

**Parnassus Preparatory School**

**Safe Learning Plan**

**for the 2020-2021  
School Year**

CLASSICAL SCHOOLING



FOR THE ART OF LIFE



**Parnassus Preparatory School**  
**Safe Learning Plan**  
**for the 2020-2021**  
**School Year**



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*This document will be updated throughout the year. Changes will be noted with the date of the change and will be highlighted in gray.*

*Updated 12/17/2020*

# I. Three Scenarios for the 2020-2021 School Year

As the COVID-19 situation continues to develop in the state of Minnesota, Hennepin County, and the Parnassus community, Governor Walz has asked for schools to be prepared for three possible learning scenarios for the 2020-2021 school year. The three scenarios are:

**Scenario 1: In-person learning for all students.** In this planning scenario, schools should create as much space between students and teachers as is feasible during the day but will not be held strictly to enforcing six feet of social distancing during primary instructional time in the classroom.

**Scenario 2: Hybrid learning with strict social distancing and capacity limits.** In this planning scenario, schools must limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least six feet between people must occur at all times within the school building. Schools must also include plans for contactless pick up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for children of critical workers.

**Scenario 3: Distance learning only.** All students participate remotely in distance learning activities. The school will provide contactless pick up and/or delivery of meals and school materials, as well as implement a school-age care program for children of critical workers. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning.

On July 30<sup>th</sup>, 2020, Governor Walz issued Executive Order 20-82, outlining the state's Safe Learning Plan and asked public school districts and charter schools to determine which model they would use for the beginning of the 2020-2021 school year based on county and local health data and available staff, facilities, and resources.

On August 3<sup>rd</sup>, 2020 the Parnassus Board of Directors approved the Executive Director's recommendation to begin the school year in a hybrid learning model for all students, Prima through the Fourth Level of Rhetoric.

## What will learning look like at Parnassus in each of the three scenarios?

Parnassus Preparatory School has plans for each of the three scenarios that may be encountered during the school year. For more detailed information, see *Section III: School Operations in the Three Scenarios*. A high-level overview is provided in the chart on the next page:

	<b>Scenario 1: In-Person Instruction</b>	<b>Scenario 2: Hybrid Learning</b>	<b>Scenario 3: Distance Learning</b>
<b>Instruction</b>	<p>In-person instruction for all students.</p> <p>Families may elect for their children to participate in distance learning full time.</p>	<p>Students attend school for in person instruction on certain days and participate in distance learning on other days. All students participate in distance learning together on Wednesdays.</p> <p>Families may elect for their children to participate in distance learning full time.</p>	<p>All students participate in distance learning. To the greatest extent possible, instruction will be provided via synchronous online video conference.</p>
<b>Food Service</b>	<p>Students eat lunch in their classrooms to as much as possible to minimize the number of people with whom they have contact.</p> <p>Contactless pickup of meals available for students in full-time distance learning.</p>	<p>On days they attend school for in-person instruction, students eat lunch in their classrooms to as much as possible to minimize the number of people with whom they have contact.</p> <p>Contactless pickup of meals available for students for days that they are in distance learning.</p>	<p>Contactless pick-up of meals will be available to all students.</p>
<b>Transportation</b>	<p>School buses will operate while creating as much space as possible between riders.</p>	<p>School buses will operate with vehicles at 50% capacity, creating as much space between riders as possible.</p> <p>Families are encouraged to transport their children if possible.</p>	<p>N/A</p>
<b>School Age Care</b>	<p>Fee-based Animus &amp; Accendo before and after school care will be offered, with capacity limits and care taken to provide as much social distancing as possible.</p>	<p>On days that they are not scheduled for in-person instruction, childcare will be provided during the school day to Parnassus students aged 12 and under who are the children of Tier 1 Essential Workers.</p> <p>Parnassus students may attend Animus &amp; Accendo for fee-based before and after school care on days they are scheduled to attend school for in-person instruction.</p>	<p>Childcare will be provided during the normal school day hours to Parnassus students aged 12 and under who are the children of Tier 1 Essential Workers.</p>

## **What might trigger a change to a different learning scenario over the course of the school year?**

Governor Walz's Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by the Minnesota Department of Health when implementing or shifting between the three learning models. The decision to shift to an alternative learning model will focus on the impact of COVID-19 within the Parnassus Preparatory School community, maintaining awareness of changes in viral activity in the community through continued review of the bi-weekly county-level case data provided by the Minnesota Department of Health.

Throughout the school year, school leadership will consult with health officials as needed to examine the local epidemiology behind county-level data to assess whether increases or higher numbers of cases are likely the result of isolated outbreaks or whether they may be indicative of more widespread community transmission.

*IMPORTANT: It is unlikely that a single instance of a positive case of COVID-19 among students or staff will necessitate the switch to a full distance learning model for the entire building.*

In the event that a student or staff has a confirmed diagnosis of COVID-19, or confirmed exposure to COVID-19, Parnassus will work with health officials and state agencies to determine the appropriate course of action. For more information, see the section on *Responding to Confirmed Cases of COVID-19* on page 8.

If, at any point, the school needs to switch to another learning model, the school may be closed for students for up to five planning days to allow teachers and staff time to transition.

## **Communicating Plans with Students and Families**

Parnassus will electronically post and communicate this plan, including our contingency in-person learning, hybrid learning, and distance learning plans to the school community no later than the end of the day on Wednesday, August 12<sup>th</sup>, 2020. Updates will be made as needed as the Minnesota Departments of Health and Education issue new guidance.

The plan will be translated and communicated in both written and oral languages based on the needs of the Parnassus community.

## II. Responding to the COVID-19 Situation in the Parnassus Preparatory School Community

### General Health and Safety Practices in Effect for 2020-2021

In any scenario, the health and safety of our students and staff is our highest priority.

Parnassus Preparatory School will follow all required health and safety guidance as outlined in the Minnesota Department of Health's 2020-2021 Planning Guide for Schools.

Parnassus Preparatory School will continue to follow the Safely Reopening Guidance developed by the Department of Labor and Industry.

Parnassus will observe strict cleaning and sanitation practices following guidelines from the Minnesota Department of Health.

Parnassus will have a designated school COVID-19 Coordinator who will liaise with state agencies and ensure that Parnassus has access to most up-to-date information on how to limit the spread of the virus.

### Personal Safety Protocols for Students and Staff in the School Building

Pursuant to Executive Order 20-81, all students, staff, and other people present in schools and district offices, or who are riding on school transportation vehicles, are required to wear a face covering at all times, except at designated meal times. Families should consult *Parnassus Board Policy 808 – Face Covering Policy* for detailed information on expectations for face coverings.

**Updated 1/4/2021** – Following the newest guidance from the Departments of Health and Education, when students begin returning to the building on January 25<sup>th</sup>, 2021, all staff members will be required to wear both a face shield and face mask:

- A face mask and face shield will be worn together by staff members.
- When staff are serving students in settings where seeing a person's lips is necessary, staff are strongly encouraged to wear a clear facemask in addition to the required face shield. If they do not have access to a clear facemask, they can choose to only wear the required face shield.
- When staff are providing direct services that require close, physical, and prolonged contact, schools should follow MDH's Guidance for Delivering Direct Student Support Services: Staff Protective Equipment ([www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf)).
- When staff are performing duties in which a facemask and a face shield worn together are creating a safety concern (e.g., visual impairment while operating a vehicle, working in a kitchen, lab etc.), staff may choose to only wear the required facemask.
- Students will only be required to wear a facemask; face shields are not required for students.

The state government will be providing all students and staff with a reusable face covering; however, in the event that these state-provided face coverings are not available by the start of the school year, Parnassus will communicate a plan to families outlining a protocol for distribution of face coverings prior to the start of school.

The school will require that students who are unable to wear a mask or other face covering provide medical documentation to their school principal demonstrating that they are unable to wear a face covering before their first day of in-person instruction. For more information, please see *Parnassus Board Policy 808 – Face Covering Policy*.

Students and staff will be trained in and practice appropriate respiratory etiquette, including what to do when sneezing or coughing.

Students and staff will be trained in and practice frequent and proper handwashing throughout the day.

Students and staff will not share items such as technology, books, school supplies, or learning aids.

Parents and family members can help support these practices outside of school by encouraging safe behaviors, such as handwashing, observing social distancing to the greatest extent possible, and wearing a face covering when in public spaces. If families make an effort to observe these practices outside of the school day, we can work together to limit the spread of the virus in our community and maintain a learning model that allows for in-person learning.

Students who refuse to wear a mask or follow the required safety protocols for the building will need to be picked up by a parent, guardian, or authorized emergency contact within 60 minutes to reduce health risks. For more information, please see *Parnassus Board Policy 808 – Face Covering Policy*.

For all families, a designated adult, either a parent, guardian, or emergency contact, must be reachable by phone during all hours that their child is on the Parnassus school campus and be able to pick up the child within 60 minutes at all times. Families who are unable to meet this commitment should consider choosing the full-time distance learning model for their child.

### **Social Distancing within the School Building**

In scenarios with in-person instruction, care will be taken to maximize distance between individuals.

In the hybrid learning model, strict social distancing practices will be observed, with teachers, staff, and any other persons present in the building maintaining at least six feet of distance at all times.

Individuals will not be allowed to congregate in common areas.

Floor markings throughout the building will delineate the appropriate six feet of social distance needed. Floor markings and signage will direct traffic through hallways so that it moves in one direction as much as possible.

To the greatest extent possible, drop-off and pick-up procedures will be conducted outdoors.

To the greatest extent possible, classes will be organized for group distancing, limiting the interaction between student groups.

### **Restriction of Visitors for 2020-2021**

While they are valued members of our wider school community, for the 2020-2021 school year, the Parnassus school campus will be closed to visitors and volunteers. Parents and guardians may come to school only when invited, or when a meeting has been pre-arranged to meet in a designated space, or when it is necessary to pick up a student directly from the office. Whenever possible, meetings with parents, including parent-teacher conferences, will be held via videoconference or telephone.

Before entering the office, individuals must:

- Use hand sanitizer provided in the vestibule,
- Wear a face covering while on school grounds; and
- Review the steps for self-screening for COVID-19 symptoms, which will be posted outside of the school entrances.

### **Consultation with Regional Support Teams**

The Regional Support Teams are a partnership between MDE, MDH, regional service cooperatives and local public health to support school districts and charter schools in navigating the impacts of the COVID-19 pandemic on the 2020-21 school year.

Beginning August 24<sup>th</sup>, 2020, Parnassus Preparatory School will work with an assigned Regional Support Team who will provide guidance of the implementation and ongoing evaluation of our school learning model.

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## COVID-19 Monitoring

Parnassus will have the following protocols in place to monitor for illness and possible cases of COVID-19:

- Parnassus will educate families and staff about how to self-screen for symptoms of COVID-19 symptoms and ask that students and staff screen themselves before coming to school each day. Families must commit to these daily, at-home health screenings in order to participate in in-person learning and use school-provided transportation.
- Staff will monitor students for signs and symptoms of COVID-19 and encourage self-monitoring throughout the school day. Students and staff who develop signs of illness or symptoms of COVID-19 during the school day will be moved to a designated room for assessment by a school health service assistant. Those who have symptoms consistent with COVID-19 will be sent home and will be required to be picked up within 60 minutes to reduce health risks.
- For all families, a designated adult, either a parent, guardian, or emergency contact, must be reachable by phone during all hours that their child is on the Parnassus school campus and be able to pick up the child within 60 minutes at all times. Families who are unable to meet this commitment should consider choosing the full-time distance learning model for their child.
- Parnassus Preparatory School will follow the Minnesota Department of Health's *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs* to determine when a student or staff member must stay home and when they may return to school.
- Any students participating in the hybrid model who are directed to quarantine at home as directed by the Decision Tree will be able to participate in distance learning while they are isolating at home, so long as they feel well enough to do so. Once the student receives approval from the school principal and COVID-19 coordinator to return to school, they may resume their normal hybrid-learning schedule and in-person instructional days, and may also resume using school-provided transportation.

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## Responding to Confirmed Cases of COVID-19

When a lab-confirmed case of COVID-19 is identified within the Parnassus Preparatory School community, school leadership will work quickly and closely with the Regional Support Team to identify whether the affected individual was present at school while infections and if any close contact exposures have resulted among students and staff. When notifying identified close contacts of their exposure, Parnassus will maintain confidentiality in accordance with state and federal laws.

***Please note: Having a confirmed case of the virus within the Parnassus community does not mean that the school will automatically move to distance learning model.***

It is not improbable that Parnassus, along with other schools in the metro area, state, and country, will have individuals within our school community contract COVID-19. Cases of COVID-19 are not completely avoidable, but, if action is quickly taken to identify and isolate individuals who have come into contact with the virus, we can limit its spread within the Parnassus community and maintain a safe environment for in-person instruction. The following examples demonstrate possible responses to known cases of COVID-19 within the school community:

- If a known exposure to COVID-19 occurs in a classroom (either from staff or students), close contacts will be quarantined at home for 14 days. Close contacts are defined as anyone who was



within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.

- When single, standalone cases of COVID-19 are confirmed, but close contacts in the school setting can be quickly identified and are limited to individual classrooms or areas in the school, temporary distance learning could be implemented for the affected classroom(s) and space(s) rather than shifting the learning model for the entire school.
- Similarly, certain classrooms may be shifted into a temporary distance model even in situations where multiple cases of COVID-19 are identified, so long as those cases can be linked to a specific classroom or individual activity, have minimal impact or exposures to other classrooms and activities in the school setting, and close contacts can also be quickly identified.
- If multiple cases are identified, but those cases are linked to a clear, alternative exposure – such as a non-school related social event or household exposure – and are unlikely to be a source of risk to the wider school community, only the affected individuals and their close contacts would be required to shift to a temporary distance learning model.

### **COVID-19 Testing Events**

Testing is recommended for all close contacts of confirmed COVID-19 cases.

If fewer than 50 close contacts are identified within the school, Parnassus Preparatory School will notify families and advise them to seek testing individually by making an appointment with a health provider or a local testing site. Educators, school staff, and asymptomatic individuals who have been identified as close contacts of a positive case in schools are a prioritized group in state testing guidance to health care providers.

If more than 50 close contacts are identified with the school, Parnassus will consult with the Regional Support Team to determine if a testing event is necessary. If a testing event is necessary, Parnassus will be paired with local health providers to test exposed individuals.

A universal testing event could be necessary in the event that substantial or ongoing transmission of the COVID-19 virus is observed among students and staff. Substantial transmission is defined as a threshold of 5% of total attendees (students and staff) have influenza-like illness or there are 5 or more non-linked laboratory confirmed cases in a single week. Non-linked cases are those that cannot be linked to another case at the school and do not have a clear link to a confirmed case outside of the school. Linked cases include people who are present in the same setting during the same time period (e.g. same classroom, school event, school-based extracurricular activity, or school transportation).

### **Updated 12/17/2020 – On-site Saliva Testing for School Staff**

As schools are permitted to begin transitioning back to full in-person learning, regular testing is one of many critical strategies for controlling the spread of COVID-19.

Governor Walz, along with the Minnesota Departments of Health and Education, has directed all Minnesota public schools who are providing in-person learning to offer testing for all on-site staff every two weeks beginning January 4<sup>th</sup>, 2021, or whenever they return to in-person learning after that date.

The state of Minnesota is providing Parnassus and other schools with the training and test kits needed to conduct testing every other week. Parnassus will be assigned a designated day to conduct testing. Parnassus school COVID-19 coordinator will be trained to over see staff members' use of self-administered saliva tests.

These tests will be conducted in-person and will not use the online format as was used for the at-home saliva tests offered to educators earlier this year.

## **III. School Operations in the Three Scenarios**

## All Scenarios: Ensuring Access to Services and Resources

In compliance with Executive Order 20-82, Parnassus will address the following needs of students and families, regardless of which learning model is in effect or if there is a transition between learning scenarios:

- Parnassus will continue to provide meals to students during the school day, utilizing all waivers and flexibilities provided by the U.S. Department of Agriculture.
- Parnassus will continue to support the needs of students identified as English Learners (EL).
- Parnassus will continue to support the special needs of students with 504 or Individual Education Plans (IEPs).
- Parnassus will continue to support the needs of migrant students and those experiencing homelessness.
- When in-person instruction is not possible, Parnassus is directed to support communities disproportionately impacted by distance learning and hybrid learning.
- When providing in-person learning, Parnassus will continue to provide before and after school care through the Animus and Accendo program, using the normal fee scale.
- If directed by the Minnesota Commissioner of Education, Parnassus may be required to expand in-school activities when a distance learning model is in effect. This expansion of in-school activities must be when those services cannot be provided through a distance learning model and those services are needed to access that student's distance learning instruction, provide supports or services schools can safely offer, and create opportunities for meaningful connections between students and teachers.
- Parnassus will provide maintenance for school-issued technology devices.
- In the in-person and hybrid learning models, an equitable full-time distance learning model will be provided to students whose families are unable or unwilling to send them to school for in-person instruction at this time.

## More Information About Scenario 1: In-Person Learning

At some point in the 2020-2021 school year, it may be possible for all students and teachers to return to school for in-person instruction. In this learning model, students will follow a more typical daily schedule as in previous years; however, additional health and safety measures and social distancing guidelines will be in place. A return to in-person instruction for all students will require that everyone in the school building cooperates with the safety protocols and procedures.

**Updated 12/17/2020** – On December 16<sup>th</sup>, 2020, Governor Walz announced that the state's Safe Learning Plan guidance had been updated so that starting on January 18, 2021, every elementary school across the state may choose to operate an in-person learning model as long as they are able to implement all updated health and safety measures.

Beginning January 18<sup>th</sup>, 2021, every elementary school across the state may choose to operate an in-person or hybrid learning model so long as they are able to implement the additional mitigation strategies listed below:

- Implement a rolling start process for students to be brought back to the building (see below)
- Execute a COVID-19 testing program (training and saliva test kits provided by the State; optional for school staff) every other week for all school staff, beginning January 4, 2021.
- Face masks and face shields must be worn together by school staff at all times.
- When educators cannot be six feet from students (small group and individual instruction), when possible, add a clear barrier between the adult and student.
- Face coverings must be worn when engaging in indoor physical activity (e.g., during indoor recess, indoor physical education class, or when exercising in a gym)

- For early learning and elementary schools only: All student meal times and specialist lessons must be held in the classroom or outside (weather permitting). Physical education classes may continue to be held indoors outside of individual classrooms so long as students and staff are wearing face coverings.
- For in-person models only: three feet of physical distancing or more is strongly recommended
- Masks must remain on while students are eating/snacking
- Adults in the building can only remove their masks and shields while eating. Only 1 adult in room or space can have his/her mask removed at a time.

Before transitioning to a less restrictive model, Parnassus’ leadership must meet with the school’s Incident Command Team. Schools must also use at least two (and up to five) previously scheduled instructional days for planning for teachers and staff.

### **Implement a Rolling Start**

In order to safely transition to an in-person learning model, the Minnesota Departments of Health and Education require schools to implement a rolling start process in which students will be brought back gradually to the building in different “bands” of grade levels.

No more than three additional grade bands can be introduced into the building a two-week time period.

Updated 1/04/2021 - With these strategies and all other Safe Learning Plan initiatives in place, Parnassus will begin implementing a “rolling start” for scholars in Prima through First Level Logic (1L) to re-enter the building for in-person learning using the following timeline:

- **Monday, January 4, 2021**, Parnassus will send out a Learning Model Preference Survey to all Prima through First Level Logic (1L) students, asking families of students in these levels to choose full in-person learning or full distance learning. Families will have two days to submit the form.
- **Wednesday, January 6, 2021 at 4:00pm** the Learning Model Preference Survey for Prima – 1L levels will close.
- **Prima through Second Level Grammar (2G)** students will return to the classroom at the start of Quarter 3/Semester 2 on Monday, January 25, 2021. Students will have daily in-person learning.
- **Third Level Grammar (3G) through First Level Logic (1L)** students will return to the classroom on Monday, February 8, 2021. Students will have daily in-person learning.
- **Distance Learning** will be available to any students whose families prefer to remain in this model through the end of the school year.

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## **More Information About Scenario 2: Hybrid Learning**

In the hybrid learning model that is in effect at the beginning of the 2020-2021 school year, school facilities and transportation will operate at 50% capacity to allow for increased social distancing and safety measures to limit the spread of COVID-19.

In the hybrid learning environment, students whose families have not elected to choose the full-time distance learning model will be assigned to one of two learning cohorts: Group “A” and Group “Z” (for Athena and Zeus – the school’s mascots).

The schedule is as follows:

Students in the “A” cohort will attend school for in-person instruction on Mondays and Tuesdays.

Students in the “Z” cohort will attend school for in-person instruction on Thursdays and Fridays.

All students will participate in distance learning on Wednesdays. This will provide an opportunity for the students in the “A” and “Z” cohorts, along with the students in full-time distance learning, to interact with one another and their teachers in a videoconferencing format for a portion of the day.

As part of the Wednesday distance learning activities, students will have approximately two hours of video instruction or interaction with teachers and peers. The remainder of the day will be spent working independently on learning activities, connecting one-on-one with teachers as needed, and participating in virtual community events.

While students are in distance learning on Wednesdays, the building will be thoroughly sanitized between student groups

In the hybrid learning environment, it is helpful to view the instructional week as beginning on Thursday. New concepts and units will be introduced on Thursdays. Students in the “Z” cohort will begin the week’s content with in-person classes on Thursdays and Fridays and continue in distance learning on Mondays and Tuesdays, while students in the “A” cohort will begin the week’s content in distance learning on Thursdays and Fridays and continue the material with in-person instruction on Mondays and Tuesdays. The Wednesday sessions will include “wrap-up” instruction, assessment, and reteaching for the week.

**IMPORTANT:** Please note that in order to provide students with a “first day of school experience” and to prepare for the first schoolwide distance learning day on Wednesday, September 2<sup>nd</sup>, students will have a slightly modified schedule. On that week, the “A” cohort will come to school for in-person instruction on Monday, August 31<sup>st</sup> and the “Z” cohort will come to school for in-person instruction on Tuesday, September 1<sup>st</sup>. All students will be in distance learning on Wednesday, August 2<sup>nd</sup>, after which point the standard rotational schedule will begin.

Depending on the age of the students and the difficulty of concepts addressed, some lessons and activities may occur exclusively on in-person learning days. Regardless of the cohort to which they are assigned, all students will be on the same pacing plan and receive the same rigorous level of curriculum and instruction.

Families who opt-in to the distance learning model are committing to send their children for two days of in-person instruction per week; there is no option to only attend school for in-person learning on just one day. Families who do not wish for their children to come for in-person learning for two days should instead choose the full-time distance learning model.

A family who opts-in to the hybrid model at the beginning of the school year can switch to the full-time distance learning model without needing to wait for the conclusion of the first quarter of the school year. To make this change, the family should contact their child’s school principal.

**IMPORTANT:** If families do not complete a Safe Learning Model Selection Form, their children will participate in the full-time distance learning model, with the option to return to in-person instruction later in the year, beginning in the second quarter

## **More Information About Scenario 3: Distance Learning**

If the COVID-19 situation worsens in Hennepin County or within the school community, it may be necessary for the school to transition to full-time distance learning for all students. Families can expect a more robust classical distance learning experience during the 2020-2021 school year, including increased opportunities for direct instruction, more group instruction via live videoconferencing, and added opportunities to complete and submit work in their classical online learning environment.

Updated 10/30/2020

As Parnassus transitions to full-time distance learning for the levels 2L-4R in the Schools of Logic and Rhetoric, families can expect the following:

- In their full time distance learning model, scholars in 2L-4R will follow their full class schedule as listed in Infinite Campus and be in distance learning from 8:00am to 3:30pm.
- School of Logic scholars can expect to have more direct contact with their teachers each day in this format compared with the hybrid learning model.
- Students will have a modified schedule on Wednesdays with shortened, fifteen-minute class periods starting at 8:00am and work time on Wednesday afternoons.

Updated 11/13/2020

Due to the rapidly rising number of cases of COVID-19 in the Parnassus service area, scholars in Prima through First Level Rhetoric (1L) in the Schools of Grammar and Logic will transition to full-time distance learning beginning Monday, November 30<sup>th</sup>. Here is an overview of what families can expect:

- Students will have a consistent, daily schedule with their homeroom teachers
- Synchronous learning will be prioritized for small group math and reading instruction
- Other subjects will be offered asynchronously, with optional synchronous classes once a week
- Scholars will have two social opportunities a week to socialize with their classmates over Zoom
- Teachers will receive a half day of preparation time on Wednesdays
- Families who are unable to participate in live synchronous learning will have an asynchronous option that they can complete according to their own needs and schedule.

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## Meeting the Distance Learning Needs of Students and Families

As directed by Executive Order 20-82, Parnassus will offer an equitable distance learning model to all families who choose not to attend in-person learning (whether as part of an in-person learning model or hybrid learning model) due to medical risks or other safety concerns. Families are not required to provide documentation of risks.

Families will need to notify the school *in writing* of their intent to have their children participate in full-time distance learning instead of in-person instruction or hybrid learning. Families should do so by completing the Learning Model Selection Form.

**Changing to In-Person Learning** - Families who chose the distance learning option but who wish to return to in-person instruction (if it is part of the learning model in effect at the time) will have the opportunity to make the change at the conclusion of the first quarter of the academic year. The school requests that families contact the school two weeks before re-entry to allow time to plan for class placement and transportation changes.

**IMPORTANT:** If families do not complete a Learning Model Selection Form, their children will participate in the full-time distance learning model, with the option to return to in-person instruction later in the year at the conclusion of the first quarter of the academic year.

Parnassus recognizes that students need opportunities to connect with their peers to maintain a healthy sense of school community. In the hybrid learning model that will be in effect at the beginning of the 2020-2021 academic year, scholars in the full-time distance learning model will have the opportunity to interact with their classmates through video conference when all students are in distance learning on Wednesdays.

The full-time distance learning option that will be offered in tandem with scenarios 1 and 2 will adhere to the following guidelines:

- Students whose families choose the full-time distance learning model will follow the same calendar days and hours of instruction as the regular school program.
- Parnassus will ensure that students in full-time distance learning have sufficient access to the internet and a web-capable device and will provide specific support to students and families on technology use and internet safety.
- Attendance will be taken at least once per day for all students participating in full-time distance learning (see the *Attendance and Membership* subsection below).
- The distance learning curriculum will cover the same content and pacing as the regular school program.
- Instruction will include daily interaction with teachers and access to instructional materials, technology, and resources available to students in the regular school program.
- Support will be provided for students with IEPs or 504 plans, EL students, and students needing mental health support.

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## **Student Conduct Expectations During Live Video Sessions**

The school understands that live videoconferencing will allow students to make much-needed connections with their teachers and classmates during distance learning. In order to make these live video sessions successful, there will be guidelines for students to follow. Students are also expected to be following all normal behavioral expectations and school policies, as well as exhibiting the Parnassus Pillars of Character.

Students who are not following expectations may be removed from live video sessions or have their cameras turned off by the presenter and may have school disciplinary consequences.

### **Uniforms Required during Distance Learning Activities**

In keeping with our school's formal culture, students must be in complete school uniform when participating in any live videoconference sessions.

### **Quiet Learning Space**

During videoconferences and phone calls, background noise is easily picked up by microphones. To protect all students from intentionally or unintentionally inappropriate background activity or other forms of noise and visual disruption, we ask families to help their children find an appropriate place to do quiet work during live video instruction and group meetings.

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## **Attendance and Membership**

Daily attendance will be taken for all students at least once per day. A student will be considered in attendance if any one of the following take place during the instructional day:

- By participation in a video chat or class session with a teacher; or
- By a phone call with the student, or for younger students, the parent; or
- By submitting completed coursework on a given day.

Teachers must maintain daily participation records for each student that supports the student's attendance and membership reported. Documented interaction with a teacher must exist for the student to be considered in attendance.

For the Schools of Grammar and Logic, daily attendance will be taken. For students in the School of Rhetoric, period attendance will be taken in all learning models, including distance learning. Students who are absent for 15 consecutive days will be considered withdrawn and will be unenrolled from Parnassus. In order for dropped students to return to attend classes at the school site or participate in daily, interactive instruction, depending on the learning model in effect at the time, the student's parents or guardians will need to complete a new application form for the child before re-enrollment can occur. Depending on student enrollment at the time of re-application, students may be placed on the waiting list.

## **Habitual Truancy**

Unexcused absences in distance, hybrid, and in-person learning settings should be included in habitual truancy counts reported in DIRS, as defined in MN Statutes, section 260C.007, subd. 19. The school principals will monitor student absences to identify and follow-up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved.

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## **Grading**

Assessment and grading are important measures that allow families and students to know if students have mastered the content being taught in our school's classical program. Frequent and meaningful feedback is essential to students' long-term academic growth and success and to ensure that students reap the benefits of our classical programming.

For the 2020-2021 school year, Parnassus will use its standard grading systems for the Schools of Grammar, Logic, and Rhetoric. School of Grammar students will receive letter grades according to their school-level scale. School of Logic students will receive letter grades of A-F in all courses. School of Rhetoric students will receive grades of A-F, with Honors, College in the Schools (CIS), and Advanced Placement (AP) courses receiving weighted grades on a 5.0 GPA scale.

Certain students, such as those with an Individualized Learning Plan (IEP), may receive modified grading.

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## **Nutrition and School Meals**

In order to meet the nutrition needs of students and to minimize interpersonal contact during meal service, for the 2020-2021 school year Parnassus and the school food service provider, CKC Good Foods, will serve pre-bagged lunches and breakfasts. Students will not progress through the normal food service line. Instead, students will eat in their classrooms and bagged meals, along with a portable Point-of-Sale terminal, will be brought to each classroom. The Agora and Forum, Parnassus' normal food service locations, may be repurposed for uses other than school meals during the year.

The following practices will be observed during lunch and meal service during the 2020-2021 school year:

- Parnassus staff and workers from CKC Good foods who are involved in the distribution of meals to students will follow all proper sanitation and safety procedures as provided in the Minnesota Department of Health's guidance to schools.
- In order to limit interpersonal contact, visitors, such as family members, will not be permitted to join students for lunch.
- Family members will not be permitted to drop off lunches for students in the office. If students forget their lunches at home, they will receive a school lunch, which will be charged to the family's lunch account.
- Students will not be permitted to use microwaves to reheat food.

## Contactless Pick-Up of Meals for Students in Distance Learning

Parnassus will provide meals to students even in the hybrid and distance learning models. Parnassus will have designated days and time periods for contactless pick-up of meals on days students are not at school for in-person instruction.

Updated 12/17/2020 – Once scholars begin returning to the school for in-person learning, Parnassus will continue to offer contactless pick-up of meals for students and grade levels that are in full-time distance learning. For students returning to the building for in-person instruction, bagged meal service will resume. Students will continue to eat lunch either in their classrooms or outside (weather permitting).

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## School-Age Care

Parnassus recognizes that school-aged childcare programs support working families and provide enrichment and care for students.

### School-Day Care for Children of Tier I Critical Workers

In a hybrid learning or distance learning scenario, school-age care will be provided for Parnassus students aged 12 and under who are children of critical workers in Tier I of the state critical worker list. Children of Tier I workers only will be cared for at no cost during the typical school hours of 8:00am-3:30pm on days they would otherwise be in distance learning. The Tier I list of critical workers is provided below.

Workers in the following fields are considered to be Tier I essential employees and are eligible for school-day childcare:

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Childcare and school-age care providers

Updated 09/10/2020 – Effective Monday, September 21<sup>st</sup>, childcare will only be available for currently enrolled Parnassus students aged 5-12 who meet the following requirements:

- For children from two-parent households, or households with more than one guardian, both parents/guardians must be Tier I Critical Workers who are both working *outside of the home* during school hours of 8:00am-3:30pm. If any parent or guardian is able to work from home during school hours, the child will not qualify for the school-day care.

For children from single-parent households, the parent or guardian must be a Tier I Critical Worker and be working *outside of the home* during school hours of 8:00am-3:30pm. If the parent or guardian is able to work from home during school hours, the child will not qualify for the school-day care.



Updated 12/17/2020 - Childcare will be provided for Parnassus students age 12 and under who are children of critical workers in Tier 1 of the state's critical worker list at no charge during the time those children are not receiving instruction in the building during regular school hours for any days that qualifying students do not have in-person learning at school. Childcare for qualifying students in Prima through 2G will end on XX. For qualifying students in 3G through 1L, the last day of childcare will be Friday, February 5<sup>th</sup>. Childcare will continue for qualifying scholars aged 12 and under in levels 2L and above until such time as their grade level bands return to the building for in-person learning.

## **Animus and Accendo Fee-Based Before and After School Care**

In scenarios 1 and 2 (full in-person learning and hybrid learning), Parnassus Preparatory School will continue to offer the Animus & Accendo before and after school care programs. In a hybrid learning scenario, program capacity will be limited. Students may attend Animus & Accendo only on days they are present for in-person instruction. Children of Tier I essential employees may elect to register their children who attend Parnassus in the Animus & Accendo program on days they are attending school-day childcare. The Animus and Accendo program is separate from the free school-day care program and families will be charged the normal program fees.

Updated 12/17/2020 - Animus and Accendo, the fee-based before and after school programs, will be available for students in Prima through Second Level Grammar (2G) beginning Monday, January 25<sup>th</sup>.

For students in Third Level Grammar (3G) through First Level Logic (1L), Animus and Accendo it will be available beginning Monday, February 8<sup>th</sup>.

## **Internet and Device Access**

Access to the internet and to internet-capable devices will play a large role in learning in the 2020-2021 school year due to the COVID-19 pandemic.

Parnassus has been able to purchase enough devices so that students who do not have access to technology or internet at home will be able to participate in distance and hybrid learning lessons and assignments.

Families were surveyed over the summer for their technology needs; however, should those needs change, please contact the main office as soon as possible so the school provide your child with available resources.

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## **Assessment**

Assessment will be important in determining how Parnassus can best serve its students and identify and close any gaps in learning that need to be addressed.

### **State Assessments**

At the time of this plan's creating, the state Department of Education is planning to administer the state's federally mandated accountability assessments. Parnassus's District Assessment Coordinator will participate in trainings with state assessment officials to prepare for the successful administration of these assessments. The chart below indicates if assessments will be administered in each of the three possible learning models:

<b>Learning Model During Assessment Window</b>	<b>ACCESS and Alternate ACCESS</b>	<b>MCA and MTAS</b>
In-Person Learning	Yes	Yes
Hybrid Learning	Yes, on in-person days	Yes, on in-person days
Distance Learning	No	No

**Nationally-Normed Assessment – SAT10**

Parnassus will administer a nationally-normed assessment, the Stanford Achievement Test Series, Tenth Edition (SAT10), to students in 2G-4L in the fall. Students who are participating in an in-person learning model will take the exams on days they are scheduled for in-person instruction. Parnassus will work with the test’s publisher, Pearson, to determine how students in full-time distance learning can be assessed.

**College Entrance Exams**

Based on the recommendation of the Minnesota Department of Health, the Minnesota Department of Education will permit school building use for college entrance exams in the 2020-2021 school year under the requirement that schools develop a protocol adhering to the state's indoor seating entertainment/meeting guidance. Parnassus plans administer the ACT, the PSAT, and the SAT to Third Level Rhetoric and Fourth Level Rhetoric students this fall.

Parnassus’ plan will available on the school website and sent to every test participant.

**Transportation**

School administration will work with the school’s transportation provider to follow the health and safety guidance outlined by the Minnesota Departments of Health and Transportation. Drivers and students will be required to wear a face covering while on school provided bus transportation.

In the hybrid learning model in effect at the start of the 2020-2021 school year, the number of passengers on school buses will be limited to 50% of the maximum occupancy, and seating will be arranged to provide as much distance between individuals as possible.

Students must stay home and not use school transportation if they are experiencing symptoms of COVID-19 or if they have been exposed to someone who has tested positive for COVID-19. Similarly, students who become ill during the day may not use school transportation to return home.

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**Activities and Athletics**

At the time of this writing, only activities approved to resume by the Minnesota High School League (MHS�) as part of their Fall Return to Participation plan will be held at the beginning of the school year. Other activities may resume and be offered to students as MSHL, the Minnesota Department of Health, and other governing bodies update their guidance and direct schools to proceed.

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## **Meeting the Mental Health and Social and Emotional Needs of Students**

Parnassus recognizes that the COVID—19 pandemic has caused significant disruption to our students’ daily routines and structure and will aim to provide support to our students during this stressful time. Students’ daily points of contact with teachers and staff, whether in-person or online, will include a check-in on their emotional and mental well-being. The school social worker will continue to offer support to students and families.

Parnassus will provide professional development for teachers and staff that will promote awareness of student mental health during the summer in-service period.

Parnassus school leadership will work with faculty, staff, students, and families to create a positive school climate that promotes a strong sense of community and reinforces the school’s Pillars of Character.

The school recognizes that, especially for younger children, recent events may have been stressful and confusing and that they may need support when transitioning back to in-person instruction. The school will establish routines that help build a sense of security and provide safe opportunities for physical activity and social interaction during the school day.

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## **Student and Family Engagement**

Family engagement in schools improves student achievement, reduces absenteeism, and restores parents' confidence in their children's education. Students with involved parents or other caregivers often earn higher grades and test scores, have better social skills, and show improved behavior.

In addition to maintaining frequent contact with families through newsletters, email, phone calls, and video conferences, Parnassus will aim to host virtual community events on a regular basis. Additionally, the school principals will continue their virtual “Coffee with the Principal” videoconference sessions to offer opportunities for families to ask questions and offer feedback.

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## **Disciplinary Incident Reporting**

Parnassus’ established behavioral policies and disciplinary rules will be in effect in all of the possible learning scenarios. In the distance learning model, these will continue to apply, as well as requirements established in the Pupil Fair Dismissal Act (PFDA, Minnesota Statutes, sections 121A.40-121A.575).

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## **Bullying and Harassment**

An instance of bullying or harassment that is reported by students or staff will be referred to the principal of the appropriate school level. The principal will investigate through conversation and review of materials as they would in a normal setting. Students found to be bullying others will be disciplined, up to and including removal from class and loss of credit for the course.

## **Bullying Related to COVID-19**

Bullying, intimidation, or harassment of students based on actual or perceived race, color, national origin, or disability (including the actual disability of being infected with COVID-19 or perception of being infected) may result in a violation of state and federal civil rights laws. Parnassus Preparatory School take immediate and appropriate action to investigate when responding to reports of bullying or harassment. If parents and families believe their child has experienced bullying, harassment, or intimidation related to the COVID-19 outbreak, they should contact their child's school principal.

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## **Other Operational Items**

### **Use of Facilities for Non-School Activities**

Parnassus does not currently allow outside rental of the school facility or use of the facility for non-school activities.

### **Federal Funding: GEER and ESSER**

Parnassus will apply for available funding opportunities, including the Governor's Emergency Education Relief (GEER) fund and the Elementary and Secondary School Emergency Relief (ESSER) fund.

### **Maintenance of Financial and Payroll Processes**

Parnassus' office staff and contracted service providers will proceed with the school's regular plans for financial and payroll processes. No significant changes will be necessary to these operations during the three possible scenarios for 2020-2021.

### **Tribal Consultation and Considerations**

Parnassus has no formal arrangements with any Tribal Nations, American Indian Parent Committees, and Indigenous Education staff, nor does the school receive American Indian Education Aid, and is not subject to Tribal Consideration requirements. Parnassus will take into consideration the needs of American Indian students and their families.

### **Early Learning**

As a K-12 charter school, Parnassus does not offer any preschool, early learning, or prekindergarten programs. Parnassus will continue to communicate with the families of incoming Prima students and work to screen them for literacy and numeracy skills, as we would in any other school year.

## **IV. Considerations for Special Populations**

### **Students Receiving Special Education Services**

Parnassus' special education staff will work to support students with special needs regardless of the learning model that is in effect. Individualized Education Program (IEP) meetings will continue as normally scheduled but will be held via conference call or web conference. Case managers will work with teachers to design and provide instruction and accommodations for each individual based on IEP or 504 plan goals and objectives.

Case managers will make frequent contact with their students and will work with teachers to accommodate and adapt assignments as needed.

Evaluations and re-evaluations will continue as planned but will be held via web conference.

Similarly, the Child Find process will continue, but meetings will be held via web conference.

School administrators will work with special education teachers and general education teachers to ensure that delivery of special education related services provided via tele-delivery platforms (such as videoconferencing) are FERPA- and HIPAA-compliant.

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## **English Learner Students**

Parnassus will continue to service the needs of English Learner (EL) students and their Individual Learning Plans.

Parnassus' EL staff have worked hard over the course of the year to build open lines of communication with our EL families and will be in frequent contact with students on their caseload. EL teachers will continue to work with other teachers to accommodate assignments based on the students' needs and will also continue to provide instruction in English-language development. EL teachers will work with families to ensure that they have access to the information they need in translation to ensure that they stay up to date on any changes that occur over the course of the school year.

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## **Students Experiencing Homelessness**

The Parnassus McKinney-Vento coordinator will continue to work with students we have identified who are experiencing homelessness. Throughout our communications to families, we will include information for self-reporting homelessness or housing insecurity to our McKinney-Vento coordinator. Teachers and staff members will also monitor students' individual situations in their daily points of contact.

In the event that a student is identified as experiencing homelessness or housing insecurity, the school's McKinney-Vento coordinator will conduct the standard needs assessment to determine which supports will need to be put in place for the affected student to fully participate in his or her education in the current learning model.

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## **Migrant Students**

Migratory children and families face unique challenges due to the migratory lifestyle, especially during a pandemic. While Parnassus does not currently have any enrolled students who qualify for migrant status, in the event that this should occur, the school's McKinney-Vento coordinator, social worker, and administrators will work to provide students with the necessary supports to allow them to fully participate in all learning activities during the current learning model.

# **V. Considerations for School Faculty and Staff**

## **General Practices for Supporting Faculty and Staff**

Parnassus recognizes that in order to provide a safe and successful learning experience for students, the safety, health, and wellbeing of our teachers and staff are of the utmost importance in any learning model.

School leadership will maintain regular communication with teachers and staff on job description adjustments based on needs.

As adults are at greater risk from COVID-19, Parnassus will take measures to limit the physical interaction between adults in the building. Staff members will be assigned to specific printers, restrooms, and break and preparation spaces. To the greatest extent possible, in-person meetings and other group activities will be avoided, including staff meetings, department meetings, Classical Development Teams (CDTs), and others. Whenever possible, meetings will be held via videoconference.

Teacher leaders, including Department Chairs and Team Leads, will play a critical role in working with teachers to plan lessons and provide support in what is likely to be a stressful environment. In the absence of in-person meetings, administration, teacher leaders, and mentors will make frequent points of contact with teachers to provide collegial support.

School Principals and designated support staff will be available to teachers who need assistance with classroom behavior management, whether in an in-person, hybrid, or distance learning model.

Updated 11/13/2020

All Parnassus teachers will have a half day of preparation time on Wednesday afternoons while the school is in full-time distance learning.

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## **Onboarding New Staff**

Parnassus will continue with all planned onboarding activities and training for new staff members during the two-week in-service period before the start of school. Some traditionally face-to-face activities may be replaced with virtual training via videoconference.

All new or temporary staff members hired throughout the year will participate in onboarding with Parnassus administrators and, when appropriate, a designated staff or faculty mentor. Onboarding may involve a combination of in-person and virtual training via videoconference.

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## **Ongoing Professional Development**

In addition to the two-week summer in-service period, the 2020-2021 school year calendar has been amended to include additional professional development days for staff in each grading quarter. This will allow increased opportunities for staff to participate in ongoing professional development throughout the year.

Professional development will also occur through staff meetings, department meetings, and Classical Development Teams (CDTs).

## **Pedagogy in a Hybrid or Distance Learning Environment**

During the two-week in-service period and throughout the school year, staff will participate in training on technology and how to deliver our high-quality classical model in a hybrid or virtual environment.

## **Training on Cleaning, Health, and Safety Procedures.**

The cooperation and dedication of the Parnassus staff in observing health and safety protocols will be vital to preventing the spread of the COVID-19 virus in the school community. Teachers and staff must model best health and safety practices for students, and it is important that all employees are trained in best health and safety practices. Parnassus Preparatory School will provide intensive training to staff on expectations around cleaning procedures, procedures for entering and exiting the school building and grounds, self-

reporting symptoms of COVID-19 or possible exposure to the virus, and any other safety procedures in place as recommended by the school nurse and COVID-19 program coordinator.

If staff members have specific questions about practices related to preventing the spread of the COVID-19 in the school community, they should direct those questions to their principal or the school's COVID-19 program coordinator.

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## **Teacher Evaluations, Observation, and Feedback**

Regardless of the learning model in effect at a given time, Parnassus teachers will receive frequent opportunities for observation and feedback as they would in any other school year. Some in-person activities or observations may be replaced by recording lessons for later review by evaluators and conducting pre- and post-observation meetings via videoconference rather than face-to-face. Teachers who are in their first three years of teaching at Parnassus and those who are on the scheduled evaluation cycle for 2020-2021 will have full summative evaluations.