



## 2020-21 Back to School Plan

Eastside Catholic has developed guidance to determine strategies for reopening school during the 2020-21 school year. This is a living plan and will be updated as information changes.

This document was built upon the guidance and recommendations of health officials and is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders. This plan is designed to help prioritize the health and safety of students, faculty staff and all those involved in school operations as the campus opens and instruction is provided during the 2020-21 school year.

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### Guiding Principals

- Our primary goals are influenced by our mission and EC Touchstones of academic excellence, healthy relationships and servant leadership
- Ensure a safe and healthy learning environment for our students and employees
- Offer our full educational experience in a safe and healthy environment
- Create opportunities for community and in-person experiences whenever possible
- Support students' social-emotional development and health by adapting and strengthening practices and programs that build community and wellness

## Community Wellness, Health and Safety Overview

All members of the Eastside Catholic community have a shared responsibility to prevent the spread of COVID-19. Additionally, students and families must commit, in collaboration with the school, to the following health and safety procedures. Please review the below health and safety expectations of Eastside Catholic students and families.

- **Follow federal, state and local orders.**  
All families and employees are expected to follow directives from national, state and local authorities to maintain their own health and safety during this pandemic. These include Washington State Department of Public Health, Public Health - Seattle and King County, and the [CDC Guide on Protecting Yourself and Others](#).
- **Contact Eastside Catholic if a family member tests positive for COVID-19.**  
If a student or a member of their household tests positive for COVID-19, a parent/guardian must notify the school as soon as possible. Please contact Nurse [Anne Michaels](#) with questions or to report a positive COVID-19 test result. This information will remain confidential and will allow the school to engage in effective contact tracing procedures to limit possible infection of others. Anyone at Eastside Catholic who tests positive may only return to school after following the mandates of the Department of Health (DOH).
- **Stay home if sick.**  
Students showing signs or symptoms of COVID-19 must not come to school. Parents/guardians must keep them at home and away from others and report the illness to the school. Provisions will be made to support students through remote learning. Please review [information about COVID-19 symptoms provided on the CDC website](#).
- **Stay home if exposed.**  
Anyone in a household who has been notified by the State Health Department that they were in contact with an individual infected with COVID-19 must notify Eastside Catholic School as soon as possible. Based on the circumstance, the family may be asked to keep their student home from school for 14 days. During this time, the student will be able to attend classes remotely.
- **Keep medical information up to date.**  
All medical forms must be updated with family and emergency contacts and current medical forms for a student to attend the first day of school.
- **Participate in daily health screenings including temperature checks.**  
A daily health screening will be required for all students, faculty and staff using a health monitoring app each day you are scheduled to be on campus. The check will help determine if an individual is healthy enough to be on campus. Students who come to campus without a completed wellness check will be sent to a trained employee who will administer a screening. Students will be checked for a high temperature if they show COVID-19 symptoms or are generally ill while at school.
- **Wear a face covering.**  
All members of the community are required to wear a cloth face covering at all times while on campus. Cloth face coverings need to be laundered daily or after each use. Students should also

refrain from touching their masks directly as much as possible. If a student forgets their face covering, one will be provided for them for that school day.

- **Practice physical distancing.**

All members of the community must adhere to the six-foot physical distance guidelines. These guidelines will be made explicit through written communication, physical symbols (marks on the ground and signs), verbal reinforcement and behavior modeling. Eastside Catholic will install plastic barriers in high-contact areas such as the Front Office and the Attendance Office.

- **Practice excellent hygiene.**

Wash hands often with soap and water for at least 20 seconds — especially after being in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

- **Keep personal items at hand or at home.**

Students will not be allowed to store books, backpacks, laptops or personal items at school. All student possessions must remain with the student while they are on campus during the school day and must return home with them each day. Lockers will not be available.

- **Limit social interactions outside of school.**

Parents and guardians should limit students' social interaction outside of school and have them refrain from participation in large gatherings where they will be at a higher risk of COVID-19 transmission. Families must partner with the school to ensure that their student limits their exposure both during the school day and while off campus to mitigate the spread of the disease. Please refer to the [CDC guidelines](#) for specifics on social gathering numbers by phase.

- **Avoid unnecessary travel.**

Anyone visiting a current COVID-19 hot spot or traveling internationally will be required to self-quarantine for 14 days before being allowed back on campus. This includes students or anyone who is on school property regularly, including faculty and staff. Students may return to campus after 14 days if no COVID-19 symptoms emerge. If a student is traveling between August 18 and the start of school, please contact Nurse [Anne Michaels](#) to discuss best practices for health and safety. Please use the Centers for Disease Control and Prevention (CDC) map of hot spots to help determine if your travel takes you to a current hot spot. States at the highest levels of current cases qualify as a hot spot.

- **Learning remotely is a choice.**

For students unable to attend in-person school days, a remote learning option will be offered. We recognize that some students and their families may not wish to return to campus for distinct reasons. Students can attend classes remotely full-time with the support of our faculty and staff. Students will be asked to opt in or out to the hybrid learning model which will remain in effect for the entire semester, unless we resume to a fully in-person model based on local public health guidance.

## Schedule and Calendar

- Students will follow the same daily schedule, whether they are on campus or learning remotely. We designed the schedule to support students' engagement in our academic program, balance structure and flexibility, and offer students and families predictability within the context of this unpredictable pandemic.

MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY	
0 period 7:00-7:50	0 period 7:00-7:50		No 0 period	0 period 7:00-7:50	0 period 7:00-7:50	
School Entry* 7:50-8:10	School Entry* 7:50-8:10		Meetings 7:30-8:00	School Entry* 7:50-8:10	School Entry* 7:50-8:10	
1 <sup>st</sup> 8:15-9:30	5 <sup>th</sup> 8:15-9:30		1 <sup>st</sup> 8:15-8:55	1 <sup>st</sup> 8:15-9:30	5 <sup>th</sup> 8:15-9:30	
2 <sup>nd</sup> 9:40-10:50	6 <sup>th</sup> 9:40-10:50		2 <sup>nd</sup> 9:10-9:50	2 <sup>nd</sup> 9:40-10:50	6 <sup>th</sup> 9:40-10:50	
Lunch (2 <sup>nd</sup> ) 11:00-11:30	HS Lunch 11:00-11:30	MS Mentor 11:00-11:30	3 <sup>rd</sup> 10:05-10:45	Lunch (2 <sup>nd</sup> ) 11:00-11:30	HS Lunch 11:00-11:30	MS Mentor 11:00-11:30
3 <sup>rd</sup> 11:40-12:50			Lunch 11:00-11:30	3 <sup>rd</sup> 11:40-12:50		
4 <sup>th</sup> 1:00-2:10	HS Mentor 11:30-12:00	MS Lunch 11:30-12:00	4 <sup>th</sup> 11:30-12:10	4 <sup>th</sup> 1:00-2:10	HS Mentor 11:30-12:00	MS Lunch 11:30-12:00
Office Hours 2:20-3:15	7 <sup>th</sup> 12:10-1:20		5 <sup>th</sup> 12:25-1:05	Office Hours 2:20-3:15	7 <sup>th</sup> 12:10-1:20	
	Comm. Per. 1:30-2:10	Tutorial 1:30-2:10	6 <sup>th</sup> 1:20-2:00		Comm. Per. 1:30-2:10	Tutorial 1:30-2:10
	Prep Time 2:20-3:15		7 <sup>th</sup> 2:15-2:55		Staff Meetings 2:20-3:15	

- The schedule provides dedicated times for all aspects of our educational program: classes, mentor periods, community period, teacher office hours, clubs, activities and more. The schedules also include time for lunch.
- Given the pandemic's continually shifting conditions, we will regularly review the daily schedules and reserve the right to make changes as necessary to offer the program that is best for most students.

## Instructional Models Overview

- The school is committed to providing a full college prep curriculum no matter the model of instruction.
- The school is prepared to deliver continuous learning for three learning models:
  - 100% On Campus Learning: All students learn on campus
  - Hybrid Learning: Students learn both on campus and remotely. Students are broken into two groups, each attending school on campus two days a week.
  - 100% Remote Learning: All students learn remotely
- The school may shift between learning models in response to public health guidance as health conditions in our area change. Eastside Catholic is prepared to move between models to support continuous learning for students during this unprecedented time. Additional information is shared below.

### Q: What will school look like in these three models?

Many aspects of schooling are universal, but there are some best practices for each model. We collected feedback in the spring and have implemented changes to follow best practices and meet the needs of our

students. The schedule is designed to maximize student-teacher contact time while providing opportunities for deeper learning and a balance of structure and flexibility for students, families and teachers.

We will use two words to describe the types of learning that occur during the hybrid and remote models: synchronous and asynchronous learning. The balance between synchronous and asynchronous will shift depending on the learning model.

**Q: What is synchronous learning?**

- Synchronous learning is when students and teachers are connecting in real time.
- Synchronous learning time focuses on creating connections, building community and interactive discussions.
- Synchronous learning may look like:
  - Whole class video calls
  - Small group engagement
  - 1:1 teacher-student conversations/office hours/tutorials
  - Synchronous interactions using chat tools or shared documents

**Q: What is asynchronous learning?**

- Asynchronous learning is when students are engaged in learning on their own timeline.
- Asynchronous learning time focuses on delivering content, independent practice, student guided inquiry, reflection and assessment.
- Asynchronous learning might include:
  - Self-paced modules
  - Online discussions
  - Watching online videos
  - Independent reading

## Hybrid Learning Model

The Hybrid Learning Model consists of a combination of synchronous and asynchronous learning opportunities. On the days students are on campus, they will have in-person learning with their teacher and classmates. When students are in the remote group for that day, they may join their on-campus class through video conferencing and our new Owl cameras. Or, they may be completing work asynchronously. The ability to have remote students join live or complete work asynchronously allows teachers to have flexibility regarding subject matter, curriculum scope and sequence, and the needs of the students. For the students, this helps balance screen time and allows for the flexibility needed to complete work at their own pace throughout the day.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<b>On-Campus</b>	<b>Group A</b>	<b>Group A</b>		<b>Group B</b>	<b>Group B</b>	
<b>Remote</b>	<b>Group B</b>	<b>Group B</b>	<b>Group A and B</b>	<b>Group A</b>	<b>Group A</b>	
	0 period 7:00-7:50	0 period 7:00-7:50	No 0 period	0 period 7:00-7:50	0 period 7:00-7:50	
	School Entry* 7:50-8:10	School Entry* 7:50-8:10	Meetings 7:30-8:00	School Entry* 7:50-8:10	School Entry* 7:50-8:10	
	1 <sup>st</sup> 8:15-9:30	5 <sup>th</sup> 8:15-9:30	1 <sup>st</sup> 8:15-8:55	1 <sup>st</sup> 8:15-9:30	5 <sup>th</sup> 8:15-9:30	
	2 <sup>nd</sup> 9:40-10:50	6 <sup>th</sup> 9:40-10:50	2 <sup>nd</sup> 9:10-9:50	2 <sup>nd</sup> 9:40-10:50	6 <sup>th</sup> 9:40-10:50	
	Lunch (2 <sup>nd</sup> ) 11:00-11:30	HS Lunch 11:00-11:30	MS Mentor 11:00-11:30	Lunch (2 <sup>nd</sup> ) 11:00-11:30	HS Lunch 11:00-11:30	
	3 <sup>rd</sup> 11:40-12:50	11:30-12:00	11:30-12:00	3 <sup>rd</sup> 11:40-12:50	11:00-11:30 11:00-11:30	
	4 <sup>th</sup> 1:00-2:10	HS Mentor 11:30-12:00	MS Lunch 11:30-12:00	4 <sup>th</sup> 1:00-2:10	HS Mentor 11:30-12:00	
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		Comm. Per. 1:30-2:10	Tutorial 1:30-2:10		7 <sup>th</sup> 12:10-1:20	Comm. Per. 1:30-2:10
		Prep Time 2:20-3:15			7 <sup>th</sup> 2:15-2:55	Tutorial 1:30-2:10
						Staff Meetings 2:20-3:15

**Q: What will A/B groups be doing when they are remote?**

Students engaged in remote learning will be using Microsoft Teams and OneNote to access and complete assignments, communicate with their teachers and collaborate with classmates. Remote learning may include synchronous engagement in class discussions or small group activities. Students will also learn asynchronously through online discussions, practice and review exercises, independent projects and self-paced modules. Asynchronous instruction provides flexibility, allows students to work offline and at their own pace and builds student independence. Students are expected to participate in school activities during school hours.

**Q: What will the All Remote Day look like on Wednesday?**

The all remote day will look different based on each student’s schedule and the unique demands for each class week to week. Teachers will utilize a combination of synchronous and asynchronous learning opportunities as appropriate to their course.

**Q: How are students divided into the A and B groupings in the Hybrid Learning Model?**

Groups are created considering many factors, such as dividing classes evenly and to ensure physical distancing guidelines in each classroom. We need to balance classes that vary in size, our broad range of courses, teachers’ schedules and keeping siblings in the same group, for example. We will start by splitting the school by the alphabet, and then manually scheduling students to fit within the many constraints.

**Q: When will families and students be informed about which group they are in?**

Families will be informed in the next few weeks.

**Q: Can families request to switch groups?**

Due to the complexity of creating balanced groups and maintaining required physical distancing, we are unable to accommodate requests to switch groups at this time.

**Q: Why did the school choose the All Remote learning day for Wednesday instead of Monday?**

Various versions of the Hybrid Learning Model were presented to faculty, staff and our families. After reviewing the feedback and planning for increased cleaning and disinfecting protocols, the All Remote day on Wednesday was determined to be the best option.

**Q: If our family chooses to be fully remote during hybrid learning, what will online instruction look like?**

If your family chooses to be fully remote, students will engage in hybrid classes without coming to

campus. On a student's assigned on-campus learning days, they will instead join class virtually using Teams. On a student's assigned remote learning days, they will participate in the regularly scheduled remote learning activities with their A/B group. Please note that some portions of the on-campus participation may need to be modified for students who are attending virtually (labs, simulations, manipulative based activities and more).

**Q: If our family chooses to be fully remote during hybrid learning, how long will we be committing to this format?**

If a family chooses the fully remote option, they will need to commit to fully remote learning for the remainder of the semester or until it is deemed safe for all students to return to campus, whichever occurs first.

### 100% Remote Learning Model

The 100% Remote Learning Model will go into effect if we are not able to hold classes on campus. The order of periods in the schedule will be the same except students will not be on campus. Teachers will continue to offer an age appropriate mix of synchronous and asynchronous learning experiences for students using Teams and OneNote. Synchronous learning will occur during the scheduled class times. Asynchronous learning may be completed on your family's schedule. Teachers will frequently be available during scheduled class times and office hours to support students.

**Q: Will the schedule be the same?**

Yes, the same basic schedule from hybrid learning will be followed if we are in a 100% remote learning model. The basic structure of each day and order of classes will remain the same, but we may adjust times to fit the needs of teachers, students and parents.

**Q: How is this model different from Distance Learning Days (DLDs) last spring?**

From the parent surveys and feedback from students and faculty, we have created a schedule that provides opportunities for more synchronous learning, sets specific times for classes, office hours and community building, and maintains balance for teachers and students. The schedule is designed to maximize student-teacher contact time while providing opportunities for deeper learning and providing a balance of structure and flexibility for students, families and teachers.

- The schedule provides dedicated time for students to have access to small group support and time with their teachers – for example: tutorial, community period and office hours.
- The “block” period schedule with 70-minute periods allows teachers to offer a mixture of synchronous and asynchronous learning during a dedicated time slot. The block periods require fewer transitions and support deeper learning, reducing the cognitive load and allowing students to focus on learning rather than transitioning.
- In response to the feedback on the challenges of having all 7 classes on Friday, we have moved the remote learning day to Wednesday and increased the time between classes to allow students to move around, get a snack and take a break.
- It was important to us that our schedule not only address the Touchstone of Academic Excellence but also include opportunities for building relationships and growth in servant leadership activities. This

revised schedule includes weekly time for mentor, community period, clubs, campus ministry activities and ways for students to interact with their peers.

- We have added additional online platforms and technology tools to support hybrid and distance learning and to provide a more consistent experience for students. Please see the technology section below for more details.

**Q: Will the 100% Remote Learning Model incorporate live classes and instruction via video conferencing?**

Yes, there are classes and times when students will be expected to participate in a class at a specific time. Engaging with their peers in discussion and having the ability to ask questions to their teachers is important to relationship building and learning. Best practice requires balancing synchronous instruction with asynchronous instruction so students will be engaged in a variety of activities during the day. Please see the descriptions of synchronous and asynchronous learning above.

**Q: What are the differences between online learning in the 100% Remote Learning Model, and at-home learning during the Hybrid A/B Model?**

These will be similar except that students will not have the opportunity for on campus interaction. Teachers will adjust their curriculum and instruction to fit the learning model. For example, if we are in 100% Remote Learning, students will continue to engage in synchronous classes, but more time will be devoted to asynchronous learning following the best practices for remote learning.

## School Day Processes

### Before School

- For students with a Zero period, campus will open at 6:50 for health screenings. Health screenings must be completed before admittance into the school building. Students will then report directly to their Zero period class and remain there until class begins at 7 a.m.
- For all other students, campus will open at 7:50 a.m. for health screenings. Health screenings must be completed before admittance into the school building. Students will then report directly to their first class of the day and remain there until class begins at 8:15 a.m. On-campus instructional classes end at 2:10 p.m. allowing for office hours and teacher preparation time.
- Students are not permitted in any area besides a supervised classroom.
- Class periods on Monday, Tuesday, Thursday and Friday are extended learning opportunities that will last 70 minutes. The first class of the day is 75 minutes to include time for announcements and prayer. For the All Remote Day on Wednesday, classes will be 40 minutes.
- Passing periods are 10 minutes long and students will follow direct routes to their next class.

### After School

- Students must leave campus immediately after the final bell or after meeting with a teacher or as allowed by authorized extracurricular activities.
- After school supervision is currently unavailable but being explored as plans are being finalized.

## Food Service

- We are working with No Junk to continue to provide lunch on a pre-order basis. Students may still bring their own food. Students are not permitted to share any food or drink with others. More information will be available soon.

## Bus Transportation and Parking

- As we continue to finalize our plans for the 2020-21 school year, we will update you with transportation and parking plans as they become available later in August.

## COVID-19 monitoring and community health status

- A group of Eastside Catholic employees will convene each day to monitor health indicators reported by the State of Washington and King County health agencies as well as our community. The task force will track the number of COVID-19 cases in King County; the number of students and employees on campus who report illnesses; the report of overall school health drawn from daily wellness checks; attendance; and other data points. They will monitor and analyze these indicators for predictive trends and anomalies, making recommendations for any changes to Eastside Catholic School. Changes will be shared with the community via the website, email and, if necessary, through our emergency alert system.

## Community Conditions

According to [CovidActNow.org](https://www.covidactnow.org) King County is currently experiencing slow disease spread of COVID-19.

	Community Conditions	Learning Model
<b>On track to contain COVID</b>	<ul style="list-style-type: none"> <li>• Infections remain low in King County.</li> <li>• No known cases of COVID-19 in our community.</li> <li>• Confidence in local and state government epidemic control.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus is open</li> <li>• 100% on campus learning model or hybrid learning model as directed by health officials</li> </ul>
<b>Slow disease growth</b> (1-9 cases per 100K population)	<ul style="list-style-type: none"> <li>• Infections low but starting to increase in King County.</li> <li>• Enhanced monitoring and assessing of cases and exposure to COVID-19 in our community.</li> <li>• Uncertainty in government epidemic control.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus is open.</li> <li>• Hybrid Learning Model</li> </ul>
<b>Accelerated disease spread</b> (10-24 cases per 100K population)	<ul style="list-style-type: none"> <li>• New infections increasing in King County.</li> <li>• Confirmed cases of COVID-19 in our community.</li> <li>• Waning epidemic control.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus may be open.</li> <li>• Remote learning model may be implemented based on guidance from health officials.</li> </ul>
<b>Active or imminent outbreak</b> (25+ cases per 100K population)	<ul style="list-style-type: none"> <li>• Poorly controlled community transmission in King County.</li> <li>• Multiple new cases of COVID-19 in our community.</li> <li>• State Health Department, mayor or governor has issued stay-at-home orders or otherwise closed all schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus closed for extensive cleaning and disinfection of buildings.</li> <li>• Remote learning model for all students.</li> </ul>

Resources: [covidactnow.org/us/wa/county/king\\_county?s=819151](https://covidactnow.org/us/wa/county/king_county?s=819151) and [globalepidemics.org/key-metrics-for-covid-suppression/](https://globalepidemics.org/key-metrics-for-covid-suppression/)

**Q: What happens if someone on campus has been directly exposed to an individual who tests positive for COVID-19?**

If a student or employee has a COVID-19 infection, or has come into close contact with someone who has, specially trained and qualified school officials will support the DOH's efforts for contact tracing and enforcing quarantining of those infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine periods.

- Students/teachers in the impacted class will be sent home as directed by the DOH.
- A deep cleaning of classrooms and common areas will occur before students and teachers return to campus
- Learning will continue remotely for impacted students and faculty.

**Q: What happens if an individual begins to exhibit COVID-19 symptoms while on campus?**

If a student, faculty, or staff member begins to exhibit COVID-19 symptoms while on campus, they will immediately report to the designated isolation room and remain there until they can be picked up by a family member. The student is expected to demonstrate a negative COVID-19 test result before returning to campus. If they feel well enough, they will attend school via remote learning during that time.

## Technology

Eastside Catholic has the technology infrastructure in place to support hybrid and remote learning. In response to feedback from teachers, students and parents we have evaluated existing technology and added additional technology tools to support learning.

### Necessary Equipment

- All students need to have an updated and working school issued laptop
- All students should make sure that the Office Desktop Apps are installed and updated regularly
- Students should verify that their microphone and camera work on their laptop
- Students should have a working stylus that is accessible daily
- Students should have personal headphones
- If you do not have any piece of necessary equipment, or have issues with internet access, please contact IT support: [ITsupport@eastsidecatholic.org](mailto:ITsupport@eastsidecatholic.org) or call the Main Office at 425-295-3000.

### Video conferencing with Microsoft Teams

- In response to student, teacher and parent feedback, we have adopted Microsoft Teams. Teams provides streamlined and consistent communication and increased access to teachers through video conferencing, live chat and anytime access to files, videos and assignments. Teams connects directly with Office365 and allows for collaborative files that can be worked on remotely and in-person.
- Microsoft Teams provides a single platform for students to access assignments, files and video conferencing for all classes. This will make it easier for students to understand what they need to do each day and allow them to focus on learning.

- Each class will have a Teams page where the teacher can post files, assignments, instructions and events, and be able to access the chat feature.

### **Owl Camera – 360-degree**

- The Owl cameras are 360-degree cameras which are placed in every classroom and allow remote students to attend class via Teams.
- The cameras have tracking technology to follow the speaker during a live, in-person class so remote students can be active participants in the course.

### **Technology Enhancements**

We have added several school-wide subscriptions to facilitate hybrid and remote learning.

- Clever – Supports single-sign-on (SSO) for students, meaning they can sign into many apps using one password, which will sync with their current Office365 password and login.
- Nearpod – Allows teachers to create interactive lessons, assessments, self-paced learning modules and synchronous engagement during video calls.
- Edpuzzle – Allows teachers to customize videos and build in checks for understanding to maximize the impact of instructional videos.
- We will continue to utilize the following school-wide sites and tools to facilitate hybrid and remote learning:
  - PlusPortals - Communication of grades and information for parents
  - OneNote - Class notebooks that are tied to Teams where handouts, assignments and other content is accessed
  - Naviance – College and academic resources including upcoming EC workshops and outside resources
  - X2Vol - Tracking of Community Service hours and opportunities Additional details about Community Service can be found below.
  - Office 365 – online and desktop products facilitate collaboration

## **Student Support Services**

### **Academic Support**

- The school schedule prioritizes daily office hours for teachers to support students outside of the classroom.
- The Student Services team will identify those students struggling to help create a comprehensive support plan.
- Students will take a Learning Style Survey assessment in Naviance to better understand how they learn and strategies (digital or in-person) to help them retain information and synthesize information.
- Student Services and Academic Resources have partnered to provide study skills and strategies to all students. This information will be available in Naviance and in the orientation information
- Academic Resources and Student Services meet weekly to track students of concern. Attendance, grades and class interactions are tracked to inform the team about which students need more

outreach and support. The SIT team implements additional interventions to make sure every EC student is successfully navigating these difficult times.

### **Social and Emotional Counseling**

- During the summer, counselors created additional resources for students related to COVID-19 which can be found on the Student Services webpage as well as in Naviance. Since we know some students may have experienced increased anxiety and depression during isolation, our EC counselors have created and identified strategies that can help to deal with the uncertainties of COVID-19 and build resilience skills. An online calming room has resources for students, parents, faculty and staff to prioritize mental health and wellness. Students will learn about all the resources available to them during orientation.
- The Counseling Department will assess the mental health of students with special attention given to at-risk students requiring support. They will provide in-person meeting times for students who are on campus (if allowed) and video conference meeting times for students who are remote.
- Counselors will offer a weekly drop-in group counseling opportunity to interact with peers, learn coping strategies and have fun.

### **College Counseling**

- School and college counselors will be available on campus to support students. To better provide resources and be available for our EC students, they will provide weekly office hours, individual meetings and small groups. These can occur in person as well as via Teams.
- Summer application drop-in workshops for seniors are available via Teams for all students wanting to get started with applications.
- College Week will run during the week of August 27 and will be open to all EC high school students. As college representatives will not visit high schools this fall, having a full College Week before school begins, will make college representatives more accessible.
- Two times per week, college counselors will provide online application support for seniors.

### **Academic Resources**

- Academic Resources will work with those students with learning plans and accommodations to provide additional 1-1 support.
- The Academic Resources teachers will provide consultations with students on individual learning plans, as well as with those taking academic support classes.
- Academic Resources is offering after school study sessions, study skill workshops and Academic Coaching.
- Students with Accommodation Plans (SAP): All accessibility and disability resources accommodations will remain in place as students complete their classes in the on-campus, hybrid or remote learning models. Students may sign up for their testing accommodations using the following link: [accommodations.eastsidecatholic.org](https://accommodations.eastsidecatholic.org).

### **Student Life**

- The school is committed to engaging students in our robust Student Life program to the greatest extent possible
- We are excited to introduce the newly formed Student Life Center. Michelle Flores began her work last spring as our new director of student life. She will oversee student leadership for the high school and middle school, mentor programs, assemblies and clubs and student

organizations. She is joined by Student Affairs Associate Elisha Pa'aga, who will also work closely with Student Services, Academic Resources and Campus Ministry Departments.

- Student life is excited to offer a variety of engagement options for students. The new schedule provides more time for these opportunities including student driven clubs, community meetings and student organized events.
- In an effort to further live out the EC Touchstone of healthy relationships, students can expect more robust offerings for extracurricular and social engagement than in the spring of 2020.

### **Assemblies, Mass and other Large Gatherings**

- The school is exploring creative ways to hold assemblies, Mass and large gatherings in accordance with health and safety guidelines

### **Campus Ministry and Service**

- If meaningful in person retreats cannot be offered due to limitations of gathering size and/or overnight accommodations, alternative experiences will be offered for students, faculty and staff.
- Service requirements will be adjusted to promote flexibility around the concerns of physical distancing. In addition to serving with approved non-profit organizations, students can develop their own contact-less service projects to be completed from home. These will be communicated in the orientation materials, as well as in Naviance.
- Deacon Scott Pickett has returned to EC as Director of Campus Ministry to oversee spiritual opportunities, retreats and community service.

### **Community Period**

- The goal is to continue to incorporate community period into our schedule, with a focus on promoting student life experiences and other events that this time affords.
- Community period events may look different to accommodate those participating remotely and to avoid large gatherings. Other events may be canceled entirely.

## **Athletics**

### **High School**

As of August 3, Eastside Catholic High School will follow the [guidance for high school sports](#) released on June 22 by the Washington Interscholastic Activities Association (WIAA) and approved by the Washington State Department of Health. The Athletic Department has put into place extensive protocols in an effort to keep our athletes safe and healthy.

The traditional fall, winter, spring seasons have been adjusted this year into a four-season calendar, Seasons 1-4. The season dates and guidelines were sent out in an Athletics Update email to families on August 2. Sport specific information will be sent out by our coaching staff to student athletes and their families in early September.

### **Middle School**

The Catholic Youth Organization (CYO), the Middle School's league, continues to update guidelines and start dates as the situation evolves.

- The CYO Athletic Director will train coaches and the Athletic Trainer to ensure a safe return to athletics when allowed.
- The CYO Athletic Department will communicate with coaches and student athletes when sport specific plans to return are in place.
- If a sport is canceled, athlete and coach interaction will continue throughout the season.

## Facilities – Cleaning, Ventilation and Access

### Cleaning

- Enhanced daily cleaning and disinfecting protocols will be implemented.
- Deep cleaning of all classrooms, offices and each area of the building will occur twice per week, Wednesdays and over the weekend.
- Hand sanitizer is available in all classrooms, at entrances and exits to the building and bathrooms and throughout the communal areas of the building.

### Campus Access and Configuration

- Campus access is restricted to EC employees and students only.
- All desks will be forward facing and be separated by 6 feet from student to student. For classrooms with tables, one student will be seated at each table and each seat will be separated by 6 feet.
- Non-essential furnishings will be set aside, stored or covered to indicate non-use.
- Plastic barriers have been installed in reception area workspaces and other areas of significant interaction.
- Directional and informational signage will be installed in hallways throughout the building and campus area.
- Every student will use a backpack, or something similar, to carry books and individual supplies. There will be no access to lockers.
- The use of common supplies will be significantly reduced. Students will use individual sets of classroom supplies.
- The use of outdoor spaces for classroom activities will be increased.
- Creation of an isolation room that will be used to assist sick students or employees' as they transition from school to home.

### Ventilation Enhancements

- The airflow will be regulated, meeting best practice guidelines and all filters will be replaced with Merv 13 filters.
- AHU 10 will be installed in the Gym where poor ventilation is present.
- VAV units will be installed in the band room and other locations depending on room use.
- Portable air filtrations in areas where no ventilation or outside air is present, including student services, health room and training room.

- Air flow for the buildings will be adjusted to industry standards which is 50% clean air. Windows will be encouraged to be open.

## Communications

- Provide on-going, community wide updates throughout the school year.
- Update the Student and Family Handbook to include an addendum of COVID/Reopening related policies and protocols. Disseminate to the community in August and incorporate changes into training and orientations.
- Utilize EC this Week and standalone emails to communicate pandemic-related information to our community.
- Continue to post updates to our COVID-19 webpage as needed to provide additional opportunities and information for current and prospective students and families.

## Campus Events

- We expect that all events and interactions with external communities will be conducted virtually until the community spread of COVID-19 is at a low point.
- Off-campus events may be held in limited circumstances if public health guidelines are followed.
- If restrictions are eased, protocols will be developed for gatherings later in the school year.

## Admissions

- Applications and supporting documents will be submitted electronically
- The entrance exam will be administered virtually
- A virtual tour of the campus and short presentations by members of the Admissions Team will be offered to prospective families via the website.
- Regional nights will be streamed live for participants.
- Unless guidance allows, open house events will be held virtually.
- Crusader for a Day visits will be conducted virtually.