

“Miss no single opportunity of making  
some small sacrifice...  
always doing the smallest right  
and doing it all for love.”  
— St. Thérèse of Lisieux

**2020-2021**

# **BACK TO SCHOOL**

Re-Opening Policies and Procedures for  
St. Therese Catholic School



AUGUST 28, 2020

*introduction*

# WELCOME BACK!

As we approach the 2020-21 school year at St. Therese Catholic School, please know that the safety of our students, staff and families is our number one priority! We cannot wait to welcome our students and staff back to school and engage in in-person learning, formation and fun! While we are preparing to return to campus, we are creating several new routines and protocols with the goal of keeping every individual safe. We know that it might be challenging to adjust to some of these new protocols, but if we all work as a team, a Catholic community, we can best serve the educational and formation needs of our students while returning to campus safely. St. Thérèse of Lisieux emphasized the importance of doing small acts with great love. This year, we will do new things at St. Therese. We will wear face coverings, wash our hands frequently and keep our distance from others. These things may be uncomfortable or seem inconvenient, but let us see these as small acts that we do with great love for our classmates, our teachers and our community!

If we think about our return to campus in phases, we see ourselves in Phase 3 below. The protocols and information presented in this communication represent what Phase 3 will look like to start the year. As cases of COVID-19 arise in the St. Therese School Community and surrounding area, we will continue to seek guidance from the Archdiocese and the MN Department of Health regarding the need to transition to a different phase.

## A PHASED APPROACH TO RE-OPENING

1

**DISTANCE LEARNING:** When all students and staff are asked to stay home and engage in learning via synchronous "live" lessons and asynchronous lessons.

2

**IN-PERSON AND ONLINE HYBRID:** When students splits days between learning at school and learning at home via distance learning in order to limit the number of children in each cohort and in the building each day.

3

**IN-PERSON WITH ONLINE LEARNING AS NEEDED:** We are **HERE!** All students are coming to school each day for their education. Extensive mitigation strategies are in place. Individuals or cohorts may need to transition to periods of distance learning as cases of COVID arise.

4

**IN-PERSON WITH SOME RESTRICTIONS:** When all students exhibiting no symptoms of COVID can be at school each day while continuing to maintain extensive mitigation strategies such face coverings and social distancing.

5

**IN-PERSON WITH NO RESTRICTIONS (BACK TO "NORMAL"):** When local and national health officials communicate that the major mitigation changes to our school day can be lifted, we will enter this final phase of Re-Opening.

## PREPARING FOR FLEXIBILITY

No matter what phase we are in of our "Re-Opening," this will be a school year like no other. While you or your children may find some of our modifications to be uncomfortable or inconvenient, we encourage everyone to approach this year with extra *Grace* and *Flexibility*. Everyone will be doing their very best to provide an excellent education to our students while prioritizing the safety of each member of our community.



*the school day*

# AT-A-GLANCE

The remainder of this document will continue to provide important information to give you and your children a picture of the upcoming school year. Please read all of the details and know that policies and procedures may need to be updated as guidance changes. While we plan to be in-person every day starting on September 1st, we have learned that things can change quickly and there are still much uncertainty. We will start preparing students and families toward the start of the school year should the need arise to go to distance learning for a period of time.



## HOW TO ACCESS YOUR VIRTUAL CLASSROOM

Some families may opt to begin the year via distance learning. Additionally, there may be times where a student or a cohort is at home for a period of up to two weeks. Plans for Distance Learning 2.0 and Q-Learning(explained on page 10) are included later in the document. Two main digital platforms will support those in distance learning as we start the year: Seesaw for K-2 and Google Classroom for grades 3-8. There will also be options for live-streaming select classes or lessons.



## HOW WE WILL COMMUNICATE WITH YOU

We will continue to communicate with our school families frequently. Expect main COVID communications to come from Mr. Groebner. Safety and education updates will also be posted on our website. Health notifications that affect a specific class or cohort may come from Vicky Lincoln, Jo Ellen Begalke or Mr. Groebner.

**9.01.20***first day of school!***7:35 AM***start time***2:10 PM***dismissal time*

*our shared commitment*

# HEALTH AND SAFETY

In order to maximize the safety of our students, staff and community, we must all do our part! We are making many changes and updates to the school day to best mitigate spread of germs on campus. It is extremely important for our parents and guardians to partner with us in keeping our community healthy by conducting daily COVID-19 symptom monitoring for each student every morning before school. If your child is sick or displaying COVID-19 symptoms, please keep them home. We also ask that students and parents respect the diversity of opinions of everyone within our community by following school guidelines.

## OUR COMMITMENT:



### TEMPERATURE SCREENINGS

*Temperatures will be taken daily upon arrival – those with a temperature of 100 degrees or higher will need to go home.*



### HAND WASHING

*There will be increased hand washing throughout the day including: to start the day, before/after recess and lunch, and after using the restrooms. Stations to access hand sanitizer will also be available in each classroom and frequently throughout the building.*



### RESPIRATORY ETIQUETTE

*Teachers will review respiratory etiquette with students: cough and sneeze into elbow then wash hands.*



### FREQUENT SANITATION

*We have developed a schedule to increase cleaning and sanitization especially of frequently touched surfaces.*



### HEALTH SUPPORT

*Vicky Lincoln's hours as our school health aide are increasing to be available to support all health needs. Should an individual show COVID symptoms during the day, they will go to an isolation room to be further checked for symptoms and likely go home.*

## YOUR COMMITMENT:



### FOLLOW HEALTH + SAFETY PLAN

*We also ask that students and parents learn and are prepared to participate in any new procedures and guidelines set forth for this school year.*



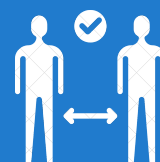
### STUDENTS WITH SYMPTOMS

*Please take your children's temperature and review the healthy kid's wellness checklist at home each morning. Please keep your child home if they have any symptoms, contact the school and your health care provider.*



### PRAYER

*Please continue to pray for the students, staff and families at St. Therese! Pray for us as we prepare for the school year and pray for the health of all!*



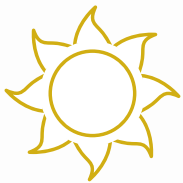
### PRIORITIZE THE SAFETY OF OUR COMMUNITY

*As families of our school community during this pandemic, we ask that you can prioritize the health of our whole community by making safe choices outside of school.*

*putting policies into practice*

# A DAY IN THE LIFE AT ST. THERESE

As we think through the numerous new safety procedures and protocols for the upcoming school year, we want to highlight the ones that will mainly affect students and parents on a daily basis. We will spell out some of the arrival and departure procedures more clearly before the first day.



A great amount of Fall learning will occur in designated outdoor spaces to increase space and ventilation. Indoor room arrangements will also be altered to allow for extra space between students at all grade levels.



As an additional mitigation strategy, each K-6 classroom will be considered its own "cohort" that has minimal interaction with other cohorts. 7th & 8th grades will be a combined cohort.



All K-8 students and staff should have a clean mask available each day and will be **required to wear it indoors** except during certain activities or if medically exempt. We will have masks available if needed.



All students arriving by car, should arrive at Door 5 for temperature screening. The temperature screening process will help stagger children entering into the building.



When possible, we will create "one way streets" in hallways and stairwells. Hallways will have floor markings indicating social distancing as well as the direction of where to walk.



We will still have hot lunch! Menu options may be limited and food will be individually plated and delivered to students. Classes will take turns eating in the lunchroom or in their classroom/outside.



St. Therese students will still attend weekly Mass! School Mass will be split between Wednesday and Friday to provide extra space for social distancing in the sanctuary.



All St. Therese students will still have outdoor recess daily. Recess play will be limited to their classroom cohort and cohorts will rotate through various outdoor play spaces (playground, foursquare, etc).



The South Side Youth Organization (SSYO), our athletics league, has decided to move all Fall 2020 sports to Spring of 2021. We have also decided to not have other Fall enrichment classes to limit cohort mixing.



As possible, we will pursue virtual activities and events in lieu of field trips, assemblies, large parent meetings, etc. Indoor large group gatherings such as Mass will only occur when distancing of at least 6 feet between people is possible. We will postpone some large events, such as Generations Day, to a later date.



Minnetonka Public Schools will still have transportation available to district families. Please follow the protocols they give you for busing. Parent drop off/pick up are still considered the safest option if that is feasible for your family.



We will limit the number of non-staff adults in the school building each day. We greatly value the participation of our parents and volunteers and will look for creative ways for them to share their time and talents.



*planning for the year*

# KEY AREAS OF PREPAREDNESS

Through our work on the Re-Opening Task Force, we have worked through the current guidance from the MN Department of Health, Center for Disease Control and American Academy of Pediatrics. With our plan, we are committed to:

1

## MAINTAINING HEALTHY FACILITIES

This includes the increased cleaning and disinfecting of classroom surfaces, restrooms, lunchrooms, meeting rooms and other high traffic areas.

2

## MAINTAINING HEALTHY OPERATIONS

We will teach, practice and re-teach our new safety procedures and ask staff and families to frequently self-monitor for signs and symptoms of COVID-19 through regular health checks.

3

## COMMUNICATING, TRAINING AND EDUCATING

We will continue to frequently communicate, educate and train all members of our community on the health and safety procedures for shared involvement and responsibility.



## CONTINUE READING FOR DOCUMENT ADDITIONS:

The following additional pages include a daily health checklist, how St. Therese and our families will respond to COVID-19 symptoms in our community based on MDH guidelines, how St. Therese will respond to lab confirmed COVID cases in our school and a brief FAQ.

*planning for the year*

# DAILY HEALTH SCREENING

## COVID 19 Self Screening Daily Checklist

Please consider the following checklist and questions each day before you send your child(ren) to St. Therese.

- ☐ Does your child have a **new onset cough or shortness of breath** by themselves **OR at least two of the following?**
  - ☐ A **Fever** (temperature over 100 °F) without having taken any fever-reducing medications
  - ☐ A **Loss of Smell or Taste**
  - ☐ **Congestion**
  - ☐ **Muscle Aches**
  - ☐ A **Sore Throat**
  - ☐ **Chills**
  - ☐ Gastrointestinal symptoms such as **nausea/vomiting, diarrhea**
- ☐ Does your child have a **new onset of any symptom listed above** (for example, new loss of smell only) with no other diagnosis to explain it?
- ☐ Has your child, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- ☐ Has your child been asked to self-isolate or quarantine by a medical professional or a local public health official?

If the reply is YES to any of the questions in the checklist, keep your child home, let our attendance line know of his or her absence and contact your healthcare provider for further direction.

# Who Should Stay Home, When and For How Long?

The Minnesota Department of Health has created a Decision Tree for school settings. The decision tree is pictured below and can be found at this [link](#). The decision tree has four columns.

- The first column describes what St. Therese will do if there is a child or staff member with symptoms consistent with COVID-19: Students/Staff should stay home and parents should contact their healthcare provider.
- The second column describes what St. Therese will do if there is a lab test result for COVID-19. See below or the [decision tree](#) for more details regarding a positive or negative test result.
- The third column describes what St. Therese will do if a student or staff member has been diagnosed with COVID-19 without a lab test.
- The final column describes what St. Therese will do if a student/staff has symptoms, but has received a diagnosis other than COVID-19.

MINNESOTA DEPARTMENT OF HEALTH

STAY SAFE MN

## Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

**Symptoms of COVID-19 include:** new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF) ([www.health.state.mn.us/diseases/coronavirus/waiting.pdf](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf))

**Positive test result:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

**Negative test result but symptoms with no other diagnosis:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) ([www.hennepin.us/daycaremanual](http://www.hennepin.us/daycaremanual)).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.

Minnesota Department of Health | [health.mn.gov](http://health.mn.gov) | 651-201-5414 | 1-877-676-5414 | 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975  
Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

08/06/2020



# When Notified of a Lab-Confirmed Case of COVID-19, St. Therese Will:

## COMMUNICATE & PROTECT PRIVACY

- **Report** the case to Minnesota Department of Health (MDH).
- **Inform** all members of the school leadership team and prepare to consult with MDH.
- **Inform** Faculty, Staff, and School Families that our school
  - has received a report of lab-confirmed COVID-19 diagnosis
  - is engaged in a consultation process with MDH to determine next steps
  - will be in close communication with the community regarding next steps after consultation with MDH.
- **Protect** the privacy of the student, employee, or family with COVID-19 diagnosis by not including names in any public communications.

## CLEAN AND DISINFECT

- **Move** the impacted class to an alternative location if needed.
- **Identify, clean, and disinfect** all classrooms and spaces used by the individual with the lab-confirmed COVID-19 diagnosis using MDH procedures.

## CONSULT WITH PUBLIC HEALTH

- **Consult** with MDH to determine the most prudent way to continue educating students after a confirmed COVID-19 case in the school. MDH does not recommend changing our plan for in-person learning before consulting with MDH.
- **Collaborate** with MDH to identify close contacts and inform families
- **Review and Reinforce** our health and safety protocols.

## REQUIRE HOUSEHOLDS with COVID-19 to STAY HOME

- **Require** all individuals who are sick to stay home.
- **Require** all individuals diagnosed with COVID-19 to stay home until no longer at risk for spreading the disease.
- **Require** all household members to stay home if there is a case of COVID-19 in the household.
- **Offer** learning options (Q-Learning) for students who are well enough to learn when they are home.

*planning for the year*

# DISTANCE LEARNING 2.0 AT STS

In preparation for the potential to return to distance learning at some point for either a single class or the entire school for a period of time, we have worked as a team to create a plan for Distance Learning 2.0. Below is an outline of what distance learning 2.0 would entail.

## Communication and Assignment Platforms

Similar to our Emergency Response to distance learning, we will continue to use **SeeSaw** for grades K-2 as well as **Google Classroom** for grades 3-8 as our main platforms for communicating with parents and students as well as turning in assigned work.

## K-5 Classroom Instruction

During a period of distance learning during the 2020-21 school year, K-5 classes will have:

- A minimum of 2 periods of live instruction from their classroom teacher each day
  - The schedule for a M-F week will be predetermined
- There will be increased opportunities for small-group instruction
- Teachers will be attentive to the social-emotional needs of our students and also include "social" opportunities via zoom.
- Teachers will be attentive to including more "non-screen" assignments for work when students are not participating in live instruction.

## 6-8 Classroom Instruction

During a period of distance learning during the 2020-21 school year, grades 6-8 will have two scenarios:

**If only one cohort/class is in distance learning:**

- That cohort will "zoom" in to start each of their classes at their regularly scheduled time. They will receive "live" instruction and have classroom conversations for a portion of that period and then have "off-line" work time for a portion of the period. This will ensure that they are not sitting online all day.

**If the entire middle school is in distance learning:**

- Students will follow a 4-period block schedule for the week that will entail a proportionate mix of all of their regular classes.
- Class periods would likely be 1-hour in length and will include a combination of "live" instruction and classroom conversations for a portion of that period and then have "off-line" work time for a portion of the period. This will ensure that they are not sitting online all day.

## Specialist Instruction

During a period of distance learning during the 2020-21 school year, specialist lessons will be:

- All live synchronous lessons
- More specialized to the grade levels
- More frequent

The logistical details of specialist lessons are still being decided as to how and when they will fit among the classroom live lessons.

*planning for the year*

## **Q-LEARNING AT STS** **(QUARANTINE LEARNING)**

As we start the year, we do have families who have opted to have their children learn from home. We also know that there will be times when children are home in a quarantine setting, but are still healthy and can participate in school. We will call this scenario Q-Learning. Q-Learning looks different than full distance learning because the teachers and staff are still at school teaching children in person as well as trying to engage at-home learners. Q-learning will be new for all of us. The Q-Learning plan will likely continue to evolve as teachers work with parents in this new learning model. Please note that we are working on the materials as well as extending Wifi outdoors. Therefore, we plan to have official Q-Learning ready by September 8th.

### **Communication and Assignment Platforms**

Similar to Distance Learning 2.0, we will continue to use **SeeSaw** for grades K-2 as well as **Google Classroom** for grades 3-8 as our main platforms for communicating with parents and students as well as turning in assigned work. Teachers will work with parents/students to communicate the scope of lessons for the day prior to the day's work.

### **K-5 Classroom Instruction**

During Q-Learning during the 2020-21 school year, K-5 students will:

- Join their class for live instruction via Zoom for Language Arts and Math at a minimum.
- Parents may work with the teacher(s) to join for more than LA and Math including specialists. We do want to be cognizant of keeping screen time to a minimum when possible.
- Will have some social opportunities such as joining their class for lunch on days a class is eating in the classroom.
- Each grade level will have a Q-Learning Coordinator who will have a live Zoom check in with the Q-Learning students in that grade each day.

### **6-8 Classroom Instruction**

During Q-Learning during the 2020-21 school year, grades 6-8 students will:

- "Zoom" in to start each of their classes at their regularly scheduled time. They will receive "live" instruction and have classroom conversations for a portion of that period.
- When possible, students will also have "off-line" work time for a portion of each period. This will ensure that they are not sitting online all day.
- They will receive support directly from each of their classroom teachers.

*planning for the year*

# FREQUENTLY ASKED QUESTIONS

As we prepare for this year, there will always be additional questions and "what if" scenarios. We might not always have the answer right away and we appreciate your patience with that. Here are a few questions that have been received since our last document was sent out.

## When do students have to wear cloth face coverings?

Based on the executive order of the Governor, all students, staff, and faculty must wear face coverings in indoor settings in K-12 schools. St. Therese is asking that students have their masks on upon arrival, when inside the building (unless eating, drinking or participating in physical exercise) and when students are outdoors and within three feet of another individual for an extended period of time. Teachers will work with students to help them learn how to wear the mask properly and become accustomed to it. They will also be sensitive to student needs and find ways to give them a break if it is needed when indoors.

## How much of the school day will be spent outside?

Teachers are asked to do as much of their lessons outside as possible. We are working to provide them the tools to do so effectively. Classes will go inside during inclement weather (too hot, too cold, rainy, etc) or if the lesson requires them to do so. This will be at the discretion of the teacher.

## Should I send any additional supplies with my child?

Don't forget a water bottle and consider dressing in layers depending on the temperature. We also encourage you to apply sunscreen each day at the beginning of the year. Each class will have shade available, but students may be in the sun more than a "typical" school day. Hats and sunglasses are also acceptable if they are not a distraction. We are trying to reduce the presence of bugs in our learning spaces, but you may want to also apply bug spray if your child is finding the bugs to be bothersome.

## What are the tuition expectations for 2020-21?

All tuition must be paid for an entire half of the school year, regardless of whether a child remains enrolled during the entire time period. If a family withdraws after September 1st, families are still responsible for half of the year's tuition. If a family withdraws after January 4th, families are still responsible for the full year's tuition. In the event of unforeseen circumstances, the administration reserves the right to grant exceptions to this policy. If a class or the school ends up in a period of distance learning, tuition will remain at the same rate. If a family finds themselves in hardship, we encourage them to reach out to the principal to apply for financial aid.





*final notes*

# FAITH + FAMILIES TOGETHER

Despite all of the challenges of COVID-19, we are so blessed to be a part of this Catholic school and faith community!

The students, staff, and parents who make up the St. Therese School family have truly come together to meet this challenge as one. It has not been easy for anyone, but as a community of faith we continue to shine. The partnership of home and school has become stronger than ever!

As we look toward the 2020-21 school year, we know that challenging times still lie ahead. We also know, that we should not fear because we have each other and our trust in the Lord.

If you have additional questions regarding the plan or the upcoming school year, please do not hesitate to reach out to us.

We are eager for our students to return to campus for in-person learning. While things may look a bit different, we remain the same at our core: a school that loves your children and wants to partner with you to help them grow and thrive as learners and young people of faith. Thank you for putting your trust in us during these uncertain times.

Sincerely,  
Mr. Groebner



## Thank You to our STS Re-Opening Task Force!

Fr. Leonard Andrie  
Adam Groebner  
Jo Ellen Begalke  
Mary Henze  
Patty Bather

Molly Buckler  
Sam Cari  
Alison Groebner  
Laura Hendrickson  
Becky Orpen



## GET THE LATEST INFORMATION

All plans responding to COVID-19 must be fluid. Continue to pay attention to school communications for updates on how we are keeping our community safe and fostering learning, fun and faith! And, watch for a COVID-19 portal link on our new website soon.





# ST. THERESE

## CATHOLIC SCHOOL

18325 Minnetonka Blvd  
Deephaven, MN 55391

[WWW.ST-THERESE.ORG/SCHOOL](http://WWW.ST-THERESE.ORG/SCHOOL) | 952.473.4355

### OUR MISSION STATEMENT

*St. Therese School is a preschool through eighth grade Catholic parish school that welcomes all, and acknowledges the worth and dignity of each student. We believe in nurturing spiritual growth and offering excellence in education, so that each child's unique potential is realized.*