
2020-2021 Educational Plan

Response to COVID-19 Guidance

August 12, 2020



EDUCATIONAL PLAN FRAMEWORK

Pope John Paul II High School is committed to the health and safety of every member of our community. The school is also committed to providing the best possible education for each student, following its mission: *to provide a Catholic secondary education within a challenging academic, spiritual, and co-curricular environment that will develop men and women who are intellectually strong, spiritually alive and committed to serving the needs of others.*

The coronavirus has presented our world with challenges not faced by education in many years. While we maintain in-person learning as the strongest approach to education, business as usual is not possible in our current pandemic world. Fortunately, JPII is uniquely positioned to take advantage of its small size, exceptional faculty, and technological infrastructure to maximize learning while maintaining required safety protocols. Unlike larger schools, JPII's enrollment will allow for all students to be on campus at the same time with social distancing restrictions fully in place as soon as health authorities allow. *Throughout the year we will continue to monitor the situation as well as guidance from all authorities, including the Office of the Governor, Office of Superintendent of Public Instruction, the Archbishop of Seattle & the Office of Catholic Schools, and Thurston County Health Department.*

This is a fluid situation. It is likely there will be periods of time when we can be in school and periods when we will be directed to be out of the physical school building. We have built flexibility into this educational plan so that we can transition quickly, smoothly, and effectively.

Regardless of the model of education...

...JPII is a school of faith. Helping each student build an understanding of their faith and their personal relationship with God is why we exist as a school. Opportunities to pray together throughout the day at the beginning of lessons will remain the first step of many. Campus ministry will continue to focus on deepening engagement and providing ongoing support for student and family faith. During Advent and Lent, there will be additional community prayer opportunities. While we pray we will be together on campus for these wonderful services, we are planning how they can be accessible and meaningful for our community through every educational model.

...the social and emotional health of every student is a priority. We know from our experiences last spring that regardless of each student's ability to learn from home, the loss of "normal" school life was traumatic. This year we are working to include additional virtual social activities and lessons through community period classes. Associated Student Body will also be introducing engaging new activities to keep students involved in the JPII community.

...JPII is committed to allowing students and families uncomfortable with physical attendance to continue to be an integral part of the learning community throughout this time of transition.

The following plan details the three educational models that may be utilized throughout the year:

- @Campus: Modified On-Campus
- @Home: Distance Learning from Home
- @Hybrid: Rotating Small Groups

This plan is designed to maximize in-person learning as much as safety protocols allow.

THREE MODELS:

Having all three models operational from the beginning of the school year will allow us the flexibility to transition rapidly and will also allow families to choose the model that works best for them. There are, of course, pros and cons for each model in terms of education, family comfort level, social experience of the students, etc., that you must weigh as you look at the bigger picture of your family health, happiness and education. There will also be times where the proper health authorities will dictate what model we will be using. We expect this to be a year of changes and we are here to support you and answer questions no matter the circumstances.

@CAMPUS: Modified On-Campus Learning

On-Campus education will be available when health and government authorities deem it to be a safe and viable option. The @CAMPUS model follows all safety protocols from health authorities. These protocols have been developed through the recommendations of the state department of health and the CDC guidelines for schools. *As new protocols or information is released by these entities, we will adjust our models to meet new requirements when possible and if not possible will shift to the @HOME model.* The health and safety of the entire community is our number one priority.

In order to make @CAMPUS, in-person education safe for students and staff, there are multiple safety protocols as well as program changes that will be implemented this school year.

- **Masks:** Masks must be worn at all times by all members of the community on campus with the exception of eating lunch - which will have set protocols to be followed.
- **Health Screening:** All individuals, staff included, will undergo a daily health screening including set questions and a temperature check. This screening will take place in the parking lot before students are allowed to enter the building. Parents who are dropping students off must wait for their student(s) to be admitted before leaving the parking lot. The following health screening questions are the guidelines from the Washington State Department of Health:

Every day, ask staff, parents, guardians, and students (grades 6-12) to review the following questions and **stay home if the answer is yes.**

1. Do you have any of the following symptoms that are not caused by another condition? (On the first day after a break or for a new student, please ask about the past 3 days/92 hours.)
 - Fever (100.4°F) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Unusual fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

2. Have you been in close contact with anyone with confirmed COVID-19? Close contact is defined as: being within 6 feet of someone with COVID-19 for 15 minutes or more.
 3. Have you had a positive COVID-19 test for active virus in the past 10 days?
 4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about coronavirus infection?
- **Sanitizing/washing:** Once students enter the building, they will use hand sanitizer then proceed immediately to their designated cohort room through the one-way hallways maintaining appropriate distance from other individuals by using the six-foot markings on the floor. Sanitizer will be available in every classroom. Wipes will also be available in every classroom for the purpose of cleaning the desk surface at specified times throughout the day. Whenever possible, students will be reminded to wash their hands with soap for at least 20 seconds as it is proven to be more effective than hand sanitizer.
 - **Social Distancing:** All classroom locations have been re-structured to allow for at least six feet of distance between every individual in the room. Hallways are marked with six-foot lines to clearly indicate the separation required for walking.
 - **Cohort Groups:** High school education is designed to be individualized as much as possible to meet the academic needs of students in multiple areas. This makes cohorts – staying with the same group of individuals all the time – particularly difficult. This year we have been able to organize each of our grade levels into cohort groups. These groups were developed by looking at the course needs of the majority of students in the grade level. The students in each cohort group will remain with their group throughout the day with teachers coming to them. This includes eating with their cohort. All students must bring their lunch with them to the classroom and follow all protocols for eating (see lunch section below). Within their cohort, students will be socially separated by a minimum of six feet. Due to individualized academic needs, there are a few situations when a student may be moved to join a different group. When this occurs, students from different groups will remain separated by the standard six-foot separation and will not be mixed into the core area of the new group they are joining. For example, two students joining a different cohort for math would take open seats nearest the door. Each cohort room that will have students joining will have a designated clean location closest to the door to minimize shared space and materials and maximize separation and therefore health and safety guidelines.
 - **Mathematics:** Students who are in a mathematics course *other* than the two that are typical for their grade level may need to move to a different room to take a class with a different group.
 - **Lab Sciences:** Biology and Chemistry will both take place in the large lab for the sake of the academic requirements of the lab science and keeping all science materials located in one place for cleaning purposes. Students will transition to the lab and remain in their cohort grouping for these classes. Students in a science level not typical for their grade level will remain separated within the lab – our largest room.
 - **Languages:** those students taking alternate languages or a different level than their cohort group may be moved to a location where they will join their appropriate program.

- **Electives:** Electives provide a significant challenge in the On-Campus and hybrid model, because students mix across grades for these classes. We have redesigned the schedule to make the elective period 4th period, the last period of the day on Blue days and 4th period will occur at the end of the day on Eagle days. ***Opting for off-campus electives:*** Students and/or parents who are uncomfortable with the groups mixing for an elective may choose to take their elective virtually. This option requires leaving campus for the elective period (beginning at 1:15 pm on Blue days). On Eagle days, the elective period has been moved to the last class of the day (beginning at 1:55 pm). Travel times will be taken into consideration, so remote students will join 20 minutes into the period. If you would like to utilize the off-campus elective option and your student signed up for an elective that would be difficult to study virtually when the rest of the class is on campus, please consider discussing your other elective options with Mrs. Allin.

- **Lunch:** Students will eat in their cohort homeroom. Students may not share food, drink or any other item. All students will wash/use hand sanitizer before eating. Microwaves will be wheeled into the classroom for use by the students. Teachers will monitor social distancing and eating procedures. Masks will be worn up to the first bite and immediately following the last. Students will be asked to clean their desk and location with wipes and sanitize their hands again before transitioning to class activities for the next course.
- **Leaving the room:** In the event a student needs to leave the room for the restroom, office or other reason, the student will sign out with a time and destination from their assigned location and will sign back in with the time when they return. Students must follow all social distancing guides throughout their travel to and from the room – one-way hallways, six feet of distance between yourself and anyone else you may encounter out of the classroom. This data will be kept for the sake of possible future contact tracing.
- **Leaving campus:** If your student has a scheduled appointment that requires you to pick them up, you must notify the office by email or phone prior to the appointment. Your student will be brought to the office to await pick up at the appropriate time. During the school day, please drive up to the front, roll down your window so that we can confirm your identity, and we will then release your student.
- **Visitors:** It is in the best interest of the health and safety of all members of the community if we limit access to the school building to students and staff only. In the event that a parent/guardian needs to meet with staff, virtual options will be offered first. If that is not appropriate to the specific meeting, we will set up an in-person conference with safety protocols. Parents must agree to follow all safety guidelines and directions any time they are on campus.
- **Presenting with COVID-19-like symptoms:** In the event that anyone already on campus who passed the morning screening develops COVID-like symptoms during the day, the following procedures will be strictly adhered to: The individual will be moved immediately to the isolation room. Parents will be called. The student will remain in the coronavirus quarantine room with supervision from more than six feet away in appropriate personal protective equipment until they are picked up from school. All areas where the potentially ill person had contact will be aired out, cleaned and disinfected.
 - For ill persons **without** known exposure to a confirmed COVID-19 cases, follow [DOH guidance for what to do if you have symptoms of COVID-19 and have not been around anyone who has been diagnosed with COVID-19](#).

- If polymerase chain reaction (PCR) testing for coronavirus is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or the immunocompromised may need to be isolated at home for longer.)
- If PCR testing for coronavirus is negative, stay home until 72 hours after fever resolves and symptoms are improving.
- People who are ill **and** who have had known exposure to a person with confirmed COVID-19 should be encouraged to be tested for coronavirus and should stay out of school until at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or immunocompromised may need to be isolated at home for longer.)
- Students' parents or caregivers must inform the school immediately if the ill person is diagnosed with COVID-19.
- If a student or staff member tests positive for coronavirus, the local health department authorities will provide advice for next steps.

@HOME: Distance Learning from Home

Last spring the sudden shift to distance learning was new for the entire community. Throughout the spring adjustments were made to our distance learning plan as the situation changed so we could address the myriad challenges presented. This year we have not only that experience to build upon, but also multiple resources gathered from education experts and through collaboration with the Office of Catholic Schools and our partner schools.

Courses in the @HOME model are the same as the courses on campus, allowing for the agility to move seamlessly from one model to the other. That said, there are differences in the student and parent experience when students are learning from home.

The following structure and guidelines will be implemented for all who are participating in distance learning from home.

- **Attendance:** This year the Office of the Superintendent of Public Instruction (OSPI) has required all schools to monitor attendance for students whether on campus or learning virtually. This is a change from last spring. Attendance will be marked by students daily attending each class through synchronous, online sessions. Sessions will be held on Google Meets, Zoom or other appropriate platforms. *During every class, students will be asked by the teacher to respond digitally to questions or prompts as part of the lesson.* The receipt of their response will verify attendance for that class session. If students cannot attend a session, an email from the parent or guardian to both the teacher and attendance@popejp2hseagles.org is required.
- **Synchronous Courses:** While the world was learning how to function virtually last year we offered asynchronous courses so families could work out their own schedules and processes. Additionally, the amount of screen time has always been a concern. What we have learned due to COVID-19 is that there are distinct differences in the use of technology as a tool and its value as opposed to all uses of

technology being considered in the generic “screen time” category. Students @HOME will be expected to be attending class virtually for the first half of the scheduled class time (see Day Schedules addendum). These times conform to the recommendations for online learning from OSPI as well as other education leaders. Eagle days, when they occur, are at the beginning of a week and only have the seven core classes – no community period. Blue and gold day courses have four periods each day.

- **Eagle days:** When @HOME, students log on to their course through the link in Schoology for an approximately 25-minute conversation/lesson with a short review of the previous week and an introduction to the curriculum focus is for the current week.
- **Blue/Gold days:** Students attend class through the link provided in Schoology for an approximately 45-minute lesson. These lessons must be attended for the first half of the class time or until dismissed by the teacher if that comes earlier.
- **Bandwidth Concerns:** When multiple people use the internet at a time in your home, bandwidth is a concern. Our faculty are intentionally planning their lessons with this reality in mind. Video streaming is the highest use of bandwidth. Therefore, our teachers are learning processes to teach virtually using additional forms of sharing information accompanied by audio. For example, our Promethean technology allows teachers to share their screens and audio with students through a web-based link. We are expanding teacher technology tools this year to provide added options.
- **Teacher Availability:** Maintaining regular communication with teachers is very important to the success of at-home learners. When the entire school is @HOME, the second half of the period teachers will be available to work with students individually or in small groups. Students may sign up for these opportunities.
 - **Some students on campus (includes Hybrid model):** If on-campus classes are occurring, teachers will be occupied for their entire period. Each @HOME student must commit to contact procedures with their teacher additional to online class time no less than once every other week. The preferred regular form of communication will be mutually established by the teacher and student within the first two weeks of the course or @HOME period. Our standard communication process with students is through Schoology and/or the student JPII email account. Parents must create their Schoology account so they can see all course posts that are sent to their student. Teachers and the family may choose to set up a time and day for regular check ins. Our goal is to help every individual student achieve to their highest potential. Please know that in the event that we have both on-campus and at home students, teacher time is limited. Every teacher is committed to communication at the highest level but please be gracious in your understanding of their time commitments.
- **Assessment:** Assessing the level of understanding of each student for the course learning objectives is necessary to provide evidence of student achievement and to award credit. Both formative and summative assessment tools may be used by the teacher to evaluate student achievement of objectives.

@HYBRID: Rotating Small Sub-Cohorts

The @HYBRID model is designed to maximize in-person learning while limiting the amount of time and number of students on campus. In the event that we are directed to hold our cohort (groups of students who remain together throughout the day and remain consistent from day to day) size *to a number significantly smaller than our rooms can hold at six-foot distances*, we will be required to employ a hybrid model.

The @HYBRID model will divide our cohort groups into smaller subgroups and alternate the days in which each subgroup is on campus. The hybrid model ensures that each student so will have contact with each course teacher once per cycle. The details of this alternating plan would depend on the **size** subgroup we are allowed.

- **An Example:** The number of students in a subgroup that we have heard most consistently from the health department is five. At that size, we would need to create three subgroups from each of our cohort groups. With cohort subgroups of five, each subgroup would cycle through a blue and gold day so three blue and gold pairs would give each subgroup time with each course teacher. The remaining subgroups would follow the @HOME model when not on campus.
- **Procedure:** All current cohorts will be divided into hybrid cohort subgroups as soon as the health authorities give their number recommendation. If you would prefer *for any reason* to continue to be @HOME instead of joining a subgroup on campus, please communicate your preference to Mrs. Allin as soon as the move to the @HYBRID model is announced. You may change your preference at any time. We want to ensure that all students and families have no reservations before inviting a student on campus.
 - **Subgroup on campus:** All @CAMPUS health and safety protocols must be followed at all times. The on campus subgroup will be present in the lesson with the other subgroups joining for at least the first half of the period as described in the @HOME description.
 - **Subgroups at home:** All @HOME protocols, including attendance practices, must be followed when a subgroup is not on campus. Teachers will be occupied throughout the entire period, so teacher availability will be more limited. Students should continue to communicate regularly with their teachers. The beauty of the @HYBRID model, however, is that students will be face-to-face with their teachers on a regular basis. Because of this opportunity, students who have elected to remain @HOME will be given higher priority for setting up virtual communication times with the teachers.

COMMUNITY COMMITMENT

Community remains a cornerstone of the JPII Experience. In these challenging times, we must work together as community for the health and success of all. This will require strong communication and teamwork at every level.

As a school, we are committed to keeping the lines of communication open throughout the many adjustments this year may require. For example, if we are in the @HOME model and we receive the go-ahead to bring students on campus, we will immediately send a notice to the community through the

FlashAlert Newswire system, email and Schoology. All changes will also be posted directly to the school website where you should always be able to find the latest coronavirus response information.

An email or phone call to the school is always welcome if you are seeking to clarify information.

We need your help as well. When you are notified that we will be moving to @CAMPUS or @HYBRID models, you have the opportunity to decide to remain home for your own (and your family's) health and safety. Please notify the school immediately if you make that choice.

Additionally, if a member of your student's household *comes into close contact* with a positive COVID-19 case, you must inform the school and immediately switch to the @HOME model at least until the fourteen-day quarantine period has passed with no positive test results. Close contact is defined as: being within 6 feet of someone with COVID-19 for 15 minutes or more.