Marist Catholic High School Return to School Plan 2020-2021

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@archdpdx.org no later than August 15, 2020.

ODE Blueprint Details

SCHOOL PROGRAM INFORMATION	
Name of School	Marist Catholic High School
Key Contact Person for this Plan	Stacey Baker
Phone Number of this Person	541-686-2234
Email Address of this Person	sbaker@marisths.org
Sectors and position titles of those who informed the plan	President: David Welch, dwelch@marisths.org Principal: Stacey Baker, sbaker@marisths.org Assistant Principal of Academic Affairs: Andy Oldham, aoldham@marisths.org Interim Athletic Director: Bart Pollard, bpollard@marisths.org Director of Campus Ministry and Formation: Rick Martin, rmartin@marisths.org Athletic Trainer/COVID-19 Coordinator: Mari Gibson, mgibson@marisths.org IT/Facility Director: Chris Fudge, cfudge@marisths.org
Local public health office(s) or officers(s)	Lane County Public Health, 541-682-4041 https://www.lanecounty.org/cms/one.aspx?pageId=4078590
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	President Principal Assistant Principal of Academic Affairs Interim Athletic Director Director of Campus Ministry and Formation Athletic Trainer/COVID-19 Coordinator Facility Director
Intended Effective Dates for this Plan	September 8, 2020
ESD Region	Archdiocese of Portland, Oregon Lane County

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.	• Ongoing email updates with links and resources • All plans posted on our website • COVID resource page for families on school website
Indicate which instructional model will be used.	Select One: ❑ On-Site Learning ❑ Hybrid Learning ✓ Comprehensive Distance Learning, with the intention to transition to Hybrid Learning as soon as the metrics allow.

SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
Planning Team	President Principal Assistant Principal of Academic Affairs Interim Athletic Director Director of Campus Ministry and Formation Athletic Trainer/COVID-19 Coordinator IT/Facility Director Academic Planning Committee (teachers, principal and assistant principal)
Timeline for Planning and Roll-out of Plan	First week of August draft to staff and then families. Continue updates as DCS,ODE and Governor provide guidance and updates.

COMMUNICATION PLAN	
How will your school keep shareholders abreast of the plans for re-opening and beyond?	Primary communication tools: Schoology Parent/Guardian emails Marist student emails Daily Bulletin/Announcements Monthly Newsline A page will be created on the Marist website to archive all communication updates, plans and vital documents for easy access for families.

PROTOCOLS	
Cleaning and Hygiene	Hand sanitizing stations have been placed near the entry/exit of all common spaces (front office, cafeteria, ARC etc) Additional hand sanitizing stations will be placed outside each classroom. Students will be expected to sanitize hands when entering and leaving the room. After using the restrooms students and staff must wash hands with soap and water for 30 seconds. Proper hand washing signs will be placed in all restrooms, locker rooms and near all sinks. All desks will be sanitized between classes. Teachers will be trained to effectively sanitize their rooms. There will be a schedule for cleaning campus during the day which will include: Bathrooms will be cleaned twice a day. UV sterilization daily in bathrooms and three times per week in classrooms. Classrooms will receive UV sterilization after hours. UV sterilization weekly in common hallways, main office, staff mailroom, conference room, health room. This will happen before and after school hours. Each staff member will have access to cleaning supplies and PPE. Teachers will be encouraged to keep doors and windows open and teach classes outdoors when appropriate. Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time. *Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.* Student hallway lockers will not be utilized for at least the first quarter.

	All weight room equipment, athletic equipment and athletic training facility will be cleaned daily. https://athletics.marisths.org/uploads/3/8/1/6/3816576/marist_return_to_athletics.pdf
Physical Distancing	Social distancing is an effective way to prevent potential infection. To this end, Staff, students, parents/guardians, and visitors are to stay the recommended distance from others and eliminate contact with others whenever possible. Traffic Flow Maps with taped lines on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements. Entry and exit into buildings will be clearly marked. Physical distancing signage will be posted throughout campus. A minimum of 35 square feet per person will be utilized in determining classroom, office and common space capacities. Office spaces and shared spaces (mail room, front office, conference room, etc) will have maximum occupancy posted on the door. Student desks will be set 6 feet apart and students will be in assigned seats. Staff Lounge: Staff must bring their own utensils, cups, plates etc. Shared coffee makers will not be utilized. The front of microwaves and refrigerator door handle must be wiped down after each use. All items stored in the refrigerator must be labeled with a staff name. NO shared items such as coffee creamer, salad dressing, etc. is allowed.
Screening Protocols	To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, staff and students are required to take a daily temperature reading and complete a health screening for COVID-19 symptoms:

	❏ 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 100.4 degrees Fahrenheit or greater ❏ Known close contact with a person who is lab-confirmed to have COVID-19 ***All screening information will be kept confidential.*** **Staff Screening** Staff will self-screen when they arrive to campus by completing a survey which will be monitored and archived. **Student Screening** A 15 minute homeroom will be added to the start of the day for students to submit a screening questionnaire after having their temperature checked by a teacher.
Personal Protective Equipment (PPE) Protocols	Face coverings are required in Oregon for everyone age 5 and older, in all indoor public spaces and also outdoors when one cannot keep 6 feet from others. OHA definitions and specifications of face coverings: https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf All students and staff will be required to wear a face cover/mask or shield. Gloves and proper PPE equipment will be used/worn when cleaning and sanitizing. Additional information:https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html?utm_medium=email&utm_source=govdelivery
Student Protocols	As an Archdiocesan high school, Marist will follow Multnomah Education Service District's (MESD) Comprehensive Communicable Disease Management Plan: https://www.multnomahesd.org/uploads/1/2/0/2/120251715/

	multnomah_education_service_district_-_comprehensive_communicable_disease_management_plan_updated_07-22-2020.pdf Lane County Public Health Communicable Disease Number: 541-682-4041 https://lanecounty.org/government/county_departments/health_and_human_services/public_health/2019_novel_coronavirus__c_o_v_i_d19/school_reopening_resources Any student who is feeling ill should stay home from school. If a student becomes ill at school, he/she may 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 medical leave are to contact the principal and submit a healthcare provider's note before returning to school. Students diagnosed with COVID-19, may return to school when the following criteria are met: 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 the individual to return to school safely. If a student exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, administration is to work under the premise that the student has contracted COVID-19 and may not return to school until the three criteria listed above have been met.
Staff Protocols	As an Archdiocesan high school, Marist will follow Multnomah Education Service District's (MESD) Comprehensive Communicable Disease Management Plan: https://www.multnomahesd.org/uploads/1/2/0/2/120251715/multnomah_education_service_district_-_comprehensive_com

	municable_disease_management_plan_updated_07-22-2020.pdf Lane County Public Health Communicable Disease Number: 541-682-4041 https://lanecounty.org/government/county_departments/health_and_human_services/public_health/2019_novel_coronavirus__c_o_v_i_d19/school_reopening_resources Staff should stay home if they are ill. If a staff member becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he/she may be instructed to go home or to the nearest health center. Staff 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: 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 the staff member to return to work safely. If a staff member exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, administration is to act 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. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time. *Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.*

Visitors and Deliveries	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. Visitors will only be allowed in the front office for the purpose of conducting business and will be required to wear a mask at all times. All visitors will sign in with name and contact information. No other visitors (guests, guest speakers etc) will be permitted beyond the front office building without direct approval of the principal. Deliveries will also follow the same protocol.

PREVENTATIVE TRAINING	
	100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing
Staff Training Plan	Staff training will happen during inservice week. Staff will receive the Return to School Plan and the Communicable Disease Management Plan. Training for preparation of hybrid schedule will include: Review of the plan Proper hygiene and sanitization protocols Conducting temperature and wellness checks Physical distancing and traffic flow Beginning and end of day procedures Mari Gibson, COVID-19 Coordinator, will provide training, monitor updates from ODE, CDC, OHA, and LCPH and provide updates and additional trainings as needed. Short reference/how to guides will be created for ease of access to information for all staff.
Student Training Plan	In preparation for reopen, teachers will go over expectations with students. The focus will be on: Proper hygiene including expectation of sanitizing when entering and leaving the classroom How submit a wellness check

	How to properly wear a mask/face covering and how to a "mask" break Physical distancing and traffic flow Cohorting expectations Beginning and end of day procedures Reminders will be given regularly both verbally by staff and through Schoology.
Parent/Guardian Training Plan	Under the COVID-19 page of the school website, there will be a COVID-19 resources page that will provide parents/guardians with updated information about health and safety protocols, what to do if a child is ill, and who to contact at the school if they have questions and/or need guidance.

SCHOOL SCHEDULE AND ROUTINES	
Morning Drop-off Plan	In a hybrid schedule, arrival time will be staggered. These plans are still in development.
After-School Pick-up Plan	In a hybrid schedule, arrival time will be staggered. These plans are still in development.
Hybrid and Remote Schedules	Remote and Hybrid Learning Plan: LINK Remote Learning Schedule: LINK Limited Hybrid Learning Schedule: LINK Marsit Return to School Plan (for families): LINK
Food Service Plan	In a hybrid schedule, students will bring a substantial snack for a mid morning break. Students will depart campus at lunch (1:15).
Extracurricular Activities	Extracurricular activities (sports, clubs, retreats, Mass etc) will follow guidelines put forth by the OHA: LINK Marist Athletics Summer Plan: https://athletics.marisths.org/uploads/3/8/1/6/3816576/marist_return_to_athletics.pdf Marist Athletics Plan: https://athletics.marisths.org/uploads/3/8/1/6/3816576/marist_hs_season_1_plan__public_-2.pdf
Break/Lunch	• Eugene 4J will continue serving break and lunch options (only in Extended Hybrid).

	• All students, faculty, staff, and 4J employees will be required to follow CDC guidelines for food distribution. • Self-serve food bars will be eliminated. Individually wrapped box lunches, fast food style paper bags, and wrapped cutlery will be used. This will assist in streamlining the process and maintaining good flow and physical distancing. • All students are expected to maintain physical distancing during break/lunch to help prevent the spread of disease. This will reduce the maximum occupancy in the cafeteria to maintain the safety and wellbeing of our students, faculty, and staff during lunch periods. • Tables and benches have been placed every 6 feet and will face one direction. • In the Limited Hybrid Learning Model, students will remain in the classroom for break. • In the Extended Hybrid Learning Model students will have designated locations throughout campus by grade level, including the cafeteria, courtyards, gym and AC. • All tables, chairs, and surfaces will be disinfected after break and before lunch.
Assembly/Announcements Plan	Remote Learning: Announcements will be posted each day to Schoology. Hybrid Learning: Morning prayer, the Pledge Allegiance and Announcements will happen during homeroom.

SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Plan for Teacher Curriculum Development	The remote and hybrid schedule have time built into them for curriculum reflection and planning. At the beginning of the school year and on a weekly basis through the first semester, faculty will be asked to reflect and plan together: within and between departments We will modify and use our existing Educational Improvement Plan regarding the *student experience of learning.* The following goals of the improvement plan will be tailored to the current need for flexibility and adaptability in the midst of challenging circumstances: Articulate and implement a trans-disciplinary curriculum that is aligned with the mission and ISOs Articulate and implement an effective and aligned disciplinary curriculum that is relevant and responsive to the needs of students
Beginning of Year Assessment Plan	
Grading Expectations and/or Policies	In general, we will be following our existing grading policies and expectations. https://www.marisths.org/uploads/3/8/1/6/3816576/2019.20_family_and_student_handbook.pdf We will review carefully and modify the grading expectations in our existing remote learning protocol. https://drive.google.com/file/d/1PqTOJJ0vHWGGQRK3DQ7QxiJ1n9zYZb-T/view?usp=sharing We will emphasize the need for flexibility and understanding. We will also use these circumstances as an opportunity for teachers to examine and reflect on practices that align assessments and evaluation with student understanding as defined in our EIP.

Asynchronous and Synchronous Teaching Expectations	Our Hybrid schedule and learning plan emphasize the need to deliver a parallel experience for students who are unable to be on campus. Professional development sessions will be offered before the school year begins and throughout the first semester to help teachers build a better understanding of both synchronous and asynchronous learning, best practices for operating in each, and how best to leverage each to create a meaningful learning encounter for students.
Plan to Mitigate Learning Loss	Beginning of year department meetings will conduct course audits addressing the following questions: ● What is our discipline all about and how can we make this meaningful and relevant to our students? How can our discipline HELP our students make sense and meaning of the world in this time of uncertainty? ● What methods, strategies, and assignments do we typically use that are probably not a good use of student time because they are heavily reliant on teacher knowledge and supervision for success ● What essential skills will the students need to acquire by the end of the year and what are the most reliable indicators that they have acquired those skills? ● What's the baseline that students need to know, understand, and be able to do for us to be confident that they have met our most fundamental goals? ● How will we, as a department, <u>all</u> use Marist learning principles and integral student outcomes in our planning? ● What is the most essential work in each unit? This qtr? This semester? ● What practices, assignments, and assessments can we streamline or prune altogether? Is there anything we can make optional? ● What lessons can we collaborate to build together? How might we divide the instructional load and share what we

	create (screencasts, notes, adapted assignments and assessments, etc.)?
Systems of Support for Diverse Learners and/or English Language Learners	Student Services During Remote Learning: https://www.marisths.org/uploads/3/8/1/6/3816576/student_services_during_remote_learning_.pdf
Plan for Students Unable to Attend School	Hybrid schedule emphasizes the need to deliver a parallel experience for students who are unable to be on campus.
Professional Development Plan for Teachers	Beginning the third week of August, voluntary professional development will be offered to teachers both on campus and remotely. These sessions will combine self-guided materials, educator-led sessions, and moderated forums. During Inservice week teachers will be asked to participate in a number of sessions regarding teaching in a hybrid format, building classroom community, and leveraging synchronous and asynchronous learning to create meaningful learning for students in less than ideal circumstances. Professional development time will be set aside throughout the first semester for topics that staff raise and prioritize. May include but not limited to: ● Assessment ● Rethinking and re-planning curriculum ● How to "flip" my classroom ● Student engagement strategies and practices ● Blending synchronous and asynchronous learning ● Maximizing the use of existing technology (iPad, Zoom and Schoology) ● Creating and maintaining classroom community and student well-being ● Supporting struggling students ● Maintaining professional and personal balance and well-being Additionally, administration will plan professional development addressing the following goal of our existing Educational Improvement Plan

	Implement core-instructional and assessment practices that are highly effective in leading students to learning and understanding that is transferred to new and unfamiliar situations
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	Sculpture and Music courses will require modifications. The teachers of those courses will develop approaches that modify curriculum and instruction in a manner that follows guidelines set by CDC, OHA, and ODE. In the event that a course cannot be conducted safely within those guidelines, we will need to either create a new course for those students or open a new section of an existing course that does meet the guidelines.

MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING	
Plan to Support SEL at the Start of the School Year	The Marist Remote Learning Plan's goals and principles are built upon an operating assumption that social-emotional learning and academics are not separate from each other but are necessarily complementary. Those elements of the plan that highlight social emotional learning will be highlighted and examined during inservice week and emphasized repeatedly in administrative and counselor communication. These circumstances will also invite us to examine our newly refined "healthy and balanced" integral student outcome (LINK) and explore ways to meaningfully and intentionally incorporate those elements into and throughout our academic and co-curricular offerings.
Family Support and Training Plan	Families will be able to access the two Peace Health counselors assigned to Marist. Families my contact the Campus Ministry Department for pastoral care: https://www.marisths.org/spiritual-guidance-and-pastoral-care.html The Counseling Department is also a resource in connecting families with outside counseling and other services. https://www.marisths.org/counseling-department.html Counselor Contact Information: https://www.marisths.org/counseling.html

Plan for Identifying and Supporting SEL Mental Health Concerns	Student Services During Remote Learning: https://www.marisths.org/uploads/3/8/1/6/38816576/student_services_during_remote_learning_.pdf Student/family check-in calls: A team will be assigned to a group of students to call home for check ins. Access to guidance counselors. Students and families will also have access to Peace Health counselors who are appointed to Marist.

TECHNOLOGY	
	Hybrid Model or 100% Distance Learning
Learning Management System or Platform used at each grade level	Schoology, PowerSchool, Zoom are used for grades 9-12. All three will be utilized for remote or hybrid learning.
Acceptable Use/Safety Policies	Pages 57-63 of Family and Student Handbook https://www.marisths.org/uploads/3/8/1/6/3816576/2019.20_family_and_student_handbook.pdf Zoom: When using Zoom for live/synchronous sessions, the waiting room feature MUST be enabled to ensure that only scheduled students are being admitted to class. https://drive.google.com/file/d/1r5-ctfFy3RsG6QoNz0jIds9Gc1Vky5Jc/view?usp=sharing
Technology Purchase Plan and Related Costs	Implemented 6 years ago through our iPads for Learning Program. The iPad lease has been a part of the operating budget since the implementation of the program. https://www.marisths.org/technology.html https://www.marisths.org/11-technology-faq.html

SECTION 3: MISSION AND CATHOLIC IDENTITY

MISSION AND CATHOLIC IDENTITY	
	Hybrid Model or 100% Distance Learning
Schoolwide Eucharistic Celebrations	HYBRID: In-person Mass will be held according to the usual school schedule, approximately once a month. Students will attend by cohort according to cohort size regulations and appropriate distancing. On a case by case basis: some liturgies may be held multiple times in order to enable attendance by all; some liturgies may be offered once, for a specific cohort, in which case non-attending may or will attend virtually, or will not be required to attend; some liturgies may be optional, allowing students to self-select for their participation. For a current schedule of Masses, see the school calendar (https://www.marisths.org/calendar.html) 100% DISTANCE LEARNING: In a 100% distance learning environment, all liturgies and prayer will be offered remotely as well. The frequency of schoolwide eucharistic celebrations will be reduced, determined on a case by case basis. Some may be "required," while others may be optional. Other liturgies and/or prayer services may be offered to targeted groups: e.g., clubs or organizations, theology class, etc.
Faith Life Activities	All Campus Ministry faith life activities will be converted to hybrid or virtual format, or cancelled or replaced with an alternative opportunity where conversion is not possible. Formatting decisions and executions will include participation by: Campus Ministry, retreat moderators, activity moderators, and students, as appropriate for each activity. For current retreat dates, see school calendar (https://www.marisths.org/calendar.html)
Service Learning Plan	CSE (junior/senior component): The service hour requirement for graduation has been reduced, and alternatives to direct service to those most in need are being provided upon request. Frosh/Soph Service Learning: Due to the

	nature of the service learning projects (service to family, indirect service), no adjustments need to be made. The introduction to and shared reflection for each project can be done in person or online. General information is available on the school website (https://www.marisths.org/christian-service.html).
Visibility Plan for Chaplain	HYBRID: The chaplain will continue on-campus presence as ¼ status allows, making sure to be present to all cohorts. The chaplain will also devise ways to maintain an online presence, through CM activities (i.e., Mass), programming (as appropriate), and informal communications. 100% DISTANCE LEARNING: The chaplain will devise ways to maintain an online presence, through CM activities (i.e., Mass), programming (as appropriate), and informal communications.
Visibility Plan for Principal	HYBRID: The principal will lead (and direct student-led) daily prayer. The principal will be present in person and/or virtually for Campus Ministry activities as appropriate. 100% DISTANCE LEARNING: The principal will lead (and direct student-led) daily prayer. The principal will be present in person virtually for Campus Ministry activities as appropriate.