

ST. JOHN'S AREA SCHOOL



**Action Plan for Returning to School**

**COVID-19 Protocols**

**August 2020**

Dear Parents, Staff, and Teachers:

After weeks of discussion with many stakeholders, the Diocesan Superintendent and area principals, and a thorough review of the federal and state guidelines for schools reopening, we want to start the school year with our students returning to in-person settings – safely. If the current positive public health metrics hold, we believe that when we follow critical health requirements as outlined in this Action Plan, we can safely return to in-person school this fall.

As you know, last spring presented many new experiences for students, teachers, and parents. From these experiences, we learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Church is alive and well. We also learned that a meaningful Catholic education, especially for our youngest learners, is less effective when physically separated from their peers and teachers.

At the heart of Catholic Schools is relationship and community - relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members can interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe and nurturing way.

In the plan that follows, St. John's Area School is providing initial guidance for our school's reopening this fall that prioritizes student safety by following a comprehensive set of health and safety requirements. As required, SJAS has a plan for all three scenarios of learning: in-person, a hybrid model (for SJAS this will consist of in-person learning with strict social distancing), and distance learning.

The implementation of this guidance allows St. John's Area School to mitigate and God-willing, lessen the likelihood of exposure to our students, staff, and community. It will take all of us working together collectively and supporting each other to make this successful!

Blessings to all of you,

Christine Friederichs

## Goals for This Fall

Our goal for the fall is to safely bring back our students to in-person school settings, to optimize learning and address our students' holistic needs.

There is a clear consensus from both education and medical groups: *we must keep in mind not only the risks associated with COVID-19 for in-person school programs, but also the known challenges and consequences of keeping students out of school.*

While we have used your feedback, discussed and improved distance learning over the course of our school closures, there is no substitute for in-person instruction when it comes to the quality of students' academic learning. In-person school plays an equally important role in our ability to support students' social-emotional needs, including their emotional and physical health, and in mitigating the impacts of anxiety and stress. We also recognize how disruptive school closures have been to families trying to maintain regular work schedules and manage household needs, including childcare, while also facilitating distance learning.

Based on current data and research by the Center for Disease Control, MN Department of Health, MN Department of Education, American Academy of Pediatrics, and an agreement among infectious disease physicians, there is an abundance of evidence supporting the return of our students to in-person learning, with appropriate health and safety guardrails in place.

Most of us are now quite familiar with the critical health and safety practices that reduce the risk of transmission of COVID-19. These include rigorous hygiene and hand washing, use of masks/face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others. However, what can often get lost in long lists of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure.

## Determining the Safe Learning Model

The school will be advised by Benton County Public Health of the bi-weekly case rate (over 14 days) by county of residence (total # of cases for last 14 days divided by population/10,000 = 14-day county case level rate per 10,000). The school will consult with health officials, as needed, to examine the local county level data to assess and determine the safe learning model based on increases or decreases of cases.

# of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

School administrators have been directed to develop three contingency plans to prepare for the 2020-2021 school year.

### Scenario 1: In-person learning for all students

In this scenario, students will be back in school for in-person learning, but parents will have the option to choose distance-learning for their child if they prefer. St. John's Area School will create as much space between students and staff when feasible (6 feet) during the day, and 3-6' during primary instructional time in the classroom. (See American Academy of Pediatrics Physical Distancing Measures).

### Scenario 2: Hybrid model with strict social distancing and capacity limits.

In this plan, St. John's Area School must limit the number of people in the school facility to 50% maximum occupancy. The number of people enrolled and employed at SJAS meets this guideline since we are naturally at 50% capacity in school and in classrooms, therefore, all students and staff will be in attendance in the hybrid model. Sufficient physical distancing with at least 6 feet between people will occur at all times. In this scenario, the district transportation model may change and limit

the number of students who can ride this bus. Families may have to provide daily transportation to school.

Scenario 3: Distance learning only

In this scenario, schools will begin the distance learning model and students will learn through online methods from home. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. Scenario 3 may also be implemented within a school if they experience clusters of cases within a classroom or the school.

Unlike the spring of 2020, teachers are expected to conduct distance-learning from their classroom, not their homes, unless school disinfecting is in process. The principal may deviate from this practice at her discretion in cases of underlying physical/mental health reasons or other valid concerns. During distance-learning, in addition to following the established COVID-19 health protocols (entry screening, mask wearing, etc.), all teachers and visitors may be required to sign-in and sign-out of the facility. Future decisions to increase or loosen restrictions and to shift between scenarios will be made in consultation with the Benton County Public Health Department, when COVID-19 metrics at the local, regional, or state level worsen or improve.

School Materials: A contactless pick up and/or exchange of school materials will be made available for those enrolled at SJAS with grade level bins outside the front doors of the school. A schedule of drop off and pick up times for materials will be established and shared by teachers and the administrator with families.

# SECTION 1: OPERATIONAL PRACTICES

## DESIGNATED POINT OF CONTACT

Christine Friederichs, Administrator, will be the point of contact in all matters relating to COVID-19. She will communicate concerns, challenges and lessons learned related to COVID-19, provide instructions and training on preventive safety measures, and perform necessary communications to staff, families, district, and local health officials.

## TRAINING

Training will be provided to all staff, teachers, substitutes, and volunteers regarding protection and protocols. Staff, students, and families will be educated about the signs and symptoms of COVID-19, when they/their children should stay home, and when they may return to school.

<b>TASK</b>	<b>STAFF / SUBSTITUTE TEACHERS/COOKS</b>	<b>PARENTS</b>	<b>STUDENTS</b>	<b>VOLUNTEERS</b>	<b>COMMUNITY MEMBERS</b>
To train all stakeholders of the school to understand and implement practices in the best interest of the students, staff, and community.	Administrator will train all staff members on the specific protocols, actions, plans, and details of the plan to return to school. Each staff member will verify in writing he/she received training.	Administrator will share the plans for returning to school to parents. This will include practices in place, understanding the risk, and processes that parents will be expected to participate in for the best interest of students and staff.	Classroom teachers will train students in the expected operating procedures (handwashing, sanitizing, use of face coverings, and social interactions for various locations).	Administrator will train volunteers on the specific protocols to follow (handwashing, sanitizing, use of face coverings, and social distancing) Volunteers will be limited and only be allowed in one specific area (cohort group protocol)	Administrator will share information with the school board, pastors, and other community members of the actions the school is taking to prepare for the opening of school.

## ADAPTABILITY

SJAS will be flexible and able to adapt to necessary changes to keep staff and students healthy and well.

- This Action Plan will be reviewed and adjusted to meet the circumstances required in the best interest of students and staff. Reviews will take place as directed by Diocesan, local, and state leaders related to COVID-19.
- Changes to this Action Plan will be shared with staff, parents, board members, students, and the St. Cloud Diocese.

## ARRIVAL and DISMISSAL PROTOCOLS

SJAS will institute a system for drop-off and pick-up that will allow for traffic patterns that promote best practices in physical distancing.

PROTOCOLS	STAFF	STUDENTS	VISITORS
Entrance Location	Door # 1, 2, 3, 4, 5 Complete morning duties Maintain 3-6 feet distance from other adults.	Bus: Door #1  K-6 Parent Drop-off: Door #1 Parents enter interior doors only  Pre-Kindergarten Drop-off: Door # 2 Parents enter interior doors only	Door # 1 - main entrance  Security entry – interior doors
Entrance Protocol	Completed and signed form on file from all employees for daily health checks: <ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Take temperature</li> <li>• Healthy to be in building</li> </ul> Use hand sanitizer Wear face covering	Office personnel assist with health checks: <ul style="list-style-type: none"> <li>• Temperature checks</li> <li>• Students look/feel healthy</li> </ul> Wear Face Covering Use hand sanitizer  Students go directly to gym (7:30-7:55) or classrooms (arrive after 7:55)	Go to main office and complete sign in chart <ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Take temperature</li> <li>• Signature agreeing healthy to be in building</li> </ul> Use hand sanitizer Wear face covering

Dismissal Protocol	Door # 1, 2, 3, 4, 5	<p><b>Bus Leaves SJAS – 2:45pm – Door #1</b>          Bus parks in front of school at 2:40.          Students walk to the bus (supervised).</p> <p><b>Parent pick-up – 2:50pm – Door #2, #3</b>          K-6 - Door #3- Park in church parking lot.          Pre-K – Door #2- Park next to school.          *Adult needs to exit car for staff to make visual contact before releasing student(s).</p>	<p>Go to main office and sign out on chart</p> <p>Exit Door #1 – main entrance</p>
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### STUDENT HEALTH SCREENING

Parents will be responsible for taking the temperature and checking for signs of illness at home of their child/children daily. A form, agreeing to the daily health checks, will be signed at the beginning of the year. An explanation of the health checks and monitoring will be included in the Parent/Student Handbook. Parents will be asked not to administer Tylenol or any other fever reducing medications to your child prior to sending them to school.

Parents will be asked to go through the following daily morning checklist before bringing or sending your child to school:

- Has your child been in recent close contact with anyone with suspected or confirmed COVID-19? If so, quarantine for 14 days.
- Has your child has a fever of 100°F or higher, or a sense of having a fever in the past three days (72 hours)? If yes, keep home and watch for other symptoms below.
- Has your child had **two or more** of the following symptoms in the past three days (72 hours)? If yes, keep home and look into having your child tested for COVID-19.
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea/vomiting/diarrhea
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue
  - Severe Headache

- Has anyone in your household had any of the above symptoms in the last three days (72 hours)?
- Has anyone in your household traveled internationally in the past 14 days?

**If the answer to all of the above is no, your child is permitted to attend school. Children with any flu like symptoms must stay home!**

### **COVID-19 RELATED ISOLATION ROOM**

To minimize transmission of COVID-19, we will have an isolated space available for students displaying COVID-19 symptoms that is separate from the office where routine medical care/first aid is provided. Students with symptoms will be isolated in the piano room, with supervision, until they can be picked up by a family member. In addition to face coverings, additional safety precautions are required for the staff supporting students in isolation spaces when distance is not possible. These precautions may include eye protection, gloves, and disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

### **TRAVEL**

We ask that SJAS families and staff use good judgment and try to limit any nonessential travel within the states. Students, teachers, staff or volunteers who have traveled internationally within the past 14 days will be automatically prohibited from entering the school. Students, teachers, staff or volunteers may return to school if they remain symptom-free after 14 days. For the duration that students are at home, they will be expected to attend school using distance-learning methods.

### **PHYSICAL DISTANCING IN SCHOOL**

Physical Distancing (social distancing) means keeping space between yourself and other people outside of your home. Social distancing is a critical tool in decreasing the spread of COVID-19.

School is a place where natural and meaningful interaction occurs and finding opportunities to maintain that culture while reducing interaction between students from other classrooms will support the goal of reducing exposure possibilities. Each classroom (grade level) will be a cohort group. The cohort group will stay together as much as possible throughout the day, limiting the mixing of cohorts (grade levels) as much as possible.

- Recess and lunch cohort groups:
  - Pre-Kindergarten and Kindergarten
  - First and Second grade
  - Fourth, Fifth, and Sixth grade

Floor markings- Red circles will be in the hallways and on gym floors to help remind students to social distance when waiting in line for the bathroom or lunch. Teachers may have markers on the floor for seating in classrooms when doing group work.

There will be special considerations for physical distancing strategies such as:

- Modifications at Mass, worship services, field trips, assemblies, and large gatherings
- Parent/Teacher Conferences (in person or virtual)
- Staggering the release of classes for lunch, recess, dismissal, etc.
- Classes held outdoors (weather permitting)
- Reducing the number of students in the hallway at one time
- Limiting nonessential visitors (volunteers for classroom activities, mystery readers, eating lunch w/child)
- Limiting cross-school transfer for special programs with the public school when possible

Classroom Configurations – We will seek to maximize physical distance between desks and tables within their physical and operational constraints. If we are advised to move to scenario 2, a hybrid model, classroom seating will be arranged so that students are separated from one another by 6 feet. If it is not possible to arrange seating 6 feet apart, alternative spaces in the school (gym, library, extra classrooms) may be repurposed to increase the amount of available space to accommodate the 6' foot requirement. Clear barriers may also be added to some classrooms if needed.

## **COMMUNICATION AND SIGNAGE**

Communication is key for any plan to be effective. SJAS will share and communicate the safe and healthy protocols that are in place for students and staff.

- The Action Plan will be shared with board members, pastors, families and staff members.
- Clear instructions will be provided to families, staff, and visitors on the protocols needed to enter the building. Anyone that is not feeling well cannot enter the building. The instructions will be posted by the entrance doors, on the website, on social media, in handbooks, and through newsletters.
- Reminders and modifications of the protocols/procedures will be shared regularly.
- List of signs to be posted by entrances and other locations, as determined, in the building:
  - Face covering
  - Social Distancing
  - Not feeling well, sick, stay home
  - Handwashing, respiratory etiquette

## **ATTENDANCE**

Attendance will be required for all learning scenarios, in person, hybrid, or distance learning models to ensure shared accountability for learning.

- Students: SJAS will adhere to the regulations of the State of Minnesota concerning school attendance. Guidelines concerning student attendance, work expectations, notification of parents/guardians in case of absent students and weather related and / or early dismissal will be published in the parent handbook.
- Staff: The staff handbook will include information on leave of absence policies.

**Students and staff will follow the CDC guidelines for isolation and quarantine unless other specifications/protocols/procedures are advised by a physician (see chart on next page):**

# COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



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**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## **TRANSPORTATION**

St. John's Area School will consult with the Foley Public School District on transportation planning. Families may be asked to occasionally drive children to school if busing is not available. This information will be used to arrange transportation whether scenario 1 or 2.

## **PREPAREDNESS FOR DISTANCE LEARNING**

See Section "Curriculum and Instruction" Action Plan for distance learning plan.

- Local point of contact is Benton County Public Health. SJAS will be in contact with Benton County Public Health through weekly meetings. They will analyze daily infection rates and notify the school in advance, if there is a spike which may lead to distance learning.
- The administrator will communicate with staff and families the possibility of moving to distance learning, thus providing some time for preparation.

## **ASSESSMENT OF PLAN COMPLIANCE AND EFFECTIVENESS**

This Action Plan for reopening St. John's Area School will be shared with stakeholders, David Fremo (Diocesan Superintendent), and Bishop Kettler.

- The plan will be assessed and revised based on recommendations and/or requirements from the Diocese of St. Cloud, Benton County Public Health, CDC, MDH, and MDE.
- The plan's effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and area infection rate. The administrator will work with staff and families to clarify protocols as needed.

## SECTION 2: HEALTH AND WELL-BEING

### CLEANLINESS AND DISINFECTING PROCESSES

- The custodian will establish a schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces/shared equipment throughout the day using EPA-approved disinfectant for COVID-19.
- Appropriate PPE will be provided for staff responsible for disinfecting assigned locations.
- Each classroom will be supplied with adequate cleaning and disinfectant equipment allowing for time to clean and disinfect between uses.
- The administrator will work with custodial staff to ensure they have appropriate tools and supplies to effectively implement a plan for routine environmental cleaning and disinfecting.
- Appropriate cleaning times will be established during the workday.
- Cohort groups are established for playground and gymnasium use to limit combining students that are not typically together at these settings.

SPACE	FREQUENCY OF DISINFECTING	PERSON RESPONSIBLE	PRODUCT(S) USED
Classrooms	Multiple times each day	Teachers, custodian, students	Disinfectant wipes, Re-juv
Restrooms	Multiple times each day	Custodian	Re-juv
Commonly used areas	As needed after use	Custodian, Staff	Re-juv, Bleach water
Hallways/light switches	Daily	Custodian	Re-juv
Drinking Fountains	Multiple times each day	Custodian	Re-juv
Door handles/railings	Multiple times each day	Custodian	Re-juv
Lunchroom	After each cohort	Lunch staff, volunteers	Re-juv, Bleach water
Playground structure	After each cohort	Playground supervisors	Re-juv

Playground equipment	After each cohort	Playground supervisors	Re-juv
Gymnasium Floor	After Lunch	Custodian	Foor sanitizer
PE Equipment	After each cohort	Teachers and students	Re-juv, disinfectant spray
Hands-on-materials	Clean often after each use. Limit sharing	Teachers	Disinfectant wipes
Children's books & other paper-based materials	Not high risk	NA	NA

### **HAND HYGIENE AND RESPIRATORY ETIQUETTE**

Staff and students will be trained (and re-trained as needed) in appropriate hand washing and respiratory etiquette.

- Hand sanitizer that contains at least 60% alcohol is available when hand washing is not possible.
- A hand sanitizer dispenser is available in each classroom and in other common areas/rooms.

<b>PROTOCOLS</b>	<b>LOCATION</b>	<b>RESPONSIBLE</b>
Signage for appropriate hand washing etiquette	Hallways Classrooms	Office staff make signage. Office staff and classroom teacher post and maintain.
Signage for appropriate respiratory etiquette	Classrooms Hallways	Office staff make signage. Office staff and classroom teacher post and maintain.
Training for students	Classrooms	Teacher
Training for staff	Workshop week	Administrator / Nurse

## **FACE COVERINGS**

Face coverings are meant to protect other people in case the wearer does not know they are infected. They are to be worn by all K-6 students and staff. The face covering must be worn over the mouth and nose completely when in a school building or using school transportation. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition. If your child has any of these conditions, you must have a directive/note on physician's letterhead with signature/date, and a face shield will be required.

Types of allowable face coverings:

- Paper, disposable, or cloth mask
- Scarf
- Neck gaiter
- Face shield - allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to face coverings in certain situations. (See MDH 2020-2021 Planning Guide for Schools)

Families will be asked to supply and maintain face coverings for their children. The school will have some available for students, staff, and visitors.

<b>LOCATION</b>	<b>PROTOCOLS</b>	<b>FACE COVERING GRADES K-6, STAFF</b>
<b>HALLWAYS STAIRS</b>	-One class passing in hallway at a time, do not touch walls. -Must stay to the right on stairs. -Grades 5 and 6 use the North stairs. -Grades 2 and 4 use South stairs.	Yes
<b>CLASSROOM</b>	-Desks 3'-6' space -Tables – plastic/clear dividers as needed -Floor - seating circles/markers as needed	-In the classrooms, children will wear face coverings as deemed necessary by the teacher and proximity to others in the classroom. -Teachers will use a face shield when presenting, standing 6' apart from students. -Teachers/staff, no face covering if alone

<b>BUS</b>	Children socially distanced on the bus.	Yes
<b>BATHROOMS</b>	Only the # of students allowed as stalls and sinks. Floors marked with distancing circles around sinks.	Yes
<b>CHURCH/ MASS</b>	Students will be seated in classroom cohorts. A pew will separate each classroom.	Yes
<b>LUNCHROOM</b>	-Floors marked with distancing circles for entrance and exit. -3 students seated on one side of table, 6' apart, facing East	Yes, standing in line No, when eating
<b>OFFICES</b>	Maintain 6' distance when more than one person is in the office areas.	Yes
<b>ENTRANCE</b>	Face coverings are required when entering the building.	Yes
<b>DISMISSAL</b>	Teachers will bring students outside for dismissal.	Yes
<b>SPECIALISTS</b>	-Music and Computer classes in portable classrooms. -Physical Education is at the public school, students bused. -Library in classrooms, children will go to library in small groups to pick out books.	-In the classrooms, children will wear face coverings as deemed necessary by the teacher, proximity to others in the classroom, and activity for PE & Music. -Teachers will use a face shield when presenting, standing 6' apart from students -Teachers/staff no face covering if alone
<b>ASSEMBLY</b>	The number attending an assembly will be based on the amount of space available for social distancing.	Yes
<b>RECESS</b>	Students attend recess in recess/lunch cohort groups.	No

## **DRINKING FOUNTAINS**

- Students and staff need to bring their own water bottles.
- Drinking fountains will not be used for individual usage except with cups during lunch.

## **FACILITY VENTILATION**

Each classroom has a vent system and the gymnasium has a univent system. The vent system must be operated by the teacher daily to ensure proper circulation. Fans and windows will be added for additional ventilation. The custodian should be notified if there are questions on the operation or cleaning of the vents.

## **SECTION 3: CURRICULUM AND INSTRUCTION**

### **CURRICULUM PLANNING**

The experience of spring 2020 provided an opportunity for teachers to review curriculum guides, reflect on teaching strategies most effective in delivering instruction whether in-person or distance learning, and begin long-range planning for this school year. Families were surveyed to gather feedback on the challenges and limitations their children experienced with distance learning. This information will be shared with teachers as we plan for the school year continuing to highlight areas of strengths and work on challenging areas that need to be strengthened. Essential standards for each grade level and the prerequisite knowledge and skills learners need to be successful will continuously be reviewed and adjusted throughout the school year.

- We will:
  - Prepare a yearlong plan for each subject area to ensure that a defined unit topic adheres to standards/objectives, and formative/summative assessments.
  - Plan by unit rather than by week or by day to ensure that learning is building toward important outcomes (teach the concept, not limit to time constraints).
  - Participate in virtual trainings developed through Resource Training and Solutions or other vendors to assist in the process of delivering the most effective teaching strategies in person or distance learning.
- Areas to build teaching staff capacity are:
  - Self-care and trauma informed practices.
  - State guidelines on health and safety protocols considering COVID-19.
  - Safety, COVID-19 hygiene procedures, and behavior expectations.
  - Techniques and strategies for learning in distance-learning and hybrid models
  - Distance-learning technology, tools, and platforms.
  - Effective formative feedback/assessment and grading expectations.
- Digital Resources
  - Whether learning takes place primarily in distance-learning or in-person, expanded digital resources will ensure students have consistent access to high quality learning tools. SJAS will investigate blended learning strategies, an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods.
  - Expanded digital reading and math materials and intervention supports will enable students to benefit from supplemental learning tools beyond what their teachers provide on a daily basis.

- Technology and Connectivity
  - To the greatest extent possible and wherever conducive to learning, every student will have access to a school-provided computing device (iPad) for use at home and at school to support in-person and distance-learning.
  - Parents will need to sign out iPads and take full responsibility if damaged. SJAS will investigate the possibility of an insurance plan that can be purchased by parents for the iPads.

## **ASSESSMENT**

The focus for student assessments within all reopening plans will be to help teachers identify individual students' learning needs and plan for upcoming instruction.

- Assessments, STAR, easyCBM, Dibels, will be used to analyze learning (gain or loss) and assist teachers in developing students' learning plan.
- Teachers will utilize formative assessments frequently during and after instruction.
- Allow for flexibility, including application of skills, especially in distance learning.
- Prepare to assist students with learning gaps and plan strategic interventions to reteach and fill these gaps.

## **ATTENDANCE, GRADING AND REPORTING**

Attendance will be taken daily and required for all learning scenarios - in-person, distance learning or hybrid model. This will ensure shared accountability for learning.

- SJAS will follow the same grading system, except specialist classes, for all learning scenarios. During distance learning, specialist classes will be optional.
- Communication between teacher and parent is key to student success. Teachers will communicate student progress on a regular basis.

## **SUPPORTING UNIQUE ACADEMIC, SOCIAL, OR EMOTIONAL NEEDS**

The administrator will consult with the Foley Public School District on special education services for students on IEP's. The scenario will determine the type of service being delivered, whether in person or distance learning.

- Each child's IEP will be reviewed by the teacher, special education teacher, and administrator to ensure the child is receiving the appropriate services as written in the IEP.
- The administrator will work with teachers to provide paraprofessional support or Barton Tutoring for students based on academic needs.
- Social emotional learning (SEL) strategies, along with faith-based support strategies, will be implemented in the classroom to support students. The administrator will provide support for staff through training and daily interactions.

### **ADDRESSING STUDENTS / FAMILIES ON DISTANCE LEARNING**

The teachers will establish norms about student expectations during distance learning and support families through communication and assisting with student learning.

- Teachers will meet with students and parents to set goals, create a schedule, break down assignments, and make arrangements if internet access is a problem.
- The Acceptable Use Policy will be reviewed by staff, students, and parent.
- Families will be alerted to the Children's Online Privacy Protection Act (COPPA), protecting children's personal information (age 13 and under)

### **ADMINISTRATIVE CONSIDERATIONS**

There may be adjustments in staff positions to accommodate the learning plans for students, sanitation, cleaning, disinfecting needs of the facility, lunch / recess protocols and procedures, and supervision throughout the school year. Other considerations are:

- Focus on improving, designing, and delivering flexible instruction both in-person and distance learning.
- Provide teachers time for collaboration, adjustments, and support.
- Consideration for changes in staff evaluation process
- Plan for staffing in the event of staff shortage due to COVID-19
- Plan for the MNSAA accreditation team visit in November 2020

## **SECTION 4: CREATING AND MAINTAINING COMMUNITY**

Creating and maintaining relationships is the hallmark of Catholic education. Even amidst these unique challenges, strong communication and relationships are a priority. At the very heart of the school is the celebration of the Liturgy and prayer. The staff will work together in planning, inviting, and collaborating with parents to continue the “family” environment of St. John’s Area School.

### **OPEN HOUSE**

The open house tradition of gathering and visiting together will be different this school year due to the protocols for social distancing. There will be an Open House for grades K-6 on Thursday, September 3<sup>rd</sup>. There will be a separate Open House for Pre-Kindergarten students on Friday, September 11<sup>th</sup>. Please note, families with children in both Pre-K and grades K-6 will need to attend both Open Houses. At the Open House, families need to stay together, visit each child’s classroom, and turn in Open House forms. Family members will need to wear face coverings in the school and temperature checks will be taken upon entering the building. For the safety of all, please bring only the students that are enrolled at SJAS to Open House.

- **OPEN HOUSE FOLDERS - PICK UP**
  - Family Open House Folders will be available to pick up BEFORE Open House in the entrance of door #1 on September 2<sup>nd</sup>, 9am – 5pm.
  - Folders not picked up will be handed out on September 3<sup>rd</sup> at Open House.
  - The Folders will contain important information/forms to be completed and returned at Open House or the 1<sup>st</sup> week of school.
  
- **KINDERGARTEN THROUGH GRADE SIX OPEN HOUSE - THURSDAY, SEPTEMBER 3, 2020**
  - Families will sign up for a scheduled time to attend Open House on SignUpGenius.
  - Please enter door #1
  - Turn in items from Open House Folders or pick up Open House Folder
  - Pay lunch / Milk / Tuition
  - Children can bring school supplies
  - Visit classrooms and teachers

- PRE-KINDERGARTEN OPEN HOUSE - FRIDAY, SEPTEMBER 11, 2020
  - The Pre-K teacher will send families Open House information.
  - Please enter door #1.
  - Turn in items from the Open House Folder or pick up Open House Folder
  - Children can bring school supplies.
  - There will be a short parent meeting in the library. Children will be supervised in the classroom.

### **FAITH LIFE AND SOCIAL OPPORTUNITES**

The administrator will work in collaboration with pastors and teachers to develop a plan for liturgy that includes social distancing and safety protocols for students, staff, and parishioners.

- Parents will be notified of Liturgies by classroom teachers through newsletters.
- The teachers and administrator will discuss prayer opportunities and other faith gatherings to consider new ways to celebrate our Catholic traditions in our school community and meet the safety protocols. We will communicate our plans with families through classroom and administrator newsletters and social media.
- Throughout the year, there are many opportunities to gather as a community. As we move through the year, and based on the guidelines of MDH, CDC, and local COVID-19 numbers, the way we gather may change. These opportunities to gather will be planned as we move forward. They may include opportunities for in-person and/or virtual connections.

**Thank you to the Teachers and Staff as well as a variety of stakeholders for providing input for this plan!**

**If there are any questions, please contact the administrator, Christine Friederichs.**