



The following guidelines will apply to all six schools:

Holy Cross, Our Lady of Lourdes, St. Bernadette, Sts.
Peter and Paul, St. Thomas More, Dual Language
Academy

DRAFT
last revised June 30, 2020



OMAHA CATHOLIC SCHOOL
CONSORTIUM

Staff, Families, and Friends of the Omaha Catholic School Consortium,

I want to begin by thanking you for your support of our schools. It has been said that we are in unprecedented times. How very accurate that is! We experienced such an unusual ending to the 2019-2020 school year. Teachers, parents/guardians, and students were asked to jump into the remote learning venue with no warning and no training. I am proud of the way we all responded to that change.

As we progress through this summer, it is becoming increasingly clear that school will look different as we begin the 20-21 school year. **As of today, July 1, we plan to start on August 20th with all students returning to our schools.** The CDC and DHHS will offer suggestions to help us keep students and staff safe in that environment and we have already begun planning what that might look like in each of our schools.

We cannot ignore, however, that this virus remains active in our community. There will likely be outbreaks during the 20-21 school year that will cause us to move away from in-person learning and into a hybrid or remote learning environment. We are planning for those as well.

As you can imagine, planning for all the possible scenarios that may exist is quite an undertaking. We have spent countless hours in planning and will continue this work as we navigate the ever-changing expectations. We welcome your feedback and want to use your input to help us develop the school-level plans. We have created a survey that will help us as we move forward. After viewing this document, please take the time to answer our survey questions so that we can effectively plan, with your input, moving forward.

I understand that simply reading this plan may create anxiety and stress for many of you. We all desire 'the way things used to be.' However, we know that our Catholic communities are strong and vibrant; we stand together in times of stress and we know that God the Father will guide our path, that Jesus Christ served as the perfect example of walking through unknown situations, and that the Holy Spirit will give us the tools we need as we navigate. We all want what is best for the students of our Consortium schools, and we remain grateful for your support and cooperation as we plan for the 2020-2021 school year.

Chris Nelson

OCSC Executive Director

OCSC leadership and administrators have been working with the Catholic School's Office in our planning efforts. The Archdiocese has created four sub-committees: **Alternative School Schedules, Instructional Processes/Technology, Facilities Safety/Health and Wellness, and Grading/Assessment.** This planning document is broken down, similarly, though we combined Grading/Assessment with Instructional Processes. The plan is labeled as a draft as it will be updated as directed health measures are updated.

Guiding Principles

- Protect the health and safety of students, staff, and the Omaha Catholic School Consortium community
- Ensure the social, emotional, and mental health of our students
- Deliver the highest educational and spiritual experience to each student to prepare them for future success
- Learn from remote learning during the 4th quarter of 2020 to plan for and efficiently implement remote learning in the future as necessary
- Promote equity and opportunity for each student and their family through each potential COVID-19 related scenario
- Thoughtfully prepare for future decisions from the Douglas County Health Department, the Nebraska Department of Education, and from State and Federal officials related to schooling for the coming year
- Create reasonable choices for parents related to the education of their children at Consortium schools

Alternative School Schedules

We are planning on classes starting on August 20 with all students attending, but should local circumstances change, we have prepared several other calendars for consideration.

1.1 Based on the health directives from our federal, state, and local government and health officials, we are planning for six possible scenarios for the fall:

- Classes starting on time, August 20 with all students attending.
- A delayed start with school beginning in September with all students attending.
- An early start with shifted time off and a longer Christmas break.
- A hybrid model, with a limited number of students allowed in each classroom.
- A remote-learning start for the school year.
- A regular start to the year with a shift to remote learning for some, or all students

1.2 Cohort Models

- During in-person instruction, students will be placed in cohorts, according to our Directed Health Measure guidelines.
 - Cohorts will stay together all day in one space
 - Teachers may move rooms, but students will not.
 - Cohorts will have recess/outside time together but will not mix with other cohorts
 - If the DHM indicates smaller class sizes than are enrolled, schools will create a plan to accommodate which may include shifting staff.
 - **As of July 1, school will begin on August 20 with in-person instruction.**
- During hybrid instruction, we are considering multiple cohort options
 - Option 1 (if mandated to serve at half capacity):
 - Preschool/PreK would attend school as normal
 - Elementary students (TK-4th grade) would attend school for in-person instruction on M, W and would remain home with assigned work to complete on their remote learning days on Tuesday, Thursday and Friday.
 - Middle School students (grades 5-8) will attend school for in-person instruction on Tuesday and Thursday and would remain home with assigned work to complete on their remote learning days on Monday, Wednesday, and Friday.
 - Friday would be an online day so that teachers can plan, grade, and train
 - Option 2 (if mandated to serve at half capacity):
 - Preschool/PreK would attend school as normal
 - Families would be divided alphabetically by last name into “A” and “B” groups enabling all K – 8th grade students from the same family to be in school at the same time
 - “A” family groups (K – 8th grade) would attend school for in-person instruction on Monday and Wednesday, and would remain at home with assigned work to complete on their “home” days on Tuesday, Thursday, and Friday.
 - “B” family groups (K – 8th grade) would attend school for in-person instruction on Tuesday, Thursday, and would remain at home with assigned work to complete on their “home” days on Monday, Wednesday, and Friday.

- Option 3 (if mandated to serve at 75% capacity):
 - Preschool – 4th grade students would attend school Monday - Friday for the entire day on each of these days.
 - 5th & 7th grade students would attend school on Monday and Wednesday for the entire school day for in-person instruction and would remain at home with assigned work to complete on their “home” days, Tuesday, Thursday, and Friday.
 - 6th & 8th grade students would attend school on Tuesday and Thursday for the entire school day for in-person instruction and would remain at home with assigned work to complete on their “home” days, Monday, Wednesday and Friday.

Facilities Safety/Health and Wellness

2.1 Group Gatherings

- Nebraska and Omaha health orders limit the size of group gatherings and require 6 feet social distancing. We believe this will be in place when school opens in the fall.
- Student desks will be placed 4-6 feet apart as recommended by the American Academy of Pediatrics
- OCSC will limit the use of large group gathering space.
 - An area is considered a room, or wherever instruction takes place, including outside space.
 - Includes gyms, cafeterias, churches, and hallways
 - Students may be eating in classrooms to avoid shared spaces
 - The types of meals, in some schools, may change to accommodate handling
 - Schools will follow the parish seating requirements for Mass.
 - For some schools, that may mean that an all-school liturgy may not be possible.
- Social Distancing
 - When conditions allow, we will maintain 6 feet social distancing
 - We will not host assemblies, use our cafeterias for large group gatherings, go on field trips, or host staff meetings unless we can maintain safe social distancing
 - We will maintain social distancing outside, including recess.

- Playground equipment limitations will be considered.
- Early Childhood (preschool, PreK, TK)
 - Cohorts will be kept together to minimize risk
 - Outdoor time will be given daily, weather permitted
 - Handwashing will be a major emphasis
 - Adults will wear facemasks
 - Student classroom masks will not be utilized, but masks will be worn in common areas
 - Entering and exiting buildings, restrooms, hallways, etc.
- Extended Care
 - Each OCSC building will determine and communicate the protocol for Extended Care
 - We must follow the Directed Health Measure. As of June 23, it allows:
 - Infants to 3 year olds-15 children per room/space
 - 3 year olds- 20 per room/space
 - 4-5 year olds- 24 children per room/space
 - School-aged children (K-8)- 30 children per room/space
 - We will have to add rooms to our ECare space
 - Schools will contact DHHS to add additional space to the Extended Care programs

2.2 Building Traffic and Symptom Screening

- A screening process will be in place at each OCSC building
 - All who enter: staff, students, visitors will be temperature screened and asked screening questions
 - Non-contact/instant-read thermometers will be used for temperature screening
 - Staff will be trained on the screening protocol in August
- Each building will create one-way traffic flow to include entry and exit doors
 - Colored tape, signs, or decals will queue these traffic flows
- OCSC will limit the use of large group gathering space.
- Furniture will be arranged to support social distancing expectations
- Religious Education programs will work with the schools to create and maintain set protocol
 - Specific restroom use

2.3 Personal Protective Equipment (PPE) and Hygiene Measures

- We anticipate that face coverings will be strongly encouraged for students and staff.
 - The Directed Health Measures and recommendations from the Health Department will guide our actions.
 - We are legally obligated to follow all DHMs
 - The recommendations are made in the best interest of our community (school and beyond)
 - The current recommendation is that you wear a mask when you cannot social distance and when you are in a public setting indoors.
 - OCSC will create protocol for the use of masks and will educate students and staff on the protocol
 - We will require masks when we cannot provide adequate social distancing
 - We will require masks when students and staff are in rooms that are not well-ventilated
 - Exceptions will be made for those with underlying health concerns; a doctor's note must be provided
 - If masks are worn for prolonged periods, we will take frequent breaks in socially-distance settings, including outside
- Gloves are required for all staff who are food service staff and for all staff who are sanitizing an item or surface
- Students and staff will sanitize their hands upon entering the building and in classrooms, hallways, and common spaces throughout the day as sanitizer pumps will be readily available to them.
- Additional PPE and accommodations (e.g. plexiglass, sneeze guards) will be provided for staff and students who are in a higher health risk category
 - Students identified as high risk who cannot wear a mask will need a doctor's note
- Additional signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display in buildings.
- All staff and students will be required to stay home when experiencing COVID-19 symptoms

2.4 Symptomatic Staff and Students

- A room will be designated as an infirmary so that students and staff who are ill, or show symptoms can be separated from the high-traffic areas.

- We will have specific protocols for that person monitoring that space to prevent further spread and ensure their safety.
- OCSC will communicate with the health department regarding suspected or confirmed cases.
 - The health department will assist us in determining a course of action
 - This may include the dismissal of students and staff for a short-term period

2.5 Sanitation and Cleaning Procedures

- Students and staff will limit the sharing of all supplies, utensils, devices, toys, books, and learning materials
 - Physical education classes will focus on exercise and wellness and will use outside space whenever possible
 - Short breaks will be offered during the day in the classrooms
 - Music classes will not use instruments
- Specific procedures and timelines will be established for the cleaning and disinfection of school surfaces at each building

2.6 Recess and Physical Activity

- Recess and physical activity are important parts of the school day
 - They improve concentration, behavior, motivation, and academic performance.
 - They improve mood, lessen stress and anxiety, and improve motivation
 - Schools will plan to provide outside recess daily and short breaks while learning.
 - Schools will follow CDC guidelines for equipment use and distancing guidelines
 - Focus on programs and activities that help ensure distancing will be done at each school.
 - Examples include dancing, stretching, walking/running, unstructured play in a designated area
- Classroom-based physical activity improves students' concentration and attention, behavior, motivation and engagement in the learning process, and academic performance. Providing opportunities for classroom-based physical activity can be used as a strategy to mitigate feelings of stress and anxiety brought on by the COVID-19 pandemic.

Instructional Processes

3.1 Student Support

- We understand that any change to the learning environment has the potential to be a barrier for our learners. Consequently, we are training staff to identify and accommodate those students that would benefit from an Accommodation plan in the hybrid and remote environment.
- All concerns will be addressed through the SAT (Student Assistance Teams) process at each school. SAT meetings may occur in person or remotely. SAT teams are encouraged to discuss accommodation needs for students in both learning environments—in person and remote.

3.2 Support for a remote learning or hybrid learning environment

- A website will be created and used by each school so families can get all information from one spot
- Teachers will provide a monthly roadmap for classroom curriculum with learning topics so students and families can better understand academic expectations and ways to support students at home
- Ongoing communication will be provided to support families in the learning process including additional instructional resources to help make hybrid learning successful for students at home.
- Expected work-loads for students will be defined and communicated
 - Google Meet meeting times will be posted
 - Expectations will be consistent across grade levels and posted to the website
 - See Saw for PK-3rd grade
 - Google Classroom for 4-8
 - Moving away from Zoom to Google Meet for video conferencing
 - Frequency of virtual class meetings will be identified and posted on the website

3.3 Social/Emotional Health of teachers and staff, parents, and students

- School counselors will be able to serve our students again next year, even in the virtual setting.
- Schools should check the social-emotional needs of our parents
 - Survey now asking what was difficult last time and how we can improve
 - Regular checks/surveys to check-in if we are in school virtually
- Assess the social-emotional health of teachers and staff
 - Regular and ongoing support

- Self-Care is essential--provide tips and checks
- Survey our teachers and ask
 - What were the most stressful things you encountered?
 - If we can anticipate their needs, we can be ahead of the game
- Essential part of our trainings NOW
 - How do I ask for help?
 - How do I communicate how I am feeling without judgment?
 - How do we care for others on staff?

3.4 Counseling Services

- Counseling services will be provided one day per week by Catholic Charities.
 - Counselors will provide services both face-to-face and remotely
 - Counselors will work with administrators to determine scheduling

3.5 Robust professional development will be provided to all staff

- This will address best practices for student engagement, the tracking of student work, and assessment.
- Develop plans to help students start the school year with strong relationships, routines, and expectations necessary for success in hybrid learning environments and sustain those relationships and learning throughout the school year.
- Review and provide meaningful feedback on student work to adjust instruction and set learning goals with students.
- Identify anticipated student learning gaps and strategies to close them through ongoing staff training and resources
- How to best make up for lost/missed instruction
- Create flexible learning expectations and timelines to utilize multiple ways for students to share their learning through assignments, tasks, and projects.
- Online Platform Training
 - Train staff on how to add a video to their platforms
 - Google Meet Training
 - Google Classroom Training
- Create Consortium PLCs by grade level
 - Teachers train other teachers
 - Collaborate on Lessons
 - Share resources
- Safe Environment Training for online meetings
- STAR Assessment Training
 - Training on the standards mapping for instruction
- Substitute Teacher Training

- Can we invite subs to attend PD training sessions when we cover the distance/hybrid model training? Is it in the budget? If not, how do we train them?
- Parent Training opportunities will be created and provided
- Ongoing professional learning on tools to meet the needs of students in a hybrid environment.
- Support for remote team meetings where teachers collaborate to make sure students are meeting academic standards and adjusting plans to meet student needs.
- Specific examples of high-quality instruction to engage students in hybrid learning.
- Additional support for our newest educators to ensure they meet the needs of students.
- Individualized support for educators.

3.6 Lost/Missed Instruction

- This is done by integrating missing standards not current grade level work and not by stand-alone review of prior year content

3.7 Grading and Assessment

- Students will need to be quickly assessed to identify gaps in instruction so that plans can be made to help each child grow.
 - Benchmarking
 - STAR
 - Windows:
 - August 24-Sept 18
 - Nov. 30-Dec. 17
 - April 12-May 7
- Schools will create and communicate the feedback/grading process for hybrid and virtual settings
 - The type and frequency of feedback will be outlined
- Schools will create a plan to differentiate in-school assignments and virtual assignments.
 - Communication will be provided on how they are assessed
- Schools will outline the expectations for Google Meet sessions
 - The expectations will outline the process taken when a student does not participate in Zoom
 - Expectations will be communicated to students and parents

3.8 Technology

- Schools will communicate how devices will be used for all settings
 - A technology handbook has been created to outline expectations

- Families needing devices during hybrid or remote learning will be able to request them from the school
 - A Memorandum of Understanding will be provided to parents and must be signed before devices are loaned out
- Schools will work with families who have no internet access/slow internet access
- Each school will create a website where all remote/hybrid learning information will be housed

3.9 Special Education

- Students who qualify for special education services will be served during all phases of learning.
 - Schools will communicate with families to ensure the plans for each student are being carried out in the best way possible