



Holy Cross Catholic School

2020-2021 Return to School Plan

August 7, 2020

The COVID-19 pandemic abruptly closed Michigan schools in the spring of 2020; schools throughout the state began to implement distance learning plans to finish the 2019-20 school year.

During the summer of 2020, the virus continued to affect Michigan's residents and economy. As of this writing, most of the state (including the entire Archdiocese of Detroit) remains in the state-designated Phase 4 of recovery, and opening schools for safe in-person learning is encouraged by government and Archdiocesan officials.

Holy Cross School has developed this preparedness plan in cooperation with the policies developed by the Archdiocese of Detroit; in response to [Executive Order MI 2020-142](#) and [MI Safe Start Plan](#). School will open for in-person instruction on August 27, with families able to opt for distance learning for their children by the quarter. This plan stipulates actions to facilitate both learning environments and ensure student and staff safety within the building.

This plan has been developed based upon the most recent state and Archdiocesan mandates and is subject to revision as mandates and directions evolve and change.

MAINTAINING OUR CATHOLIC IDENTITY

Catholic identity remains the center of the mission of Holy Cross Catholic School. Whether in person or remote, we are dedicated to developing children of God who pursue lives of responsibility, leadership, and faith in action.

We will continue to support our students' spiritual formation by:

- Dedicating each school day to the Lord with in person or virtual daily morning prayers.
- Celebrating the Mass, either in small, socially distanced groups or via live-streamed services in which students will participate from home.
- Continuing with daily religion lessons and activities, whether remotely or in person.
- Participating in Eucharistic Adoration in small, socially distanced groups.

This may look different than it has in the past, but we will continue to find ways to ensure our students exercise their faith and grow spiritually.

Our response and plan for all faith formation activities will match the guidelines from the Archdiocese of Detroit and the state.

SYMPTOMS OF COVID-19*

According to the CDC, “People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

“This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.”

(*from the CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

If you are unsure and/or your child is exhibiting even one symptom which is out of the normal for him/her, please err on the side of caution and keep your child home to monitor symptoms.

IN-PERSON LEARNING

AT HOME, BEFORE SCHOOL

Each morning, students will be checked by their parents for symptoms of illness (to include monitoring of temperature WITHOUT fever-reducing medication). Students exhibiting symptoms will NOT be sent to school (and will be sent home if symptoms present during the school day).

By sending your children to school, Holy Cross School understands that you are declaring that your children are symptom-free.

DROPOFF OF STUDENTS

As groups are not permitted to congregate, students will be admitted to the building BEGINNING AT 7:15am. Students will enter at the front door (paced by an adult greeter) and proceed directly to their classrooms; where their teachers will be waiting for them. Teachers will monitor social distancing within the classrooms. Students will place coats, emptied book bags, and other belongings in their own plastic tote and store them as directed by their teachers.

All persons entering the school will use the front door exclusively, with the provision that students and staff already admitted to the building that day will be allowed to return to the school building from the Activity Center or Fine Arts Building through the nearest door.

PICKUP OF STUDENTS AT END OF SCHOOL DAY

Bus riders will be dismissed at the back door of school (maintaining social distancing in the hallway).

Students in grades K-2 will be dismissed from the south exit of the school on Water Street (between the church and the school). All other students will be dismissed from the front door of school. They will go directly to their pickup vehicles, paced by the staff member(s) supervising dismissal.

FACE COVERINGS

“Facial Coverings” and “Masks:” Homemade or disposable level one/basic grade surgical masks, covering the nose and mouth.

Face shields are not permissible alone as facial coverings. Face shields are permitted when paired with a face mask.

Families will provide their children’s face coverings. Disposable masks will be available in the school office for emergencies.

ALL students will wear facial coverings in common areas. ALL adults will wear facial coverings all day (except when they are eating). Any person whose doctor certifies in writing that they have a medical condition that makes wearing a mask intolerable will be exempt from wearing a mask after they have submitted the appropriate completed waiver form (available at school).

Students in grades PK-4 will be allowed to remove their masks when they are in their own classroom with only their own classmates. If they leave that room, they must wear masks while away.

Students in grades 5-8 are required to wear face masks all day, except when eating.

Families with child(ren) in grades that aren't required to use facial coverings may opt to have their children wear masks all day, if they wish.

SOCIAL DISTANCING

Social distancing will be implemented in all settings throughout our campus.

Classroom: Desks are separated in each classroom between 4' to 6' depending on the student population in that classroom and all face the same direction. Teachers will maintain student distancing within each classroom.

Hallways: Markers will be placed 6 feet apart to promote social distancing. Hallways will be marked for one-way traffic, where practicable.

School Office: Markers placed 6 feet apart are present in the school's office to promote social distancing.

Restrooms: Stalls containing toilets will be used as usual. Every other urinal will be closed.

DRINKING FOUNTAINS / DRINKING WATER

Drinking fountains will be closed. As they will not be able to refill water bottles, students and staff will bring their own adequate supply of drinking water - we suggest 2 disposable or reusable water bottles (labeled with owner's name) per day.

SUPPLIES

Each student should have a pencil box or pouch for supplies and an 18-30 gallon storage box for coats, backpacks, lunchboxes, and other personal belongings.

One breakaway lanyard will be supplied for each student (if desired) for keeping their mask on their person.

MASSES

All students and adults attending school Masses will observe AOD Mass guidelines.

MASK BREAKS - Effort will be made each day to provide students with “mask breaks.” This will be done so through instruction time outside, socially distanced.

LUNCH

Students will eat socially distanced in the cafeteria.

Microwave use is suspended until further notice.

RECESS

Individual classes will remain separated at recess, and each will have assigned (and rotating) recess periods using the blacktop, playground, and grass area when the weather allows outdoor play.

When outdoor recess is not feasible, the classes will still remain separated at recess, and will have assigned (and rotating) recess periods using a segregated one-half of the gymnasium or an activity center hallway.

SPECIALS CLASSES (Art, Technology, Music, and Band)

Specials teachers will, when possible, take their supplies with them and teach in each classroom.

LIBRARY - Lessons provided by our librarian will be taught in each classroom. Book selections will be given to the students, with students not having physical contact with the books until they have made their selections. Returned materials will be quarantined before made available to other students.

PE - Classes will be held with only the students in one cohort at a time, and will be held outdoors whenever possible. When they must be held indoors, PE classes will be held in the gymnasium or hallways of the activity center. We cannot use the locker rooms at this time, so students cannot change into gym clothes.

STUDENT MOVEMENTS

Middle school students will move from classroom to classroom in grades 5-8. A block schedule will be utilized, teachers will sanitize according to CDC guidelines after each group, and students will social distance when moving from classroom to classroom.

STUDENTS RECEIVING ADVANCED CURRICULUM - Grades TK-4 will remain in their homeroom cohort classroom. They will receive their advanced curriculum content from their classroom teacher. The students' classroom teachers will collaborate with the teachers of the other grade levels to ensure the students' growth in all areas. Students in grades 5-8 will physically move to the classes in which they attend for advanced curriculum content.

CLASSROOM LIBRARIES AND COMMON AREAS

Teachers will be responsible for required daily sanitization of commonly-touched surfaces and shared books and supplies within their rooms.

ATHLETICS

The school will obey governmental mandates and Michigan High School Athletic Association / National Federation of State High School Associations guidance regarding athletics.

MENTAL / SOCIAL-EMOTIONAL HEALTH

The school principal will facilitate mental health referrals, communications to families/students, and public-facing wellness materials. Principal will provide staff with timely, responsive and ongoing training/professional development.

STUDENT/STAFF ILLNESS AT SCHOOL

Students falling ill at school will wait in the quarantine area (with facial covering in place, as possible) with a designated staff person for pickup.

After leaving school, symptomatic students and staff members will not return until they have tested negative for COVID-19 or have completely recovered according to current CDC guidelines.

Students and staff members who leave school with a fever will NOT be permitted to return the next day, as policy states that fevers must be gone (without the use of medication) for a full 24 hours before persons return to school.

The school will cooperate with local public health officials in implementing screening protocols and contact tracing. The school will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school.

IF SOMEONE IS DIAGNOSED WITH COVID-19

In the event that someone in our school community should become ill with COVID-19, we will report to and take direction from the St. Clair County branch of the Michigan Department of Health and Human Services (MDHHS).

SCHOOL DUTIES

ADMITTANCE TO BUILDING

The school will restrict entrance to students and staff only, with the following allowances. For the first few days, our youngest students may require parent escort to the classroom. Adults will be screened at the front door for symptoms, must wear facial coverings, and wash/sanitize hands before entering. (Records of adult entries to the building will be monitored in a written log.) Anyone affirming conditions in the health screening or showcasing a temperature above 100.3 degrees will be denied entry. PK students will be escorted to and picked up from the classroom by their parents all year long. Those adults will follow the same screening, face covering, and hand cleansing regimen upon each entry to the building. (There may be other extenuating circumstances determined by school officials as situations evolve.)

STAFF

Staff members will conduct daily self-examination before leaving home, including temperature check. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will so inform the school administrator and will not return to school until they either have tested negative or completely recovered according to current CDC guidelines.

Teachers will make certain that their lesson plans are always up to date and that the principal has access to all lesson plans in the event synchronous sessions or substitute teachers are needed.

MARKING FLOORS AND WALLS

The school will maintain social distancing marks on the floors and/or walls throughout the hallways and in classrooms to assist students in maintaining social distancing.

SANITIZING / CLEANING

Maintenance personnel will continue to clean and sanitize the building after school.

The school's restrooms will be sanitized at lunch time every day by school personnel.

Teachers will limit student sharing of personal items and supplies (e.g. writing utensils).

Teachers will sanitize commonly-touched surfaces in their rooms (including door knobs, light switches, etc) every 4 hours (required) or more frequently, as needed. Teachers will sanitize student desks any time a group leaves the classroom or changes rooms. The school will provide supplies, including facial shields, disposable gloves, and sanitizing agents.

Teachers will teach and reinforce proper handwashing technique (soap and water, for at least 20 seconds; and/or safe use of hand sanitizer containing at least 60% alcohol),

and will take their classes to the restrooms frequently for handwashing. The school will provide adequate handwashing supplies in the restrooms and will regularly monitor those supplies.

Staff and students will be educated to cough and sneeze into their elbows or tissue, and to dispose of used tissues immediately in the trash (following up with immediate hand washing).

Sanitizing stations (consisting of hand sanitizer and paper toweling) will be available at the building entrance and within each classroom. Disposable masks will be available at the building entrance, if needed.

The school will ensure safe and correct use and storage of cleaning and disinfecting products (storing products securely away from children), and will ensure adequate ventilation when staff use products. Staff must wear gloves, surgical masks, and face shields when performing cleaning duties.

DISTANCE LEARNING

(Available Phases 4-5: MI Safe Start Plan)

Families uncomfortable with in-person learning or unable to engage due to health reasons may elect to experience the Distance Learning Option which allows for a one-quarter-long (minimum) commitment to an online learning experience during the 2020-2021 school year.

Students will maintain necessary course loads and remain on pace to complete the school year while staying connected to the Holy Cross community with support from faculty and staff. Every effort will be made to ensure that online learning is truly a Holy Cross learning experience, guided by esteemed Holy Cross faculty. Specific course availability may be limited, depending on the uniqueness of a student's schedule, but the program's design allows for availability of core classes. In these cases, Holy Cross will work with students and families to ensure access to an online learning schedule that meets students' short and long term goals.

The following measures outline the vision of Distance Learning:

- School-wide guidelines will ensure uniformity in all SeeSaw and Google Classroom pages.
- Courses will align with our in-person offerings to allow for reentry to in-person learning at the beginning of the second quarter, if desired.
- Virtual classes will be taught by Holy Cross faculty.
- Lessons will consist primarily of asynchronous instruction and assignments.
- Presentations will include some scheduled synchronous learning activities with teachers.

If you would like to opt into the Distance Learning model for your child for the first quarter of the 2020-21 school year, please let the school know by Friday, August 21.

DISTANCE LEARNING EXPECTATIONS

Distance learning requires a great deal of involvement on the part of the parents. The teacher will still present the day's lesson, but it will be the parents who make sure the student logs in for the lesson, understands, completes, and submits the work. Not completing any part of this "chain" of duties could negatively affect the student's grasping of the concepts and/or his/her grades for the quarter. Also, although they are dedicated to the success of each student, teachers will be in the classrooms all day with the in-person students, and so their available time for distance learning interactions is available through scheduled online office hours.

Families will inform the school by August 21 (or at registration) if they are opting for distance learning for their children for the first quarter. The family will be required to continue with that choice for the entire quarter.

The option for Distance Learning will be offered for subsequent school quarters until the state has attained Phase 6 in its recovery, and families will be able to opt in or out of in-person instruction again at that time for the next school quarter.

If illness requires a family to quarantine, their in-person students will be allowed to flex into distance learning for the quarantine period.

While distance learning, parents will be required to log their students in every day to have them counted as “present.” (However, a teacher may continue to count a student as “present” if s/he has interacted with the student during the day, even if the parent has not logged the student in.)

At-a-distance students will be required to view the scheduled lesson and submit the required work on the time frame specified for each by the teacher. Lateness at a distance will have the same repercussions as lateness in person (e.g. lowered grades, consequences, etc.).

Every effort will be made to provide teachers with an additional prep period daily to be utilized for distance learning office hours. These office hours can be utilized by distance learning students for synchronous lessons, questions, and other needs that arise. These office hours will also be dedicated to distance learning lesson planning, uploading of documents, grading, check-ins, etc.

Crusader Day Distance Option - We have reserved the time slot of 9-10am on Crusader Day for our distance learners. Social distancing will be in place. Please come (masked) to the school office and you will be directed.

ALL-STUDENT DISTANCE LEARNING

(Phase 1-3: MI Safe Start Plan)

Distance learning relies on course organization and delivery through online platforms with a blend of synchronous (live) and asynchronous (available at any time) learning.

The following measures outline the vision of Holy Cross distance learning:

- School-wide guidelines will ensure uniformity in all class pages.
- Class structures allow for a combination of live Zoom/Google Meet sessions, as well as flexible, asynchronous lessons and classwork.
- Students will Zoom/Google Meet in each class two times synchronously each week, with times to be determined with the teacher.
- The weekly schedule includes demands for real-time attendance, which will be monitored.
- Classes are structured to accommodate a smooth transition to in-person learning, should the situation in the state allow for that movement.
- Academic Success services will be available to students.

“Distance Learning Expectations” and other details in the prior section, “Distance Learning Phase 4-5,” will continue to apply to Phase 1-3 Distance Learning.