

RETURN TO LEARN

PLANNING FOR THE 2020 –2021 SCHOOL YEAR



Holy Family

CATHOLIC SCHOOLS

THE PORTRAIT OF A HOLY FAMILY GRADUATE

*Our strategic vision remains central to all we do on behalf of our students and families.
No matter the circumstances, we will strive to mold graduates who are:*

SPIRITUAL & ETHICAL

They understand the personal and communal nature of the Catholic faith, living the learned faith in all that they do and in service to others.

AWARE & CONNECTED

They are well-rounded, balanced and involved – in the arts, athletics, and other co-curricular activities. They are self-aware leaders in local and global communities.

PASSIONATE & ENGAGED

They love learning. They are actively engaged and entrepreneurial in their approach to school, work, activities, service and their lives.

CAPABLE & PREPARED

They are prepared to succeed in every facet of life after high school. They have developed the key Habits of Success and critical skills and knowledge needed to actualize their own dreams and thrive in the 21st century.





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FIRST DAY OF SCHOOL
Monday, August 24, 2020

As our understanding of the COVID-19 virus and best practices surrounding health and safety are constantly evolving, all guidance in this plan is subject to change.

COVID-19

STATUS of PROGRAMMING and FACILITIES

Holy Family will follow the board-approved 2020-2021 academic calendar. Unless circumstances dictate otherwise, school will operate within status II guidelines as of the start of school on August 24, 2020.

	STATUS	PEOPLE	PROGRAMMING
I	CLOSED	<ul style="list-style-type: none"> Essential employees only as identified by department supervisors Employees who are able will work remotely as determined by supervisors Visitors by appointment only 	<ul style="list-style-type: none"> Virtual learning Limited athletics and co-curricular activities as approved with added safety measures Childcare continues unless health conditions on site require a temporary closure
II	OPEN WITH LIMITATIONS	<ul style="list-style-type: none"> Employees resume work on-site unless otherwise arranged for health reasons Visitors by appointment only (includes volunteers, college students, parents and family members) Participants of approved activities 	<ul style="list-style-type: none"> Hybrid learning Limited athletics and co-curricular activities as approved with added safety measures Childcare continues unless a COVID-19 case is identified on site
III	OPEN TO PUBLIC	<ul style="list-style-type: none"> Employees resume work on-site as normal Student, families, personnel and guests have standard access to facilities 	<ul style="list-style-type: none"> Fully on-site learning Athletics and co-curricular activities operate as normal Childcare continues
ALWAYS REMEMBER: Wear a mask, maintain good hygiene with frequent hand-washing (20 seconds), covering coughs and sneezes, and sanitizing work stations • STAY HOME WHEN SICK.			

PRECAUTIONS

- Thorough decontamination of buildings
 - Gatherings limited by capacity of meeting space to allow 6 ft. physical distancing.
 - Face coverings required
 - Grab-and-Go meals through community meal sites (see DCSD website for times and locations)
- Thorough decontamination of buildings daily
 - Desks wiped down between use
 - Students report directly to classrooms, with no congregating in gymnasiums, hallways or locker rooms
 - Adjustments to schedules, meal services and recess procedures will be made as necessary
 - Physical distancing 3–6 ft. and maximized whenever possible
 - Face coverings required
- Routine cleaning and sanitization procedures
 - Schedules, meal services and recess operates as normal
 - No additional PPE required

CONDITIONS FOR SHIFT

Conditions for all closures will be evaluated based on community prevalence and in consultation with the Medical Advisory Task Force and local public health officials.

As the situation is fluid and rapidly changing, Holy Family schools may transition from one status to another throughout the year as necessary.

* * *

New guidance in this area was issued on Thursday, July 30, by the Iowa Department of Education and Iowa Department of Public Health. Holy Family will review the new guidance in consultation with the Medical Advisory Task Force, and will provide updates as needed.

THREE LEARNING MODELS

Our number one goal is to be back together on-site as safely as possible this fall, and to remain on-site as much as possible this school year. We have prepared a plan for every scenario we may face, and recognize the need to be agile in transitioning from one learning modality to another. Each model will require student participation and provide academic rigor that ensures learning standards are met and exceeded. As such, attendance will be taken, work will be graded, and credit will be granted no matter which model we follow.

On-Site Learning

Students and staff are back on campus with necessary health and safety precautions in place.

Hybrid Learning

Services are offered both remotely and at physical school locations simultaneously to support the individual needs of families and support necessary physical distancing.

Virtual Learning

Instruction is provided through an online learning platform and virtual classroom meetings.

Our Planning Priorities

Each of the following priorities has been carefully woven into our planning at every level. We recognize, no matter the learning modality, without attention to basic human needs and equity for students and teachers, our academic achievement will suffer. As always, we are committed to nurturing our students mind, body and spirit.



Lessons Learned

We heard you

Holy Family is uniquely positioned to learn from our experience with building closures, material distribution, and virtual learning as we all hung together to get through the spring while continuing to make academic progress. We also benefited from in-depth, in-the-moment feedback from families surrounding all aspects of the virtual learning experience.

The following key areas of feedback have weighed heavily into our return to learn planning.

KEY FEEDBACK FROM STUDENTS AND PARENTS:

- Our youngest students are not yet independent learners and require significant hands-on support, posing a special challenge for working parents
- Hardware issues – predominantly faulty cameras – posed significant challenges for synchronous video conferencing
- Consistency with learning tools used throughout the system and among grade-levels.
- More consistent access to teachers
- Students enrolled in personalized learning are uniquely positioned for success in transitioning from in-person to virtual learning models

KEY FEEDBACK FROM TEACHERS:

- Childcare when teaching
- Training and support with technology tools
- Professional environment for teaching (bandwidth and work space)
- Training on virtual and hybrid teaching
- Training on mentoring

Solution Focused

Throughout this plan, you will notice unique solutions to challenges faced by our community. We're not done learning. We'll keep listening, responding and refining our plans to meet the needs of our students, families and staff as the year goes on.



ON-SITE LEARNING

Decisions Guided by Science

Nothing can replace the powerful experience of teachers and students engaging in a classroom environment, and our primary goal is to welcome our students and staff back to campus, while keeping our community safe.

As we navigate these challenging circumstances, we are faced with many significant decisions. We recognize, as educators, our training is not best suited to guide us in these important health and safety matters.

With the protection of our students, staff and families at the forefront of our planning, Holy Family has commissioned a Medical Advisory Task Force of local healthcare professionals who are vested in our community. In conjunction with guidance from the CDC and IDPH, the Medical Advisory team will help to inform Holy Family's decisions surrounding COVID-19 and provide insight into best practices for a safer and healthier school year.

On-Site Health & Safety Measures

Health Screening and Wellness Policy

Staff and students who are exhibiting signs or symptoms of COVID-19 will be required to stay home.

General Guidelines for Quarantine and Isolation

Please note: New guidance in this area was issued on Thursday, July 30, by the Iowa Department of Education and Iowa Department of Public Health. Holy Family will review the new guidance in consultation with the Medical Advisory Task Force, and will provide updates as needed.

Quarantine and Isolation Defined (source CDC)

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- *Isolation separates sick people with a contagious disease from people who are not sick.*
- *Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.*

SYMPTOMATIC OR COVID-19 POSITIVE

- Staff and students who are symptomatic or have tested positive for COVID-19 will be required to self-isolate for 10 days.
- Students and staff will be permitted to return to school when the following criteria have been met:
 - » At least 10 days have passed since symptoms first appeared **AND**
 - » At least 24 hours with no fever without fever-reducing medication **AND**
 - » Other symptoms have improved.
- A documented medical evaluation that indicates symptoms are clearly consistent with a less serious illness or allergic reaction may be permitted to return to school 24 hours after their fever and other symptoms resolved.
- Documentation may be subject to review by the Medical Advisory Task Force to ensure conditions for returning to in-person learning have been met.

GET TO KNOW THE SYMPTOMS

Source: CDC.gov

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.

See: [Mayo Clinic self-screening tool](#)

- Family members living in the same household as the student or staff member who has tested positive for COVID-19 will be required to quarantine for 14 days following the last day of exposure to the infected family member.

CLOSE CONTACT DIRECT EXPOSURE

A “close contact” is defined by the CDC as proximity of less than 6 feet for 15 minutes or more.

- Staff and students who have a known direct



On-Site Learning (cont.)

exposure to a person who is positive for COVID-19 will be required to quarantine for 14 days.

Always consult your healthcare provider on matters and concerns relating to COVID-19.

RE-EXPOSURE

- Staff and students who have tested positive for COVID-19 within the past 12 weeks and have since recovered and remain asymptomatic will not be required to quarantine or retest.
 - » Documentation of the confirmed COVID-19-positive test, within the previous 12 weeks, will be required.
- Staff and students who have previously tested positive and develop new symptoms consistent with COVID-19 will be required to quarantine for 14 days and should be clinically evaluated as appropriate.

Contact Tracing and Transparency

The following example represents a common scenario we may encounter throughout the year. However, unique circumstances will be evaluated on a case-by-case basis.

- Students whose assigned classroom seats are within six feet of an individual who has tested positive for COVID-19, as well as other known close contacts, will be informed and required to quarantine for 14 days. Family members of the close contact may attend school but should monitor for symptoms.
- Daily COVID-19 campus updates will identify the number of confirmed cases by grade level and site to assist families in monitoring the overall health of our school community.

A Culture of Shared Responsibility for Health and Safety

Our primary goal is to welcome our students and staff back to campus, while keeping our community safe. Attempting to open our schools and keep them open will require a keen focus on protecting the health of our community. In addition to social distancing and hand washing, a universal adoption of face masks will provide a strong defense against COVID-19.

As a community, we must promote a supportive culture of shared responsibility for health and safety of one another. We are in this together, and we can all contribute to this effort and discourage stigma or judgment surrounding health-related matters and the use of protective equipment.

SCENARIO DIAGRAMS

Facilities and Cleaning

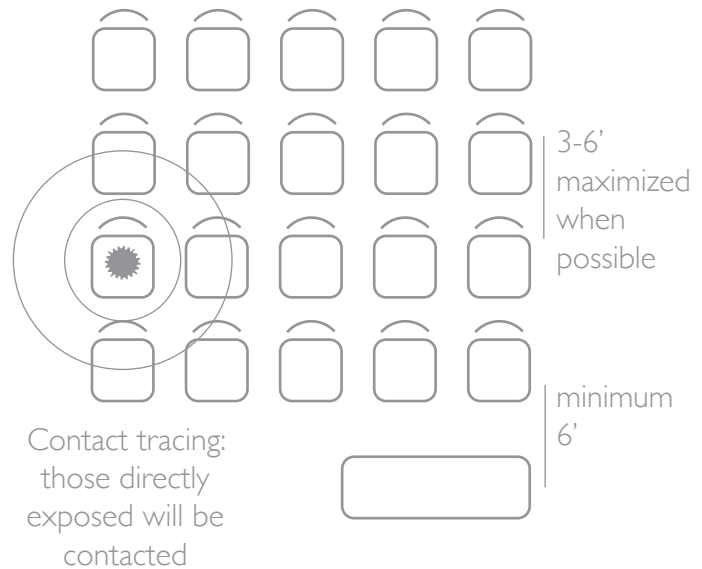
- Buildings will be deep-cleaned daily, with special attention given to high-traffic and high touch areas such as handrails, handles, and table-tops twice per day.
- Secondary students will sanitize their own desk upon entry into the classroom.
- Restrooms and handrails will be cleaned at regular intervals throughout the school day.
- All interior doors will be propped open to reduce spreading germs and support ventilation.
- In circumstances where a building is closed due to the spread of infectious disease, all facilities and equipment will undergo thorough decontamination.
- Partitions will be used to separate staff and visitors in administrative areas.
- Drinking fountains will be turned off. Water bottle filling stations will remain available. Students will be encouraged to bring a water bottle.

Physical Distancing

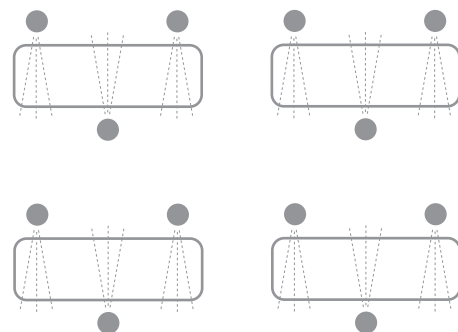
- Large group gatherings will be eliminated or minimized whenever possible.
- Furniture in classrooms, libraries, dining areas and break rooms will be rearranged or eliminated to maximize physical distancing between and among students and staff.
- Larger spaces will be used for larger class sizes wherever possible.
- Classroom seating will be assigned to aid in contact tracing, as needed.
- Staff break rooms will be available for storing and heating food. Staff members may not gather to eat in break rooms.
- Signage will direct traffic flow to help students maintain physical distance during transition periods.

CLASSROOM DISTANCING

Student seating will face one direction with assigned seats to assist with contact tracing.



LUNCHROOM DISTANCING



Staggered lunchroom seating will enable socialization and physical distancing.



On-Site Learning (cont.)

Additional Measures

- Holy Family will reduce additional exposures to the school environment by minimizing visitor access to our schools, including: volunteers, college students, parents and family members
- College professional development partnerships and community-based internships will continue virtually until further notice.

Protective Equipment and Hygiene

Face Coverings

- Face masks will be provided to staff and must be worn at all times unless alone in a private office or classroom.
- Face shields will be provided to teachers for optional added protection.
- In accordance with the City of Dubuque ordinance, students age 3 and up will be required to wear masks at all times while indoor except when eating.
- Students will be asked to provide their own face masks,
- Masks will be provided for students who forget to bring theirs.
- Exceptions for an alternative face covering may be made in rare circumstances for students and staff with a documented health

condition that medically prevents them from wearing a face mask. Exceptions are subject to review by the Holy Family Medical Advisory Task Force.

Hygiene Practices

- Frequent and thorough hand washing will be practiced by staff and students, such as upon entry and exit of the building, before and after lunch, during bathroom breaks, and at other intervals throughout the school day.
- Routine reminders of hygiene practices will be posted in appropriate areas of our school buildings.
- Hand-sanitizer stations will be provided at key locations throughout school buildings.
- Nursing stations will provide a dedicated space for sick students to wait to be picked up, separate from healthy students visiting the nurse for routine health matters.
- Elementary students will not share school supplies.

Schedules and Logistics

Arrival and Dismissal

School start and end times will follow the normal schedule. Students will be required to report directly to class in the morning. No congregating in entryways, hallways, gymnasiums or locker rooms will be permitted before or after school. Schools will communicate site-specific protocols for arrival and dismissal.

FACE MASK TIPS AND BEST PRACTICES

We recognize masks will be more challenging for our youngest students. However, to best support our ability to remain on campus, we feel it is important to start with best practices and refine our approach as we evaluate the policy in action.

Your support will make a big difference in our success.

Please start now to prepare your child for the experience of wearing a mask. Your children will take cues from you about this policy. We humbly ask that you try to share positivity as you discuss masks and the circumstances surrounding COVID-19 with your child(ren).

Before school starts, provide opportunities for your child(ren) to practice wearing a mask for an hour or two each day and each time you leave the house.

Talk to your child(ren) about being a leader in protecting their friends and teachers. They can be proud of taking part in keeping their community safe!

Have some fun with it. Invite your child(ren) to take part in picking their masks or a fabric pattern that matches their interests.

* * *

GUIDANCE ON MASKS

Masks may be cloth or disposable. Families should plan to have at least five masks available for each child so they can have a clean mask to wear each day. Pack a back-up mask each day in case one becomes soiled or uncomfortable. If this is a hardship, please contact your school principal.

All cloth face masks should be made of at least two layers of breathable fabric. A mask should fit snugly against the sides of the face, reach above the nose, below the chin, and completely cover the mouth and nostrils. It is important to select a style that will stay on your child's face without slipping off when talking or moving about. CDC's guidance calls into question the effectiveness of gaiters worn as masks. To remain in line with CDC recommendations, Holy Family will transition away from allowing gaiters as a mask option in school and athletic activities. Masks with openings, such as mesh, valves, or holes of any kind are not acceptable.

See: [CDC Guidance on Cloth Face Coverings](#).

Containers will be provided for elementary students to store masks during lunch, recess and other "mask breaks." Students should use hand sanitizer following the removal of their mask prior to eating.

Want to help? If you would like to donate reusable masks to your school for students who do not have access to a mask or forget to wear one, please drop them off at the Holy Family Central Office, 2005 Kane St. Dubuque. Thank you!



On-Site Learning (cont.)

Transportation

Holy Family will follow the Dubuque Community School District (DCSD) schedule as it relates to snow days, etc. However, we will determine our own schedule relative to COVID-19 adjustments and closures.

Despite the differences in our schedules, Dubuque Community School District has committed to providing transportation for Holy Family students, including site-to-site shuttles for former Holy Ghost and St. Anthony students. Information about transportation schedules and routes will come from Dubuque Community School District.

The District has kindly requested that families who have access to busing but do not intend to use this service, please contact the transportation department to inform them of your plans. This information will greatly help with planning for physical distancing, schedules and routes.

The transportation department is currently seeking additional drivers. If you or someone you know might be interested in this opportunity, please contact the Dubuque Community Schools Transportation Department: 563-552-3275.

Transportation protocols from the Dubuque Community School District as of July 1, 2020:

- All buses will be deep cleaned each evening with hospital-grade disinfectant that carries an up to 24-hour residual effect.
- Hand sanitizer will be available at the door to each school bus.
- Students and staff on school buses will wear appropriate face coverings while on the bus.
- Seating on school buses will be assigned.

Food and Nutrition Services

Students at all levels will be released on staggered schedules for lunch.

Elementary Lunches

Elementary teachers will utilize an electronic lunch order form in classrooms at the beginning of the school day to create a touchless transaction. Lunch cards will not be utilized.

Elementary students will dine in the cafeteria (and an alternate location such as a gymnasium if needed) with their class, following distancing guidelines. Students will go directly to their tables and be released to the serving line to pick up their tray. All trays will be pre-plated, meeting the requirements of the National School Lunch Program.

Secondary Lunches

Lunch groups will split between the Wahlert and Mazzuchelli cafeterias according to the capacity of each space to accommodate necessary physical distancing. Backup locations, such as the gymnasium may be used for overflow, as needed.

Students will pick up their lunch from the Kehl Family Commons (Wahlert Cafeteria) serving line and dine in their assigned cafeteria space. Prepared lunch trays will meet the requirements of the National School Lunch Program. Three identical serving lines will allow for quick service and additional options will be prepackaged. Grab and go options will be available in the center section.

Students will be required to hold their lunch cards and cafeteria staff will scan the card from a minimum of 3 feet away from the student and card.

Breakfast

Breakfast for school-age students will be served in a variety of formats including grab-and-go meals to eat in the classroom as well as physical distancing practices in school cafeterias depending on the school site.

Technology Infrastructure

Tech Tools

- Holy Family will provide one-to-one Chromebooks for K–5 students in addition to the established 6–12 one-to-one program.
- K–5 students will practice with Chromebooks and learning management tools in tech learning centers

while they are on-site. This will build familiarity should circumstances require them to access learning from home.

Infrastructure

Holy Family is investigating the installation of hotspots in key outdoor areas of campus to maximize use of outdoor space for classes and activities.

Social-Emotional Wellbeing

Social-emotional wellbeing has been a key point of planning for counselors and teachers as they prepare to address potential anxieties and provide a smooth transition into school. Many plans have been created for the first week of school and beyond to integrate support for social-emotional wellness and community-building activities into normal school routines and lessons. Counselors will be available to support students throughout the school year with a wide range of concerns relating to COVID-19 and the extended time away from school and friends. Mentoring and student check-ins, as well as faith-centered activities and classes, Mass and daily prayer, are all opportunities to support students' social-emotional-spiritual health while in school.

If you have concerns about your child's emotional wellness and the return to school, please contact your school principal or counselor.



On-Site Learning (cont.)

Athletics, Activities and the Arts

Choral Music Programming

All choral programming will be held outdoors when possible. For indoor singing, classes will utilize larger spaces such as the gymnasium to accommodate distancing of 12+ feet. Masks will be required at all times during these activities.

Band Programming

All band activities will be held outdoors when possible or in large indoor spaces with distancing of at least 6–9+ feet depending on the instrument. Masks will be required at all times during these activities (with an opening to access wind instruments). Bags or bell covers will be required on wind instruments, and percussionists must have their own drum kits. Band students will be provided with the necessary personal protective equipment, such as masks fitted for wind instruments, as well as instrument bags and bell covers.

Theater

Wahlert Catholic is evaluating options for fall performance to be held outdoors.

Athletics & Activities

the Iowa High School Athletic Association (IHSAA) and the Iowa Girls High School Athletic Union (IGHSAU) announced high school fall sports will begin as scheduled on Monday, August 10. Each organization has provided sport-specific guidance for health and safety ([IHSAA guidance](#) / [IGHSAU guidance](#)). Following these protocols, in addition to consulting with our Medical Advisory Task Force, Wahlert Catholic High School will participate in Cross Country, Football, Golf, Swimming & Diving, and Volleyball. These decisions are subject to change based on the prevalence of the coronavirus in our community and schools and public health guidance. The guidance that follows will apply to all fall athletics, as well as cheer and dance. Mazzuchelli Catholic Middle School will participate in Cross Country, Football, and Volleyball. Mock Trial and First Lego League will not be offered at Mazzuchelli this year.

All activities will require masks when indoors and outdoors when physical distancing is not possible.

Swimmers and divers will wear masks at all times other than when they are in the pool.

Spectators will be permitted on a limited basis, with guidance specific to each activity and venue capacity. Details regarding the number of tickets per athlete, as well as general student admission, will be provided by the activities office and team coaches. All spectators will be required to wear a mask.

Student-athletes who elect virtual learning, as part of the Holy Family K–12 hybrid learning model, are invited to participate in extracurricular activities. Standard eligibility guidelines will apply.

More activity-specific guidance will be provided by coaches and instructors. If you have questions regarding athletics and activities, please contact Tom English in the Wahlert High School Activities Office, 563-583-9771 or tenglish@holyfamilydbq.org.

Faith

Mass

In accordance with our efforts to reduce building traffic, school Masses at all levels will be held without guests until further notice. We thank you for your understanding of this difficult decision.

- Wahlert and Mazzuchelli Masses will be held on a weekly rotation. Mazzuchelli Masses will accommodate one grade-level at a time and Wahlert Masses will accommodate two grade-levels at a time. This will create a rotation of each grade-level attending Mass every 5 weeks.
- Elementary Masses will be held weekly in church with a schedule determined by the capacity of the church.
- Students will be spaced by six feet.
- Music will be instrumental or limited to a single cantor.
- A limited number of Eucharistic Ministers will distribute communion, and each Mass will have one reader.
- There will be no hospitality ministers, servers, or gift procession.





HYBRID LEARNING

Holy Family's hybrid learning model will provide services both virtually and on-site simultaneously to meet the individual needs of families and support necessary physical distancing. Please note: All guidance previously listed in the On-Site Learning section applies to students who are on-site during Hybrid Learning.

Year-Round K–12 Hybrid Model

In Holy Family's K–12 Hybrid Learning model, students will have the option to participate on-site or from their home via live-streamed virtual classrooms. Live-streamed instruction will take place during the regular school day. Teachers will not be expected to record their classroom lessons, however, individual teachers may choose to make special arrangements with their students.

Choice in Learning

Holy Family's Hybrid model is built on flexibility. Families may elect to participate virtually for many reasons such as personal choice, medical vulnerability, illness, a required quarantine, or other reasons. Your decision may also change from day to day, week to week, or may span a full semester or school year.

If a student is transitioning to virtual attendance, a parent or guardian will be required to communicate this with their school office.

Technology Infrastructure

Holy Family has improved its IT infrastructure and bandwidth at each site. Every Holy Family classroom will be outfitted with the equipment necessary to stream lessons in real-time, providing a broad view of the classroom to students participating from home.

Each teacher will be trained on how to provide instruction in this hybrid format.

The Live-Streamed Classroom Experience

Our goal is to provide a smooth and engaging classroom streaming experience all for students accessing school from home. Naturally, nothing can replace the full classroom learning experience. Students accessing the classroom virtually may be unable to fully take part in certain hands-on, lab-based, or small group activities. There may also be times when classes are held outdoors and technology limits access to at-home participants. However, every effort will be made to engage at-home learners in large- and small-group discussions, and teachers will do their best to meet the needs of each student.

Please note: Students may be viewed on camera by classmates and parents who are accessing lessons from home. If you have a concern with your child being visible on camera, please contact your school principal.

Student Expectations When Participating Virtually

- Students should behave in a school-appropriate manner representative of our Catholic values and comply with the [Holy Family Computer and Internet Acceptable Use Policy](#).
- These days should be treated as academic days focused on learning.
- Be prepared:
 - » Chromebook and power charger are on-hand and in good working order.
 - » Ensure that the internal speakers, microphone and webcam are functioning properly and turned on.
 - » Select a desk/table workspace in a public area free of distraction.
- If a school-issued device requires repair, notify the technology department in a timely manner by submitting an online help ticket.
- The use of headsets or earbuds is recommended, especially if there are multiple people working in one room.
- Participate in classes as scheduled and until dismissed. Complete assigned activities.
- Secondary students should actively monitor their school email account and reply to teachers in a timely manner.
- Standard classroom conduct expectations apply, and attendance will be taken.

Food & Nutrition Services

Holy Family Food and Nutrition Services will offer school lunch and breakfast for families who wish to pick-up meals for their virtual learning students. Meals for students from all Holy Family sites will be available for curbside pick-up in the Wahlert Catholic High School circle from 10:00–10:30 a.m. Monday through Friday. Families will be charged upon pick-up at the standard meal price your student would pay for on-site meals. An order form for curbside meals is available on the [Food Service web page](#). **Orders must be placed by 6 p.m. on Sunday for the upcoming week.** Meals will be freshly-prepared for pick-up each day, including breakfast for the following morning if ordered.

K–3 Hybrid Model

From our experience this spring, we know, sending our youngest students home poses the greatest set of challenges for families, particularly those with parents working outside of the home. At this age, we recognize students are unable to navigate virtual learning independently. We also know these early developmental years are critical for literacy skills.

Should Holy Family witness a spike in COVID-19 activity and the health department has not mandated a shutdown of the building, we may opt to continue on-site learning for grades K–3 and transition grades 4–12 to virtual learning. Under these circumstances, K–3 students will remain on-site. Classes will be reduced as needed to facilitate physical distancing, utilizing spaces vacated by grades 4–5.



VIRTUAL LEARNING

Full time virtual learning will be provided for all K–12 students if we are unable to attend on-site.

If required to transition to virtual learning, Holy Family schools will provide “required educational services,” as defined by the Iowa Department of Education’s options for continuous learning, for students in kindergarten through 12th-grade.

Required educational services necessitate that academic work is equivalent in effort and rigor to typical classroom work, ensuring grade-level competencies are met or exceeded by the end of the school year. As a result, classroom instructional hours will not have to be made up.

We recognize that not everyone is home with their children during the day, and many who are, have additional responsibilities to work from home during this time. We know many will not have the option to oversee their child(ren)’s learning experience during the day or connect to lessons at the time teachers are connecting. We will work with families to provide individual accommodations as needed.

Our Virtual Learning Philosophy

As we look to provide a high-quality virtual learning experience for our students, we have identified the following goals:

- *Continuity of learning*
- *Accessible for students*
- *Honoring anytime/anywhere learning*
- *Maintaining connectivity and sense of comfort with our students through voice, video, or live sessions*
- *Designed for the home environment*
- *Designed by our teachers using a shared/group approach*
- *Competency-based learning and assessment*
- *Consistency of communication*

Our Virtual Learning plan includes both **synchronous** and **asynchronous** learning experiences.

- Synchronous learning refers to a learning event in which a group of students are engaging in learning at the same time.
- Asynchronous learning takes place when students engage in activities on their own time, like completing a written assignment or watching a video or screen cast.

Technology Access

Holy Family will provide hotspots to families with no home internet access individually, as needed.

K–5 Chromebook Distribution

- In addition to the established 6–12 one-to-one program, Holy Family will provide one-to-one Chromebooks for all K–5 students.
- Secondary students will continue to take full responsibility for their assigned device year-round as they are accustomed to doing.
- In the event of a mid-day notice of closure, K–5 students will be sent home with their assigned Chromebook.
- In the event of an evening or weekend announcement, Chromebooks will be distributed via curbside pickup the following business day.
- The Holy Family technology department is cycling in new devices, repairing those with faulty cameras, and retiring devices that are no longer sufficient for student use.

CREATING A SUCCESSFUL HOME LEARNING ENVIRONMENT

- » **Set up your student's learning space** in a quiet area free of distractions, with access to internet and school supplies.
- » **Create a daily routine for your child.** Work with your student to ensure they know their synchronous virtual learning schedule and create a schedule for asynchronous learning.
 - Sticking to schoolday bedtime and wake-up times is important to maintain a school routine and structure.
- » **Check Google Classroom and/or Summit Learning each day** to learn about assignments and activities for the day.
- » **Plan for breaks during the learning day.** Students can benefit from built-in transitions between “class” to help them reset for the next subject.
 - Children should spend their breaks away from screens and allow for physical activity and play.
- » **Check-in with your child.** Start the learning day with a check-in to ensure your child is clear about the plan for the day. Check-in throughout the day to ensure your child is on the right path. Close the learning day with a final check-in to see how the learning went and to plan for next steps.
- » **Support your child's independence** as much as possible and let them grapple with the challenges of learning and solving problems. Self-direction builds confidence, skills, and a sense of accomplishment.



Virtual Learning (cont.)

Learning Management Tools

To better streamline the virtual learning experience for students and families, we will all utilize the Google suite of tools system-wide.

- **Google Classroom** tool will serve as our learning management system PK–12. This will also allow us to move from Zoom to the integrated video conferencing tool.
- **Google Meet** will be used for video conferencing and synchronous lessons.
- **Summit Learning** management system will continue to be used among personalized learning students for all or some of their core classes.
- **Clever** will be used to manage student passwords.

Learning management system guides will be provided to help students and families familiarize themselves with these tools.

instruction daily following an established schedule with activities and homework.

- A Family Activity Packet will be sent home with the youngest in the family system wide with an Encounter Christ through Prayer theme. Information will include an education piece for parents.
- Principals will work with parish priests to offer a “lunch bunch” virtual discussion time for families to join.

Mass

- Each elementary school will work with the its parish priest to offer a weekly live-streamed or recorded Mass at the same time as school Mass.
- An optional weekly Mass will be held at Church of the Nativity for secondary students and families who wish to attend. This Mass will also be live-streamed.
- Archdiocesan parish guidelines relating to masks, physical distancing, and other practices will be observed.

Faith

- All levels will optimize the faith/religion class time to engage students in instruction and discussion.
- Teachers will coordinate virtual prayer services.
- Wahlert Catholic High School will continue to offer Bible studies.
- Elementary will have 10-20 minute religion

Social Emotional Wellness

- Opportunities for socializing – such as “social lunches” at the elementary level – will be purposefully built into schools’ virtual learning plans.
- Every student will also have one-on-one support from teachers in the form of teaching and/or mentoring in grades 4–12.
- School counselors will be available to offer

additional support for students who may be struggling with the virtual learning experience.

- Just as we did in the spring, Holy Family will continually evaluate opportunities to support social-emotional wellbeing of students through feedback surveys so that we can be timely in our response to an evolving situation.

Food & Nutrition Services

Holy Family Food and Nutrition Services will offer school lunch and breakfast for families who wish to pick-up meals for their virtual learning students. Meals for students from all Holy Family sites will be available for curbside pick-up in the Wahlert Catholic High School circle from 10:00–10:30 a.m. Monday through Friday. Families will be charged upon pick-up at the standard meal price your student would pay for on-site meals. An order form for curbside meals is available on the [Food Service web page](#). **Orders must be placed by 6 p.m. on Sunday for the upcoming week.** Meals will be freshly-prepared for pick-up each day, including breakfast for the following morning if ordered.

SUPPORT YOUR CHILD'S WELLBEING

- » **Help your child stay connected to the community and their friends.** One of the most powerful aspects of student life at school is the connections our students have among friends. During their time apart, even digital opportunities to communicate and connect with friends can sustain and support us through challenging times!
- » **Encourage your child to stay physically active** and find opportunities for movement and play. Get outside for a family walk, visit a quiet park, or engage in suggested activities from our P.E. Department (see lessons).
- » **Keep the lines of communication open.** It is important to let your child's teacher or principal know if your child is having difficulty with their virtual learning experience. If your child is displaying signs of anxiety, touch base with your child's teacher or school counselor.
- » **Make time for fun activities.** Beyond all else, find opportunities to slow down and enjoy the gift of extra time with your children. Board games, cards, puzzles, arts and crafts, and LEGOs are all great family activities!



Elementary Virtual Learning

Student Expectations

- Students should choose Christ-like behavior in all that they do and comply with the [Holy Family Computer and Internet Acceptable Use Policy](#).
- Establish a daily routine for schoolwork in partnership with an adult family member.
- Check in with Google Classroom and/or the Summit Learning platform daily and complete activities assigned by teachers independently or with parent support.
- These days should be treated as academic days focused on learning.
- Be prepared:
 - » Chromebook and power charger are on-hand and in good working order.
 - » Ensure that the internal speakers, microphone and webcam are functioning properly and turned on.
 - » Select a desk/table workspace in a public area free of distraction.
- If a school-issued device requires repair, notify the technology department in a timely manner by submitting an online help ticket.
- The use of headsets or earbuds is recommended, especially if there are multiple people working in one room.
- Participate in classes as scheduled and until dismissed. Complete assigned activities.
- Standard classroom conduct expectations apply.

Grading and Assessments

Teachers will continue to employ both formative and summative assessments to provide students with feedback about their academic progress. Elementary grading practices will continue as they are during on-site learning.

To achieve and exceed grade-level competencies by the end of the year, priority standards will be identified, taught and assessed.

Special Needs

- Special needs teachers will work closely with classroom teachers to provide support to students with needed interventions
- Provide live instruction and follow-up practice for students with an active accommodation plan, 504, or IEP.

Elementary Schedules

Holy Family's elementary administrators have worked together to actively review elementary virtual schedules to appropriately balance on-screen expectations with suitable access to classroom teachers based on experiences and feedback of teachers and families.

We recognize all families have unique circumstances. If a student is unable to engage in all or part of a weekly schedule, we ask that parents contact the classroom teacher or principal to discuss individual arrangements for the continuation of learning. We want to ensure all students receive the support they need.

Elementary Academic Minutes Per Day by Grade-Level

Level	Daily Minutes Direct Teacher Instruction	Weekly individual instruction/mentoring
K–1	100 minutes	Additional 15 minutes per week individual instruction and/or mentoring
2–3	125 minutes	
4–5	230 minutes	
K–5	Specialists/social lunch offerings	0–150 minutes per week (optional)

See detailed schedules on the following page.

Key Elementary Contacts

Questions About	Reach out to...
Elementary virtual learning and general concerns	<ul style="list-style-type: none"> Denise Grant, Resurrection Principal, dgrant@holyfamilydbq.org Carolyn Wiezorek, St. Anthony–Our Lady Principal, cwiezorek@holyfamilydbq.org Barb Roling, St. Columbkille Principal, broling@holyfamilydbq.org Teachers (email addresses can be found on the Holy Family Staff Directory)
Social-emotional-spiritual concern or anxiety	<ul style="list-style-type: none"> Sean Campbell, Resurrection Counselor scampbell@holyfamilydbq.org Kate Burke, St. Columbkille Counselor; kburke@holyfamilydbq.org Katie Bormann, St. Anthony–Our Lady Counselor; kbormann@holyfamilydbq.org Your parish priest
Technology-related issues	<ul style="list-style-type: none"> Shelly Theisen, Technology Support, Resurrection, St. Anthony–Our Lady, stheisen@holyfamilydbq.org Jenni Malcom, Technology Support, St. Columbkille, jmalcom@holyfamilydbq.org



Elementary Virtual Learning

K–3 Virtual Learning Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30–9:00 a.m.	K–3 Morning meeting/Religion				
9:00–10:30 a.m.	K–3 Reading 15-20 min whole group 20 min small group instruction (each group each day)				
10:30–11:30 a.m.	K–1 Individual instruction				
10:45–11:10 a.m.	2–3 Science/Social Studies				
11:30 a.m.–12:00 p.m.	K–1 Specialist offerings and Social Lunch offerings				
12:00–12:30 p.m.	2–3 Specialist offerings and Social Lunch offerings				
12:30–2:00 p.m.	K–3 Math 15-20 min whole group 20 min small group instruction (each group each day)				
2:00–3:00 p.m.	2–3 Individual instruction				

Elementary virtual learning schedules may be adjusted slightly to accommodate the weekly virtual school Mass.

4–5 Virtual Learning Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30–9:00 a.m.	4–5 Morning meeting/Religion				
9:00–9:50 a.m.	Core Course #1 and workshops Teacher provides instruction and remains available				
10:00–10:50 a.m.	Core Course #2 and workshops Teacher provides instruction and remains available				
11:00–11:50 a.m.	Core Course #3 and workshops Teacher provides instruction and remains available				
11:50 a.m.–12:20 p.m.	4–5 Specialist offerings and Social Lunch offerings				
12:20–1:00 p.m.	Assessments				
1:00–1:50 p.m.	Core Course #3 and workshops Teacher provides instruction and remains available				
2:00–3:00 p.m.	Mentoring				

- *Individual instruction/Mentoring meetings (one time per week with each student)*
- *Special Needs teachers will meet with Tier 3 students*
- *EL teachers will meet with students identified as English learners*



Secondary Virtual Learning

Student Expectations

- Students should behave in a school-appropriate manner representative of our Catholic values and comply with the [Holy Family Computer and Internet Acceptable Use Policy](#).
- Although our school building will be closed, Holy Family classes will continue in an online nature. These days should be treated as academic days focused on learning.
- Be prepared:
 - » Chromebook and power charger are on-hand and in good working order.
 - » Ensure that the internal speakers, microphone and webcam are functioning properly and turned on.
 - » Select a desk/table workspace in a public area free of distraction.
- If a school-issued device requires repair, notify the technology department in a timely manner by submitting an online help ticket.
- The use of headsets or earbuds is recommended, especially if there are multiple people working in one room.
- Participate in classes as scheduled and until dismissed. Complete assigned activities.
- Secondary students should actively monitor their school email account and reply to teachers in a timely manner.
- Standard classroom conduct expectations apply, and attendance will be taken.

Grading and Assessments

Teachers will continue to employ both formative and summative assessments to provide students with feedback about their academic progress. Examples of assessments used during virtual learning may include examples such as the following:

- » Submission of study questions and writing assignments via the Summit Learning Platform or Google Docs
- » Summit Learning content assessments
- » Submission of a video or audio recording

Secondary grades will be determined for all classes in the same way they are determined when on-site, with curricular adjustments as necessary. Allowances will be made for students who struggled with the transition to virtual learning.

Schedules and Attendance

To provide consistency for students and teachers and to support a nimble transition among learning models, secondary level virtual class schedules will remain consistent with on-site learning schedules students are accustomed to.

All students are expected to attend and participate in class and submit work for feedback and grades. Attendance will be taken at the beginning of each class meeting. It will not be factored into a grade but will be recorded for informational purposes. If families have extenuating circumstances, these circumstances need to be communicated to the student's teacher so individual accommodations can be made.

Mazzuchelli Catholic Virtual Learning Schedule

Time	Period
7:40–8:30 a.m.	Period 1
8:30–9:15 a.m.	Period 2
9:15–10:00 a.m.	Period 3
10:00–10:40 a.m.	Period 4
10:40–11:20 a.m.	PASS
11:20 a.m.–12:05 p.m.	Period 5
12:05–12:30 p.m.	Lunch
12:30–1:15 p.m.	Period 6
1:15–2:00 p.m.	Period 7
2:00–2:45 p.m.	Period 8

Wahlert Catholic Virtual Learning Schedule

Time	Odd / Even Day
7:40–8:55 a.m.	Block 1 or 2
9:00–9:40 a.m.	Mentor Time
9:45–11:00 a.m.	Block 3 or 4
11:05–11:25 a.m.	A Lunch
11:30–11:55 a.m.	A Lunch Eagle Time
11:05–11:30 a.m.	B Lunch
11:35–11:55 a.m.	B Lunch Eagle Time
12:00–1:15 p.m.	Block 5 or 6
1:25–2:45 p.m.	Block 7 or 8



Secondary Virtual Learning (cont.)

Key Middle School Contacts	
Questions About	Reach out to...
Middle School virtual learning and general concerns	<ul style="list-style-type: none">Doug Varley, Mazzuchelli Catholic Middle School Principal, dvarley@holyfamilydbq.orgTeachers (email addresses can be found on the Holy Family Staff Directory)
Social-emotional-spiritual concern or anxiety	<ul style="list-style-type: none">Kate Dean, Mazzuchelli Catholic Middle School Counselor, kdean@holyfamilydbq.orgKatie Lenart, Wahlert Catholic High School Counselor, klenart@holyfamilydbq.orgDebbie Budde-Bandy, Wahlert Catholic High School Counselor, dbuddebandy@holyfamilydbq.orgKatie Jones, Campus Minister, kjones@holyfamilydbq.orgFr. Andy Upah, Chaplain, frandyupah@holyfamilydbq.org
Technology-related issues	<ul style="list-style-type: none">Kelly Mussehl, Technology Support, kmussehl@holyfamilydbq.orgJim Nuti, Technology Support, jnuti@holyfamilydbq.org

Key High School Contacts

Questions About	Reach out to...
High School virtual learning and general concerns	<ul style="list-style-type: none"> Ron Meyers, Wahlert Catholic High School Principal, rmeyers@holyfamilydbq.org Mariah Reeves, Academic Innovation Coordinator, mreeves@holyfamilydbq.org Teachers (email addresses can be found on the Holy Family Staff Directory)
Social-emotional-spiritual concern or anxiety	<ul style="list-style-type: none"> Katie Lenart, Wahlert Catholic High School Counselor, klenart@holyfamilydbq.org Debbie Budde-Bandy, Wahlert Catholic High School Counselor, dbuddebandy@holyfamilydbq.org Sean Campbell, Wahlert Catholic High School Counselor scampbell@holyfamilydbq.org Katie Jones, Campus Minister, kjones@holyfamilydbq.org Fr. Andy Upah, Chaplain, frandyupah@holyfamilydbq.org
Technology-related issues	<ul style="list-style-type: none"> Kelly Mussehl, Technology Support, kmussehl@holyfamilydbq.org Jim Nuti, Technology Support, jnuti@holyfamilydbq.org



EARLY CHILDHOOD

Health and Safety

Holy Family Catholic Schools has the benefit of leveraging the experience and best practices of our Early Childhood centers, which have thus far remained open throughout the pandemic.

Strict health screening and wellness policies, thorough cleaning measures, reasonable physical distancing practices and our dedicated and caring staff have all played an important role in supporting a healthy environment in our centers.

Key Health & Safety Measures

These measures apply to all EC programming, including wrap-around care.

- Staff and children with symptoms of illness are required to stay home.
- Children are dropped off at the door; reducing exposure from outside visitors.
- Temperatures will be screened at the door.
- Children with a temperature of 99–100.3 degrees will be required to stay home for 72 hours.
- Children with a temperature of 100.4 or above will be required to quarantine for 14 days.
- Children being treated for any illness with an antibiotic may not attend in-person until they have completed their treatment.
- Classroom groups do not intermingle with other groups in the building.

- Hallways are accessed by one class at a time.
- Surfaces are disinfected at regular intervals throughout the day, especially before and after meals.
- Children wash hands at several intervals throughout the day.
- Classrooms and toys disinfected each evening.

Early Childhood Personal Protective Equipment

- Face masks will be provided for all Early Childhood staff and must be worn at all times unless alone in a private office or classroom.
- Face shields will be provided for optional added protection.
- In accordance with the City of Dubuque ordinance, students age 3 and up will be required to wear masks at all times while indoor except when eating.

Food & Nutrition Services

Early Childhood meals will continue to be pre-plated and served in the classroom for breakfast and lunch.

Continuity of Service and On-Site Learning

In the event of a school closure, unless health conditions within a center dictate otherwise, all Holy Family Early Childhood centers, including school-based centers, will remain open to serve enrolled families.

Holy Family's five early childhood centers are:

- Holy Ghost Early Childhood (infant care, preschool, pre-K)
- Resurrection Early Childhood (preschool, pre-K)
- St. Anthony—Our Lady Early Childhood (preschool, pre-K)
- St. Joseph the Worker Early Childhood (infant care, preschool, Pre-K)
- St. Columbkille Early Childhood (preschool, pre-K)

As long as they are open, preschool and pre-K programming will continue to be offered on-site at all locations.

All early childhood locations follow the same strict health and safety guidelines that have allowed our dedicated childcare centers to maintain a strong health record.

Wrap-Around and School-Age Child Care

School-age childcare will be available at all five sites, as needed, in the case of a school closure.

Pre-K Hybrid Learning

Pre-K students and families have the option to participate in programming on-site or virtually. Students

participating virtually will be provided with learning activity kits to be completed at their own pace at home. Students will also have access to connect synchronously with a dedicated virtual learning early childhood teacher in the afternoon. Virtual programming in-total will constitute 60 academic minutes per day. Chromebooks will not be issued for Pre-K students. However, if your child will need to borrow a device, please contact your early childhood center director to make arrangements.

Key Early Childhood Contacts

- Joann O'Connell Holy Family Early Childhood Coordinator, joconnell@holyfamilydbq.org
- Anita Valentine, Holy Ghost Early Childhood Director, avalentine@holyfamilydbq.org
- Lis Ernst, Resurrection Early Childhood Director, lernst@holyfamilydbq.org
- Tina Pothoff, St. Anthony—Our Lady Early Childhood Director, tpothoff@holyfamilydbq.org
- Marcy Weidenbacher, St. Columbkille Early Childhood Director, mweidenbacher@holyfamilydbq.org
- Kathy West, St. Joseph the Worker Early Childhood Director, kwest@holyfamilydbq.org





EMPLOYEE SUPPORT

Holy Family faculty and staff are central to our mission of forming disciples of Jesus Christ through Catholic educational excellence. We recognize it is critical that we care for our employees so they, in turn, may care for our students. Our mission-driven team is the key to our collective success.

Professional Development

This summer, more than 30 Holy Family teachers, representing every grade level, are working to prepare for hybrid and virtual instruction plans and training for all faculty.

Summer Training is being provided in many needed areas including:

Certified Staff Training

- Faculty-developed Virtual Learning training including
 - » Teaching in a virtual and hybrid environment
 - » Virtual etiquette
 - » Virtual content creation
 - » Best practices with learning management systems
- Health & Safety training provided by Keystone AEA
- Cleaning procedures and processes
- Summit Learning training for new and returning personalized learning teachers and administrators.

Non-Certified Staff Training

- Substitute teacher certification
- Cleaning procedures and processes

Staff Safety

The safety of our employees is a key factor in our decision to require face coverings system-wide. We cannot do what we do for our students without our teachers and support staff.

- A standard cloth face mask as well as a face shield will be provided for every staff member. *Additional face masks are recommended.*
- Disposable masks will be on hand for any staff member or student who forgets their mask.
- N95 face masks will be provided for staff members who request this added measure of protection.
- Through a strictly enforced wellness policy, staff members will be further protected from seasonal illness and supported in staying home when they become ill.
- Classroom floor markings will designate a teachers six-foot “safe zone.”

Childcare for Staff

A key piece of feedback we received from teachers was the difficulty of juggling the demands of live teaching, recording instruction, and lesson planning while also tending to the at-home learning needs of their own children.

Should schools be required to transition to virtual learning, Holy Family will provide teachers with free

school-aged childcare so they can turn their attention to their students and teach remotely from their classrooms while knowing their own children are cared for in a safe and loving environment.

Children of employees will also be supported with their own Holy Family virtual learning classes.



A letter from the Holy Family Medical Advisory Task Force



Dear Holy Family Community,

Holy Family Catholic Schools has identified community safety and bringing kids back to campus as its top priorities in return to learn planning. As the Holy Family Medical Advisory Task Force, it is our objective to provide guidance that will support decisions to re-open and keep schools open as long as it is safe to do so.

The recommendations are clear: face coverings are a critical component of a COVID-19 prevention program, especially in circumstances when physically distancing is difficult – such as in schools. Because this illness is readily spread via respiratory droplets, masking, physical distancing, frequent hand washing, and disinfecting surfaces are the best measures for keeping our schools as safe as possible. As healthcare professionals, we strongly advise the Holy Family community to adopt a culture of prevention by universally wearing masks.

Please know, we have discussed these matters thoroughly, and we understand the fears and concerns you may have about how different this school year will be. Your feelings are legitimate. The truth is, things are different this year, and we believe the precautions we are recommending will help to keep our students and staff safe and support Holy Family's ability to keep our campuses open.

As a Catholic community, let us embrace this as a respect life issue. We must each be willing to accept responsibility for the protection of one another out of care for the sanctity of every human life.

Thank you for your partnership in keeping our schools and community healthy.

Your Medical Advisory Task Force

Kevin Mullen, MD, Holy Family Board of Directors

John Callahan, MD
Brad McClimon, MD
Gina Moran, MD

Jill Powers, DO, FACP
Brian Sullivan, MD
Regan Wolbers, MD

THANK YOU

—for your support—

Countless voices have contributed to this plan. We thank the many community members – parents, students, faculty, staff and alumni – who have committed their time and shared their perspectives in contribution to a successful 2020-2021 school year.

We Extend Our Special Thanks to the Following

Faculty Professional Development Planners
Medical Advisory Task Force
Return to Learn Health & Safety Committee
Return to Learn Faith Committee
Return to Learn Infrastructure Committee
Return to Learn Iowa Academic Standards Committee
Return to Learn Social-Emotional-Behavioral Health Committee
Return to Learn Special Education & Equity Committee
School Improvement Advisory Committee
Substitute Teacher Trainees