



Our Lady Star of the Sea Catholic
School Reopening Plan for
2020-2021

INTRODUCTION

Our Lady Star of the Sea Catholic School is dedicated to providing an academically excellent, Christ-centered education. Faithful to the Magisterium of the Roman Catholic Church, our school fosters respect for self and others, and develops the on-going spiritual, intellectual, physical, social, and emotional growth of all. We are committed to fulfilling this mission, whether from the classroom or, in the event of a school closure, at a distance.

It is our desire to bring our students and staff back to our campus in the safest way possible. Therefore, our reopening protocols will be based upon the most current guidance from the Office of Catholic Schools (OCS), the Kitsap Public Health District (KPHD), Washington State Department of Health (DOH), Centers for Disease Control and Prevention (CDC), the Office of the Superintendent for Public Instruction (OSPI), and Washington State Department of Children, Youth and Families (DCYF). Please note due to the evolving nature of the COVID-19 pandemic, our reopening plans may need to change. It needs to be recognized that despite best efforts there is no guarantee that a student, staff, or other school community member will not become ill or test positive for COVID-19. It is, therefore, important that we all follow the current guidelines set forth by the CDC, DOH and KPHD, modeling safe behavior and sound judgement for the children in our care.

A safe return to school is a community effort. We need your help to make this a reality. Do your part by:

- **Staying close to home.**
- **Wearing a mask** when you leave home.
- Limiting your interactions to a small circle of friends and family.
- Keeping gatherings small, and outside if possible where fresh air circulates.
- **Staying 6 feet apart from others.** Wear a mask when you cannot maintain 6 feet of space.
- **Getting tested for COVID-19** if you are experiencing symptoms, or have participated in any gatherings—social, civic, business, political, athletic or otherwise.
- **Washing your hands**, covering your cough, and keeping up your best hygiene and sanitation.

REOPENING PHASES

Our Lady Star of the Sea Catholic School will resume classes based on the phases presented by the Governor's Decision Tree framework and recommendations from OCS and KPHD. The first and fundamental consideration is for the safety and well-being of our community. We have worked tirelessly to stay current so that all guidelines required and recommended by the OPSI, CDC, and KPHD will be in place when students are welcomed back to campus. We will move forward with our reopening plan in phases. Each phase will be implemented when it is clearly safe to do so and follows the recommendations of KPHD. Returning in phases will allow us to monitor and assist KPHD in contact tracing if we do have someone test positive for COVID-19. Our commitment over the summer has been to create a robust program for a seamless transition between remote and in-classroom instruction. Our community must appreciate that the COVID-19 pandemic is an evolving event and for this reason we must be fully flexible to pivot quickly from fully remote learning, hybrid model, and fully in-classroom instruction for all grade levels.

The Decision Tree framework offers metrics based on three COVID-19 activity levels:

- **High:** >75 cases per 100,000 in 14 days. DOH recommends distance learning with the option for limited in-person learning who need it most – such as children with disabilities. Sports and extracurricular activities should remain on pause.
- **Moderate:** 25–75 cases per 100,000 in 14 days. DOH recommends distance learning as described above, with gradual expansion of in-person education, beginning with elementary students. Younger students under the age of 10 benefit the most from in-person learning while also posing less risk for transmitting COVID-19 than older students. Most sports and extracurricular activities should remain on pause.
- **Low:** Below 25 cases per 100,000 in 14 days. DOH recommends full-time in-person learning for all elementary students and hybrid learning for middle and high school, eventually moving to in-person for middle and high school.

Kitsap County has placed a waiting period of 28 days of sustained number of cases before a move between the phases can be made. For example, if we are in the High phase and

our numbers drop to the Moderate phase, those numbers must remain within the Moderate range for 28 straight days before we are allowed to start adjusting our learning status.

Phase 1

(High Activity Level: >75 cases per 100,000 in 14 days.) In-classroom instruction for Pre-K and remote learning for Kindergarten through 8th grade

During this phase, our PreK 3's and Pre-K 4's will be allowed to return to campus for full in-classroom instruction. They will be required to be screened daily for COVID-19 symptoms as required by CDC and DOH restrictions. Students will be socially distanced in the classroom as much as possible, but they will not be required to wear a mask; however, the teachers will be masked. The teachers will establish a routine of regular hand washing per KPHD and OSPI guidelines. Please be assured we will provide grace, patience, and gentle reminders as we do for all things in Pre-K to allow for these practices to simply become part of your child/children's school day.

Kindergarten through 8th grade will be in remote learning (see Remote Learning section) during this phase. The teachers at Our Lady Star of the Sea are ready to provide an engaging and interactive classroom experience for our students at home through remote learning. Our commitment for our K-8 students throughout the 2020-2021 school year is to provide instruction through best practices with timely and responsive student support and feedback.

Phase 2

(Moderate: 25–75 cases per 100,000 in 14 days) Expand in stages to full in-classroom instruction for K-5 and hybrid model for 6-8 with remote learning option.

Once in moderate rate the goal will be to bring students, K-5, back to fully in-classroom instruction. This will be done through a series of steps based on the success of the previous step. The initial step would be to bring in our Kindergarten and 5th Grades while everyone else remains in remote learning. If after two weeks we have not seen any cases, we will add in our 1st and 4th Grades. This will continue with the next step adding the 2nd and 3rd Grades.

The pattern was chosen because it allows for maximum separation of the students in the building by floors. Remote learning will continue to be an option for the students who wish to learn at home. The Middle School will be allowed to begin a hybrid schedule once the Kinder through 5th Grade in-school transitions are successful. Middle School grades will stay in the hybrid model until we are at a low risk of transmission. Again, this will take our whole community working together to allow our students to come back for full in-classroom instruction.

Phase 3

(Low: Below 25 cases per 100,000 in 14 days) Fully in-classroom instruction for grades preschool through 8th grade with remote learning option.

We will transition to this traditional model when it is clearly safe to do so. It is also important to recognize, however, that an increase in COVID-19 transmission rate may require a transition back to remote learning (closed campus) once again. We are prepared for this scenario. We will continue to be fully flexible to pivot quickly from fully remote learning, small group cohorts, hybrid model, and fully in-classroom instruction.

We will offer Star Care during phase 3. Star Care staff and students will need to follow the guidelines given by the State and County health department / district. Star Care's hours will be the same hours as last year. Bus transportation will also be offered once phase 3 has been successfully implemented.

IN-PERSON LEARNING

This is our preferred method of instruction. Our Lady Star of the Sea Catholic School is not able to start the school year with in-person learning, but we hope to transition as soon as conditions are safe for our students, teachers and staff.

Preparing Facilities / Campus

In order to be in compliance with the most current guidelines of the Kitsap Public Health District, Our Lady Star of the Sea Catholic School has been committed to preparing our campus for our students' return to in- person instruction.

- Class sizes have been limited to 16 students to allow for 6 ft physical distancing.
- Desks will all face forward as individual units.
- Reminders have been sent out to the school community reminding parents to practice wearing masks and personal hygiene with their children.
- The principal's office has been moved to allow for an isolation room for sick individuals.
- Extra hand sanitizer will be available to all classrooms and at the entries to the school.
- Some classes, such as the 8th Grade, may utilize Parish spaces in order to utilize accommodate social distancing requirements.

Arrival

- Teachers and staff will check in at the screening station have their temperatures taken and review the COVID-19 screening questions. Any teacher/staff member who does not pass the screening will be asked to not enter the building and return home.
- Students will arrive to school either by our school bus or by their own car. Students arriving at the school will be met at their cars by a staff member who will perform a health screening (temperature check and COVID questionnaire). If the student passes the screening, he/she will be directed to the entrance of the school where they will receive hand sanitizer and directed to class. Students not passing the screening, will need to return home. Bus riders will go through the same screening process before getting on the bus.
- Students arriving to school at times other than the beginning of the day, will receive their screening prior to entering through the main doors of the school.

Academics

Teachers will be using the same materials whether we are in school or remote. We have updated our curriculum to include online resources which can be used during a remote learning environment. PE will be conducted with physical distancing in mind at all times. Students in the 5th through 8th grades will wear their PE uniforms to school on PE days to minimize the need to change clothing.

Grading

Our grading system will remain the same as previous years. Kindergarten through 3rd Grade will utilize a standards-based grading system (1-4), while 4th through 8th grade will be utilizing the standard letter grades. (See the Family Handbook and/or individual class handbooks for further explanation of the grading systems).

Health Concerns

➤ Students:

- At home: Parents should monitor their children at home by taking their temperature daily before coming to school. Those with a temperature of 100.4 degrees or higher need to stay home and should contact a health care professional to discuss symptoms as well as COVID-19 testing.
- Since current research suggests temperature to be a less reliable indicator in children, parents should examine their child(ren)'s health every morning by questioning them as well as monitoring for any newly developing cough, congestion, shortness of breath, or gastrointestinal symptoms. Any positives should prompt the parent to keep the student home from school and should contact a health care professional to discuss symptoms as well as COVID-19 testing.
- At school: Students who exhibit symptoms of the virus at school will be sent to the health isolation room in the office and the student's temperature will be checked. If the temperature is 100.4 degrees or higher or they are displaying other symptoms of infection, parents will be called to come retrieve their child. The staff will stay in communication with the family. If symptoms lead to a positive test result, we will follow quarantine measures as directed by KPHD.

➤ Teachers and Staff: The protocol described above is the same for teachers and staff.

Should a student or a teacher/staff member be exposed to COVID-19, we ask that you immediately share that information with us at school@starofthesea.net .

Hygiene

Students and staff will be required to clean their hands before entering the classroom and

before eating. When possible, students will wash using soap and water, and hand sanitizer when it is not. Hand washing throughout the day will be encouraged whenever possible.

Teachers will wipe down desks before meals, whenever students leave, and at the end of the day. Maintenance staff will clean high use areas throughout the day (e.g. bathrooms, railing, etc.).

Lunch

Students will eat lunch in their classrooms to ensure social distancing. Students will clean their hands prior to eating. Teachers will eat lunch in the staff lounge, maintaining social distancing. The Bremerton School District will provide lunches for those who order, and kitchen staff will deliver ordered lunches to the classroom at the appropriate time.

Masks

All teachers and staff will wear either a disposable or cloth face covering while instructing or working with others. Masks may be removed when the teacher / staff member is alone in the room. Students in grades Kindergarten through 8th grades will wear a mask or cloth face covering when at school. Parents are asked to ensure that their student has two masks available at school in the event one becomes dirty or wet. Preschool students, while not required to wear masks, are encouraged to do so. Plastic shields are not an acceptable alternative for face coverings, per the KPHD.

Training

All staff will be trained in COVID-19 procedures related to recognizing symptoms, cleaning, and reducing the spread of the virus. A COVID-19 safety officer will be appointed for the school.

Parents were strongly encouraged to have their students practice wearing masks for extended periods of time during the summer. Identifying a style that works best will maximize student comfort and learning.

Students will receive instruction about new procedures during the initial week of school, with gentle reminders given whenever necessary.

Transportation

Our bus will run its normal routes during in-person learning. Students will be required to go through screening prior to getting on the bus and will need to wear a mask while on the bus. The bus will load from the rear and maintain social distancing as possible.

Visitors

Access to the building is limited to students, teachers, and staff. In cases when it is necessary to have visitors enter the building, visits must be arranged through the office. All visitors to the school must wear facial coverings and submit to the screening protocol mentioned above.

REMOTE LEARNING

While our preferred academic model is an in-person model, we will need to commence remote-learning based on the conditions in our county. We do acknowledge that our approach to remote-learning cannot match the in-school experience our students receive in the classroom (invaluable social interactions, real-time feedback, community and extracurricular activities to name a few); however, we believe that a quality education can still be achieved.

The purpose of our Remote Learning Plan is to outline the actions our school will take to continue instruction during an extended closure. Our Remote Learning Plan will accomplish three goals within a flexible framework:

- Live Student-Teacher Contact Time
- Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

The intention of our Remote Learning Plan is to enable us to continue our school's mission and vision which together ensures we will consider the well-being and growth of the whole child.

If Our Lady Star of the Sea Catholic School is required to close for an extended period of time, the Principal will periodically send email updates to parents and faculty/staff keeping them informed of any pertinent information related to the length of closure, when our school may reopen, or changes to the Remote Learning Plan.

ATTENDANCE POLICY

Students are expected to participate in all synchronous and asynchronous learning. This will require students to report to their online classes at the specified meeting times. Students who fail to report to their online classes will be marked absent.

If a student is ill or unable to attend their online classes, parents should call the school office at (360) 373-5162 or email (school@starofthesea.net) to report their child’s absence.

COMMUNICATION AND LEARNING TOOLS

Our Lady Star of the Sea Catholic School will continue to use the same channels used for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible.

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the Principal and teachers. Faculty will also use email in addition to other platforms to communicate and interact with their students. Please make sure all parent emails are up -to -date and correct in the FACTS portal.
Google G Suite	Teachers, Students grades K-8	Google G Suite (including Docs, Classroom, Meet, etc.) will be the primary platform used by teachers to deliver materials students need to complete their learning tasks.

Google Meet	Faculty, Staff, Parents	Google Meet is an online video conferencing platform that allows for live group meetings, hosted by teachers.
Accelerated Reader	Students grades 2-8	Accelerated Reader is a program that helps teachers track students' independent practice and progress with reading.
i-Ready Math/Reading	Students grades K-5	Web-based math and reading program that teaches students math concepts/skills starting with their weakest link based on trimester formative assessments.
Mystery Science	Students grade K-3	Mystery Science is a platform that provides NGSS-Common Core aligned science lessons for students K-3.
Khan Academy	Students grades 6-8	Organized by topic, the site includes math (K-12), science, technology, economics, art, history, and test prep. Each topic includes lectures delivered via YouTube videos. Students can use the site independently, or parents/guardians can create a parent account, then set up student accounts from which they can track their child's progress. Some teachers may link specific lessons to content.
Inspire Science	Students grades 4-8	These web sites are the online support for our new science curriculum for these grades. The students will receive their logon credentials from their teachers.
Into Social Studies	Students grades 3-5	These web sites are the online support for our new social studies curriculum for these grades. The students will receive their logon credentials from their teachers.

Think Central	Students grades 1-5	An online program from Houghton Mifflin Harcourt (HMH) that gives students access to a variety of educational materials. Students will receive their credentials from their teacher.
Spelling City	Students grades 3-5	This is an online spelling and vocabulary program where students can grow to strengthen their spelling skills. The program also includes educational games the children can play. Teachers will provide the necessary information to the children so they can logon.
Spirit of Truth Online	Students grades K-5	This is the online supplemental materials for our K-5 th grade religion curriculum.

How will our school ensure that students have access to these tools off-campus?

Most of the technology tools we use are not device-specific, which means students will be able to access learning through nearly any electronic device. Students will be asked to utilize home electronic devices to access these tools if possible. If your family does not have access to a laptop, or computer, please notify your classroom teacher and a Chromebook will be checked out to you for the duration of the remote learning. You will be asked to sign a Chromebook Loan Agreement for devices.

DAILY SCHEDULES

Although the daily schedule for each class will be slightly different (individual teachers will be sending out daily schedules to each of their students) they will have some commonalities:

- Each class will have a mix of synchronous and asynchronous learning periods.
- Each will have breaks worked into the day where students can and should get up from the computer, stretch, grab something to eat or drink, etc.

- Each schedule will have time for meeting with the teacher whether in small groups, individually, or both.
- Each schedule will be set to occur during the “regular” school day. The intent is to develop a schedule similar to the in-school experience. This also allows for the teachers to plan for the next day and to do correcting.

GRADING

Grading during remote learning will be similar to that done during in-person learning. The individual teachers may adjust requirements for assignments to account for the difficulties associated with remote learning; however, grades will be assigned to materials and assessments, both formative and summative, will be made. Standardized assessments, MAP and i-Ready, will be given online during their usual time periods (Fall, Winter, and Spring). Students needing assistance with these and other assessments will be given the opportunity to meet with the Student Interventionist in small cohorts or individually.

ROLES & RESPONSIBILITIES DURING DISTANCE LEARNING

Many stakeholders will contribute to the effective implementation of this learning plan.

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your peers in their learning
- Comply with the school’s technology contract, including expectations for online etiquette
- Proactively seek-out and communicate with other adults as

different needs arise

For questions about...

a course, assignment, or resource
a technology-related problem or issue
a personal, academic, or social-emotional concern

Contact

the classroom teacher
Mr. Kealy (kkealy@starofthesea.net)
Your homeroom teacher or Mr. Kealy

Parent/Guardian Roles and Responsibilities

Provide support for your child by following the 10 Guidelines for Families:

- Establish routines and expectations
- Define the physical space for your child’s study
- Monitor communications from your children’s teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child’s stress or worry
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions

TECHNOLOGY

Student and Teachers will all sign an Internet User Agreement prior to using the school’s technology and systems. Students will be reminded that school technology is for educational purposes only. Also, the school purchased a screening program, *Securly*, to screen activity on the school’s internet domain. Parents have also been advised about the limitations of the school’s screening programs and their responsibilities in reference to their own student’s online activity.

Teachers will receive professional development in Google Classroom and Google applications to further their skills in these platforms. Teachers will be utilizing Google Meet to communicate with students and parents. Recorded lessons will also be available for students to review at a later time or for those unable to attend lessons when they are given.

The recorded lessons will be posted on the individual Google Classroom.

Our Lady Star of the Sea Catholic School's Remote Learning Plan will be updated and enhanced over time as we walk the remote learning path and learn collectively from the experience. The school thanks you for your partnership. We appreciate your support and participation in our Remote Learning Plan.