



Battle Creek Area
Catholic Schools
Education for Living – Faith for Life



2020-2021 SCHOOL PLAN

Preparing students for college, careers and the challenges of life. All the time.

IT'S WHO WE ARE

Dear BCACS Families,

As we begin the 2020–2021 school year, we are confident that we are well-prepared to safely welcome your student(s) back into their classrooms. While we understand that some of the necessary adjustments may be challenging, by implementing the safety directives developed in cooperation with the Governor's orders, the Centers for Disease Control and Prevention, our Calhoun County Health Department and Diocese of Kalamazoo, your student will be able to experience their education within our faith-filled classrooms. We can tell you with absolute certainty, the safety and well-being of your students is what matters the most.

We appreciate your faith, trust and continued prayers.

Sara Myers Katie Reed Vicky Groat
BCACS Administrators



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PREPAREDNESS PLAN INTRODUCTION

Governor Whitmer's Executive Order 2020-142 "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

PREPAREDNESS PLAN ASSURANCES

The Catholic Schools of the Diocese of Kalamazoo agree to meet all of the following requirements of Executive Order 2020-142

- ✓ The school assures that when it provides in-person instruction to its students without disabilities, the school will provide in-person instruction to its students with disabilities, consistent with the students' adjusted education plan (AEP).
- ✓ The school assures that when the school is closed to in-person instruction, the school will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to enrolled students with disabilities as identified through their AEP.
- ✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will close its building to anyone except: (a) School employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Licensed child-care providers and families that they serve (if the school usually provides this service), and if providers follow all emergency protocols identified by the state.
- ✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will suspend athletics, after-school activities, inter-school activities, and busing, if applicable.
- ✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The school assures that during Phase 4 of the Michigan Safe Start Plan it will prohibit indoor assemblies that bring together students from more than one classroom except for planned religious activities, which will be held according to Diocese of Kalamazoo guidelines to the extent they are stricter than state requirements.
- ✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agree to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

PHASE 1, 2, OR 3 POLICIES AND PROCEDURES

St. Joseph Elementary School

- All students K-5 will be issued a school-owned device to use at school and at home, in the event of virtual learning. K-2 will have iPads, 3-5 will have Chromebooks.
- All teachers have been trained and are Google Classroom certified. Virtual learning will be comprehensive with additional instructional time via Google Meet/Zoom as a whole class, small group, or one-on-one. The amount of time for in class online instruction will be appropriate to students' developmental age.
- Provide educational support for students who require additional assistance.
- Attendance, grading and expectations for work completion/participation will be the same as if in-person classes were in session.
- Classrooms will be equipped with cameras, microphones and software that will allow teachers to livestream and interact with students.
- We will provide "hot spots" for students without internet access.

St. Joseph Middle School

- Students 6th–8th will be issued a school-owned device to use at school and at home, in the event of virtual learning.
- All teachers have been trained and are Google Classroom certified.
- Provide educational support for students who require additional assistance.
- Virtual learning will run a regular middle school schedule of daily classes, similar to being in school.
- Attendance, grading, and high expectations for work completion/participation will be required.
- Classrooms will be equipped with cameras, microphones and software that will allow teachers to livestream and interact with students.
- Students will be provided with online resources and additional educational tools necessary.
- We will provide "hot spots" for students without internet access.

St. Philip Catholic Central High School

- All students will be issued a school-owned device.
- We will provide "hot spots" for students without internet access.
- All teachers have been trained and are Google Classroom certified.
- Provide educational support for students who require additional assistance.
- We will perform assessments of learning for all grades to guide instruction within the first week of school.
- Provide mental health and resiliency resources.
- Installed teacher technology including equipment needed to broadcast instruction from the classroom.
- Establish technology support for students and teachers.
- Virtual learning will be a structured school day with "live" virtual instruction.
- Attendance, grading and high expectations for work completion/participation will be required.
- Student work assessed and feedback continually provided.

PHASE 4 POLICIES AND PROCEDURES

Personal Protective Equipment

- Facial coverings will be required for all school staff, except for during meals.
- Facial coverings are REQUIRED for all PreK–12 students in hallways and common areas in the building, except during meals.
- **Preschool and TK Students** will not be required to wear masks in the classrooms, if a parent requests for their child to wear a mask in the classroom, that request will be honored.
- **K–5 Students** are allowed to remove their masks in the classroom while they are at their individual seats. We will ask them to put their masks on when moving around the room, working in a small group, or one-on-one with the teacher.
- **6–12 Students** are REQUIRED to wear their masks in the classrooms at all times, except during meals.
- **Recess:** If the class goes out to recess alone, meaning not with another class, they do not have to wear masks while outside. If there are groups that will be mixing outside, then masks must be worn.
- **Gym Class:** Since the class will be the only group at gym at that time, K–5 students do not have to wear masks during gym class.
- Parents will be required to supply masks for their children, as part of dress code. The office will have a limited supply of disposable masks for students and staff.
- A medical note will be required for someone who cannot wear a mask.

Spacing and Movement

- Signage of social distancing guidelines and cues are displayed throughout the school.
- In classrooms, student desks will be arranged to allow for social distancing, and facing the front of the classroom and four to six feet apart.
- Social distancing in hallways/stairwells — signs for walls and decals for floors represent the “flow of traffic”; stairways are designated as a single direction.
- Social distancing markers have been placed in areas such as, but not limited to, office, water bottle filling stations, bathrooms, lunchroom lines, etc.
- Signs are posted on doors of restrooms to indicate number of students allowed.
- **Lunch & Recess:** There will be a staggered schedule so classes will be able to eat in the cafeteria 1-2 times a week, with other days in their classrooms.
- Cafeteria tables will be cleaned and sanitized between groups.
- **K–8 Students:** We firmly believe that our students need to be able to go outside for recess for physical, mental and social-emotional benefits. Teachers will take their classes out for scheduled breaks as we have done in the past. We are exploring creating “zones” for recess: playground, blacktop, grass field area. After any and all recess times, students will thoroughly wash their hands before returning to class.

PHASE 4 POLICIES AND PROCEDURES

Hygiene

- Signage from Centers for Disease Control are posted in schools
- Educational sessions (washing hands, social distancing, mask adherence, coughing/sneezing, bathroom usage, passing period procedures, entrance procedures, lunch period procedures, exit procedures), will be held during orientation.
- Reminders daily — school announcements, in the classroom.
- No sharing of computers, cords or any school supplies. All will be labeled with student names.

Screening Students and Staff

- We will be in communication and cooperation with all guidelines and directives from the Calhoun County Health Department and the Diocese of Kalamazoo.
- Every morning, staff will be required to report to work by 7:30 am. This will allow time for all staff to have temperatures taken and answer screening questions in the school office. Temperatures and responses to screening questions will be documented.
- We will provide communication to students and families on symptoms to be aware of.
- If a student or staff member show symptoms, they will be sent to office for a temperature check and placed in the isolation room until picked up by parents or sent home.
- The isolation area will be disinfected after the student is picked up.
- Communication with parents urging them to keep their students home when sick, and to not give them medication (Tylenol/Motrin) in the morning to bring down a fever or to mask symptoms.
- Any student that becomes ill at school will be sent to the office right away and parents will be called to come pick up their child.
- Any staff member that becomes ill at school will notify the office immediately. Arrangements will be made to take over, if needed, and the staff member will leave school. Documentation will be kept on file.
- Classroom and isolation areas will be cleaned and sanitized after staff/student leaves.

Food Service, Gathering, and Extracurricular Activities

- Due to social distancing needs, indoor assemblies, extracurricular activities, and field trips are canceled.
- Our preschool–8th grade lunch service is provided by Lakeview School District. We will follow all food safety protocols as outlined by Lakeview Food Service.
- Food service employees and cafeteria volunteers (if needed) will be required to have their temperatures taken and complete a health screening upon arrival to the building.
- Lakeview Food Service makes deliveries directly to the kitchen, which has its own exterior door.
- **High School Students:** Students will eat their lunch in an assigned classroom, with outdoor eating when available. No refrigerator or microwave will be provided to students. Pre-order daily “hot” lunch and it will be delivered to the classroom in to-go packages.
- We will follow diocesan guidelines for student Mass attendance.

PHASE 4 POLICIES AND PROCEDURES

Athletics

- Athletics will follow the guidance of the MHSAA and the BCACS Athletic Director to ensure the health and safety of our student athletes and coaches.
- All athletes will conduct a pre-workout screening and temperature check before participation.
- Equipment will be sanitized after each use.
- Hand sanitizing stations will be placed at the entrance of each athletic event. Student athletes and coaches will frequently practice proper hand hygiene during sporting event, practice, or gathering (this includes all adult volunteers, coaches, and administrators).

Cleaning

- Every classroom/area will be equipped with a caddy that includes sanitizing supplies that can be used by staff during the school day.
- Every classroom, office, bathroom, cafeteria, gymnasium, library, etc. will be cleaned appropriately and sprayed down nightly with an approved cleaner by an electrostatic sprayer.
- Playground and playground equipment will be sanitized with the electrostatic sprayer on a daily basis or recommended by the Calhoun County Health Department.
- Sanitize lockers daily. Lockers will be labeled with student name for monitoring.

Busing and Student Transportation

- Students riding the BCACS bus for athletics or other activities will be required to use hand sanitizer and wear a facial covering if medically able, while riding the bus.
- The bus driver will disinfect and sanitize the bus during each inspection, after the completed route.
- If a driver becomes sick during the day, they will follow protocols for sick staff.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Mental and Social-Emotional Health

- Working with our school counselor from Holy Family Healthcare, we will continue to develop resources to support the mental well-being of our school community.

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