No lunch delivery for individual students (i.e. doordash, postmates, etc). ● For Limited In-Person Instruction: No food on campus
Extended Care Plan	<ul style="list-style-type: none"> ● Extended Care will be held with distanced and assigned student areas. <ul style="list-style-type: none"> ○ For K-3 Full Time on Campus: <ul style="list-style-type: none"> ● AM Care in the Gym, Capacity = 15 ● PM Care in Rooms 3 and 4, Capacity = 30 ● 6-8 in the science lab ● Each student will have their own individual supplies and snacks ● K-3 students will use the school restrooms only ● The facility will be cleaned before and after each shift. ● Parents will pick-up and drop-off at the gym entrance or the back middle school door, and they will not be admitted into the space. ● Cohort records will be kept by extended care staff ● Extended Care is not available during Limited In-Person Instruction
Recess/Playground Plan	<ul style="list-style-type: none"> ● Recesses and Physical Education will be similarly structured, limiting free play to ensure distancing <ul style="list-style-type: none"> ○ Non-contact activities such as jump rope, calisthenics, etc. will be the standards ● Students will recess in designated, separate areas of the playground ● Play structures will not be in use ● All PE classes will be held on the playground under the covered play area or out in the field ● The playground will be closed during Limited In-Person Instruction
Assembly/Announcements Plan	<ul style="list-style-type: none"> ● Announcements will be given over the loudspeaker, and/or live streamed to classrooms ● Assemblies are postponed until further notice

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"> ● Teachers focusing on power standards <ul style="list-style-type: none"> ○ Faria Platform and Backward Design ● Instructional time break down during distance learning: <ul style="list-style-type: none"> ○ K-1 <ul style="list-style-type: none"> ■ ELA 60min ■ Math 30min ■ Religion 30min ■ Sci/SS 30min ○ 2-4 <ul style="list-style-type: none"> ■ ELA 135min ■ Math 60min ■ Religion 30min ■ Sci/SS 30min ○ 5-8 <ul style="list-style-type: none"> ■ ELA 135min ■ Math 60min ■ Religion 30min ■ Sci 30min ■ SS 30min ○ Specialists to integrate ● Curriculum will be appropriately paced, focus on priority standards, provide opportunities for differentiation and ● intervention, and leverage materials and techniques that are effective in either environment. ● Learning Specialist to update ILP's and support teachers with implementation
Beginning of Year Assessment Plan	<ul style="list-style-type: none"> ● Utilize limited in person instruction for STAR testing and Dibels, offer digital testing plan for those utilizing CCDL ● Standards based pretests prior to instruction

Grading Expectations and/or Policies

- Grades K-2 use a 1-3 numbering system
- Grades 3-8 use the A-F Scale
- PE, Music and Art will receive letter grades
- Due dates for assignments will be set by individual teachers
- Missing and Late Assignment penalties communicated by homeroom teachers
- Students with documented learning plans may receive alternate grades, such as pass/no pass for non core classes

<p>Asynchronous and Synchronous Teaching Expectations</p>	<ul style="list-style-type: none"> ● All classes to have at minimum 30 minute live Zoom with teacher instruction each academic day ● Teachers to increase use of self created instructional videos and decrease reliance on apps and programs ● Consistent routines and schedules to be developed by each teacher ● Asynchronous learning will be provided for the majority or each academic day to allow for flexibility in family schedules
<p>Plan to Mitigate Learning Loss</p>	<ul style="list-style-type: none"> ● Focus on Power Standards ● Required daily attendance ● Small group support assigned to student falling behind or struggling to participate ● Learning Specialist to offer additional small group support to students with ILPs and those who fall behind
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<ul style="list-style-type: none"> ● Learning Specialist to update ILPs ● Learning Specialist to set learning goals ● Learning Specialist to coordinate assessments ● Small group support implemented ● Those students who ended the spring in small group support will begin the Fall with those supports already in place ● Limited InPerson Instruction will be offered to meet the needs of our most significantly impacted diverse learners ● Recorded instruction and directions can be provided ● Student choice and differentiation is a priority of each lesson
<p>Plan for Students Unable to Attend School</p>	<ul style="list-style-type: none"> ● If K-3 students are learning in-person, CTK will offer simultaneous comprehensive distance learning <ul style="list-style-type: none"> ○ Instructional Assistants will act as Distance Learning Liaisons to assist with its facilitation ● If K-8 students are learning in-person, CDL will be limited to cohorts sent home to quarantine due to illness <ul style="list-style-type: none"> ○ If a single student is ill, regular sick day policies from the Parent Student Handbook apply.
<p>Professional Development Plan for Teachers</p>	<ul style="list-style-type: none"> ● Effective use of TitleIIA funds ● Numerous trainings offered and will continue to be offered on: <ul style="list-style-type: none"> ○ Best practices for distance learning ○ Google Suite ○ Creating classroom environments

	<ul style="list-style-type: none"> ○ respecting social distancing ○ Identifying and planning for Focus Standards <ul style="list-style-type: none"> ■ Faria Curriculum mapping ○ Differentiation and effective strategies ○ Assessment tools <ul style="list-style-type: none"> ■ STAR ■ Formative assessments ■ Summative Assessments ■ The feedback loop
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	<ul style="list-style-type: none"> ● PE will be graded <ul style="list-style-type: none"> ○ Multiple activities will be deployed to students one time per week ● Music will be graded <ul style="list-style-type: none"> ○ Limited assignments to be deployed one time per week with lengthened due dates ● Art will be graded <ul style="list-style-type: none"> ○ Limited assignments to be deployed one time per week with lengthened due dates ● Spanish will be graded <ul style="list-style-type: none"> ○ Limited assignments to be deployed ● Students with ILP's and documented need may receive alternate grades, such as Pass/NoPass ● K-3 Students who choose to continue with CCDL while in-person learning is offered will continue with the once a week asynchronous specials

MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING

Plan to Support SEL at the Start of the School Year	<ul style="list-style-type: none"> ● Begin Second Step curriculum immediately ● Focus on relationship building and community for the first trimester ● Utilize Limited In-Person Instruction for relationship building
Family Support and Training Plan	<ul style="list-style-type: none"> ● Back to School Night Zoom for Parents ● Relationship building opportunities both virtual and through limited in person instruction
Plan for Identifying and Supporting SEL Mental Health Concerns	<ul style="list-style-type: none"> ● Continue to post resources and trainings in the weekly Family Email ● Connect employees with resources offered through the Archdiocese of Portland ● Continue to build relationships with the community

	<ul style="list-style-type: none"> • Counseling resources will continue to be shared • Emotionally and physically safe, supportive, and engaging learning environments that promote all students' social and emotional development will be created and sustained
--	--

TECHNOLOGY

	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	<ul style="list-style-type: none"> • Grades K-2 <ul style="list-style-type: none"> ◦ SeeSaw ◦ FACTS SIS • Grades 3-8 <ul style="list-style-type: none"> ◦ Google Classroom ◦ FACTS SIS • K-8 students will have access to school owned iPads and chargers • 3-8 students will have access to school owned iPad, chargers and keyboards
Acceptable Use/Safety Policies	<ul style="list-style-type: none"> • Privileges, personal responsibility, acceptable use, network etiquette and privacy, Google Apps for Education policies are all listed in the CTK Parent Student Handbook <ul style="list-style-type: none"> ◦ https://ctkweb.org/documents/2020/9/20-21parentstudenthandbook-1.pdf
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> • Teachers/Staff prioritizing apps and subscriptions \$1,000 • iPads will be pre-loaded to meet the needs of each grade level • Zoom and Screencastify will be purchased for all grade levels \$1,000 • New document cameras purchased for each teacher \$4,000 <ul style="list-style-type: none"> ◦ Can use from home or classroom ◦ Synch with Zoom

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"> • Class time reserved for Mass live stream (whether in person or distance)

	<ul style="list-style-type: none"> • Option to invite classes to daily Mass • Option to have students participate in Mass as lectors and gift bearers
Faith Life Activities	<ul style="list-style-type: none"> • Continued focus on SLEs • Continued focus on virtue of the week • Sacramental Prep classes • Mass & prayers streamed on school social media • Archdiocese Faith Life opportunities are shared through the school social media and parent email
Service Learning Plan	<ul style="list-style-type: none"> • Eliminate Service Hour requirement for Middle School and School Families until further notice • Share optional opportunities for service as available
Visibility Plan for Pastor	<ul style="list-style-type: none"> • Weekly video messages in Family Email • Participation in the weekly morning video announcements • Access to live streamed Masses
Visibility Plan for Principal	<ul style="list-style-type: none"> • Two Zoom Q&A sessions in August • Weekly video message/announcements • Weekly Family Email with personal letter from the Principal