



## **St. Joseph's School –In-person Instruction Action Plans for 2021-2022 Academic Year**

St. Joseph's School's greatest asset is the Christ-centered community that exists within our building. We know, without question, that students' academic, social, emotional, and spiritual development occurs best when there is in-person interaction between students and teachers. Our priority now is developing and implementing protocols that allow us to sustain that meaningful interaction in a safe and purposeful way for students and staff.

COVID-19 is not going to disappear quickly and that is a reality that we must learn to live with for the unforeseeable future. We recognize, as noted in this document, that no protocol, procedure, or process in a public setting will eliminate the chance of transmission. We also believe that our unique size, structure, and ability to accommodate different approaches will allow us to mitigate the likelihood of transmission and to continue in-person instruction this year.

The guidance provided in this document allows the staff and administration at St. Joseph's School to be mindful of best practices and broad considerations and apply them to our specific school community. It is our belief that the information and Action Plans below will guide us into a student focused, interactive, and Christ-centered 2021-2022 academic year.

A few broad points that relate to all sections within the guidance and planning process:

- **Communication** – Communication will be key in assuring that plans are held to high integrity. A link on the homepage of St. Joseph's School's website ([www.stjoesmhdschool.com](http://www.stjoesmhdschool.com)) will be devoted to COVID-19 updates with a historical record. Any updates to this page will also be directly shared with parents via email. For the plans set in motion to be effective, we must all be on the same page. Communication must be provided, and it must be read and appropriately responded to.
- **Staggered Start Date** –
  - Preschool, Kindergarten Readiness, and Kindergarten students will have their first full day of school on Tuesday, September 7th . Preschool, Kindergarten Readiness, and Kindergarten students will be required to sign up for a one-on-one time to come to school and explore their classroom, interact with their teacher, and establish a sense of comfort prior to their first day. Times will be available on Wednesday, September 1<sup>st</sup> and Thursday, September 2<sup>nd</sup>. This is in lieu of Back to School Night.
  - 1st – 8th Grade will begin school on Wednesday, September 1<sup>st</sup>.



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# ST. JOSEPH'S SCHOOL

THE CATHOLIC SCHOOL OF ST. FRANCIS DE SALES AND ST. JOSEPH'S CHURCH

- **Closed Office, Guests, and Volunteers**– The school office will not be open during student drop-off (arrival) or end of day dismissal. This is to allow our staff to be fully accessible to the needs of operations as well as avoid congregation of people in the school foyer. Parents will be able to enter the school office outside of student arrival and dismissal times if able to affirm they are free of symptoms related to COVID-19 that will be posted at the entrance of the school (Door #1).
- **Flexibility** – We continue to enter uncharted waters and we must always be evaluating how plans, protocols, and processes are working to assure a quality education and a safe environment for staff and students. Our guidance directs us to utilize exclusionary guidelines from the CDC and Department of Health. In the event that an individual at school is symptomatic, exposed, or diagnosed, we will follow the most recent decision tree from the Minnesota Department of Health for a course of action. One thing we have learned for sure, is that we do not have control of what realities are to come. We must be prepared to pivot and adjust plans in short order to assure the overall well-being of our school community.
- **Student Cohorts** – In an effort to reduce the number of children that an individual child interacts with throughout their day, students will be divided into cohorts. Students will be moving around the building less than a 'typical' year, however, when there are transitions outside of the classrooms, we will be diligent to assure cohorts are maintained. If a member of a cohort does contract the COVID-19 virus, we will be able to quickly identify the individuals that could have been in contact with that person. Cohort arrangement may need to change due to fluctuations in enrollment. \* Cohorts listed may change due to school enrollment numbers.

## St. Joseph's School's Cohorts

Preschool

Kindergarten  
Readiness/  
Kindergarten

1st Grade

2nd Grade

3rd Grade

4th/5th  
Grade

Middle  
School



**Section 1: Operational Practices – Action Plan for St. Joseph’s School**

**Designated COVID-19 Point of Contact:** Laurie Johnson, School Principal, 218-233-0553 | [laurie.johnson@stjoesmhdschool.com](mailto:laurie.johnson@stjoesmhdschool.com)

**Training of Staff and Stakeholders:** The goal of this Action Plan is to assure the safety and wellbeing of students and staff as we return to school this fall. It is vital that each group of stakeholders understands the plans within, and the responsibilities associated to each group. We are in this together; communication and training are integral.

Stakeholder Group	Training Process
<b>Staff</b>	Staff play an essential role in developing Action Plans in accordance with the guidance provided to St. Joseph’s School. A comprehensive review of finalized plans will occur prior to the start of the school year. This will include the Action Plans herein as well as individual and collective responsibility in fulfilling these plans. Each staff member will be required to affirm that a review of the Action Plans has occurred.
<b>Parents</b>	Communication regarding plans will primarily come through email to parents. The dedicated webpage at <a href="http://www.stjoesmhdschool.com">www.stjoesmhdschool.com</a> will provide historical record of communication, important information to reference, as well as an abridged version of plans that pertain to actionable items for parents and households.
<b>Students</b>	Teachers and staff will dedicate time to start off the school year to review procedures that are new to students in an age-appropriate manner. This will include but not limited to- logistical changes, best practices in personal hygiene, and respectfully maintaining physical distance.
*A dedicated COVID-19 hub will be accessible from the school website. This webpage will house pertinent information, updates, and a historical reference of communications related to plans and procedures. *Signage will be displayed throughout St. Joseph’s School reminding all stakeholders within the building of best practices, expectations, and actions for specific spaces.	

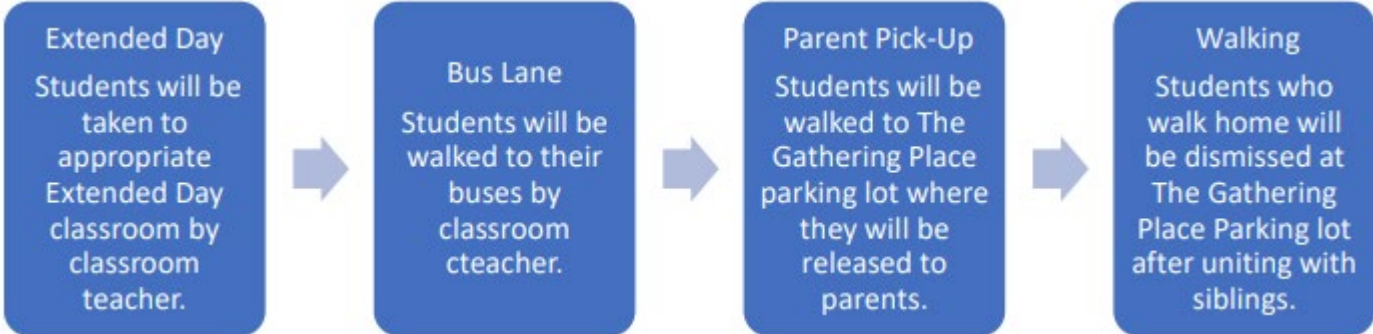
**Adaptability:** To have continuous evaluation of the procedures and protocols in place, St. Joseph’s School will solicit feedback from stakeholders periodically. This may be in the form of digital surveys, staff meetings, or general conversation. If evaluation and effectiveness of this plan encourages changes or updates to procedures and protocols, communication with stakeholders will occur.



**Arrival and Dismissal Protocols** – St. Joseph’s School will work to assure a safe and seamless arrival and dismissal process exists for students, staff, and volunteers. **Individuals experiencing symptoms of COVID-19** (fever, chills, cough, shortness of breath, sore throat, headache, muscle pain, loss of smell or taste, fatigue, congestion or runny nose, vomiting/diarrhea) **must refrain from coming into the school building.**

<p><b>Staff</b></p>	<p>Staff are required to complete a daily self-screening at home prior to leaving for school. This screening includes assuring that none of the following symptoms exist: fever, chills, cough, shortness of breath, sore throat, headache, muscle pain, loss of smell or taste, fatigue, congestion or runny nose, vomiting/diarrhea</p> <ul style="list-style-type: none"> <li>• If a staff member is free of symptoms, he/she can enter the building at their preferred entrance.</li> <li>• If a staff member is exhibiting symptoms, he/she must notify their direct supervisor and not come to the school.</li> </ul>
<p><b>Students</b></p>	<p><b>Arrival</b></p> <p><b>Parent Drop Off:</b> Each household will be assigned a specific door for student curbside drop-off. There will be a designated staff member(s) ready to greet your car and efficiently direct students into the building. Students/families will have to affirm their child is in good health before exiting their vehicle.</p> <ul style="list-style-type: none"> <li>- Households with last names beginning in A-H – Door #1 (North Side, Main Entrance)</li> <li>- Households with last names beginning in J-Z – Door #2 (West Side)</li> </ul> <p><b>Bus:</b> If transportation is available, students arriving to school on buses will be dropped off at the Emergency Exit of the gym (nearest the garbage bins). Students/families are expected affirm they are in good health before boarding the bus.</p> <p><b>Walking:</b> If students arrive at school by walking, they will enter through the door according to last name referenced above. Students/families are expected affirm they are in good health before entering the building.</p> <p><b>Late Arrival:</b> Students arriving after 7:50am must enter through Door #1 into the foyer of the school. Students will be able to affirm they are in good health prior to entering their respective classroom or cohort. It is imperative that families make strong efforts to arrive prior to 7:50am.</p>



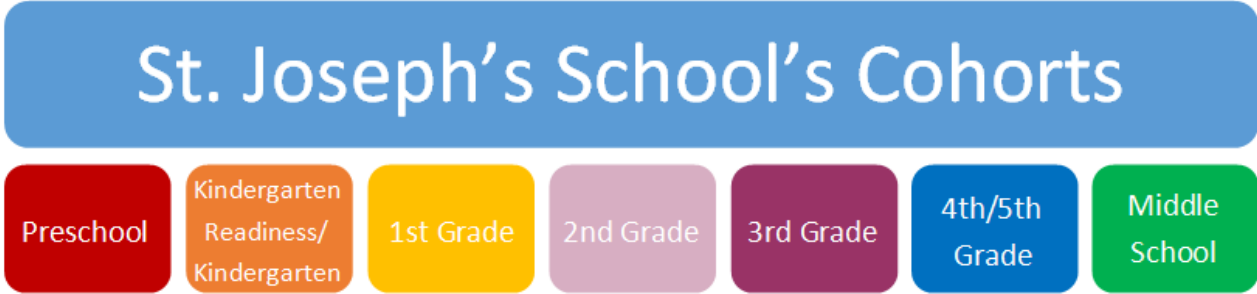
	<p><b>Dismissal</b>          Dismissal will occur according to the flow chart below and when the school office notifies classrooms / cohorts to begin the process of dismissal.          Parents picking up their child(ren) from school will park in the designated parking row(s) in The Gathering Place Parking Lot (east side of school and Church).</p>  <pre> graph LR     A[Extended Day Students will be taken to appropriate Extended Day classroom by classroom teacher.] --&gt; B[Bus Lane Students will be walked to their buses by classroom teacher.]     B --&gt; C[Parent Pick-Up Students will be walked to The Gathering Place parking lot where they will be released to parents.]     C --&gt; D[Walking Students who walk home will be dismissed at The Gathering Place Parking lot after uniting with siblings.]         </pre>
<p><b>Parents / Visitors</b></p>	<p>The school office will be <b>closed until 8:10am (during arrival of students) and between 2:45pm and 3:00pm (during dismissal of students)</b> so that staff can be accessible to varying responsibilities and physical locations around the campus.</p> <p>Parents and visitors wishing to stop in the school office outside of these times will be able to enter through Door #1 after completing the screening questionnaire that will be posted on each entrance to Door #1. Parents are encouraged to call the school office prior to stopping.</p> <p>Parents will be able to email (saints@stjoesmhschool.com ) or call the school office (218-233-0553) to communicate attendance information or other pertinent needs. While email/phone may not be immediately answered, all communications will be responded to once arrival/dismissal has completed.</p> <p>Volunteers are an immensely valuable part of our school community. Until the pandemic has run its course, visits of volunteers, visitors, and vendors should be kept to essential operations and activities. Volunteers who are able to continue giving their time and talent will be required to complete the daily health screening similar to staff and to limit their movement throughout the building.</p>



**Health Checks** – Any staff, student, or guest that is exhibiting signs of illness will not be allowed to enter St. Joseph’s School; most notably, these symptoms include fever, chills, cough, shortness of breath, sore throat, headache, muscle pain, loss of smell or taste, fatigue, congestion or runny nose, and vomiting/diarrhea. St. Joseph’s School will make every effort to assure individuals who are symptomatic of illness do not enter the building. St. Joseph’s School will utilize the guidance established by the Minnesota Department of Health on returning to school/work. Families will review health screening questions daily at home. By bringing their students to school, they are affirming that their child is in good health.

**Physical Distancing** – Classrooms will be arranged so that distancing occurs to the most realistic extent possible. This includes organization of desks, scheduling time for transitions in the building to avoid overlap and implementing directional plans throughout the school to prevent students from congregating. Special priority will be

made to assure that student cohorts remain isolated. The separation of cohorts will allow the school to identify which students/staff an individual may have encountered throughout their day if contact tracing is required. Teachers are encouraged to utilize outside space as much as possible.





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Identified Occurrences of Congregated Settings	Plan to Address
<b>Morning Drop-off (prior to start of school)</b>	Upon arrival to school, students will go directly to their classrooms.
<b>Hallways</b>	Schedules will be staggered to avoid congregation in hallways. In addition, teachers will verify hallways are clear prior to exiting their classrooms.
<b>Lunch</b>	Students will wash and sanitize hands prior to their scheduled lunch time and at the end of their lunch time. Marian Hall (lunchroom) will be separated into two segments. Students will eat only with their class and each segment of the lunchroom will only be occupied by one cohort at a time. Students will sit staggered in the lunchroom. Disinfecting spray will be applied after each cohort leaves the lunchroom. Single direction entrance and exits of the lunchroom will be utilized to avoid classrooms/cohorts meeting in passing. Clear, plastic barriers will be placed at the serving line to ensure a barrier exists between the kitchen staff/servers and students receiving meals.
<b>Mass</b>	Mass will be in one group this year. Mass protocols required by the Diocese of Crookston will be in place for School Mass. Individual classes will be seated in pews and distanced from other classes. Cohorts will be in separate sections of the Church.
<b>Adoration</b>	Plan to continue weekly adoration will be developed when a decision on location of adoring is made.
<b>Extended Day</b>	Students in the Extended Day Program will be separated through the entirety of Extended Day according to the school cohorts. Extended Day staff will be required to complete daily Health Screening prior to entering the school building. Staff and students will wash/sanitize upon arrival to Extended Day. Extended Day groups will rotate use of typically used spaces by day (not overlapping cohorts in a single space in one day), this would commonly be the gym and computer lab. Extended Day will be encouraged to utilize outside space as frequently as possible.



**Communication and Signage** – St. Joseph’s School’s primary means of communication regarding updates of COVID-19 preparedness will occur through parent email and be consistently available at [www.stjoesmhdschool.com](http://www.stjoesmhdschool.com).

To assure families have pertinent information, St. Joseph’s School will provide:

- An abridged version of this Action Plan that includes ‘actionable items’ for students and families will be provided to each household and posted online.
- Signage will be appropriately dispersed throughout the school facility (entrances, bathrooms, common areas, etc.) to remind staff and students of expected behaviors at specific locations.

If an individual has a positive COVID-19 test result, communication will be made to families within that cohort. We will also adhere to all federal and state regulations and laws to protect the privacy of student and employee health status and information.

**Attendance** – St. Joseph’s School will be sensitive and accommodating to the school attendance policy. Our priority is to assure students and staff who are not well, who develop symptoms of illness, or have concerns of contact with an individual with COVID-19, remain home until clear. We want to work with each family and student to uphold the integrity of attendance as well as continued learning in the event a student is absent for a period.

If a parent communicates that their child will be absent from school, the following questions will be asked:

1. Is your child showing symptoms related to COVID-19?
2. Has your child been a close-contact with an individual diagnosed with COVID-19?
3. Review of the Decision Tree for People with COVID-19 Symptoms will be given if appropriate.

**Transportation** – Continued consultation with the Transportation Department at Moorhead Public Schools will occur. If transportation availability is reduced or negatively impacts the operation of St. Joseph’s School, families are encouraged to communicate with the school for alleviating any challenges. If possible, parents are encouraged to provide transportation of their child in lieu of busing even if bus transportation is available. Reducing the capacity of children on school buses will be advantageous in applying the procedures required for the Transportation Department. Students from St. Joe’s maybe transported on a bus with students from other schools.

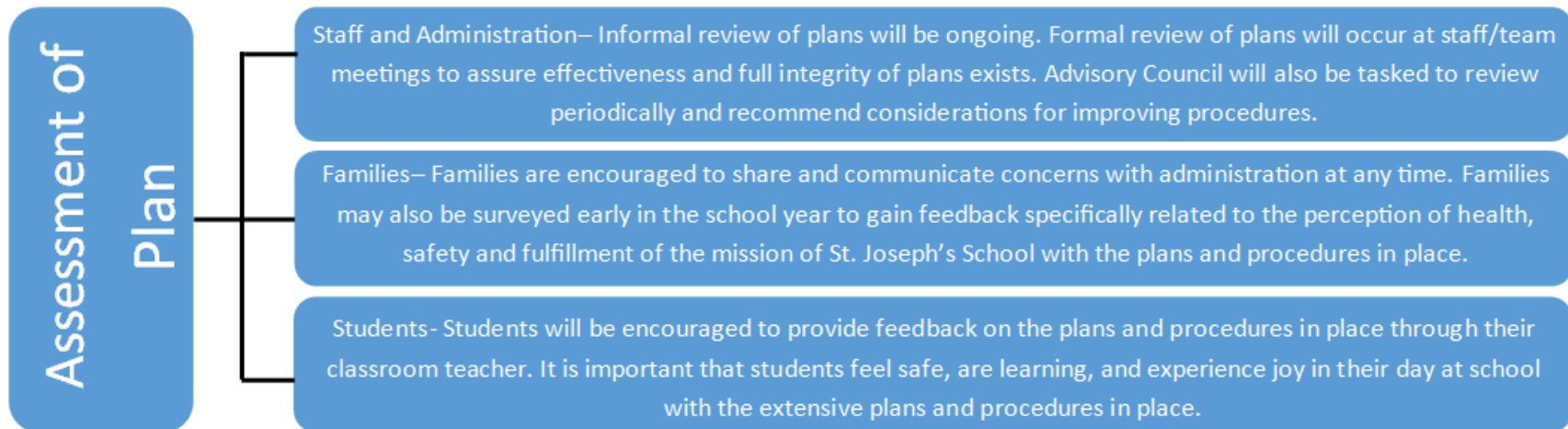




**Preparedness for Temporary Closure** – In the event that St. Joseph's School must close the facility or a cohort temporarily, continued learning will occur for students impacted. Meal programs will only be offered to qualifying students if closure is extended beyond 3 days.

**Liability Waivers** – St. Joseph's School, with the support of the Diocese of Crookston, will not require return-to-school liability waivers.

**Assessment of Plan Effectiveness** – Constant evaluation of plans and procedures by all stakeholders will occur. When identified components of plans and procedures need to be changed or amended, communication will occur with applicable stakeholders.



**Maintaining Catholic Identity in Operational Procedures** – It is a priority for the teachers and staff at St. Joseph's School to continue to bring Christ to students and families during such stressful times. While our operations will look different, the significance of prayer, community, the Mass, and our mission will be held with great intention. The operation of school will look different but the care for each other will be more profound and important than ever before.

**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**

**Section 2: Health and Wellbeing – Action Plan for St. Joseph’s School**

**Cleanliness and Disinfecting Processes** – One of the most effective ways to mitigate transmission of illness is to assure proper cleaning and disinfecting procedures are in place.

- **Cleaning** is the removal of dirt/grime and most germs and is done with soap and water.
- **Disinfecting** kills most germs and is done with a chemical. The chemical must be used according to the label instructions for greatest effectiveness.

Space	Frequency of Clearing / Disinfecting	Person(s) Responsible	Products Used
<b>Classrooms</b>	High touch areas will be disinfected at minimum during student lunch rotation. Frequently touched spaces will be disinfected more frequently. *Disinfectants will not be used near children.	Classroom Teacher	CDC/EPA approved disinfectant product
	Spray disinfectant will occur in classrooms at the end of each day. High use items will be left out in a designated space in the classroom for disinfecting.	Classroom Teacher	CDC/EPA approved disinfectant product
<b>Hallways</b>	Daily	Maintenance Staff	CDC/EPA approved disinfectant product
<b>Handrails, doorknobs, water fountains</b>	Mid-day and evening.	Support Staff	
<b>Office / Foyer</b>	High touch areas will be cleaned throughout the day. Spray disinfectant will be done daily.	Support Staff and Maintenance Staff	
<b>Bathrooms</b>	At minimum, mid-day disinfecting will occur and more frequently if needed.	Support Staff	
	Spray disinfectant and cleaning will occur at the end of each school day.	Maintenance Staff	



**Hand Hygiene and Respiratory Etiquette** – Students will be trained on proper handwashing and respiratory etiquette especially at the beginning of the school year. These best practices will be utilized to ensure that all individuals within the school are frequently washing hands and using proper hygiene when blowing nose, using bathroom, sneezing, coughing, etc.

Designated times where students will be required to wash or sanitize: Entering the building and classrooms each morning, bathroom use, before and after eating, after coughing, sneezing, or blowing nose, exiting the classroom throughout the day and at dismissal.

**Face Coverings** – The State of Minnesota’s legal mandate requiring face coverings in public and nonpublic schools expired at the end of the 2020-2021 school year. We recognize the recommendation from MDH and CDC regarding face coverings. While the Diocese of Crookston does not require Catholic school students or employees to wear face coverings, they will be supported as one of many mitigation strategies. Parents and guardians are well-positioned to determine if their child should wear a face covering while outside of the home and out in the community. No student will be prevented from wearing a face covering. Catholic schools will work to reduce any stigmatization associated with the decision to wear or not wear a face covering. We will continue to foster communities of respect and kindness, whether masked or unmasked. Based on local circumstances, the pastor or canonical administrator may institute a policy that further addresses this issue.

Face coverings are required on all school buses. This is a federal requirement as school buses (both public and private) are considered public transportation.

**Drinking Fountains** – Per CDC guidance, it is recommended that students and staff bring their own water bottle each day to avoid use of water fountains throughout the day. Students who do not bring a water bottle will be provided opportunities to get drinks.

**Facility Ventilation** – Outdoor air circulation will occur as much as reasonably possible. Spaces that do not have access to outside air movement through the air handlers will have the ability to open windows and use fans.

**Maintaining Catholic Identity in Health and Well-being** – Each person, child, parent, or teacher, has a responsibility to look out for the health and wellbeing of others. As we implement practices that promote the health and wellbeing of our neighbors, we are truly living out the Church’s teaching of Rights and Responsibilities. As Catholic school educators, we will have opportunities to apply teachable moments over and again as we work toward maintaining a health community for everyone.

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

**Section 3: Curriculum and Instruction – Action Plan for St. Joseph’s School**

**Approach to Curriculum Planning** – Teachers will review long range plans to assure:

- Objective based and frequent assessment is included
- Flexibility in planning to meet students’ needs academically, socially, and emotionally
- Fully aligned to standards

**Specialist Classes** – For a well-rounded education it is important to strive to provide continued opportunities in our specialist’s classes. Teachers of these classes will be sanitizing their rooms between classes.

Class	Procedures in Place
Physical Education	<ul style="list-style-type: none"> <li>• Students will sanitize prior to leaving for gym and upon return to classroom from gym</li> <li>• Separate entrance and exit of the gym to prevent congregating of students</li> <li>• Between classes, disinfecting of materials used and minimize using the same material back-to-back</li> <li>• Minimize activities that include physical contact of students</li> </ul>
Music	<ul style="list-style-type: none"> <li>• Students must sanitize upon entering and exiting the music room</li> <li>• Separate entrance and exit of the music room to prevent congregating of students</li> <li>• Organize student seating to encourage distancing and avoid face-to-face seating</li> <li>• Singing will be done at the discretion of the music teacher</li> </ul>
Band	<ul style="list-style-type: none"> <li>• Students must sanitize upon entering and exiting the music room</li> <li>• Only small group sessions</li> <li>• Distance among students participating</li> <li>• Do not allow sharing of equipment</li> <li>• Implement instrument hygiene expectations for students</li> </ul>
Art	<ul style="list-style-type: none"> <li>• Students must sanitize upon entering and exiting the art room</li> <li>• Organize student seating to encourage distancing</li> <li>• Between classes, disinfecting of materials used</li> </ul>

Technology	<ul style="list-style-type: none"> <li>• Students must sanitize upon entering and exiting the lab</li> <li>• Organize machines so students do not face one another</li> <li>• Disinfect hardware after each class</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Students must sanitize upon entering and exiting the library</li> <li>• Delay re-shelving books after return</li> </ul>
Social Skills	<ul style="list-style-type: none"> <li>• Social Worker will go to student classrooms for instructional time</li> <li>• Small group interventions or supports will not extend outside of cohorts</li> <li>• Students must sanitize upon entering and exiting the social worker office</li> </ul>

**Supporting Unique Academic, Social, or Emotional Needs** – Students are under immense stress and we will strive to recognize and respond to those social, emotional, and behavior needs in a collaborative and proactive manner. St. Joseph’s School Social Worker will have regular check-ins with classroom teachers to identify concerns and will respond where necessary.

**Student Academic Interventions:**

Intervention	Plan
Special Education Services	Dependent upon the plan of Moorhead Area Public Schools – Special education services will be provided equitably to St. Joseph’s School students as Moorhead Area Public School students. This is inclusive to all IEP services.
Title I Services	Dependent upon the plan of Moorhead Area Public School – Title I services will be provided equitably to St. Joseph’s School students as Moorhead Area Public School students. Priority will be placed on reading intervention to our youngest qualifying learners.
Barton Reading and Spelling Program	Students will continue their planned course of intervention with their tutor. Sanitizing and disinfecting practices will be in place. If student/cohort is in quarantine, online tutoring can be made available with consultation between tutor, parent, and teacher.
Internal Resource Interventions	Students identified with remedial academic needs will be provided support as available from resource teachers/staff. This will not occur outside of cohort and will require sanitation and disinfecting procedures between each session of students.



**Addressing Students/Families in Distant Learning** – Complete distant learning plans will be provided to all families in the event of:

- Temporary closure of school, cohort, or classroom
- Isolation of student due to exposure or illness

**Administrative Considerations**

Staffing Considerations - The considerations below are in real-time and it is understood that as we evaluate our procedures, our staff has a shared responsibility in meeting the needs of the overall wellbeing of our students.

- Office, non-classroom teachers, and support staff – Facilitating student arrival and dismissal process, cleaning/disinfecting, responding to immediate and unforeseen needs.
- Classroom Teachers – Priority is on their classroom students individual and collective needs. Additional tasks may include disinfecting processes, logistical support, and responding to immediate and unforeseen needs.

Adjustment to Strategic Plan to balance the availability of time and resources – St. Joseph's School's goal is to continue the Strategic Plan objectives outlined in the recently adopted plan, however, we will prioritize the immediate needs of our staff and students before initiating visionary timelines.

Adjustments to Staff Evaluations due to Operation Adjustments – Teachers and staff will be exasperated with accommodating the changes this year and meeting the immediate needs of their students and the school. Traditional formal evaluations may or may not occur this academic year. Continued collaboration and interaction of principal/supervisor will be ongoing as we navigate the year together.

Established Plan in the Event of Staffing Shortage – In the event that St. Joseph's School experiences staffing shortages and limited use of substitute teachers, it is the expectation that specialist teacher and/or support staff be pulled into classroom settings temporarily.



Consultation by Administration with Local Education Association (Public School District)

- Title Services – Consultation on Title I, II and IV services have occurred and are ongoing.
- Transportation – Consultation will occur post Minnesota Department of Education decision on guidance.
- Health Services – Consultation on Health Services have occurred and are ongoing.
- Counseling Services – Counseling services are not provided at St. Joseph's School by Moorhead Area Public Schools. Consultation will not occur.
- CARES Funding – Consultation is ongoing.

**Maintaining Catholic Identity in Curriculum and Instruction** – St. Joseph's School has a three-part mission. The third part of the mission is to **prepare** students to use knowledge and faith to be a light for the parish, community, and world. We have a responsibility during this pandemic to not only educate our students but do so joyfully. The light that we want our students to be for others begins with teachers and staff.

***WE REMEMBER BEFORE OUR GOD AND FATHER YOUR WORK PRODUCED BY FAITH, YOUR LABOR PROMPTED BY LOVE, AND YOUR ENDURANCE INSPIRED BY HOPE IN OUR LORD JESUS CHRIST. I THESSALONIANS 1:3***

**Section 4: Creating and Maintaining Community – Action Plan for St. Joseph’s School**

**Internal Relationships** – St. Joseph’s School is built on a strong foundation of community. Not only is our success as a school dependent on maintaining those relationships, but also fostering those that exist while building new relationships with families who are new to our school community.

Specific Event Plans

<b>Event(s) (through fall and early winter)</b>	<b>Plan to Foster</b>
<b>Teacher In-service</b>	Teacher in-service will be an integral time for the comprehensive training of plans and procedures for the school year. It will also be an important time to address staff needs, concerns, and to promote the manner of which we meet students’ academic, spiritual, social, and emotional needs throughout the year.
<b>Back to School Night</b>	Families will sign up to come to the school and bring supplies to leave in classrooms. Teachers will be present and excited to welcome students in a far less congregated setting. Students in Preschool and Kindergarten will have a delayed start to the school year having their first full day of school on Tuesday, September 7 <sup>th</sup> . Students in these grades will sign up for a longer period of time on either Wednesday, September 1 <sup>st</sup> or Thursday, September 2 <sup>nd</sup> to meet teachers, bring supplies, and to acclimate to their new classrooms and for many, their new school.
<b>Parent Meetings</b>	To alleviate congregation of parents at an in-person meeting, teachers will communicate classroom policies and student expectations through various methods to families.
<b>Field Trips</b>	Only field trips that allow for distancing and maintenance of cohort groupings will be allowed.
<b>School Picture Day</b>	St. Joseph’s School will work with Scherling Photography to host picture day. Details about the processes for picture day will be shared prior. The All-School picture may not occur as it has in the past.
<b>Grandparent’s Day</b>	St. Joseph’s School is not anticipating hosting the traditional Grandparent’s Day; however, plans are in discussion to continue honoring grandparent’s and the immeasurable value they play in our students lives.
<b>All Saints Day Party</b>	Individual classrooms / cohorts will be celebrating All Saints Day. The traditional school carnival type of party will not be hosted this year.
<b>Living Rosary</b>	Living Rosary will follow the Mass seating guidelines.
<b>School Mass (weekly)</b>	All participating grades will attend Mass together weekly. Mass protocols required by the Diocese of Crookston will be in place for School Mass. Individual classes will be seated in like pews and distanced from other classes. Cohorts will be in separate sections of the Church.





**External Relationships** – Maintaining connectedness with the many stakeholders of St. Joseph’s School is essential. Emphasis will be placed on communications to those who are not directly in the school function. This will be done through social media, email, traditional mailings, newsletters, and direct contacts.

**Maintaining Catholic Identity in Creating and Maintaining Community** – We must remain true to who we are and keep our identity close to our hearts as we evaluate the events and functions that must be changed due to COVID-19. This challenging time can be an opportunity to focus on our mission. The continued connectedness with our stakeholders is in direct relation with the Catholic social teaching of Solidarity. We are in this together and St. Joseph’s School is blessed with a beautiful community.

***“FOR WHERE TWO OR THREE GATHER IN MY NAME, THERE AM I WITH THEM.” MATTHEW 18:20***