Holy Spirit Catholic School Reopening 2020-2021



Holy Spirit Catholic School

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Having faith does not mean having no difficulties,

but having the strength to face them,

knowing we are not alone.

-Pope Francis

A message from our Principal...

Dear Holy Spirit Families,

This summer, I have been working closely with school, parish, and community leaders to develop comprehensive plans to protect the health and safety of our students and staff.

Everyone coming into our school this fall can have confidence that we are taking every safety precaution possible: enhanced regular cleaning and disinfecting of high contact areas, an isolation area for anyone experiencing flu-like symptoms, hand-sanitizer stations, student and employee health screenings, temperature checks, social distancing in all our classrooms and the use of cloth face covers or face shields. Plans are also being made to accommodate students who will



prefer or need to stay at home. A Remote Learning Handbook will be made available before the start of school that will provide details for families on the structure of the program for these students. This plan has been evaluated and approved by Southeastern Idaho Public Health, and will be evaluated and updated as more information becomes available.

These plans were developed with our school's mission and our Catholic faith in mind. We are asked to be stewards of Christ – with His ever-present teaching to love and take care of our neighbor as we would ourselves. As a Catholic school in this wonderful community, we have a duty and responsibility to show care and love to our neighbor, and we do that with our diligent practice and execution of this plan.

The plans for reopening school in the fall are also based on the value we place on face-to-face instruction and the community learning environment that has been an important characteristic of Catholic school education over the years. Our number one priority is to deliver the high-quality educational experience that is the hallmark of Holy Spirit in the safest way possible.

Blessings,

Karianne Earnest

Principal
Holy Spirit Catholic School

GOALS OF THE REOPENING PLAN

- Prioritize the health and safety of students and staff.
- Maintain our Catholic identity (through streamed morning prayer, Masses, and instruction in the faith).
- Keep students engaged in learning.
- Teach students essential skills for the grade.
- Maintain strong relationships with families to keep them engaged with the school community.
- Provide clear and proactive communication with families about their health, safety and education when returning to school.



HSCS START DATE & SCHEDULES

- Holy Spirit will host a phased return to school by having one-third of students attend each of the first three days of school. Students who are learning in-person will have their first day of school on September 1st, September 2nd or September 3rd. You will be notified as to which day your student should report. Students will only report for one of these three days, and students from the same household will return on the same day. On the other two days, students will remain home or stay with a caregiver. On September 8th, all students will attend school. Kindergarten students will start as planned on August 31st.
- Students who registered for online instruction will be notified of their schedule and will be assigned appointment times to pick up materials the week of August 30th. Online students will start school on September 8th.
- This phased opening of school will allow teachers and staff to model for students and families the new safety and health protocols that will be followed daily and help get students comfortable with these new routines. Families will be asked to complete a COVID-19 symptom check at home with each student every day. The symptom-check decision tree will be sent home with back to school materials. Children who have symptoms must be kept home. Keeping sick children home is essential to stop the spread of COVID-19 and other illnesses and to help keep our school safe.
- HSCS will follow a Monday-Thursday schedule for in person instruction, Fridays will be reserved for teachers to assist their online learning communities and conduct one-on-one or small group interventions.
- A dedicated Remote Learning Coordinator will be working with families who have elected the online instruction option.
- Families are encouraged to find alternative childcare arrangements for Fridays, but the HSCS childcare facility will be available on Fridays for care if needed. Families requiring childcare on Fridays will be required to register their student(s) in the childcare program prior to the start of school.

3-TIER HSCS REOPENING - AT A GLANCE

Details for each phase on subsequent pages

Minimal Risk

Traditional Learning Model

- School operations as normal pre-COVID-19
- Increased sanitization protocols and education on handwashing

Stages 3 and 4

Moderate Risk

Hybrid Learning Model

- · Strict observance of social distancing.
- All students and staff required to wear masks and conduct daily health checks.



- Hand sanitizer stations in each classroom and at all entrances.
- Strict daily cleaning protocols and "no-share" policy for student materials.
- Staggered lunch & recess times.
- No parents/visitors in building without advanced notice.
- Desks will be 3-6 feet apart with transparent personal space dividers (when needed).
- All students will be in a small group all day, without mixing groups.
- Classroom furniture reduced to minimal equipment/supplies.
- All students will complete a portion of their assignments using technology.
- Classes held outside as much as possible (weather permitting).



High Risk Hybrid Learning Model

- All of the mitigation strategies of yellow AND
- Each class will have two dedicated classroom spaces.
- •Classrom group size is limited to 10 or fewer.
- Teachers will rotate into classrooms, students will not change classes.
- Lunch program offered with disposable to-go boxes.
- •Students will eat outside (weather permitting) or in classrooms.
- •School schedule will be modified to facilitate small group instructional model.
- Students will participate in live streaming masses from classrooms.
- •No parents or visitors allowed in the school building.



Idaho Rebounds:

Critical Risk
Remote Learning



- School building is closed to all students and families
- Teachers will use remote learning methods.
- All assignments will be posted on online platform
- Teachers will use individualized learning plans for each student
- Teachers will provide one-on-one teaching sessions
- Classes will attend live streamed masses
- Teachers will faciliate 1-2 digital gatherings of whole class per week
- Traditional grading policies will be used
- Daily live streamed "Morning Meeting" will take place
- Any teachers/staff coming into the building will be required to sign in



3-TIER HOLY SPIRIT CATHOLIC SCHOOL REOPENING

This document is fluid and is subject to change as more information from local health authorities becomes available.

	Idaho Rebounds Stage 3 & 4 SIPH Moderate Risk	Idaho Rebounds: Stage 2 SIPH High Risk	Idaho Rebounds: Stage 1 SIPH Critical Risk
Capacity of classrooms	 Vesks: 3-6 feet apart (facing the same way) We will use clear plastic personal space dividers for desks and tables to aid in social distancing. Classroom Furniture: All non-essential items will be removed from classrooms to create maximum space and increase the effectiveness of sanitization. Student Belongings: Personal belongings and materials will be kept separate from other students. 	< 10 Students will receive instruction in small groups and follow this modified schedule. Small Group Instruction Group 1: 8-11 am Group 2: 12-3 pm Online Assignments & Enrichment Group 1: 12-3 pm Group 2: 8-11 am Lunch outside (weather permitting) or in classrooms.	Remote LearningWe will solidify our plans and provide a packet to families that clearly outlines our platforms, expectations, and procedures prior to the start of school.
		See first column	Not applicable to students. Any employees entering the building will be required to wear a mask.

	Visuals and schematics are being developed for families to reference for new procedures and routines prior to the start of school.		
Monitoring health of students and staff (i.e. temp checks, nursing needs)	We are working with Crush the Curve Idaho to give all families special thermometers to perform temperature checks on their student prior to arrival at school. The temperature information will be automatically uploaded into a database to maintain confidentiality and to help the early identification of illness. Families wishing to purchase their own Kinsa Thermometer can do so for a 2-hour reduction in the annual volunteer requirement. Families wishing to opt-out of the Crush the Curve program will be required to drop off their students on 7 th street, where temperature checks/health screening will be held on site. We will follow the Central District Health Decision Tree to inform our absence/sickness policy. See Appendices C and D. We will have a private sick-room/isolation area for anyone experiencing flu-like symptoms who is waiting to be picked up. Families and staff will be encouraged to conduct daily symptom checks of each child at home prior to the start of the school day. Families and staff will be provided a symptom list and a guideline for evaluating symptoms. All families opting to receive in-person instruction will be required to sign a COVID-19 Risk Acknowledgement. Staff will receive additional training on reducing illness in schools and will be expected to sign a document that states that they will not come to work with any COVID-19 symptoms.	See first column	n/a

	We will adopt an emergency staff phone tree communication plan to alert families to any cases of potential exposure. We will follow local health authorities and CDC guidance in implementing a communication and response plan for any potential exposure or confirmed cases of COVID-19 in the school. See Appendix D. It will be the duty of the administration to coordinate our efforts with the public health department.		
Transportation (especially if buses are used) We will not be taking large group field trips unless we can transport in smaller groups and the venue is large enough to maintain social distance. If using the bus, students will sit one to a seat, wear masks and the windows of the bus must be open. The bus will be properly sanitized in between groups of students.		No bussing, walking field trips to outdoor venues may be allowed.	N/A
Cleaning schools (who/how)	All teachers/staff will use disinfecting machines at the end of each school day to sanitize the classrooms. Common surfaces will be cleaned throughout the day. Communal spaces (e.g. hallways and bathrooms will be cleaned nightly by janitorial staff).	See first column	The school will be deep-cleaned and certain areas will be closed to staff who might be in the building to prepare lessons during a closure.
Teachers will incorporate technology into in-person instruction that all students will use-regardless of the mode of learning chosen by the family. The use of Seesaw (Pre-K-2) or Google Classroom (3-8) will be consistent throughout the school. Any student with technology needs will be able to check out a device from the school.		Small group instruction will focus on one or two core subjects each day, with the typical number of instructional minutes in reading and math achieved over the course of a school week. The focus of each instructional day will be skill based and derived from state and diocesan standards.	Individualized learning plans will be developed at the beginning of the year for all students based on assessment data. These plans as well as ongoing skill assessment will drive curriculum planning during remote instruction. Traditional grading and assessments will be used
PE	Will take place outdoors. Students will sanitize hands upon exiting the building to go to PE, and participate in activities that limit the use of shared equipment (ping pong, jump rope etc.).	PE department will provide online lessons and activities for students who are learning from home.	See second column

SEL (of staff and students)	During cold weather the gym will be utilized, and students will rotate through activity centers to ensure social distancing. Information on Student Athletic Programs will be based on CDC guidelines and will be available in the coming weeks. We will have a group live streamed "morning meeting" time where we will do announcements, prayer, pledge, etc. Teachers will take 15 minutes every morning to focus explicitly on social and emotional wellbeing with students.	Same as first column.	Provide at least a weekly-check-ins for social/emotional well-being (not gradedjust for being together) with students and families in the online
	We will explore a partnership with graduate students from ISU Counseling Program to offer a program on coping with stress and anxiety, and other personal wellness topics.		environment. We will continue to have a weekly staff meeting.
Start/stop times	Drop OffFamilies opting-in to the Crush the Curve Idaho Program will drop students off from their cars on 8th street. Staff will verify program participation and stamp the child's hand to show they have been cleared for entry. This will take place from 7:45-7:55 am. Families who opt-out of the Crush the Curve Idaho Program will undergo a temperature check and health screening at the front entrance of the school. Students will receive school issued face masks prior to entering the building and proceed to designated doors. Students will put their belongings away in the hallways and go directly to class, where they will drop off their school-issued mask and put on their personal mask. If a student forgets their personal mask, they will be required to wear the school issued mask for the remainder of the day. "Morning meeting" will be live streamed into each individual classroom. Pick UpAll students will proceed to the blacktop, line up with their class. Each family will be called by last name and loaded into their car. Please see Appendix E for process schematic.	See first column	N/A
Weekly schedule	Monday-Thursday: 7:55 am-3:00 pm in-school instruction Fridays: Teacher Inservice and one-on-one instruction with online students.	Pre-K-4 th Small Group Instruction Group 1: 8-11 am Group 2: 12-3 pm	See Remote Learning Handbook (in development) for suggested at home schedule

		Online Assignments & Enrichment Group 1: 12-3 pm	
		Group 2: 8-11 am 5 th -8 th Same schedule as first column with smaller group size for in-person instruction.	
		Lunch outside (weather permitting) or in classrooms.	
Food services	Staggered lunch times in the cafeteria (or outside, weather permitting) in small groups with social distancing and personal space dividers on tables. HSCS is planning on serving individually packaged meals in an effort to reduce potential exposure of virus and illnesses. Students will wear masks while getting food from the line. Social distancing will be maintained with clear signage and assigned seating will be used.	Hot lunch program still available. Students will use disposable to go boxes and eat lunch in classrooms.	Hot lunch program will be made available. More details to follow in the coming weeks.
Recess	Recess will take place with each group using a weekly rotation of play areas. There will be no mixing of classes during recess. Playground equipment will be sanitized nightly.	Small groups-outside in designated areas. No access to playground equipment.	N/A
Mass	1st thru 8th grade to attend school mass on Wednesday mornings at 8:30. School masses are closed to the public. Social distancing and sanitization measures will be in place.		Broadcast weekly school Mass
Field trips/other special gatherings			See second column
Volunteers in the school/classroom	Yes, with advanced notice, health screening and proper PPE.	Campus is closed to visitors/volunteers working with student groups. Volunteer opportunities will be available after school hours or from home.	N/A
Plan for	We will modify our attendance policies/penalties to account for	Same as first column	N/A

absenteeism	potential increases in absenteeism due to suspected or confirmed cases of illness.		
Plan for confirmed case of COVID-19	See Appendix D	Same as first column	N/A

References:

Idaho Back to School Framework:

https://www.sde.idaho.gov/re-opening/files/Idaho-Back-to-School-Framework-2020.pdf

Health Department Guidance for Schools:

https://cdhd.idaho.gov/pdfs/cd/Coronavirus/Resource%20Docs/schools/COVID-19-Guidance-Schoolsv2-06-19-20.pdf

Updates to definitions of levels of community spread:

https://www.cdhd.idaho.gov/pdfs/cd/Coronavirus/Resource%20Docs/schools/Defining%20Levels%20of%20Community%20Spread%20for%20Idaho%2 OSchools FINAL V2.pdf

COVID-19 Regional Response Plan from SIPH

https://siphidaho.org/psa/2020/jul/COVID-19-Regional-Response-Plan-adopted-by-BOH-07232020.pdf

Appendices:

Appendix A: Reopening FAQs
Appendix B: Classroom Photos

Appendix C: Illness Decision Tree for Students and Staff

Appendix D: Planning for Positive or Probable COVID-19 Cases in a School Setting

Appendix E: Drop off/Pick up Process

APPENDIX A: FREQUENTLY ASKED QUESTIONS

REMOTE LEARNING QUESTIONS

Q: If a family opts for online learning, how much attention will they get from the teacher? Is it possible to livestream the class each day so that students who are at home can still get instruction each day?

A: The feasibility of live streaming classes each day will vary from grade to grade. Parents of younger students (4th grade and younger) can expect a minimum of two live stream class periods per week. Older students will be able to participate in at least one live stream class every day.

Q: Question if we opt into online learning, are students required to do that for the entire trimester or school year, or can they rejoin the class in-person if things change? If we opt in to send them to class but something changes can they switch to online?

A: Students can switch between online and in person learning as their personal situation allows. The school requires a 24-hour notice when switching from remote to in person instruction so that a desk and chair are available.

Q: How and when do we need to register for online learning?

A: The priority deadline for remote learning registration is August 14 if you plan on starting the school year online. If at any point you would like to switch to online learning after the start of the school year, please contact the school office at 208-232-5367.

Q: When is the online plan and class schedule expected to be available?

A: A remote learning handbook will be made available by August 31, 2020. Hard copies of this handbook can be picked up during the Back to School Parent Meeting on August 31 from 6 - 7 pm and will also be posted on our website at www.holyspiritcs.com.

HEALTH QUESTIONS

Q: Due to potentially asymptomatic students and staff, should everyone be required to wear masks/face guards during the moderate stage?

A: Facemasks will be required at all stages (except for remote learning)

Q: What is the plan to social distance the large 5th Grade class?

A: We will be separating any class that exceeds the maximum capacity for safe social distancing. Transparent personal space dividers may be used in any situation where a full six feet of social distance cannot be maintained.

Q: Will we receive a thermometer?

A: The school is participating the Crush the Curve Idaho program. Families who opt-in to this program may purchase the required thermometer through the school. The cost of the thermometer is 25 dollars. Through the generosity of our parish and the Knights of Columbus, we have a limited number of thermometers available for any family in need. Families who choose to purchase their own thermometer will be credited 2 volunteer service hours for the 2020-2021 school year. Please contact the office to purchase thermometers or request assistance.

Q: Why would children entering the front door need to put on one mask, just to replace it with another. Are they leaving their personal masks at school?

A: Yes, students will be leaving their personal masks or face shields at school. The school will be responsible for laundering them to ensure they are laundered/cleaned on a regular schedule. This practice will help eliminate the risk of contaminated masks in the school.

Q: What is the plan if a teacher or student tests positive? Will the class move online (along with the siblings of those affected) to prevent wider spread?

A. If a student or teacher tests has a confirmed positive test, the school will work closely with the health department to identify close contacts. A close contact is defined as anyone who was within 6 feet of the infected individual for more than 15 minutes. Any close contacts from a confirmed or suspected case in the school will be notified by the school and the health department. Those affected will be asked to quarantine at home and to monitor for symptoms. During a quarantine situation, teachers and students will engage in remote learning for those affected.

SCHOOL SCHEDULE

Q: In the past few years school has traditionally started after Labor Day. Why not this year?

A: Due to the new procedures and processes at the school, we felt it was important to bring children back on September 1 (split into thirds across that week) to review, in depth, those new processes (handwashing, rules, social distancing, health guidelines, etc.). This ensures that when everyone joins on September 8, we can hit the ground running as safely as possible.

Q: Having a four day school week is difficult for parents who have chosen in-person learning and places additional strain on families. What kind of accommodations can be made for those families?

A: Although the reopening plan involves a four-day instructional week, the school will remain open for families requiring childcare on Fridays. Fridays will be offered as an enrichment program, and academic assignments will not be due on Fridays. Any student or family requiring extra help, may schedule a meeting with their child's teacher on Fridays—as this day is reserved as a workday for teachers. There is no additional cost for families to send their child(ren) to school on Fridays, however on Fridays, students may be in contact with others in the school that are not normally in their class. Students will not be required to attend school on Fridays.

Q: If the schools shut down again this year, would ELF students still be required to pay full tuition for just being in school part of the year?

A: We are currently reviewing tuition policies related to remote learning and the Early Learning Program. Please call the school for more information and updates on these policies.

OTHER QUESITONS

Q: What is the requirement for face coverings as it relates to the uniform policy?

A: Masks or face shields will be a required part of the uniform for the 2020-2021 school year. Solid color cloth face coverings are preferred, but any color/pattern/design will be permitted if it is school appropriate. Students will be required to wear masks in the building when unable to maintain a distance of at least 6 feet from others.

Q: How will the hot lunch program look with the new guidelines?

A: Our hot lunch program will use pre-packaged foods along with fresh fruits and vegetables in disposable containers. This will help ensure the highest standards of safety for students while allowing greater flexibility in staggering lunch times and easier cleaning procedures.

Q: Will we still have Sprit Days since we won't be in class on Fridays? When can students wear their HSCS logo shirts?

A: Due to the new schedule, we will have Spirit Days once a month on a Thursday for all students. Students attending school on Friday will also be allowed to wear HSCS Spirit Day attire.

APPENDIX B: CLASSROOM PHOTOS







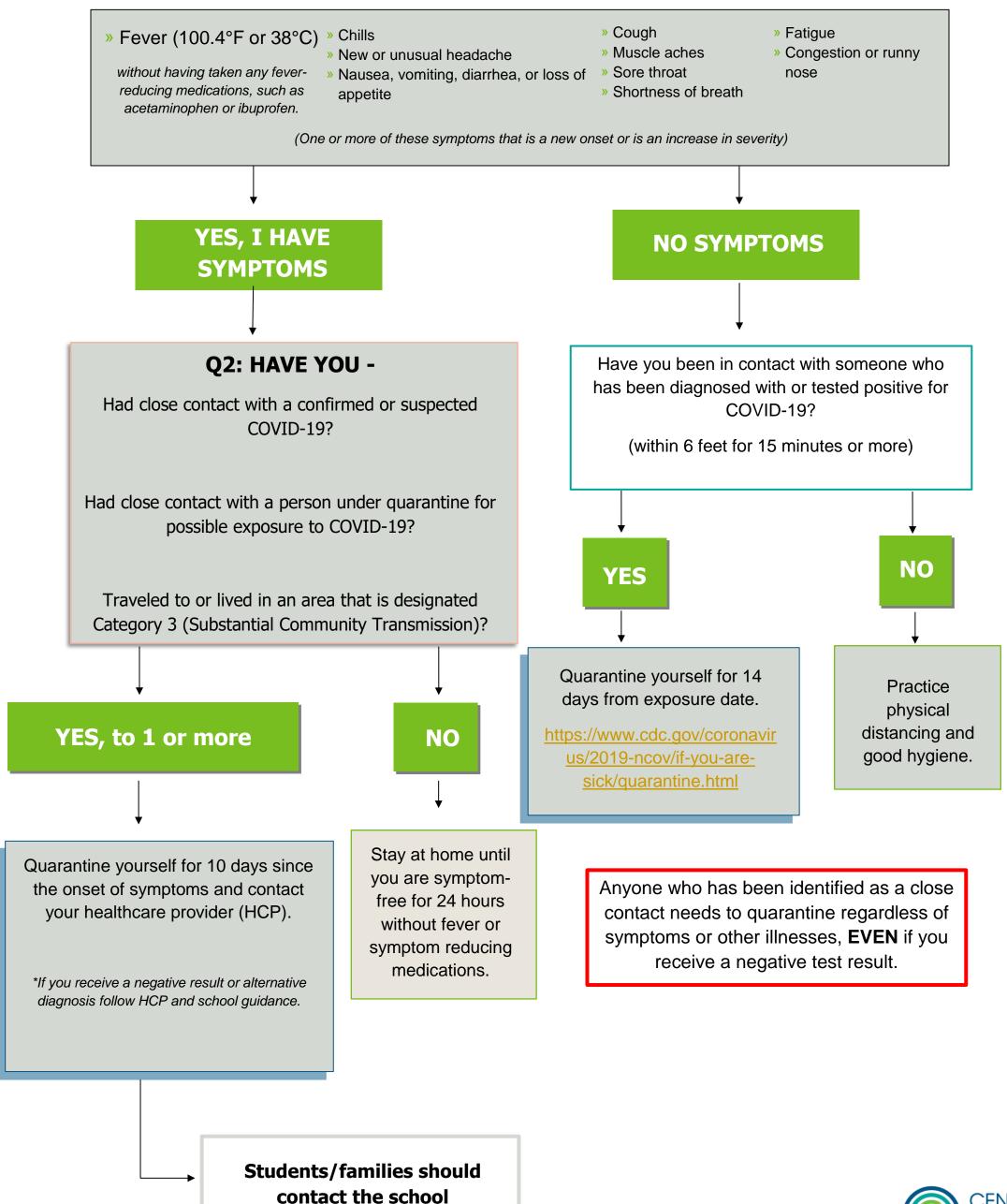






APPENDIX C: ILLNESS DECISION TREE FOR STUDENTS & STAFF

Q1: Are you experiencing COVID-19 symptoms? They include:





APPENDIX D: PLANNING FOR POSITIVE OR PROBABLE COVID-19 CASES IN A SCHOOL SETTING

Holy Spirit Catholic School & Southeastern Idaho Public Health (SIPH)

There are multiple criteria that will be considered when determining a course of action for positive/probable cases of COVID-19 in the schools. Examples of criteria: social distancing and other protective and preventative measures in place, number of close contacts associated with cases, ability to identify close contacts, the number of positive/probable cases in a building, level of community transmission (isolated clusters that are more controlled versus multiple clusters simultaneously that are uncontrollable), hospital and healthcare system capacity. This diagram outlines possible exposure levels based on a single (+) confirmed case in a school. It is not intended to be all inclusive but demonstrate the variability of responses to COVID-19.

(+) COVID-19 Case in a School

(when + case was on campus the 2 days prior to the development of symptoms or the 2 days prior to being tested if asymptomatic)

School contacts appropriate district liaison
Liaison contacts/confirms/coordinates with SIPH
School: Gathers information on (+) case and school focused contact tracing
SIPH: Case investigation and contact tracing

	Minimal Risk Exposure	Moderate Risk Exposure	High Risk Exposure
SCENARIO	No close contacts were identified (e.g., student was brought to school by parent, identified with temperature check prior to entering, isolated, and sent home).	6 close contacts were identified: 3 close contacts: students on bus, sat within 6 feet for 20+ minutes SIPH Instruction: self-quarantine at home for 14 days from last exposure. 3 close contacts: students in classroom, sat within 6 feet of student based on desk spacing for all day learning (facing each other, no masks used, students were collaborating and talking). 1 potential contact: teacher, assisted with hands-on activity for 5 minutes, otherwise taught from the front of the room.	Too many close contacts occurred without being identifiable (e.g. student was asymptomatic, rode bus to school, no measures in place, multiple kids exposed, in classroom with no physical distancing, mixing of groups and students, ate in cafeteria with two other classrooms).
ISOLATION REQUIREMENT	SIPH Instruction: (+) case sent home for in home isolation until return to school criteria is met: At least 24 hours have passed since recovery - defined as resolution of fever without the use of fever-reducing medications and Improvement in respiratory symptoms (e.g. cough, shortness of breath); and At least 10 days have passed since symptoms first appeared.	Close Contact: self-quarantine at home for 14 days from last exposure. Receive remote instruction . Potential Contact: low risk, monitor signs and symptoms for 14 days, no need to quarantine.	SIPH Instruction: high-risk of exposure, possible actions: - Self-quarantine at home for 14 days for all students/staff on bus, in classroom and two other classrooms in cafeteria. OR - Extended 14-day dismissal for entire school. Switch to remote learning.
JOINT	SIPH and HSCS send a letter home to all families and staff sharing no identified close contacts, precautions and monitoring of symptoms.	SIPH and HSCS send a letter home to all families and staff sharing that close contacts have or will be contacted, precautions and monitoring of symptoms.	SIPH and HSCS send a letter home to all families and staff sharing that close contacts have or will be contacted, precautions and monitoring of symptoms. OR Follow the HSCS emergency school closure protocol.

Appendix E: Pick-up/Drop-off Plan

