



BECKMAN
CATHOLIC

HIGH SCHOOL

Return-to-Learn Plan
July 31, 2020

www.beckmancatholic.org

Dear Beckman Catholic Community,

This guide provides additional information regarding our plans to return to school for the 2020-2021 year. We continue to work to ensure that we are ready for whatever situation presents in the upcoming school year. We continue to work on plans to ensure students' needs are met in all aspects of what we do. Throughout all of our planning, the health and safety of our students, our staff, and the larger community has been at the forefront of the decisions we make. As the situation during the pandemic is likely to change quickly, parents and employees will be notified through School Messenger and social media of any changes.

All students will be returning to some form of required instruction on August 20th and will follow our adjusted school calendar. Families are asked to choose one of the following options for each of your children.

Options:

- Return to school in person on site. Significant health and safety procedures will be implemented and are detailed in this guide. ***This is the preferred method of instruction.***
- OR
- Learning from home. Participation, grading, and attendance will be required. Students will be expected to participate from home with their normally scheduled courses, participating using Google Meets or Zoom with their classmates attending school on-site.

Families choosing to utilize the at-home option will need to complete a form by August 10th available at the following link: <https://forms.gle/JEK2Gb8ERDHGKb9b7>. We also know transportation on Fridays for some of our families may pose challenges as Western Dubuque buses will not be operating. If you will be in need of assistance with transportation on Fridays or would be willing to assist a family in need of help with transportation, please complete the following form by Monday, August 10th: <https://forms.gle/cNr4tyadtjJBUet97>

Thank you for your continued patience, support, and flexibility as we work through this challenging time together. If you have any questions, please contact the school office. We feel confident that together, we will have a successful 2020-21 school year, and we are excited to welcome students and families back to school!

Sincerely,



Marcel Kielkucki
Principal
Beckman Catholic High School

Instructional Delivery

Our primary consideration in selecting our mode of instruction is the health and safety of our students, staff, and community. We have also given strong consideration to other student and family needs, including academic achievement, equity, social-emotional health, and family capacity for remote instruction.

The guidelines and decisions referenced in this plan are based on guidance from the Iowa Department of Education, the Center for Disease Control and Prevention, the Archdiocesan Office of Catholic Schools, and the Iowa Department of Public Health. This plan is developed based on current recommendations and is subject to change based on additional information from these organizations and/or any proclamations from the State of Iowa. Changes will be communicated to our families as soon as possible, but due to the nature of the pandemic they may occur with little advance notice.

Below is a table that defines the different learning options that we may use this year. These may change based on changing circumstances in our community.

Delivery Method	Description
<p>Daily On-Site</p> <p>**This is the option Beckman Catholic will use unless local circumstances change.</p>	<ul style="list-style-type: none"> ● Schools will be on site for all students Monday through Friday according to our approved school calendar. ● Enhanced, detailed cleaning protocols and other health and safety measures will be implemented as described in this document. ● Learning from home will be available to families who do not wish for their student(s) to attend school face-to-face.
<p>Hybrid</p> <p>**Beckman Catholic will NOT use this option unless local circumstances require a change. This will be announced to families if it is necessary and is subject to change.</p>	<ul style="list-style-type: none"> ● Students will be split into groups based on last name. Students whose last name begins with A-L will attend on Monday and Tuesday. Students whose last name begins with M-Z will attend on Thursday and Friday. Groups will alternate on Wednesdays. ● All students will participate in required remote instruction when not on site.
<p>All students remote</p> <p>**This option will <u>only be used if necessary</u> due to <u>local health conditions</u> and must be approved by the Department of Education.</p>	<ul style="list-style-type: none"> ● School operations are limited to virtual learning only for all students. Beckman Catholic teachers will provide this and parents will be informed of specific timelines and schedules for remote learning. **This may apply to only a classroom or other group of students based on quarantine directives from the Iowa Department of Public Health.

EMPLOYEE AND STUDENT HEALTH

Parents are asked to complete a brief health screening process at home before sending the student to school each day. The student should stay home and are advised to seen an evaluation by a health care provider if he/she is symptomatic, sick or has been in direct contact with someone who has tested positive for COVID-19.

Students or staff members with **any** high-risk symptom or two or more low-risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

High Risk Symptoms	Low Risk Symptoms
New Cough	Fever (100.3 or higher)
Shortness of Breath or difficulty breathing	Headache
New Loss of Taste or Smell	Muscle/body aches
	Fatigue
	Sore Throat
	Runny Nose
	Congestion
	Nausea
	Vomiting
	Diarrhea

If students are at school and become symptomatic they will be isolated in a separate health office. An adult will supervise the student until a parent arrives. **It will be the responsibility of the parent/guardian to immediately pick up the student from school.**

Mrs. Bagge, our school nurse, and Beckman Catholic administration will work closely with the Dubuque County Department of Public Health and the Archdiocesan Office of Catholic Schools to determine the next steps. Parents are strongly encouraged to notify the school office if a student or someone they have been in direct contact with tests positive for COVID-19.

Employees will follow the same pre-screening described above for students and **MUST** stay home if showing any of the listed symptoms. Employees must notify their supervisor if they are experiencing symptoms of COVID-19, test positive for COVID-19, or are directly exposed to someone who tests positive for COVID-19.

EMPLOYEE OR STUDENT EXPOSURE

Beckman Catholic will work closely with the Iowa Department of Health, the Archdiocesan Office of Catholic Schools, and the Dubuque County Public Health department, following

guidance for classroom, building, or school closure in the event of a positive case. Beckman Catholic or public health will notify parents if there is a positive case in their child's class, bus, or other close contact. There is the potential for public health to recommend students or staff to quarantine for up to 14 days. This will be handled on a case-by-case basis. Student and employee confidentiality will be maintained as required by law.

ENHANCED SAFETY MEASURES

****Please note that while we will take many measures to protect health and safety of our staff and students, we cannot meet all CDC recommendations in all situations and cannot guarantee that all COVID exposure will be eliminated.**

Physical Distancing (Social Distancing)

Physical distancing is one strategy to prevent potential infection. Beckman Catholic will employ physical distancing strategies to increase space between individuals, adjusted seating arrangements for school buses, classrooms, and common areas, and post signs to remind staff and students of 6-foot physical distancing to the maximum extent possible.

Face Coverings

Face Coverings are an important part of our protection against the spread of COVID-19. As such, face coverings are required for all Beckman Catholic employees, students, visitors, and volunteers when social/physical distancing is not possible. Face coverings may include student and staff choice of a mask or a face shield depending on preference and comfort level.

Beckman Catholic will provide each student and staff member with 2 cloth masks at the beginning of the school year. Students and staff are also welcome to bring a mask from home that is the appropriate size and the material/design of choice. Individual designs and colors are allowed but must meet dress code policies for school appropriate slogans. Appropriateness will be at the discretion of school staff. Families are responsible for washing masks daily. (Please note this is a change from the initial information from July 17th regarding face coverings as we have allowed more than solid uniform colors.)

Face coverings will be required when physical distancing is not possible. This includes, at a minimum:

- Upon arrival to and departure from school
- While waiting for and riding the bus
- While transitioning between classes
- To and from lunch and in the serving line
- During small group activities

- While in close proximity to peers or teachers unless other distancing strategies are available
- At other times as directed by the teacher when physical distancing is not possible

There will times throughout the school day when physical distancing is possible and face coverings will not be required. If necessary, teachers will provide students with additional breaks during which they will create physical distancing and opportunities to remove face coverings.

Cafeteria Protocols

School lunch will be served according to state and federal nutrition program guidelines. We will utilize additional space to create physical spacing between students during meal times and while in line. Students may be required to eat in the lunchroom or in other spaces created for this purpose.

Students will wash their hands or use hand sanitizer before meals and after meals. Lunch room staff will be separated from students by plexiglass barriers and will wear masks or face shields while serving. Self-service options will not be available.

Large group gatherings restricted

Mass will still occur on a weekly basis as the celebration of the Eucharist is a central element of our Catholic faith. However, we plan to rotate which grades attend Mass on a weekly basis to practice social distancing.

Events during the school day that create large gatherings, such as pep rallies and assemblies, will be highly restricted or eliminated. Field trips will be evaluated to determine if they are essential to instruction and if they can be accomplished by alternate means. Non-essential field trips or those in which we cannot implement appropriate health and safety protocols will be restricted or eliminated.

Visitors and Volunteers

Beckman Catholic values its volunteers, but for the safety of our staff, students, and the volunteers themselves, volunteer activities will be limited to essential services or those that can be accomplished without direct student/staff contact. Visitors to our buildings will be highly restricted. All visitors and volunteers will follow all safety procedures implemented by Beckman Catholic, including screening, hand washing, social distancing, and use of face coverings when interacting with students and staff.

Service providers

Outside service providers, including AEA staff and community providers, will follow all safety procedures implemented by Beckman Catholic, including hand washing, social distancing, and use of face coverings when interacting with students and staff.

Entrance and Exit Procedures

Students are highly encouraged not to congregate while entering or exiting the building. Students waiting for bus transportation after school will need to physically distance until buses arrive.

Cleaning and disinfection of materials

Enhanced cleaning and disinfection measures will be implemented to ensure the physical spaces, equipment, and materials staff and students come into contact with remain as clean and safe as possible. High touch surfaces such as doorknobs, handles, fixtures, etc. will be cleaned multiple times throughout the day. Restrooms will be monitored and cleaned more frequently throughout the day. All classrooms will be equipped with cleaning solution for student desktops and hand sanitizer.

Regular water fountains will not be available. Water fill stations will be available and cleaned regularly throughout the day. Students are encouraged to bring a water bottle for personal use throughout the day.

Handwashing

Handwashing or use of hand sanitizer that contains at least 60% alcohol will occur at arrival, before and after eating, before entering a classroom, and at regular intervals throughout the day. Good hygiene practices will be encouraged and discussed in the classroom.

TRANSPORTATION AND BUS PROTOCOLS

Due to the high usage of bus transportation, six foot of physical distancing will not be possible on Western Dubuque and Beckman Catholic buses. The following procedures will be required to improve the health and safety of our bus drivers and students for those utilizing bus transportation from Western Dubuque or Beckman Catholic.

- Students will be assigned seats on the bus. They will sit with other family members, and we will attempt to create distance by leaving empty seats between families when possible. This may not be possible on all buses depending on capacity limits and number of riders.
- Upon entering the school bus, every student will be required to sanitize their hands using hand sanitizer.
- School buses will be required to travel with the windows open if the weather permits to facilitate air flow.
- Bus operators will be required to wear face coverings while on duty.
- While on the bus, all students will be required to wear a face covering.
- Students will NOT be allowed to ride a bus other than the assigned route. Guests will not be allowed on buses.
- Each school bus operator will be required to sanitize their school bus after each route.

Families in need of transportation assistance on Fridays when Western Dubuque transportation will not be available are asked to complete this form by Monday, August 10th:

<https://forms.gle/cNr4tyadtjBUet97>

REMOTE LEARNING DUE TO SCHOOL CLOSURE

Remote learning will be implemented if the decision is made to close an individual classroom, school building, or the entire district for health reasons. This decision will be made in consultation with the Dubuque County Department of Public Health, the Archdiocesan Office of Catholic Schools, and with approval by the Iowa Department of Education and the Iowa Department of Public Health.

Short term remote learning may also be permitted for weather emergencies.

The Learning Management System will be Hapara Workspaces.

Students will continue to have access to high quality instruction and will be **required** to participate, attendance will be taken, work will be graded, and credit will be issued. All staff will be available during contracted work time for instruction and support. Staff will respond to parent emails and calls in a timely fashion.

If any family is having internet connection problems, please contact the school office for assistance.

Teachers will provide instruction according to the timeframes listed below:

Instructional Time Expectations for Remote Continuous Learning

Grade Level	Minimum time	Maximum time	Primary Curricular Focus
7-8	20 minutes per core class/day (total 80 minutes/day) and 20 minutes per non core class/week	30 minutes per core class/day (total 120 minutes/day) and 40 minutes per non core class/week	Core prerequisite skills that are directly tied to future courses
9-12	30 minutes/day per class (Total 120 minutes/day)	45 minutes/day per class (Total 180 minutes/day)	Core prerequisite skills that are directly tied to future courses
College Level Courses	Higher Ed partner will determine	Higher Ed partner will determine	

Learning at Home

Beckman Catholic encourages on site learning as much as possible, but we respect the decision of individual families to select an at-home option.

Families will have the option to select at-home learning for the first month of the school year. We will review this decision on a monthly basis as the school year progresses.

Students will be expected to participate using Google Meets or Zoom with their classmates attending in-person using their school-provided Chromebook. Teachers will check in with students a minimum of once per week. Online attendance and work completion is required and students will be expected to attend classes as they would in a face-to-face format. Grades will be issued and credit awarded according to the same report card schedules as on-site instruction.

Student Guidelines

Students will follow these guidelines:

- Students will complete all assignments and submit all work by timelines established.
- Student/parent will use school email or a phone call to initiate communication with teachers when extra help is needed or questions arise.
- Students will follow online etiquette as well as copyright policies.
- Students will be considered absent if they fail to login and engage in learning as directed.
- If the student is sick or having technical issues, student/parent must contact the teacher or the school office as soon as possible.

Please consider the following as you make your decision:

What Makes a Successful Online Student?

Either independently or with support for an available family member, the student...

- The student can communicate via writing or in oral form.
- The student is self-motivated and self-disciplined.
- The student is willing to ask questions if problems arise.
- The student has good time-management skills.
- The student is persistent.
- The student has a good study environment and the help from household members when necessary.

As you make this decision, please consider whether your student has had previous success in an online class or transitioned well to online learning at the end of the 2019-2020 school year.

REGISTRATION FOR AT-HOME LEARNING

The enrollment period for at-home learning will be open through August 10th. Any student not enrolled in at-home learning prior to 3:00 on August 10th will be expected to be participating in on-site instruction. Any request for at-home learning *after* August 10th will require a physician's note indicating that either the child, a member of the immediate household, or a primary caregiver has a health condition that puts them at higher risk for COVID-19.

To register visit: <https://forms.gle/JEK2Gb8ERDHGKb9b7> and complete the form for each child you wish to enroll in this option.

Forms must be completed no later than August 10th, 2020.

- Families choosing the at-home option will be contacted to make an appointment the week of August 17th to come to school to pick up needed course materials and Chromebooks.