

Dear Co-Cathedral of St. John the Evangelist Middle School Families,

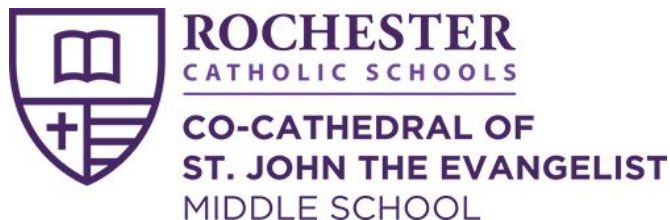
Welcome to the 2020-2021 school year. Thank you for your continued trust and faith in our middle school. As I write this message, it has been exactly 5 months since we have had students seated in our classrooms experiencing the joy that Catholic Education brings to God's children. Our teachers, support staff, and administration have been working, and will continue to work, feverishly to allow a safe return to campus for all of us. We are also preparing to meet the needs of our distance learners, should families choose this option or the need arise. Together we will be able to safely keep our school building open for the students and staff members. We need your help. We trust that you will not send your child to school when they are sick. We ask you not to give your child a fever reducer to lower their temperature for the morning temperature check. We ask that you monitor symptoms for your child and not send them to school if they experience symptoms that could be related to COVID. We ask that you not put the school community at risk, and we promise to do the same. This will be a year unlike any other school year. Many of the things you will be asked to do may be inconvenient, but they are absolutely necessary to ensure the health and safety of our school and church community.

We will be offering on-campus and distance learning for our students. You could describe our school as meeting the hybrid guidelines that were described by Governor Tim Walz. Our families will have a choice of on-campus or distance learning. We have worked with medical professionals from the Mayo Clinic to ensure that social distancing can take place in classrooms. We have capped our enrollment at a number that allows us to welcome new families to our school, without compromising our current/previous students. We have taken necessary precautions to minimize the risk of illness exposure to our students and staff in classrooms and common areas. We can't guarantee that your child will not be exposed to COVID while at school. However, we can work together as a community to reduce the risk of exposure by doing our part.

This plan is based on the requirements of the **COVID-19 PREPAREDNESS GUIDANCE: A PATH FOR STUDENTS RETURN TO SCHOOL FALL 2020**. This guidance was provided by the Dioceses of Crookston, Duluth, New Ulm, St. Cloud, and Winona-Rochester. It meets the requirements of the **MDE 2020-2021 Planning Guide for Schools**.

As a school we are committed to providing the very best spiritual, social, emotional, and academic opportunities for your children. We will all wear masks and keep distance from each other to prevent potential spread of illnesses. And, we must all be flexible and prepared to make necessary changes, should the need arise.

Please be patient and supportive as we navigate this important time in our history. Guidelines will change throughout the school year and we will modify our plan accordingly. As plans change, we will communicate with you. We are all in this together. God Bless.



**Return to School Plan**

**August 13, 2020**

**Co-Cathedral of St. John the Evangelist Middle School**

**424 W Center Street**

**Rochester, MN 55902**

| Operational Practices                    |   |
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| <b>Training/Communication with Staff</b> | <ul style="list-style-type: none"> <li>• RCS Task Force began working on a system-wide plan to safely return students and staff members to the buildings in July of 2020, using the three scenarios that were directed by Governor Tim Walz as their guide. The Task Force was composed of Administrators, Teachers, Support Staff, Maintenance, Cafeteria staff, Counselors, and Parents.</li> <li>• The building Task Force for the Co-Cathedral of St. John the Evangelist Middle School began building our school-specific plan in July and completed the final recommendation for the initial plan on August 10, 2020.</li> <li>• Initial plan shared with Rochester Catholic Schools (RCS) Board of Trustees (BOT) and Diocese of Winona-Rochester Superintendent of Schools, Marsha Stenzel, on August 10, 2020.</li> <li>• Reopen plan shared with building staff on August 13, 2020.</li> <li>• Reopen plan shared with families on August 13, 2020.</li> <li>• Co-Cathedral of St. John the Evangelist Middle School will have a designated COVID-19 Point of Contact with Public Health - Dianne Cameron. <ul style="list-style-type: none"> <li>◦ Olmsted County Public Health will be notified about confirmed cases of COVID-19.</li> </ul> </li> <li>• Co-Cathedral of St. John the Evangelist Middle School will have a designated trainer for staff and students - Patty Ward-Montoya. <ul style="list-style-type: none"> <li>◦ COVID-10 training will be provided on washing water bottles, proper hand washing, how to cover coughs and sneezes, how to properly wear a mask, and social/physical distancing.</li> <li>◦ Instructions will be provided to both staff and students about cleaning protocols for their areas.</li> <li>◦ Keeping physical distance in hallways and in classrooms.</li> <li>◦ Lunch and Recess instructions</li> <li>◦ Online instructions will be provided to parents as well so they can remind their student(s) about how to practice safety at school.</li> </ul> </li> </ul> |

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| <b>Adaptability</b>                 | <p>This plan is the initial guidance to be used to safely open school for 6-8 grade at the Co-Cathedral of St. John the Evangelist Middle School. The plan will be revisited regularly. Adjustments may be made to the plan and changes will be communicated via weekly Broadcast, email, or other methods.</p> <p>Distance Learning for Students who choose to remain at home and/or are ill:</p> <ul style="list-style-type: none"> <li>• Students will be given access to live streamed classes via Zoom.</li> <li>• Parents and students will NOT record lessons. Lessons are for educational use for the students only. <ul style="list-style-type: none"> <li>◦ Parents and students will not use live or recorded lessons to critique teachers or students in the class.</li> <li>◦ Any misuse of live stream/recorded lessons will result in disciplinary action.</li> </ul> </li> <li>• Teachers can record lessons in the event a student at home is unable to view live stream.</li> <li>• Live streaming is available for grades 6-8.</li> </ul>  |
| <b>Entrance/Dismissal Protocols</b> | <p>Students and staff are expected to self check for symptoms prior to arriving at any school building and stay home if experiencing or having been in direct contact with anyone that has received a positive test for Covid-19. Parents should complete a health screening questionnaire each day before sending their child(ren) to school. This screening can be found at <a href="https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen">https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen</a>.</p> <p><b>Entering school in the morning:</b></p> <ul style="list-style-type: none"> <li>• Drop off starts at 8:30. Upon arriving at school, students enter the building through door 1, 17, or 21 and will have their temperature checked by a staff member prior to entering the building. Upon entering the school, students will be required to go straight to their locker to drop off personal items and then they will report directly to their homeroom.</li> <li>• Students that arrive prior to 8:30 will need to report to morning extended care through door 18. Temperatures will be taken prior to the student entering the building.</li> </ul> <p><b>Entrance/Departure during school hours:</b></p> |

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|                       | <ul style="list-style-type: none"> <li>Parents/guardians will remain by entrances and use the security buzzer to inform the office who they are picking up. The student will then come to the parent/guardian after checking out at the office.</li> </ul> <p><b>Dismissal:</b></p> <ul style="list-style-type: none"> <li>If busing is available, bus students will be called and dismissed from their homeroom.</li> <li>Car students will wait in a carline outside. Students will be required to have their masks on, socially distanced, and will be called by car assignment (subject to change pending busing). Each family may be given a number to be used in the carline for more efficient pickup.</li> <li>There will always be two adults supervising this process.</li> </ul>  |
| <b>Transportation</b> | <ul style="list-style-type: none"> <li>Bus services will depend on Rochester Public Schools (RPS). Parents/Guardians should be prepared with an alternate option if transportation is not available at any point during the school year.</li> <li>RPS may offer busing to RCS families 2 mornings per week, based on availability. Busing will not be offered in the afternoon.</li> <li>All students will be required to wear face coverings while utilizing transportation.</li> </ul>   |
| <b>Meals</b>          | <ul style="list-style-type: none"> <li>Our lunch program continues to be served through Taher. The cost of lunch for the 2020-2021 school year is \$3.10 per meal (adults \$4.10). A carton of milk is provided with each lunch. Extra cartons of milk price is \$.50/each. Taher will need to follow federal guidelines about food serving. At this time, "seconds" will not be available.</li> <li>Students will be issued a bar code to allow for touch-free entering of student lunch account code.</li> <li>Scheduled lunches to maintain safety of students. Taher will need to follow the federal guidelines. Food will be served hot for the students and they will have 2 choices of meal per day. 1 section of students per grade (24 students) will eat in the cafeteria at a time. The other 2 sections will eat lunch in their classrooms. Students will be expected to follow</li> </ul> |



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|                                     | <ul style="list-style-type: none"><li>hygiene protocols for eating meals.</li><li>Students may bring a cold lunch from home.<ul style="list-style-type: none"><li>No sodas or carbonated beverages are allowed.</li></ul></li><li>Temperature checks will be taken prior to dismissal for lunch for all students.</li><li>Students will be asked to bring a transparent water bottle from home as all drinking fountains will be used only for filling water bottles.</li><li>Instruction will be provided to students on how to correctly wash their water bottles.</li></ul>   |
| <b>Before and After School Care</b> | <ul style="list-style-type: none"><li>Extended Morning Care will be provided at St. John. Before School Care is available from 6:30 - 8:30 am for a fee of \$10.</li><li>Students using Extended Care will enter Door 18. Upon entering the gym, a staff member will take the temperature of each student and complete a symptom check prior to entering the building.</li><li>Policies and procedures for the regular school day, specific to hygiene, handwashing, physical distancing, etc. will apply to Extended Morning Care.</li></ul>  |
| <b>Health and Well-Being</b>        |  |
| <b>General Health and Safety</b>    | <p>If your child is ill, please keep them home. We want to keep the RCS community well. Parents are expected to check their children each morning for a fever or other symptoms of COVID. Any student showing symptoms <b>must</b> stay home. Families will be asked to complete the Visitor and Employee Health Screening Checklist each morning prior to coming to school. The checklist can be found by following this link...</p> <p><a href="https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen">https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen</a></p> <p>Students with a temperature of 100 degrees or higher will not be permitted to attend school on campus <a href="https://www.rcsmn.org/parentresource/health-services">https://www.rcsmn.org/parentresource/health-services</a></p> <p>Returning to school after having CoVID-19 will be determined by guidance from Olmsted Public Health, following guidance from the CDC and MDH.</p> |



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#### Temperature Checks:

1. Parents will check the temperature of their child(ren) before they come to school. If your child has a temperature of 100 degrees or higher, the student may not attend school on campus until they have 24 hours fever free, without medication. This is stated in the RCS Health Forms/Service website.  
<https://rcsmnorg.finalsite.com/parentresource/health-services>
2. A staff member will check each student's temperature upon entering the building.
3. Daily checklist will need to be completed for students' temperature.
4. Temperature checks will happen at lunch time also.

#### General Health and Well-being

- Students will be asked to bring a transparent water bottle from home since all drinking fountains will be used only for filling water bottles.
- Signage will be posted throughout the school reminding students of proper hygiene practices.
- All areas throughout the school will have physical distancing markers to facilitate correct social distancing practices.
- Classroom spacing will be optimized. Whenever possible students will be spaced six feet apart from others, and seating will be arranged so that students are spread out as much as possible. Physical barriers may be used in some areas where physical distancing ability is limited.
  - Markers for movement in stairwells and hallways will be placed where students can visually see the markers.
  - Four minutes of passing time between classes allows students to go to lockers and classrooms.
  - Within the classroom, desks will be spread out.



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- The school will strictly follow all health guidelines on when students and staff need to stay home due to illness.
- Recess: We plan to continue having recess for students. Scheduling is to be determined. Students will be instructed on protocols for recess such as use of equipment and keeping physical distance.
- Arrival and Dismissal: Please refer to the entrance and dismissal procedures.
- Movement during the day:
  - Students will not be allowed to congregate in the hallways.
  - Movement through stairwells will be designated as:
    - North stairwell up only
    - South stairwell down only
    - Hallways will be divided with designated traffic paths
- Mental Health:
  - St. John has two counselors on staff who are a resource to staff, parents, and students.
  - Services will be offered in person and remotely.
- Lockers:
  - Students will have access to one locker.
  - There will be at least one locker in between each locker being used.
- Excess school supplies should be kept at home and not stored in lockers.
- Students must bring their own pencils and pens.
- Sharing of materials will not be allowed.
- If students leave something at home, classroom teachers will have a system for access to clean writing instruments.
- Backpacks will not be allowed in classrooms.

#### Facilities

- We have contracted with IEA (Institute for Environmental Assessment) to identify high





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|                       | <p>touch areas that need to be cleaned regularly throughout the day. The maintenance supervisor will be responsible for monitoring this.</p> <ul style="list-style-type: none"><li>• Appropriate PPE will be provided for custodial and maintenance staff.</li><li>• Additional supplies for sanitizing have been purchased and/or donated for sanitizing.</li><li>• Rooms, bathrooms, and stairwells will be cleaned and disinfected routinely.</li><li>• Ventilations systems have been evaluated and maintenance completed to ensure proper airflow.</li></ul> <p><b>If a student is symptomatic, the student will be sent to the Conference Room.<br/>Parents/Guardians will be contacted for immediate pick up.</b></p>   |
| <b>Face Coverings</b> | <ul style="list-style-type: none"><li>• All students and adults will be required to wear face coverings in the building as per the MN state mask mandate 20-81.</li><li>• Teachers may use a face shield rather than a mask during teaching if physical distancing is also followed.</li><li>• Students may remove masks for eating and drinking, during physical activity/recess, and outdoors at teacher discretion.</li><li>• Families will need to provide face coverings. One face covering should be left at school to have a spare available if needed. It is recommended that families purchase multiple masks in order to appropriately clean in between uses.</li><li>• There is no dress code for face masks. Face coverings must be appropriate design/pattern for school.</li><li>• Face coverings must fully cover mouth and nose.</li><li>• The office will have a limited number of spare masks available in case a student forgets to bring one.</li><li>• Requests for reasonable accommodations may be made. Please contact the building principal or school nurse.</li></ul> |

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| <b>Cleaning Practices</b>         | <ul style="list-style-type: none"> <li>• Signage will be posted throughout the school reminding students of proper hygiene practices.</li> <li>• Students will clean/sanitize hands when they arrive at the classroom.</li> <li>• Students will wash and sanitize hands throughout the day especially when transitioning between activities and different areas of the school. Hand sanitizer will be provided in classrooms and other areas of the school.</li> <li>• St. John is blessed with an excellent janitorial and maintenance staff. They will clean the bathrooms and common areas throughout the day as recommended by CDC and MN Public Health recommendations.</li> <li>• The drinking fountains have now been equipped with bottle refillers and the spout is blocked from use.</li> <li>• Students and staff will be provided training on cleaning protocols based on CDC and MN Public Health recommendations on the individual areas in the classrooms and work areas.</li> <li>• Students and staff will be responsible for cleaning their individual work areas before and after use.</li> <li>• Cleaning supplies will be provided.</li> <li>• Any plans will be reevaluated quarterly.</li> <li>• Bathroom protocols: 1 student in the bathroom at a time, unless there is an urgent reason. Doors will remain open to the bathrooms to limit touching of door handles. Bathrooms will be monitored by staff.</li> <li>• High-touch areas will be cleaned frequently.</li> <li>• Bathrooms will be cleaned multiple times throughout the day.</li> <li>• Cleaning records will be posted outside of bathrooms and other shared spaces to keep track of the frequency of cleaning/disinfecting.</li> </ul> |
| <b>Curriculum and Instruction</b> |   |
| <b>General</b>                    | Use of Google Classroom and Apps  |



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|                   | <ul style="list-style-type: none"><li>• Turning in assignments: To reduce the risk of transferring of virus, the majority of assignments will be submitted electronically.</li><li>• Students will be instructed how to submit assignments.</li><li>• Assignments that are turned in via hardcopy will be graded after a 48 hour (minimum) quarantine period.</li></ul> <p>Groupings of students:</p> <ul style="list-style-type: none"><li>• To reduce the amount of exposure to people, students will remain in the same cohort for core classes.</li><li>• Students will move from class to class with the same group of students.</li></ul> <p>NWEA testing will be completed three times this year. This may be done remotely.</p> <p>Instruction specific for the Arts:</p> <ul style="list-style-type: none"><li>• Unfortunately at this time, full band practice cannot be scheduled.<ul style="list-style-type: none"><li>◦ Music instruction will be modified to meet the needs of music standards.</li><li>◦ Individual band lessons will be scheduled.</li></ul></li><li>• Students will not be able to share art materials.</li><li>• Art instruction will be incorporated into core class instruction to meet state standards.</li></ul> |
| <b>Classrooms</b> | <ul style="list-style-type: none"><li>• Social distancing will be used whenever possible in the classroom.</li><li>• Rugs, pillows, cloth furniture and soft items that are difficult to clean will be removed from classrooms.</li><li>• Students are asked to not bring unnecessary personal items to school. Students will not be allowed to share personal items or use them on the playground.</li><li>• Each student is expected to bring his or her own classroom supplies, and these will not be shared between students.</li></ul>  |

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|                          | <ul style="list-style-type: none"> <li>Manipulatives will be individually assigned to students whenever possible.</li> <li>Classroom items that are shared between students will be sanitized after usage.</li> <li>Items that are difficult or impossible to sanitize will go through a quarantine period between usage by different students. All library books will go through a quarantine period of at least 48 hours before being reshelfed.</li> </ul>  |             |             |                           |             |
| <b>Attendance</b>        | <ul style="list-style-type: none"> <li>Daily attendance will be taken for in person and distance learning.</li> <li>If your child will be absent, please email us at <a href="mailto:stjattendance@rcsmn.org">stjattendance@rcsmn.org</a> by 9:30 am. If your child is ill, please identify the symptoms.</li> <li>If your child is distance learning, but will not be participating that day, parents need to let the office know.</li> <li>If a family decides to travel or attend a large gathering, please self quarantine for 48 hours before returning to school to monitor developing symptoms.</li> </ul>              |             |             |                           |             |
| <b>Distance Learning</b> | <ul style="list-style-type: none"> <li>In the event of closure and movement to distance learning, teachers will have adequate time to prepare for distance learning. Students will be encouraged to bring Chromebooks to and from school daily in case there is a sudden closure. Chargers will need to stay home since Chromebooks hold a 10 hour charge. Please make sure that Chromebooks are fully charged each day.</li> <li>Mentorship will continue with students.</li> <li>In the event that it is necessary to move to distance learning, the follow tentative schedule is set for core class instruction:</li> </ul> |             |             |                           |             |
|                          | Mon  | Tues        | Wed         | Thurs                     | Fri         |
|                          | Periods 1-4  | Periods 5-8 | Periods 1-4 | Testing/<br>Tutoring/Mass | Periods 5-8 |



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|  | <ul style="list-style-type: none"><li>• Some academic pieces will be scheduled with individual students:<ul style="list-style-type: none"><li>Band Lessons</li><li>ITA</li><li>Support Instruction through RPS</li></ul></li><li>• Reopening and returning to face to face learning will be based on the recommendations of Olmsted County Public Health, CDC and/or MDH.</li></ul>   |
| <b>Creating and Maintaining Community</b>          |   |
| <b>Social, Spiritual, and Emotional Well-Being</b> | <ul style="list-style-type: none"><li>• In person learning will take place.</li><li>• Daily prayer will continue each day.</li><li>• Mass will be held weekly on Thursdays.<ul style="list-style-type: none"><li>◦ At this time, 1 grade level per week will attend Mass while the other 2 grade levels will watch Mass via livestream or pre-recorded Mass.</li><li>◦ School Mass will strictly follow protocol established by the Co-Cathedral.</li></ul></li><li>• Staff will implement community activities as the year progresses based on CDC guidelines.</li><li>• Teachers will continue with the Mentorship program with students.</li></ul> |
| <b>Activities and Sports</b>                       | <ul style="list-style-type: none"><li>• The Co-Cathedral of St. John the Evangelist Middle School will follow the guidelines of the Minnesota State High School League (MSHSL).</li><li>• Any opportunities for clubs, organizations, and athletics will be communicated by the school or Activities Office, when available.</li></ul> <p><b>Per MSHSL Physical Requirements:</b></p> <ul style="list-style-type: none"><li>• All incoming seventh grade students and most athletes entering their sophomore year will need a physical.</li><li>• A physical must be on file every three years.</li></ul>   |

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| <b>General Communication</b>        | <ul style="list-style-type: none"> <li>• Communication will come via email, text, and broadcasts.</li> <li>• School community will be notified of any changes via email, text, and broadcasts.</li> <li>• Parents will be encouraged not to bring children back from appointments during the school day. <ul style="list-style-type: none"> <li>◦ Families are encouraged to schedule appointments outside of school hours.</li> </ul> </li> <li>• Families are responsible for keeping personal contact information, including email addresses and phone numbers up-to-date in Infinite Campus.</li> </ul>  |
| <b>Parents, Guests and Visitors</b> | <ul style="list-style-type: none"> <li>• If you need to pick up your student during the school day, parents/guardians will remain by entrances and use the security buzzer to communicate with the office.</li> <li>• If student/s are being released for LHS activities, please come to the entrance and use the security buzzer to tell the secretary or office staff who you are there to pick up. The child(ren) will then come out to meet you.</li> <li>• Parents/guardians will be asked to sign the liability waiver for each student at the beginning of the school year.</li> <li>• To avoid contact and exposure, we will be limiting the number of extra people in the building each day.</li> <li>• If parents do need to come into the building, they must check in at the office and wait in a designated spot. Parents may not walk students to their classrooms.</li> <li>• Volunteer opportunities will be very limited.</li> <li>• Classroom guests and special visits will be done virtually.</li> <li>• Parent meetings, including conferences, IEP meetings, and Diocesan Plans will be done virtually and planned in advance.</li> <li>• Students who show symptoms of COVID while at school will be placed in an isolation room until they can be picked up. Students who are ill will need to be picked up promptly.</li> <li>• When picking up students, please do not congregate in groups in the parking lot or sidewalk.</li> </ul> |



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| Resources |   |
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|           | <p>'Leading with Hope' from the Andrew Greeley Center for Catholic Education<br/><a href="https://www.luc.edu/gcce/index.shtml">https://www.luc.edu/gcce/index.shtml</a></p> <p>'Guide to Reopening' from Catholic Mutual Group<br/><a href="http://catholicmutual.org/en-us/home/covid-19caresresources.aspx">http://catholicmutual.org/en-us/home/covid-19caresresources.aspx</a></p> <p>Minnesota Department of Health<br/><a href="https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf">https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf</a></p> <p>Center for Disease Control<br/><a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html</a></p> <p>American Academy of Pediatrics<br/><a href="https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/">https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/</a></p> |