



UPDATED: 10/14/20

2020-21 COVID ADDENDUM TO PARENT/STUDENT HANDBOOK

Bethlehem Academy remains committed to providing our students and families with an educational experience of excellence grounded in our Catholic faith. As we look to the future we have designed a comprehensive plan that is flexible enough to be responsive to the ever-changing impact of COVID in our community. **The current plan will guide us until our Christmas break unless our school COVID counts or the County count require us to change our model.** Throughout the school year we will continue to re-evaluate as more recommendations are shared by our expert partners. This is a fluid document.

Return to Campus Plans: Our return to campus plan encompasses guidance from the Minnesota Department of Health (MDH), the Centers for Disease Control (CDC), the American Academy of Pediatrics and the Archdiocese of Minneapolis and St. Paul (Arch) as well as our local COVID BA Team. Our goal is to reopen school balancing the educational/social needs of students with protocols and procedures in place that will mitigate transmittable health risks due to COVID-19 to students and staff. We will implement safety and health measures and place limitations or restrictions on some aspects of life at Bethlehem Academy. We are committed to working in partnership with you to move forward with confidence and cautious optimism as the new school year begins.

Option to Learn from Home: We recognize that some students and families may have health-related concerns that require online learning as we begin the new school year, and we are prepared to support that need as well. We learned much from the online learning experience of the spring and have taken into consideration your perspective and the teachers' perspectives on how we can improve the at-home learning experience for those who need that option throughout the school year. We will also apply parent and teacher feedback regarding online learning given the likelihood that BA may need to shift to that mode of learning during the school year.

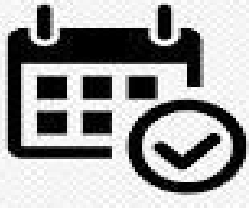
Flexible Plans: There is still much unknown about COVID -19 and how it will impact our community in the year ahead. Our plan is flexible and will adapt to significant shifts in the risk levels related to major surges close to and within our community. We will also be closely monitoring the educational and emotional progress of our students to assess how they are adjusting to this dynamic environment. We will begin the year helping our students and staff become proficient in the digital platforms that will support in-person and online learning. These are robust tools that support the organization of learning and provide the opportunity for interactive learning experiences at home and school.

Stay Home if Symptoms: Our plan creates a learning model for students which will assist with limiting exposure throughout the school building but this relies heavily on students and families to make sure that scholars stay home from school, and their siblings, if they have a temperature or any symptoms that are potentially COVID related to protect the rest of the community from a spread.

Bethlehem Academy Staff

Return to Campus Plan for the 2020-2021 Academic Year

General Overview:



**Mark Your Calendars ...
Opening Day of the
2020-2021 School year!**

August 31st – Orientation

September 1st – First Full School Day!

We've been working hard to create a comprehensive plan to ensure we could be back at school for in-person learning - and offer a online learning experience for those who have health-related concerns.

**Set your alarm...you don't want
to be late!**



- Student arrival and dismissal times will be changed.
- Arrival will be no earlier than 7:30 a.m. unless a teacher arranged a meeting.
- We discourage students from congregating in the parking lot or the hallways and ask that as students exit their cars or get on/off the bus or van, they put on their masks.
- End of day dismissal will be staggered based on grade level to reduce congestion. We ask that you are on time if you are picking up your student. 2:45 - Grade 6; 2:47 - Grade 7; 2:49 - Grade 8; 2:51 - Grade 9*; 2:52 - Grade 10*; 2:54 - Grade 11*; 2:55 - Grade 12* Some classes will be mixed grades.

Face Coverings Required

- Everyone entering must wear a face covering unless they have a medical exemption. All medical exemptions must be filed with our nurses office with verification from a doctor's office. (Gaiters and bandanas are allowed as long as students are not distracted by them and they stay on.)
- Students will wear a face covering throughout the day except during lunch, physical activity, and classes that are held outdoors. Removal of a face mask must be approved by the teacher. Mask breaks will be created during the colder months starting in October. Teachers will allow a 10 min mask break when students are seated and not interacting with windows cracked/or ventilation on.
- Faculty and Staff will wear a variety of face coverings including face shields and/or masks to protect them from the potential spread of germs and to protect others, unless they have a medical exemption.
- Masks must be appropriate and free of writing, political slogans or pictures, or any distracting design.



What are the symptoms?

- ❖ Fever or chills
- ❖ Cough
- ❖ Shortness of breath or difficulty breathing
- ❖ Fatigue
- ❖ Muscle or body aches
- ❖ Headache
- ❖ New loss of taste or smell
- ❖ Sore throat
- ❖ Congestion or runny nose
- ❖ Nausea or vomiting
- ❖ Diarrhea

Communication

- We have created a COVID Response Plans web page on the school website.
- Update will be sent in our *Friday Family Focus* newsletter.
- Additional information will continue to be shared on our social media accounts.
- PowerSchool alerts and emails will also be sent - be sure to update your email!

PLEASE NOTIFY THE OFFICE IF YOUR CHILD IS DIAGNOSED WITH COVID-19 OR SOMEONE IN YOUR FAMILY IS DIAGNOSED: Staff person contact: Barb Johnson

CALL: 507.334.3948



Health Protocols

The health and wellbeing of our students, staff, and parents is our highest priority.

- Scholars will take their temperature at home daily and review health questions at home.
- There will be increased hand washing throughout the day, including sanitizers throughout the building and dispensers in classrooms.
- Teachers will review respiratory etiquette with students: cough and sneeze into elbow, then wash hands.
- Signage will be placed throughout the school promoting healthy practices.
- Water fountains are blocked off and only bottle fillers available.
- Each scholar is encouraged to bring his or her own water bottle daily.
- Students who are experiencing symptoms of COVID-19 will be isolated until they can be picked up. (Older students will be allowed to drive home.)
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WHAT TO DO WHEN YOU'RE EXPOSED TO OR DIAGNOSED WITH COVID-19: *See decision tree from MDH on page 5

We will follow current MDH/CDC guidelines for return to school protocols, which are on Page 5 below, valid as of Aug. 6, 2020 was: (Please know this may change)

- **IF YOU'VE BEEN EXPOSED: (14 days with exposure)** Follow these steps and the directions from your doctor if your family is directly exposed to COVID-19.
 - Stay home for 14 days
 - After that period, if you have no symptoms you may return to school/work.
- **IF YOU'VE BEEN DIAGNOSED WITH COVID-19: (10 days when diagnosed)** If diagnosed, use the following guide:
 - The family/doctor will share information
 - Diagnosed students will be out 10 days from diagnosis, plus any additional days until they are symptom free

Faith/Social/Emotional Health



The mental and faith health of our students, parents and staff is a priority.

In-person learning with new guidelines, as well as online learning, will have some level of impact on the emotional well being of everyone as we get used to this modified learning experience. We will continue to build in creative ways for socialization, team building and engagement with scholars while remaining socially distant. We will proactively support our students, parents, and staff whether learning in class or at home.



Guests, Volunteers & Parents Visits are Limited

- ❑ Limiting the number of adults in the school building each day is a recommendation of the CDC to minimize the potential spread of the virus.
- ❑ We will look for creative ways for our parents to share their time and talents with us when we receive new guidelines regarding risk factors from the CDC.
- ❑ Parents picking up students during the school day will wait in the parking lot.



Cleaning Protocols

Cleaning and disinfecting key areas of the building will help limit the spread of germs. We will increase our custodians for midday cleaning of bathrooms, the lunchroom and high touch surfaces.

- ❑ All classrooms will be cleaned and disinfected at the end of each day or if classes switch.

- ❑ Weather permitting, doors and windows will remain open to improve airflow in the classrooms.
- ❑ Uni-vents, which bring in outside air, will operate in classrooms.

Online Learning

At any time classes may have students also learning online. If a student is exposed, they will be able to continue their learning online until they can return to school. We will following protocols will follow:



- ❑ BA Staff will offer their students online learning through live-streaming or prepared videos, assignments and assessments. This will be shared on PowerSchool.
- ❑ Student privacy will be protected. Families are asked to sign approval for online learning as at any time a student may need to learn from home. (Signature page sent home/online)
- ❑ Classes may also be recorded to share with students at home. The teacher will inform students that they are recording.



Shopping List

Please add the following to your child's school supply list:

- ❑ Thermometer for taking temperature at home each day.
- ❑ Personal water bottle
- ❑ Mask or neck gaiter/face covering (a Cardinal mask will be provided; please have extras.)
- ❑ Personalized school supplies

** The school is also looking for donations of:

- ❑ Hand sanitizer
- ❑ Extra face masks
- ❑ Clorox Wipes

What To Do if You Have Had Close Contact With a Person With COVID-19

To protect yourself, your family, and your community, you must separate yourself from others, get tested and watch yourself for symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Follow these instructions for at least 14 days after the last day you were in close contact with the person who has COVID-19.

Separate yourself from others



Stay home. If you need medical care, it is important that you follow the instructions below. Do not go to work, school, or any other place outside the home.



Stay away from people who may be at high-risk for getting very sick from COVID-19, including older adults, those living in long-term care facilities, and people with health conditions like asthma, diabetes, heart disease, liver disease, severe obesity, and those who have weakened immune systems.



If you become sick, separate yourself from other people in your home. As much as possible, stay in a specific room and away from other people in your home. Use a separate bathroom, if available.



Do not use public transportation, ride-sharing (such as Uber or Lyft), or taxis.



Wear a facemask if you need to be around other people, and cover your mouth and nose with a tissue when you cough or sneeze. Wash hands thoroughly.



Avoid sharing personal household items. Do not share food, dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, wash them thoroughly with soap and water.

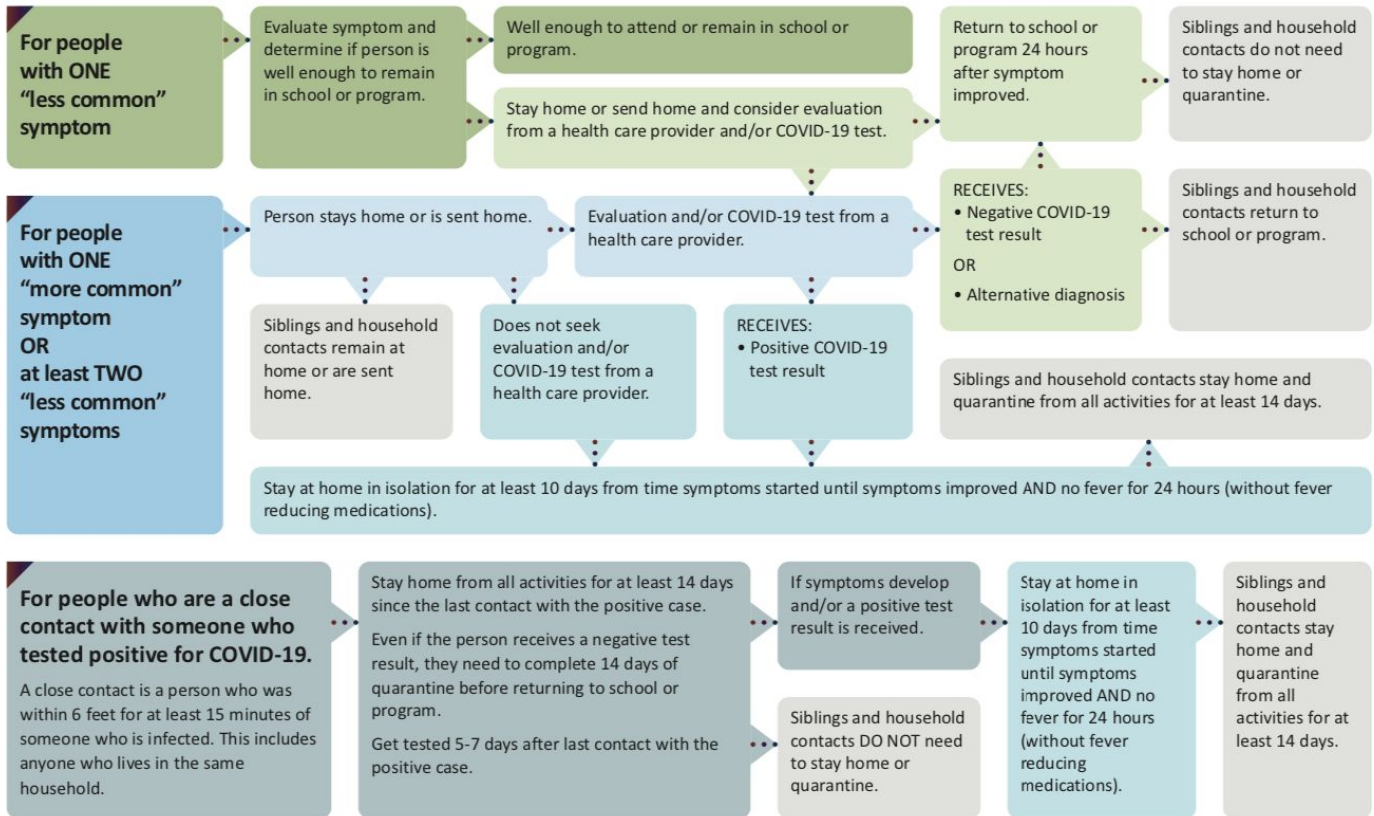


Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your face with unwashed hands.

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



STAY SAFE MN

Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975
Contact health.communications@state.mn.us to request an alternate format. | 8/31/2020

SCENARIO 1: All students are in the building with restrictions (Begins August 31st)

- ❑ Room arrangements have been altered to allow for extra space between desks at all grade levels.
- ❑ Middle School classes will have some grouped times throughout the day.
- ❑ Students are asked to keep their supplies separate and to not share computers or phones. Art supplies will also be separated.
- ❑ Off-campus field trips will be restricted in the fall.
- ❑ Weekly Mass will be divided by Middle School and High School, every other week model.
- ❑ Masks will be worn throughout the school day, see note on page 1 about exemptions.

Environment of Classrooms:

- ❑ Chair and desk will face one direction.
- ❑ Students will be spaced in their desks.
- ❑ Students will be in assigned seating for tracing of possible exposure.
- ❑ Uni-vents and windows (weather providing) will be open to add to air flow of classes. In the winter some windows may be cracked but all uni-vents will be on.
- ❑ Classroom doors will be open.

- ❑ Opportunities for outdoor learning will be encouraged in the warmer weather.
- ❑ Lunch will be grouped and students will be in assigned seats for tracing purposes.

Entering Classroom 1st hour of the day:

- ❑ All students and staff must wear masks that cover mouth and nose upon entering the building. (School appropriate designs on masks, see page one with details and mask exemptions.)
- ❑ Everyone goes to their locker to get materials needed for their first hour and report to their classroom immediately. Note: There will be no socializing in the hallways.
- ❑ COVID-19 health and safety signs will be hung in each classroom.

Entering classroom:

1. Students must wash or sanitize their hands prior to entering the classroom.
2. Must wear masks when in the classroom unless they have an exemption.
3. Students must sit in their assigned seat and remain there.

In classrooms students will:

1. Practice social distancing.
2. Agree to not share computers and learning materials. (Materials should be checked out to students if possible. If materials cannot be given to individuals, used materials must be cleaned before being reused.)
3. Understand that only teachers have the authority to remove their mask or allow students to remove their mask for educational purposes. (If masks are removed for educational purposes, social distancing is required. Students may choose to continue to wear masks.)
4. Students will turn in their work electronically, when possible.

All BA students will:

- Have a **CARDS** approach to learning! **Character, Accountability, Respect, Decision-making & Service**
- Show up to every class on time for the full duration of the class period.
- Complete all work and participate in all in class activities.
- Check in with PowerSchool/teacher on a regular basis to ensure attendance and work completion.
- Log in and check progress on PowerSchool on a regular basis. (PowerSchool training will be available to all students at the beginning of the school year.)
- Practice all health and safety protocols to remain safe including:
 - *Temperature check each morning before attending school*
 - *Stay home with a temperature of more than 100°*
 - *Wears clean mask at all times when at school-Bring extra mask with them to school*
 - *Honor seating charts*
 - *Socially online from classmates and teachers*
 - *Honor teacher expectations and requests*
 - *Assist with end of class cleanup*
 - *Frequently wash hands and practice good hygiene*
 - *Bring personal water bottle*
- Come dressed appropriately ~~uniform~~ and keep a t-shirt and pants at school should what you arrive in not meet dress code. (We will limit using BA clothing resources to mitigate exposure.)

BA Parent(s) will partner with BA staff and support us by:

- Keep a positive and supportive outlook for BA, asking questions when clarification is needed

- Encourage and motivating their child to have a CARDS approach to learning - ***Character, Accountability, Respect, Decision Making and Service***
- Communicate with teachers any concerns that may arise with their child's educational experience
- Check in with student/teacher on a regular basis to ensure learning attendance and work completion.
- Log in and check student progress on PowerSchool on a regular basis. (PowerSchool training will be available to all parents at the beginning of the school year.)
- Express the importance of their student to remain safe and follow these guidelines:
 - *Temperature check each morning before attending school*
 - *Stay home with temperature of more than 100°*
 - *Assist student with washing mask daily and reminding them to wear mask*
 - *Socially online from classmates and teachers*
 - *Honor teacher expectations and requests*
 - *Frequently wash hands and practice good hygiene.*
 - *Remind student to bring personal water bottle*

Leaving Classroom:

1. Students/Teachers will wipe down work surfaces with school supplied materials at the end of each class period and clean their hands with sanitizer. Gloves and towels will be provided.
2. Students may go to their locker, but must report immediately to their next class.

End of School Day:

- ❑ Teachers will dismiss in staggered releases to mitigate congregating:
 - ❑ 2:45 - Grade 6
 - ❑ 2:47 - Grade 7
 - ❑ 2:49 - Grade 8
 - ❑ 2:51 - Grade 9*
 - ❑ 2:52 - Grade 10*
 - ❑ 2:54 - Grade 11*
 - ❑ 2:55 - Grade 12* Some classes will be mixed grades

Students may go directly to their locker and then to their car or mode of transportation. They are not to congregate. After school activities will follow this guide but coaches or advisors will be monitoring.

Current CDC school guidance for consideration if COVID case is diagnosed within the school:

- A single case, in many instances, does not require complete school closure
- If any community spread exists, close school for 2-5 days to allow local health officials to develop recommendation
- Cancel all extracurricular activities
- Discourage students, staff, and families from gathering
- Close off any areas used by the individual for a prolonged period, disinfect and clean

If multiple cases are diagnosed, Bethlehem Academy will work with Rice County Public Health to determine next steps. It is possible there will be a short closure, cancelation of activities, or a move to a new Scenario for a short period of time.

SCENARIO 2: Hybrid Model-Students in school & at-home learning

The Hybrid Model - UNDER CONSIDERATION

We may begin Hybrid with “Phase One.” All students remain with in-person learning, unless they have elected for online learning, for only four days a week: Monday, Tuesday and Thursday, Friday. Wednesdays are for students to meet with teachers, remotely or come in for supplies or meetings and time for teachers to meet, prep and prepare as well as deep clean the school.

Full Hybrid Model

MONDAY-Red Day	TUESDAY-White Day	WEDNESDAY-WIN Day	THURSDAY-Red DAY	FRIDAY-White Day
Alpha Group #1: Students with last names A-Ka report. Students Ke-Z learn online.	Alpha Group #1: Students with last names A-Ka report. Students Ke-Z learn online.	NO IN-PERSON CLASSES <ul style="list-style-type: none">● Mass attendance encouraged at IC● Department Meetings; PLC; Faculty Meetings● Teacher Office Hours (virtual or in person): 1-3 p.m.● School building deep cleaned	Alpha Group #2: Students with last names Ke-Z report. Students A-Ka learn online.	Alpha Group #2: Students with last names Ke-Z report. A-Ka learn online.

Bethlehem Academy divides our school alphabetically in our hybrid model to allow for a smaller group of students to further mitigate numbers in our building and ensure safety and health standards are followed:

- **Alpha Group 1** will come to school on Monday and Tuesdays (Red and White/A and B). Alpha Group 2 will remote learn via video conference and online on Monday and Tuesdays.
 - *Attendance will be taken by the teacher and reported to office for both groups.*
 - *Following attendance, remote learning is available via live streamed access or by asking students to complete prepared work from the teacher. (If live streamed, remote students must show live face throughout the class period.)*
 - *Prepared work during remote learning must be completed during the scheduled class time.*
- **Alpha Group 2** will come to school on Thursdays and Fridays (Red and White/A and B). Alpha Group 1 will remote learn on Thursdays and Fridays.
 - *Attendance will be taken by the teacher and reported to office for both groups.*
 - *Following attendance, remote learning is available for live streamed access or by asking students complete prepared work from the teacher. (If live streamed, remote students must show live face throughout the class period.)*
 - *Prepared work during remote learning must be completed during the scheduled class time.*

Wednesdays will be considered a WIN (What I Need) day. There will be no classes. Teachers are available by appointment (face to face or video conference) for students.

Weeks with less than 5 days will have this model applied on an individual basis and communicated with families/ staff in advance.

ALL OF THE SAME IN-CLASS LEARNING PROTOCOLS LISTED ON PAGES 3 & 4 APPLY.

SCENARIO 3: Online Learning

The Online Model

MONDAY-Red Day	TUESDAY-White Day	WEDNESDAY-WIN Day	THURSDAY-Red DAY	FRIDAY-White Day
All students report online for learning. Revised schedule shared with students prior to moving to online.	All students report online for learning.	NO ONLINE CLASSES Mass attendance encouraged at IC Department Meetings; PLC; Faculty Meetings Teacher Office Hours (virtual or in person): 1-3 p.m. School building deep cleaned	All students report online for learning.	All students report online for learning.

The Bethlehem Academy online and online learning model is ~~changed from~~ will be different from what students and families experienced in the Spring of 2020. Teachers will be creating more engaging experiences online, working with students individually, and implementing new expectations and strategies to improve learning and the online environment for all, expanding on what went well and improving in key areas. New online protocols include:

- **BA will follow the hybrid model class schedule while in the Online Model:** Students will be in online classes Monday, Tuesday, Thursday, and Friday. On Wednesdays students will have WIN days with the opportunity to connect with teachers by appointment via video conferencing for additional support.
- **Online Attendance:** Attendance will be taken during scheduled class times by the teacher and reported to the office, except on Wednesday.
 - *Following attendance, remote learning is available for live streamed access or students will complete prepared work from the teacher. (If live streamed, remote students must show live*

face throughout the class period, be dressed and ready to actively participate. Students may not be on their bed but should be at a table or chair.)

- *Prepared work during remote learning must be completed during the class time. Video conferencing will remain open the entire period in case the student needs the teacher.*

- **Wednesdays will be considered a WIN day.** There will be no classes. Teachers are available by appointment via video conference for students.
- Students may be assigned homework in addition to class work. Staff will keep in mind that students have multiple classes and recognize that online learning must be done differently to be engaging while also understanding students' difference in learning.
- Assignments will be reviewed with students through Zoom and PowerSchool consistently; other forms may be optional.
- Teachers will post learning content, flipped lessons/recordings, worksheets, hand-outs, and project guidelines that online students will need to complete for their learning outcomes for the day.
- Teachers will share with administration any concerns if students are falling behind and a staff or admin person may be assigned to support the student.
- BA will adopt a universal late work policy with consistent messaging sent to parents and students.
- Weekly communication will be sent out to middle and high school students and a COVID online learning page will be accessible to ensure there is one central place to connect and review updates in PowerSchool.

A BA Student in Remote Learning:

- Will have a **CARDS (Character, Accountability, Respect, Decision-making & Service)** approach to learning!
- Shows up to every class on time for the full duration of the class period, or follows teacher instructions to complete course work for the day.
- Completes all work and participates in all in class activities.
- Will follow video conferencing expectations:
 - *Appropriate dress code attire*
 - *Camera/video is required with full face showing*
 - *Participation is required*
- Will check in with PowerSchool/teacher on a regular basis to ensure remote learning attendance and work completion.
- Log in and check student progress on PowerSchool on a regular basis (PowerSchool training will be available to all students at the beginning of the school year).

BA Parent(s) will partner with BA staff and support us by:

- Keep a positive and supportive outlook for BA, asking questions when clarification is needed
- Encourage and motivate their child to have a CARDS approach to learning - **Character, Accountability, Respect, Decision-making and Service**
- Communicate with teachers any concerns that may arise with their child's educational experience
- Check in with student/teacher on a regular basis to ensure remote learning attendance and work completion. (Please be sure to set up a PowerSchool parent account, email Ed Friesen if you need training or assistance at: efriesen@bacards.org)
- Log in and check student progress on PowerSchool on a regular basis. (PowerSchool training will be available to all parents at the beginning of the school year.)

