



Sacred Heart School 2020-21 Reopening Plan

Founded upon our Benedictine heritage of prayer and work, the mission of Sacred Heart School is “to promote faith in Jesus Christ, educate youth and minister to all.” This mission has and will continue to be best achieved through in-person education. The formation of students, mind, body, and soul depends on the daily interactions of and relationships established with faculty, staff, peers, and community members. This spring COVID-19 presented an enormous challenge to continue down this avenue of formation. However, utilizing valuable feedback and proper time for planning and preparation, schools across the Diocese of Crookston are committed to safely reopening this fall with in-person instruction, however, Sacred Heart is prepared to transition to temporary closure if necessary. While your child(ren) will experience new protocols and procedures recommended by state and federal health guidelines, it is our intent that quality, faith-filled instruction continues at Sacred Heart and throughout the Diocese of Crookston. As a Benedictine community, we recognize that to serve and act for the common good of all, we must be diligent in our faith and understand the value of sacrifice. As we proceed, Sacred Heart of Jesus, we place our trust in You!

Guidelines set forth from the outstate dioceses in Minnesota provided the Diocese of Crookston schools and our own Sacred Heart Reopening Committee the opportunity to explore broad considerations and develop a plan relevant to our school community in the reopening of in-person education in the fall. The following document will guide families on the protocols and procedures that Sacred Heart School is taking to keep students, faculty, and staff safe from the spread of COVID-19. This is a working document and will be subject to change as situations and conditions arise. Before reading the document, please familiarize yourself with the following definitions.



Reopening Plan Definitions:

- **Block Scheduling** – A schedule that allows classes to meet for a longer period on a day one/day two schedule reducing the amount of transition times during the day.
 - For example, a typical Sacred Heart schedule includes nine (40 minute) periods plus prayer. A block schedule would include four (80 minute) periods plus an elective period and prayer.
 - Both schedules allow the same number of course offerings provided by Sacred Heart School.
- **Close Contact** – A person who is within six feet of space of an infected person for fifteen minutes.
- **Cohorts** – A group of people banded together to prevent mitigation which leads to the spread of COVID-19. Cohorts may be comprised of a class, a grade level, or a combination of grade levels such as K-3, 4-6, 7-8, and 9-12.
- **COVID-19 Symptoms** – Symptoms can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat or loss of taste or smell. Less often, symptoms can include, vomiting, nausea, and diarrhea. (MDH Listing)
- **Facial Covering** – Generally referring to a piece of material used to cover the nose and mouth, often in the form of a homemade cloth mask.
- **Health Screening** – A procedure performed on members of an asymptomatic population or population subgroup to assess their likelihood of having a disease, in this instance, COVID-19. These screenings include temperature checks and health questions.
- **Physical Distancing** – Physical distancing, also referred to as “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing stay at least 6 feet (about 2 adult arms' length) from other people.

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Section 1: Operational Practices Action Plan

“For I know the plans I have for you,” declares the Lord, “Plans to prosper you and not to harm you, plans to give you hope and a future.” – Jeremiah 29:11

COVID-19 Designated Points of Contact

Elementary – Joanne Wilson – 218.773.1579 | jwilson@sacredheartgf.net

High School – Blake Karas – 218.773.0230 | bkaras@sacredheartgf.net

Training of Staff and Stakeholders

Faculty/Staff	Staff will be critical in the review and consultation of the preparedness plan at all stages of creation and implementation. Staff will meet prior to workshop week to learn and implement changes to a normal school day keeping safety of students in mind. Workshop week will include intense training of the day to day operational practices utilized at Sacred Heart. Ongoing training will be provided as warranted. An instructional video of a day in the life of a student under new protocols will be accessible for faculty/staff. Each faculty/staff member will be required to indicate receipt and review of this reopening plan.
Parents/Guardians	Communication via email, newsletters, the website, and alert systems will happen weekly, typically Fridays, beginning just prior to the release of the plan. Any modifications or changes in operational practices will initiate further communication. Prior to school starting, parents and students will meet with staff to discuss concerns and answer questions they may have regarding the reopening of school. Ongoing training will be provided as warranted. An instructional video of a day in the life of a student under new protocols will be accessible for parents/guardians. Parent/Guardians will be required to indicate receipt and review of this reopening plan.
Students	Students will be informed of new protocols and procedures during individual meetings prior to school, as well as from materials sent to parents prior to the start of school included but not limited to, handwashing, facial coverings, physical distancing, etc. The first weeks of our school year will be focused on the learning and application of new routines that are vital to the safety of all. On the first day of school students will be viewing a safety live stream from various administrative staff to welcome them back and share how safe Sacred Heart will be amidst the pandemic. Ongoing training will be provided as warranted. An instructional video of a day in the life of a student under new protocols will be accessible for students.

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Adaptability

Staff meetings will be held weekly early in the school year to address the transition into the new protocols. Surveys of students, parents, and faculty/staff will take place during the end of the second week of school to monitor procedures and protocols. Continuous monitoring of the health of all members entering Sacred Heart as well as the health of our local communities will be vital information to adapting our plan to maintain safety. Monthly School Advisory Council meetings will provide guidance and conversation to the strengths and weaknesses of the plan and operation.

Health Checks

- Daily self-screening for symptoms should occur at home prior to coming to school for all students, faculty/staff, and visitors.
- All students, staff, and visitors entering the building will be participating in a Sacred Heart School health screening.
 - A health screening is a procedure performed on members of an asymptomatic population or population subgroup to assess their likelihood of having a disease, in this instance, COVID-19. These screenings include temperature checks and health questions.
 - Temperature checks will be taken using a non-contact thermal scanner and/or thermometer upon entry to the building.
 - No written, digital, or other record of health screenings will be kept by the school on individual students or faculty/staff.
- Any individual who is awaiting COVID-19 test results or exhibiting symptoms of COVID-19 must refrain from entering the building.
 - Symptoms can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat or loss of taste or smell. Less often, symptoms can include, vomiting, nausea, and diarrhea. (MDH Listing)
- If any member of the Sacred Heart community test positive for COVID-19, the individual and immediate family will be quarantined and guidelines from Minnesota Department of Health (MDH) and the Center for Disease Control (CDC) will be followed for members who may have been in close contact. A return to work or school will follow the MDH guidelines.
- Should COVID-19 symptoms be exhibited during the school day, a parent will be called, and the student will be isolated until transportation arrives.

Visitors

Due to mitigation strategies preventing the spread of COVID-19, admittance into the building will be limited. Normal opportunities to eat with children, attend Mass, walk them to the classroom or stop in to greet them at the end of the day unfortunately are suspended until are safe to do so. Any volunteers, parents, visitors, etc. will need an appointment scheduled prior to admittance. All visitors will also participate in a health screening at the time of entrance.

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Communication and Signage

Signage will be placed at every entrance and throughout the building with critical COVID-19 mitigation strategies, health screenings, and building procedures. This plan will be distributed to staff and families, posted on the website and in the offices for review. Entrances will be adorned with clear communication for students, families, and visitors outlining instructions on a safe entry into our building.

Entrance / Dismissal Protocols

- Parents will complete a transportation survey identifying the method of drop-off and pick-up prior to the start of the school year. This information will aid Sacred Heart in finalizing safe arrival and dismissal procedures.
- Sacred Heart School will provide rapid screening using a temperature scanning kiosk at the door #2 entrance.
- Preschool start times have been modified to limit grouping at entrances. The morning session will run from 8:05-11:05AM and the afternoon session from 12:05PM-3:05PM. All preschool families will use door #4 for drop-off and pick-up.

	Procedure	
Before School Entrance	<p>Bus Drop-Off</p> <ul style="list-style-type: none"> • All bus students will enter through door #4. • Entry to the building requires a facial covering per the state mandate. • Upon entry, all students will participate in a health screening. • Depending on the time of arrival, students will move to their classrooms or the common spaces designated per grade level following the physical distancing protocols listed in this plan. <p>*Bus transportation is overseen by ISD 595 and will be communicated when EGF releases their plans. Sacred Heart recommends parent drop-off.</p>	<p>Parent Drop-Off/Walkers</p> <ul style="list-style-type: none"> • K-12 non-bus student entry will be at door #2 (Eagle Door). • K-12 non-bus students will enter the door and participate in a health screening. • Daycare and preschool will drop-off at door #4 and participate in a health screening. • Entry to the building requires a facial covering per the state mandate. Facial covering for preschool and childcare students is encouraged. • Depending on the time of arrival, students will move to their classrooms or the common spaces designated per grade level following the physical distancing protocols listed in this plan.
Late Arrival Entrance	<p>Students arriving late will need to buzz in at the door assigned to their grade level. Students in K-6 will enter door #4 and students in 7-12 will enter door #2. After being admitted into the building, students will report directly to the respective office for a health screening.</p>	

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<p>End of Day Dismissal</p>	<p>Bus Pick-Up</p> <ul style="list-style-type: none"> • K-6 bus students will remain in the classroom and 7-12 bus students will wait in the HS Commons until their bus is called over the intercom for dismissal through door #4. 	<p>Parent Pick-Up/Walkers</p> <ul style="list-style-type: none"> • Students will be dismissed staggered alphabetically by last name in three sections at 3:20PM, 3:25PM and 3:30PM. Notification of pick-up time will be communicated prior to the school year. • All K-12 non-bus students will be dismissed through Door #2. • Door #4 is unavailable for pick-up of K-12 non-bus students. This door is reserved for bussing, preschool, and childcare only. • Parents of students may wait outside the building for pick-up but entry into the building is suspended.
<p>Early Dismissal</p>	<p>Arrangements for early dismissal must be made by contacting respective offices prior to leaving. Students will report to the office and sign out with the administrative assistant. They will proceed to door #4 for elementary or door #2 for grades 7-12 unless students from multiple grades are leaving together.</p>	

Physical Distancing in School

Distancing between individuals will be a high priority throughout the entire facet of the school day until it is safe to congregate. This part of the plan may be altered in the case of a crisis. Safety is the number one priority in any situation.

<p>Classrooms</p>	<p>Students will be seated in all classrooms with as much physical distancing between each student possible, ideally creating six feet of space. In most classrooms a six feet distance will not be able to be maintained, but efforts will be made to create maximum physical distance. Routines will be important for general classroom activities including but not limited to sharpening pencils, washing hands, using tissues, lining up, etc. Efforts will be made to keep the classroom and grade level students together as a cohort and not inter-mingle among other classes. When physical distancing is not able to be maintained, facial coverings will be worn per the state mandate.</p>
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<p>Hallways</p>	<p>Directional markings will be applied to the floors on the hallways in the school. The elementary level of the school will be mostly two-lane hallways for individual travel (i.e. going to restroom). Elementary teachers transitioning students will be given guidance on one-way routes to take to avoid grouping students. High School hallways will be one-way travel to avoid tight spaces near lockers maximizing physical distance. Hallway transitions require facial coverings.</p>
<p>School Entrances</p>	<p>As families and students are waiting to be admitted to the building, physical distancing must be practiced. Facial coverings are required.</p>
<p>Lockers</p>	<p>Lockers will be assigned according to grade level in the elementary and by family in the high school. Spacing will be aided using empty lockers in between clusters when available. Facial coverings are required when using lockers.</p>
<p>Large Group Assemblies (i.e. Mass/Liturgies, Speakers, School Events etc.)</p>	<p>Large group events will be limited or modified to ensure the safety of all. Live stream will be utilized when possible to keep students in their cohorts and individual classrooms. Multiple Masses will be celebrated weekly to accommodate smaller grouping of students and/or cohorts.</p>
<p>Lunchroom</p>	<p>As students line up for lunch, physical distancing markings on the floor will indicate where to stand. The service line area will be outfitted with plexiglass to separate servers and students. Seating will be limited per table to be in accordance with physical distancing. Grade level cohorts will sit together. Multiple spaces will be used during lunch to ensure all cohort seating and physical distancing. When a student brings lunch from home the meal should be ready to eat as the use of a microwave will not be available.</p>
<p>Class Scheduling</p>	<p>The high school will implement a block schedule to reduce the number of transitions during the day. This schedule allows classes to meet for a longer period on a day one/day two schedule.</p> <ul style="list-style-type: none"> ○ A typical Sacred Heart schedule includes nine (40 minute) periods plus prayer. A block schedule would include four (80 minute) periods plus an elective period and prayer. ○ Block schedules allow the same number of course offerings provided by Sacred Heart School as a typical schedule. <p>The elementary schedule has been adjusted to ensure proper sanitation between specialist classes and to limit the movement of students between classrooms. Recess for grade level cohorts will be scheduled.</p>

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Restrooms/Locker Rooms	<p>Students will sign out to use the restroom with individual teachers to reduce large groups utilizing the restrooms at one time. Restrooms are equipped with a privacy wall at the entrance to allow the doors to propped open to reduce high touch handles.</p> <p>Locker Rooms will only be used during class times or for after school activities and limited to cohort and grade level groups during those times.</p>
Stairwells	<p>The stairwells will be marked to allow single file, two-way passing with proper physical distancing.</p>
Offices	<p>Offices will utilize plexiglass to limit the contact between office staff and others. Physical distancing should be practiced in all office settings.</p>
Commons Areas	<p>Common areas will be utilized prior to the start of the school day to allow for proper cohort groupings. Teachers may reserve common areas during the day for instruction utilizing physical distancing seating for students.</p>

Attendance Practices

Sacred Heart School will work to uphold the integrity of academics and attendance through transparent communication and collaboration with families and students experiencing illness or an absence in relation to COVID-19. These circumstances will require understanding and compassion related to accommodating for absences.

- A positive COVID-19 test or exposure to someone with COVID-19 within the last 14 days will require self-reporting from staff, students, and/or parents/guardians to the designated COVID-19 point of contact rather than the respective administrative assistants.
- Students missing any part of the school day due to an illness will be required to remain at home for a full school day.
- Families will be responsible for pre-screening student's health prior to the start of the school day to ensure the safety of all.
- A student or a family experiencing a positive test for COVID-19 will work with administration and staff to create a Needs-Based Distance Learning Plan regarding coursework and establish guidelines for the return to school.
- Sacred Heart will follow the MDH and Polk County Public Health decision tree and guidelines associated with absences and the return to school related to COVID-19.

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Transportation

- Transportation to and from school provided by parents/guardians or family members is recommended as an alternative to riding public school transportation to limit the spread of the virus.
- Curbside drop-off and pick-up for bussing will be at door #4.
- Curbside and parking lot drop-off and pick-up for non-bus students will be along 3rd Street NW.
- All East Grand Forks bussing guidelines will be overseen by ISD #595. As EGF bus plans are communicated this plan will be updated.

Preparedness for Temporary Closure

Should the school need to close due to worsening COVID-19 metrics within the community or in the facility the school will resume the Distance Learning Plan guidelines. These guidelines will be located on the website or in the school offices. Information regarding the temporary closure will be communicated and plans will be distributed at that time.

Our Polk County Public Health contacts and consultant for COVID-19 metrics are Sarah Reese, PCPH Director and Nanette Widseth, RN, PHN, LSN, Disease Prevention and Control Coordinator.

Liability Waivers

With the support of the Diocese of Crookston, Sacred Heart School will not require return-to-school liability waivers.

Assessment of Plan Effectiveness

COVID-19 policies and procedures will be modified by administrative staff under the guidance of the Diocese of Crookston in connection with the Minnesota Catholic Conference to address the current conditions and guidance/laws to be in compliance with local, state and federal guidelines. School Advisory Council members will also review the plan's effectiveness monthly. The COVID-19 points of contact along with the Reopening Committee will be monitoring the implementation and progress of the preparedness plan. Student and parent feedback will be welcomed through a variety of methods including the use of surveys.

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Catholic Identity

The operational plan changes the routines of a typical school day but allows the continuance of a faith filled Catholic education that aligns with Sacred Heart's mission through prayer and work to "promote faith in Jesus Christ, educates youth and ministers to all."

Many of our Benedictine Values that are highlighted in the carrying out of this operational plan.

Community: Members should serve one another through service and sacrifice for the common good of all. (Rule of Benedict: Chapter 33)

Discipline: Whoever follows instruction is in the path to life, but whoever disregards reproof goes astray. (Proverbs 10:17)

Obedience: Listen, my son, to the precepts of your Master. Incline the ear of your heart. (Rule of Benedict: Prologue)

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Section 2: Health and Well-Being

Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort, who comforts us in all our affliction, so that we may be able to comfort those who are in any affliction, with the comfort with which we ourselves are comforted by God. – II Corinthians 1:3-4

Cleanliness and Disinfecting Processes

Space	Frequency of Disinfecting of High Touch Areas	Person(s) Responsible
Classrooms	High touch areas will be sanitized upon transition of cohorts; whole room disinfecting of classrooms will occur daily; deep cleaning will happen as necessary	Teaching staff, maintenance, and custodial crew
Classroom Bathrooms	Daily deep cleaning and periodic daily cleaning	Teaching staff and custodial crew
Restrooms/Locker Rooms	Periodic daily disinfecting and deep nightly cleaning	Maintenance and custodial crew
Hallways/Lockers	Weekly disinfecting	Maintenance crew
Entrances and Exits	Frequently throughout the day	Maintenance crew
High-touch Areas	Frequently throughout the day	Maintenance crew
Offices	Periodic daily disinfection and deep weekly cleaning	Office staff and custodial crew
Social Hall	Before and after meals and use by parish/school groups	Maintenance crew
Common Areas (Elementary & HS Commons, Auditorium)	Before and after use	Faculty/staff and custodial crew
Church	Deep cleaning weekly and after use	Custodial crew and volunteer cleaners
Staff Lounges / Bathrooms	Before and after use	Faculty/staff and custodial crew
Gymnasiums (Small and Big)	Before and after every use, before games and after games/events, yearly deep cleaning	Physical education teachers, coaches, volunteer cleaners
Playground	Twice a day	Maintenance crew
Sanitizing and disinfecting include the use of 3M Disinfectant Cleaner RCT – Number 40A and a Total 360 System Electrostatic Sprayer		

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Hand Hygiene and Respiratory Etiquette

- Signage will be found in common locations and near all sanitation stations, sinks and restroom areas for proper handwashing, hand sanitizing and respiratory etiquette.
- Students and staff will be trained on proper handwashing, hand sanitizing, and respiratory etiquette.
- Elementary students will incorporate regularly scheduled handwashing times within the classroom and practice hand sanitizing before leaving and upon returning to the room.

Facial Coverings

- Per the Minnesota Governor's facial covering mandate, facial coverings are required for any person over the age of five unless there are exemptions for specific circumstances. Faculty/staff and students, K-12, are required to wear a facial covering while entering and exiting the building and throughout the school day.
 - The use of facial coverings for preschool and childcare age students is encouraged entering/departing the building and during transition times.
 - Specific circumstances that do not allow a required facial covering to be worn must be communicated with administration through medical documentation prior to entering the school building for staff, students, and visitor.
 - Face shields may be worn at times in place of a facial covering to aid in the critical delivery of instruction.
- Signage will be found in common locations and entrances instructing the proper use of facial covering.
- Students and staff will be instructed on the proper use, removal and washing of cloth facial coverings.
 - Cloth facial coverings must be washed daily before being used again.
 - Sacred Heart recommends the ownership of five cloth facial coverings per student, one for each school day to be washed weekly, to promote proper health and hygiene.
- Sacred Heart will provide one cloth facial covering to each faculty/staff member and student.
- Sacred Heart will provide one lanyard to attach the facial covering in times where they are not being worn.
 - Facial coverings may be removed for the purposes of eating lunch, during high physical activity, or outside when physical distancing can be maintained.
- Any visitor entering the building must wear a facial covering.
- A facial covering will be provided upon entrance should a student, staff member or visitor fail to follow this requirement.

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Drinking Fountains

- Students are required to have their own water bottle and not to use a communal drinking fountain.
 - Frequent sanitation of personal water bottles is necessary and the responsibility of the owner to maintain healthy practices.
 - Communal drinking fountains will be covered to prevent use.
- Only water bottle fillers and classrooms sinks will be used to fill water bottles.
 - Students without water bottles will utilize disposable cups available in the office or in classrooms.
- Fountains and sinks will be sanitized frequently throughout the school day.

Facility Ventilation

- Sacred Heart will promote as much air flow as possible to mitigate the spread of the virus.
- The classrooms are set at a minimum of 10% fresh air flow when the air conditioner is running and up to 100% weather permitting.
- The building is zoned for HVAC control and classroom HVAC provide continuous air flow.

Field Trips

- Field trips that allow for physical distancing and maintaining mitigation strategies of cohorts will be considered by administration.

Catholic Identity

The health and well-being plan promotes a healthy environment and care for God's creation while allowing the continuance of a faith filled Catholic education that aligns with Sacred Heart's mission through prayer and work to "promote faith in Jesus Christ, educates youth and ministers to all."

Many of our Benedictine Values that are highlighted in the carrying out of this health and well-being plan.

Humility: Humble yourself before the Lord and he will exalt you. (James 4:10)

Love God and Neighbor: First, love the Lord God with your whole heart, your whole soul and all your strength, and love your neighbor as yourself. (Rule of Benedict: Chapter 4)

Hospitality: Hospitality embodies the recognition and welcoming of others and is an openness to change and learning new concepts and ideas, a willingness to adapt.



Section 3: Curriculum and Instruction

We remember before our God and Father your work produced by faith, your labor promoted by love, and your endurance inspired by hope in our Lord Jesus Christ. - I Thessalonians 1:3

Approach to Curriculum Planning

- Teachers will create a yearlong plan for each content area and will incorporate
 - Alignment to standards and objectives
 - Assessment to gauge student learning
 - Flexibility of instructional methods
- Teachers will be prepared to transition between the delivery of instruction in-person and through distance learning as needed.
- Teachers will work with school leadership and families to create and implement the Needs-Based Distance Learning Plan for students unable to receive in-person education.

Assessment

In meeting the needs of students, assessments will be given to provide a baseline of skills and knowledge and to note student progress towards standards and objectives. Individual assessment data will be used to develop strategic interventions to differentiate and reteach to provide proficient understanding of the standard/objective.

Feedback and Reporting

Grades will be based on work completion on content standards and objectives. Frequent feedback providing redirection or affirmation of learning in relation to student work is important for academic progress throughout various instructional formats.

Some grading considerations will be made based on outside factors that would affect the equitable education of all students in various learning formats. Some of the factors under consideration will include learning environment, emotional well-being, physical well-being, internet connectivity and caregiver support.

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Elementary Specialist Classes

Specialist schedules and classroom instructional changes along with protocols and procedures will be implemented so that we may continue to provide our students with a well-rounded, holistic educational experience.

- Handwashing or hand sanitizing will take place before entering and upon returning to the classroom for all specialist classes.
- Facial coverings will be worn with exceptions made in Physical Education and Band. Specialists will instruct students on the proper use of facial coverings as it relates to the specialist’s class.
- Seating will allow for as much physical distancing as possible
- Transitions times between classes will allow for disinfecting and reduced traffic and congestion in hallways and doorways.

Physical Education	<ul style="list-style-type: none"> • Materials and instruments between classes will be disinfected and back to back use will be avoided • Physical contact activities will be avoided • Outdoor space will be utilized when appropriate
Music	<ul style="list-style-type: none"> • Materials and instruments between classes will be disinfected and back to back use will be avoided • Outdoor space will be utilized when appropriate
Band (5th & 6th)	<ul style="list-style-type: none"> • Instruments will not be shared • Expectations for instrument hygiene will be taught
Art (1-6)	<ul style="list-style-type: none"> • Materials will be sanitized between uses • Frequently used supplies will be individually bagged, labeled, and stored to avoid the sharing of supplies
Technology	<ul style="list-style-type: none"> • Instruction will take place in the homeroom classroom or in small cohort groups in the computer lab • Devices and materials will be sanitized between uses
Library	<ul style="list-style-type: none"> • Library time will take place in the homeroom classroom or in small cohort groups in the library • Pre-selected books to choose from will be arranged for all groups • Book returns will be set aside for a quarantine time of 24-48 hours before re-shelving or redistribution • Individual and/or family book requests or checkouts will be arranged • Checkout restrictions limiting the number of books checked out per student will be implemented
Resource Support	<ul style="list-style-type: none"> • Individual or small cohort group instruction will take place • Materials will be disinfected between use should the sharing of resources be required

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High School Specialist Classes

Specialist protocols and procedures will be implemented so that we may continue to provide our students with a well-rounded, holistic educational experience.

- Handwashing or hand sanitizing will take place before specialist classes.
- Facial coverings will be worn with exceptions made in Physical Education and Band. Specialists will instruct students on the proper use of facial coverings as it relates to the specialist's class.
- Seating will allow for as much physical distancing as possible

Physical Education	<ul style="list-style-type: none">• Materials and instruments between classes will be disinfected and back to back use will be limited• Physical contact activities will be avoided• Outdoor space will be utilized when appropriate
Choir	<ul style="list-style-type: none">• Materials and instruments between classes will be disinfected and back to back use will be limited• Outdoor space will be utilized when appropriate
Band	<ul style="list-style-type: none">• Instruments will not be shared• Expectations for instrument hygiene will be taught
Art	<ul style="list-style-type: none">• Materials will be sanitized between uses• Curriculum will be modified to reduced activities that involve the sharing of materials
Technology Resources	<ul style="list-style-type: none">• Devices and materials will be sanitized between uses• The use of personal devices for students enrolled in dual credit college courses is encouraged
Library	<ul style="list-style-type: none">• Book returns will be set aside for a quarantine time of 24-48 hours before re-shelving or redistribution• Individual and/or family book requests or checkouts will be arranged• Checkout restrictions limiting the number of books checked out per student will be implemented

Supporting Unique Academic, Social, or Emotional Needs

The K-12 school counselor will be the social and emotional needs point of contact. During fall workshops trainings prior to the school year, staff will be given guidance to support student and personal, social, and emotional needs along with support resources that are available and relevant to the topics addressed. Sacred Heart will utilize the school counselor, leadership staff, Polk County Public Health, and various outside agencies to help address the current needs of our stakeholders. Students and families will have ample opportunities to request services related to social and emotional well-being through the Sacred Heart website, directly contacting the school counselor, administrative and teaching staff, and/or Grand Cities pastors.

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The K-6 and 7-12 resource teachers will be the points of contact for students' academic needs concerning individualized education plans. Student's academic needs will be addressed through differentiated instruction in the classrooms as well as documented plans to be reviewed prior to and during the school year. Student Accommodation and Modification (SAM) plans, which indicate individualized instruction for identified students with various diagnoses, will be planned, implemented, evaluated and adjusted as needed by our resource staff in cooperation with school leadership and the teaching staff. Furthermore, students who are identified as needing more modifications in regular education classes will be further assessed for the need of an individualized plan carried out by Sacred Heart staff, East Grand Forks public schools, and/or outside agencies. Sacred Heart will be in direct communication with liaisons from East Grand Forks public school and any outside agency that would recommend individualize education plans or carry out the guidelines of a pre-existing plan.

Addressing Students/Families on Distance Learning

School-wide, Classroom, or Cohort Distance Learning

- For information regarding distance learning should school be closed, please reference the Sacred Heart School Distance Learning Plan found on the school's website.
- Email and text communication will occur should Sacred Heart move to a distance learning format for a group of students.

Temporary Individual Absence Due to COVID-19 Exposure

- Families will work with the school to transition from in-person to distance learning.

Needs-Based Distance Learning

- Families that indicate a desire to pursue a Needs-Based Distance Learning Plan for their child(ren) must notify the respective program principal and seek approval prior to the start of the school year or at a time they feel uncomfortable with in-person education.
- A Needs-Based Distance Learning Plan will be issued on a quarterly basis (one grading term) or for a length of time deemed necessary upon administrative approval.

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Extra-Curricular Activities

Sacred Heart School understands the importance of activities that enrich the educational experience of its students. Stemming from guidance directed by the Minnesota State High School League and cooperative programs through the North Dakota High School Activities Association, Sacred Heart School will provide as many opportunities as possible while considering the safety concerns presented by COVID-19. Fan participation, transportation, specific activity guidance, and/or the offering of other extra-curricular activities not associated with the state high school leagues will be released as available.

Administrative Considerations

- Staff roles and responsibilities will shift to devote time to carrying out this plan to meet the required criteria.
 - Sanitization
 - Bus arrival and departure
 - Building entrance protocol – health screening
 - Supervision of students – lunch, entrance, dismissal
 - Substitute teaching
 - Teaching out of content area
 - Student support
- New initiatives for school progress, although important, will be minimized to meet the needs of this plan.
- Delivery of instruction must be flexible in the occurrence of in-person and distance learning formats. Considerations for the deliver of instruction will include
 - Staff development
 - Teacher collaboration and peer coaching
 - Mentorship programing for novice teachers
 - Utilization of various differentiated instruction techniques
- Efficient budgeting and management of state funding through the CARES Act and other title programs will be maintained by Sacred Heart Leadership.
- Communication with outside agencies include East Grand Forks Public School, Polk County Public Health, the Diocese of Crookston Director of Schools, etc.
- Administration will supervise teaching staff based on the instructional model that is being utilized during in-person and distance learning through observations or online check-ins.
- Should Sacred Heart become short-staffed due to COVID-19, administration will utilize personnel such as substitute teachers, support staff, specialists, and a combination of other teaching staff to cover classes.

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Catholic Identity

The curriculum and instruction plan promotes a faith filled environment to learn about God’s love for us while allowing the development of character skills and knowledge essential to becoming morally responsible leaders through a Catholic education that aligns with Sacred Heart’s mission through prayer and work to “promote faith in Jesus Christ, educates youth and ministers to all.”

Many of our Benedictine Values that are highlighted in the carrying out of this curriculum and instruction plan.

Love of Learning: Therefore, we intend to establish a school for the Lord’s service. (Rule of Benedict: Prologue)

Dignity of Work: Our purpose is devoted to the work of education and the formation of young people in faith...live by the labor of your hands. (Rule of Benedict: Chapter 48)

Excellence in Virtue: That in all things God may be glorified. (Rule of Benedict: Chapter 57)

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Section 4: Creating and Maintaining Community

“For where two or three gather in my name, there am I with them.” – Matthew 18:20

Internal Relationships

Orientation of Stakeholders During Pandemic	
Students/Families	<p>Prior to the start of school</p> <ul style="list-style-type: none"> ○ Small Group Orientation for Preschool, Kindergarten, 6th grade, 7th grade and new families to Sacred Heart will be held in-person or virtually. ○ Scheduled Student/Parent/Teacher conferences will be held in place of the Back to School Night to meet the teacher(s), drop off supplies and establish a personal relationship to start the year positively. ○ Students will view a video outlining what a day in the life of a Sacred Heart student will look like. ● Communications will be distributed on Fridays or as needed to keep families informed. ● The school counselor, leadership, and faculty/staff will be readily available to assist families with fears, stressors and anxieties related to the COVID-19 pandemic and the reopening of schools.
Staff Orientation	<p>Prior to the start of school</p> <ul style="list-style-type: none"> ○ New school faculty/staff will take part in a new teacher orientation and mentorship workshop. ○ All faculty/staff will participate in five workshop training days built into the school calendar. ● Faculty/staff will meet weekly on Wednesday afternoons throughout the month of September to monitor this plan and provide support for implementation. ● Faculty/Staff meetings will continue throughout the school year at least twice a month.
Liturgies	<ul style="list-style-type: none"> ● Masses will continue by cohorts or grade level classes. Additional Masses will be added. ● Daily prayer periods will continue for the high school as part of the school day. ● Large group events will be modified to align with all physical distancing practices and school leadership will maintain as many rituals and traditions as possible.
Distance Learning	<ul style="list-style-type: none"> ● In the event of a schoolwide closure initiating distance learning, please refer to the Distance Learning Plan document on the Sacred Heart website. ● Students unable to receive in-person instruction will be offered education through a Needs-Based Distance Learning Plan.

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External Relationships

Parents/Alumni/Parishioners/Friends/ Business Partners	<ul style="list-style-type: none"> • School President will send a mid-quarter email update to all constituents in our database.
Prospective Families	<ul style="list-style-type: none"> • Follow-up with prospective families will continue as usual. • Open houses or enrollment information nights may be held virtually as needed.
Grand Forks Catholic Schools	<ul style="list-style-type: none"> • A fall and spring Grand Cities Catholic Schools Committee meeting will be conducted either in-person or via electronic video conferencing. • Greater Grand Forks Pastors will continue to communicate and meet as able.
Public health officials/Other area schools/Minnesota Catholic Conference/Minnesota Independent Schools Forum/Minnesota Nonpublic Schools Accreditation Association	<ul style="list-style-type: none"> • Communication and consultation with Polk County Public Health, other area school administrators and organizations continue to ensure collaboration and adjustments to best practices during the pandemic.

Catholic Identity

The creating and maintaining community plan promotes relationship building as the hallmark of Catholic education that aligns with Sacred Heart’s mission through prayer and work to “promote faith in Jesus Christ, educates youth and ministers to all.”

Many of our Benedictine Values that are highlighted in the carrying out of this community plan.

Community: Members should serve one another through service and sacrifice for the common good of all. (Rule of Benedict: Chapter 33)

Love God and Neighbor: First, love the Lord God with your whole heart, your whole soul and all your strength, and love your neighbor as yourself. (Rule of Benedict: Chapter 4)

Justice and Peace: Your way of acting should be different from the world’s way; the love of Christ must come before all else. (Rule of Benedict: Chapter 4)