



# Canby Public Schools #891

## Reopening Schools Plan

### OUR COMMITMENTS

#### SAFETY

The health and safety of our students and staff is a top priority. Plans will reflect guidance from the CDC, Minnesota Department of Health and Minnesota Department of Education. The school district will be following the Minnesota Department of Education's "Safe Learning Plan for 2020-21" to determine if the district will be In-person, Hybrid or Distance Learning.

#### EQUITY

Our commitment to equity means programs and services will be in place at all schools - regardless of the scenario - to ensure that race, gender, class and disability will not predict students' success.

#### FLEXIBILITY

The goal is to return to in person learning at Canby Public Schools. However, if we need to transition to distance learning plans will be developed to allow for a smooth transition when moving between the three scenarios. Staff, students and parents must all be flexible and patient when making these transitions between the learning scenarios.

### General Description

As Canby Public Schools plans for the 2020-2021 school year we understand the impact this pandemic has had on the school, community, nation and world. We know that many of you are concerned about the risks of returning to school in person. In addition we understand many of our staff, students, families and community members have concerns about continuing with distance learning. It is the goal of the Canby Public School district to minimize the risks as much as possible in all three scenarios that we have created for the 2020-2021 school year.

The COVID-19 pandemic has affected schools nationwide since the beginning of March, 2020. Districts, including Canby Public Schools, have been required to design educational programming that is different from what has been done over the past one hundred years. The Return to School Planning Committee is working to develop a safe and effective learning environment for our staff, students, and families. Educators continue to learn from their past experiences, and they will be ready for whatever scenario we will be asked to deliver instruction to our students. We know many of you have concerns regarding in-person learning, hybrid learning, and distance learning. Canby Public Schools will work hard to deliver a rigorous educational platform in each scenario. Together we will get through this challenging time.

In moving forward towards the 2020-2021 Canby Public School Year, we must be reminded that every decision to reopen our school is determined by data demonstrating the safety for our students and staff in the spread of COVID-19. We must continue to monitor our progress towards the “new normal”, but it is our expectation that we will be able to reopen our schools on September 8, 2020 using an in-person, traditional system of learning. The reopening of our schools must and will include necessary limitations to protect the health and safety of our students and staff. We must be ready to adjust our educational delivery model should the spread of the virus and consistent health data requires a change.

The current plan for the 2020-2021 School Year is to begin the new school year as scheduled on Tuesday, September 8, 2020 with a traditional, in-person delivery. Canby Public School District is developing educational delivery models that will allow us to switch quickly from one method of instruction to another method, if we are required by public health officials due to a resurgence of a COVID-19 outbreak.

## 4 Proposed Learning Plans 2020-2021 School Year

### **In-person learning for all students**

In this scenario, districts will create as much space between students and teachers as is feasible during the day, but will not be held to strictly enforcing six feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming will continue to follow the Guidance for Social Distancing in Youth Sports guidance from the Minnesota Department of Health.

### **Hybrid learning**

In this scenario, districts must limit the overall number of people in school facilities and on transportation vehicles to fifty percent occupancy. Sufficient social distancing with at least six feet between people must be implemented. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. This scenario may also be implemented within a school if they experience clusters of cases within a classroom or the school.

Hybrid is commonly used to describe classes in which some traditional face-to-face instruction has been replaced by distance learning activities. A hybrid class is designed to integrate face-to-face and distance learning activities so that they reinforce, complement, and elaborate on one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom.

The hybrid approach that is being planned for Canby Public Schools does not include the distance learning component. ***The district will be able to maintain the six foot social distance and 50% occupancy requirement during the Hybrid Model. All students will be attending school during the In-person and Hybrid scenarios.***

## **Distance learning only**

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning.

In distance learning students have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning.

## **Virtual Academy Option**

This scenario may be implemented for those parents with great concern for their students to return to school in any in-person educational format. We have identified an educational partner Educere, to provide ready-made digital content for teaching and learning of our basic District core classes. Parents will be required to commit to this choice for the entire semester so that every student has the opportunity to receive and complete the individualized learning in this format.

# **In-Person Learning Plan**

## **Safety**

- The district and each building has a designated COVID-19 program coordinator. These will be listed on the District website.
- Each building will have updated crisis plans (fire, lockdown, tornado drills, etc.) which follows fire marshal and CDC guidelines.
- Each school will allow additional hand-washing time for students.
- Each school will provide students lessons regarding hand washing hygiene, proper mask wearing, and other preventative measures.
- The District will continue to follow the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) and CDC guidelines for air quality.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return in-person or hybrid learning.
- Governor Walz has currently implemented a mask mandate and this mandate will be followed while in the school building by all staff, students, and visitors. The District will review this requirement once the mandate is removed by the Governor.
  - Exceptions to mask use will be determined on an individual basis, based on medical, developmental, or behavioral health needs.
  - Breakfast/Lunch - masks may be removed for eating and drinking once students are seated.

- Indoor/Outdoor Physical Education - the teachers will determine when a student may or may not remove his/her mask during physical education.

## **Cleaning**

- There will be frequent cleaning of high-touch areas (such as desks, door handles, water fountains, computer keyboards, cafeteria tables, locker door handles, handle rails, etc.)
- We will increase the frequency of restroom cleaning.
- Buses and vans will be cleaned more frequently.
- The district will follow guidance from the CDC, MDH and EPA regarding safe and effective chemicals.
- Returned library books and lost and found items will be isolated in area not accessible to students for a quarantine period.

## **Instructional Delivery Considerations**

- During the In-Person Learning Plan, in class teaching and learning will take place.
- Hybrid and Distance learning options will be available on a case by case basis for students requiring alternative school schedules.

## **Food Service Considerations**

- Food Service will continue as it was prior to the spring school closure.
- Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building.
- Students will eat lunch in the cafeteria and other areas but will be spaced apart as much as possible.
- Additional lunch times and seating may be added to create more space.

## **Transportation Considerations**

- Transportation will continue as it was prior to the spring 2020 school closure.
- When possible, we will create as much space between riders, recognizing that it is not always feasible to have six feet of social distancing.
- Students and parents should contact the school district's transportation department to arrange for transportation prior to the school year beginning.
- Please contact Transportation Supervisor, Steve Schanning at (507)223-2004.

## Arrival and Departure

- Students and staff will use the MDH screening tool at home prior to arrival. Individuals with symptoms or exposure should stay home from school and contact their health care provider.
- Buildings will identify specific entrance and exit procedures to encourage social distancing.
- Signage will identify traffic flow and social distancing requirements.

## Screening and Exclusion

- We will follow Minnesota Department of Health exclusion guidance.
- Students and employees must complete a self-screening questionnaire each day prior to reporting to school. The screening checklist will also be posted at all building entry points, and on CPS transportation.

## Classrooms

- Wherever possible, students will avoid sharing learning materials.
- Band students will maintain a distance of 8 feet while playing instruments.
- Choir students will maintain a distance of 12 feet apart while singing.

## Shared Items

- Shared items such as PE equipment, library books, and other learning materials will be sanitized in between use or quarantined for 24-72 hours depending on the equipment.
- Hand washing will be required before and after use of shared equipment.
- Where possible, lockers will not be shared among students.

## Hallways and Passing Time

- There will be staggered dismissals from classrooms, cafeterias, etc.
- Restrooms - number of students utilizing restrooms at once will be limited.
- Building staff will discourage congregating at lockers and during passing time.

## Childcare

- In this scenario school-based Childcare would not be offered.

## Learning

- Learning will be in-person following the school district calendar.

- Distance learning will be available to students who may be medically vulnerable or unwilling to return in-person or hybrid learning.

### **Attendance**

- We will be taking daily student attendance.
- Families will be notified via MDH or their County Health of a confirmed case in close contact with their child.

### **Personal Items**

- Students should bring personal water bottles to refill, in order to avoid drinking from a fountain.
- Students will not be allowed to share food or drinks.
- Birthday treats are not allowed.
- Students are discouraged from bringing extra personal items to school.

### **Technology**

- Families will be asked to complete a “needs assessment” to discover their device and connectivity needs.
- Communication to families will be delivered through the JMC and Thrillshare system (email, phone, text messaging).
- Devices including keyboards, printers, and other high touch surfaces will be cleaned in between users.

### **Mental Health and Emotional Wellness**

- Counselors, social workers, and other mental health providers will provide support to address students’ mental and emotional wellness.

### **Social Emotional Learning and Relationships**

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization and mindset.

### **Activities/Athletics**

- Activities and extracurricular programming will continue to follow the COVID-19 Sports Guidance for Youth and Adults.

## Infrastructure Considerations

- **Heating Venting and Air Conditioning (HVAC)** - The district will alter as many settings as possible to promote the intake and circulation of fresh air in the school building.
- **Physical Space Changes** -
  - Water Fountains - Water fountains will be left on but students will be encouraged to utilize a water bottle to remain hydrated. Touchless bottle fillers are located throughout the school building.
  - Restrooms - Staff will work to stagger restroom breaks for students so as to limit the number of occupants at any given time.
  - Hand Washing/sanitizing - Students and staff will implement hand washing procedures within the classroom setting. All individuals are expected to wash their hands regularly.
- **Building Cleaning/Sanitation Procedures** - Effective immediately, the school district's custodial department will implement additional sanitization procedures to ensure the building is ready for students each day. All chemicals used will support sanitizing of surfaces. These chemicals will be those normally used in the school setting. Extra attention will be given to shared spaces, door handles, etc.

## Other activities

- Facility rentals: All individuals or groups who wish to rent a district facility are required to prepare and submit for review a COVID-19 Preparedness Plan, following the specifications provided by the State of Minnesota for the type of event being held. Approval for rentals will depend on several factors, including the amount of additional labor required of school district staff to prepare the site under COVID-19 requirements for district use again, following a rental event.
- Youth sports activities are required to follow MDH and MSHSL guidelines on COVID-19 preparedness in youth sports.

## Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings and participate in meetings online when feasible.

# Hybrid Learning Plan

## General Description

During a Hybrid Learning Plan Canby Public Schools will limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. 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 critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Hybrid Learning may also be implemented if Canby Public Schools experiences a cluster of cases within a classroom or the school.

## Safety

- The district and each building has a designated COVID-19 program coordinator. These will be listed on the District website.
- Each building will have updated crisis plans (fire, lockdown, tornado drills, etc.) which follows fire marshall and CDC guidelines.
- Each school will allow additional hand-washing time for students.
- Each school will provide students lessons regarding hand washing hygiene, proper mask wearing, and other preventative measures.
- The District will continue to follow the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) and CDC guidelines for air quality.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return in-person or hybrid learning.
- Governor Walz has currently implemented a mask mandate and this mandate will be followed while in the school building by all staff, students, and visitors. The District will review this requirement once the mandate is removed by the Governor.
  - Exceptions to mask use will be determined on an individual basis, based on medical, developmental, or behavioral health needs. Documentation may be required.
  - Breakfast/Lunch - masks may be removed for eating and drinking once students are seated.
  - Indoor/Outdoor Physical Education - the teachers will determine when a student may or may not remove his/her mask during physical education.

## Cleaning

- There will be frequent cleaning of high-touch areas (such as desks, door handles, water fountains, computer keyboards, cafeteria tables, locker door handles, handle rails, etc.)
- We will increase the frequency of restroom cleaning.
- Buses and vans will be cleaned more frequently.
- The district will follow guidance from the CDC, MDH and EPA regarding safe and effective chemicals.
- Returned library books and lost and found items will be isolated in area not accessible to students for a quarantine period.

## Instructional Delivery Considerations

- During the In-Person Learning Plan, in class teaching and learning will take place.
- Hybrid and Distance learning options will be available on a case by case basis for students requiring alternative school schedules.
- Assigned Seating in All Classrooms

## Food Service Considerations

- Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building.
- Students will eat lunch in the cafeteria and other areas but will be spaced apart as much as possible.
- Additional lunch times and seating may be added to create more space.
- Seating and lunch lines will follow social distancing guidelines.
- Tables and chairs will be cleaned in between each use.
- Self serve items will be minimized.
- We will continue to work with families on documented special dietary needs.
- Meals will be fee-based unless students qualify for free meals. If the USDA waives this requirement, as it did in spring/summer, we will adjust our process.

## Transportation Considerations

- Students will be spaced 6 feet apart on the school buses and in school vehicles. Family members will sit as a group on buses.
- Students and parents should contact the school district's transportation department to arrange for transportation prior to the school year beginning.
- Please contact Transportation Supervisor, Steve Schanning at (507)223-2004.

## Arrival and Departure

- Students and staff will use the MDH screening tool at home prior to arrival. Individuals with symptoms or exposure should stay home from school and contact their health care provider.
- Buildings will identify specific entrance and exit procedures to encourage social distancing.
- Signage will identify traffic flow and social distancing requirements.

## Screening and Exclusion

- We will follow Minnesota Department of Health exclusion guidance.
- Students and employees must complete a self-screening questionnaire each day prior to reporting to school. The screening checklist will also be posted at all building entry points, and on CPS transportation.

## Classrooms

- Wherever possible, students will avoid sharing learning materials.
- Band students will maintain a distance of 8 feet while playing instruments.
- Choir students will maintain a distance of 12 feet apart while singing.
- Classes will avoid mixing with other student groups when feasible.
- Students Will be Social Distanced in the Classroom. If the room is not large enough to accommodate this spacing the classroom may be assigned to a larger location where social distancing can take place and meet the 50% occupancy guideline as determined by MDH and MDE.

## Shared Items

- Shared items such as PE equipment, library books, and other learning materials will be sanitized in between use or quarantined for 24-72 hours depending on the equipment.
- Hand washing will be required before and after use of shared equipment.
- Where possible, lockers will not be shared among students.

## Hallways and Passing Time

- There will be staggered dismissals from classrooms, cafeterias, etc.
- Restrooms - number of students utilizing restrooms at once will be limited.
- Building staff will discourage congregating at lockers and during passing time.

## School Age Childcare

- Childcare for school aged children will be provided to the families identified below when the school is not having in-person learning.
- In this scenario school-based Childcare will be offered to Tier 1 critical workers.
  - 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
  - School child care and school-age care providers
- To receive child care the student must be school age.
- Programming will follow CDC guidelines.
- Fees: Fees will not be charged to Tier 1 critical workers. Fees can be charged for children beyond Tier 1 workers or for any care provided beyond the typical school hours.
- The school district will be providing child care for elementary aged students of essential workers (as defined by MDE) and school staff.
- **Time:** 8:00-4:00 daily during regularly scheduled school days.
- **Location:** The Childcare program will operate in the Canby Elementary School. Depending on the number of participants the district may separate by age groups.
- **Meals:** The childcare program will provide breakfast and lunch. Cost for the meals is to be determined.
- **Programming:** The program will include - child supervision, learning activities, rest time (if needed), educational play. Students will be able to complete their school work while in the childcare program.
- **Monitoring Children's Health** - In an effort to protect both children and staff using our Childcare Program, Canby Public Schools is asking parents/guardians to check their children's temperature prior to dropping them off for child care every morning. If your child has even mild symptoms of fever, cough, shortness of breath or other respiratory symptoms, they need to be kept home. Please contact the office if your child has these symptoms and is kept home. School district staff will take temperatures of every student as they are dropped off in the morning and in the middle of the day. If a child is found to have a fever, parents/guardians will be contacted immediately and will be expected to pick up their children as soon as possible. Students will be immediately separated from other students while awaiting pick up.

## Learning

- Learning will be in-person following the school district calendar.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return in-person or hybrid learning.
- Field trips will not occur until further notice.
- The district will develop a plan for offering instruction in special areas, such as art, music, media, physical education, and elective courses.

## Attendance

- We will be taking daily student attendance.
- Families will be notified via MDH or their County Health of a confirmed case in close contact with their child.

## Personal Items

- Students should bring personal water bottles to refill, in order to avoid drinking from a fountain.
- Students will not be allowed to share food or drinks.
- Birthday and other treats to shared are not allowed at this time.
- Students are discouraged from bringing extra personal items to school.

## Technology

- Families will be asked to complete a “needs assessment” to discover their device and connectivity needs.
- Communication to families will be delivered through the JMC and Thrillshare system (email, phone, text messaging).
- Devices including keyboards, printers, and other high touch surfaces will be cleaned in between users.

## Mental Health and Emotional Wellness

- Counselors, social workers, and other mental health providers will provide support to address students’ mental and emotional wellness.

## Social Emotional Learning and Relationships

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization and mindset.

## Activities/Athletics

- Activities and extracurricular programming will continue to follow the COVID-19 Sports Guidance for Youth and Adults.

## Infrastructure Considerations

- **Heating Venting and Air Conditioning (HVAC)** - The district will alter as many settings as possible to promote the intake and circulation of fresh air in the school building.
- **Physical Space Changes** -
  - Water Fountains - Water fountains will be left on but students will be encouraged to utilize a water bottle to remain hydrated. Touchless bottle fillers are located throughout the school building.
  - Restrooms - Staff will work to stagger restroom breaks for students so as to limit the number of occupants at any given time.
  - Hand Washing/sanitizing - Students and staff will implement hand washing procedures within the classroom setting. All individuals are expected to wash their hands regularly.
- **Building Cleaning/Sanitization Procedures** - Effective immediately, the school district's custodial department will implement additional sanitization procedures to ensure the building is ready for students each day. All chemicals used will support sanitizing of surfaces. These chemicals will be those normally used in the school setting. Extra attention will be given to shared spaces, door handles, etc.

## Other activities

- Facility rentals: All individuals or groups who wish to rent a district facility are required to prepare and submit for review a COVID-19 Preparedness Plan, following the specifications provided by the State of Minnesota for the type of event being held. Approval for rentals will depend on several factors, including the amount of additional

labor required of school district staff to prepare the site under COVID-19 requirements for district use again, following a rental event.

- Youth sports activities are required to follow MDH and MSHSL guidelines on COVID-19 preparedness in youth sports.

## Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings and participate in meetings online when feasible.

# Distance Learning Plan

## General Description

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning.

In distance learning students have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning.

## Safety

- The district and each building has a designated COVID-19 program coordinator. These will be listed on the District website.
- Each building will have updated crisis plans (fire, lockdown, tornado drills, etc.) which follows fire marshall and CDC guidelines.
- The District will continue to follow the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) and CDC guidelines for air quality.
- Governor Walz has currently implemented a mask mandate and this mandate will be followed while in the school building by all staff, students, and visitors. The District will review this requirement once the mandate is removed by the Governor.

## Cleaning

- There will be frequent cleaning of high-touch areas (such as desks, door handles, water fountains, computer keyboards, cafeteria tables, locker door handles, handle rails, etc.)

- We will increase the frequency of restroom cleaning.
- The district will follow guidance from the CDC, MDH and EPA regarding safe and effective chemicals.
- Returned library books and lost and found items will be isolated in areas not accessible to students for a quarantine period.

## Learning

- Teachers will provide daily asynchronous instruction at least once per day.
- The lessons may include a possible mix of live learning and recorded lessons.
  - The elementary school will include: Language Arts, Mathematics, Social Studies, Science and special areas.
- Student support will be provided through the work of paraprofessionals and others.
- Teachers will post weekly schedules on Friday or Monday of each week in Google Classroom or another delivery platform.
- Staff will focus on building positive relationships with students and families.
- The student handbook applies to all students during distance learning and in-person learning, on transportation, and during other District activities.
- The District will develop grading guidelines, to be shared prior to the start of the school year.
- Field trips will not occur until further notice.
  
- The school district encourages parents, if possible, to develop a daily schedule for students to complete their Home Learning Plans. Below is a **sample** of a daily schedule for elementary aged students:

*8:00-9:00am - Get Dressed and Eat Breakfast*

*9:00-9:15am - Physical Education*

*9:15-10:15am - Homework time (complete assignments sent home by teachers)*

*10:15-10:30am - Snack Time*

*10:30-11:30am - Creative Time (Art Project, Coloring/Drawing, Crafts, Educational Apps, etc)*

*11:30-12:00pm - Lunch*

*12:00-1:00pm - Screen Time (Educational TV Show or Movie)*

*1:00-2:00pm - Physical Education/Outdoor time*

*2:00-3:15pm - Finish Homework / Family Chores*

*Before Bedtime - Read to Children!*

## For Students...

- During distance learning days, you may be invited to join a live session with your teacher using Google Meet, or Zoom. All online interaction is an extension of the physical classroom, and expectations of your behavior online is the same as what we would

expect in the classroom. If at home, all video connections must be placed from a "common" area of your home.

- When joining a session, after you join the meeting, you should have your microphone muted. If you would like to speak, we ask that you use the built in chat messaging to request to unmute. This will assist your teacher in facilitating the session, and give you and your fellow students the best learning experience possible. Also, if you would prefer to join only by audio, you can place tape on your Webcam, or choose not to activate your camera when you join the meeting. You may also join via telephone if you do not have adequate Internet access.

### **For Parents...**

- During our extended distance learning days, your child's teacher may offer "live" Webinar sessions using Google Meet, or Zoom. This will be a chance for your child to connect with the teacher, ask questions and see classmates. We see this as a valuable tool to allow your child and teacher the ability to maintain their relationship and enhance learning.
- The sessions may be recorded by the teacher and posted to Google Classroom or another format, so that if a student in the class is unable to attend the session, they could view it at a later time.
- If you do not want your child's image to be displayed during these sessions, your child can either place tape on their Webcam, turn off the Webcam when joining the session or join using the provided phone number. Please have students connect from a "common" area of your home and not a private space such as a bedroom.

### **Special Education and Section 504:**

- In the event of extended school closures, the school district remains responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or those with disabilities who qualify for a 504 Plan. Districts must plan how they will continue to meet the requirements of Part B (3- 21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C, and Section 504 of the Rehabilitation Act of 1973.

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

- Students with disabilities who receive special education services through an Individualized Education Program (IEP) or Individualized Family Services Plan (IFSP) will continue to receive special education services and support during distance learning.

- The goal is to maintain as many of the IEP/IFSP services as possible, however not all current parts of an IEP/IFSP may be relevant or possible during distance learning.
- Case managers will reach out to parents to discuss how each child's special education services will be provided during distance learning.
- Each student with an IEP/IFSP will have an Individualized Distance Learning Plan (IDL) based on their current IEP/IFSP. The IDL will be developed by members of the IEP/IFSP team, including the parent, and will outline the services and supports each student will receive through distance learning.
- In addition to developing IDLs, the district will be implementing several procedures to ensure it is meeting due process obligations, including upholding timelines and holding IEP/IFSP team meetings.
- As a general principle, during this unprecedented national emergency, school districts are encouraged to work with parents to reach mutually agreeable extensions of time, as appropriate.

**Throughout the course of any distance learning period, the district will meet due process obligations as follows:**

- IEP meetings will be held, though timelines may be impacted by complete school closures
- IEP meetings will not be conducted in person at school buildings, but instead will be held virtually via any of the following methods:
- Phone conference
- Video conference - Google Meet or Zoom
- Initial evaluations and reevaluations will be conducted. However, for activities that are not reasonable to carry out if students are not physically at school (i.e., standardized face-to-face assessments), those activities could be delayed until building-based instruction resumes.

**Students Receiving Services and Supports through 504 Plans**

- Students with physical or mental impairments who receive services and support through a Section 504 Plan will continue to receive those services and supports during distance learning. The goal is to maintain as much of the 504 Plan as possible, however not all current parts of a 504 Plan may be relevant or possible to implement during distance learning. 504 case managers will be reaching out to parents to discuss how each child's 504 Plan will be implemented during distance learning, including the consideration for any needed changes.
- If it is determined that changes to the 504 Plan are necessary for distance learning, those changes will be incorporated into the plan, sent home to parents and communicated with each child's teacher(s).
- 504 evaluations and planning meetings will continue to occur during any distance learning period, however, meetings will not occur in-person in any school building. Instead, one of the following virtual methods will be used:
- Phone conference
- Video conference - Google Meet or Zoom

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and supports through special education (IEPs) or section 504 (504 Plans) should contact the principal or their child's special education teacher.

Ryan Arndt, Elementary Principal  
[Ryan.Arndt@canbylancers.org](mailto:Ryan.Arndt@canbylancers.org)  
507-223-2003

Robert Slaba, High School Principal  
[Robert.Slaba@canbylancers.org](mailto:Robert.Slaba@canbylancers.org)  
507-223-2002

### **Food Service Considerations**

- Grab and Go meals will be provided on distance learning days.
- We will continue to work with families on documented special dietary needs.
- Meals will be fee-based unless students qualify for free meals. If the USDA waives this requirement, as it did in spring, we will adjust our process.

### **Transportation Considerations**

- There will not be any transportation of students during the distance learning scenario.

### **School Age Childcare**

- Childcare for school aged children will be provided to the families identified below when students are not attending in-person learning.
- In this scenario school-based Childcare will be offered to Tier 1 critical workers.
  - 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
  - School child care and school-age care providers
- To receive child care the student must be school age.
- Programming will follow CDC guidelines.
- Fees: Fees will not be charged to Tier 1 critical workers. Fees can be charged for children beyond Tier 1 workers or for any care provided beyond the typical school hours.

- The school district will be providing child care for elementary aged students of essential workers (as defined by MDE) and school staff.
- **Time:** 8:00-4:00 daily during regularly scheduled school days.
- **Location:** The Childcare program will operate in the Canby Elementary School. Depending on the number of participants the district may separate by age groups.
- **Meals:** The childcare program will provide breakfast and lunch. Cost for the meals is to be determined.
- **Programming:** The program will include - child supervision, learning activities, rest time (if needed), educational play. Students will be able to complete their school work while in the childcare program.
- **Monitoring Children's Health** - In an effort to protect both children and staff using our Childcare Program, Canby Public Schools is asking parents/guardians to check their children's temperature prior to dropping them off for child care every morning. If your child has even mild symptoms of fever, cough, shortness of breath or other respiratory symptoms, they need to be kept home. Please contact the office if your child has these symptoms and is kept home. School district staff will take temperatures of every student as they are dropped off in the morning and in the middle of the day. If a child is found to have a fever, parents/guardians will be contacted immediately and will be expected to pick up their children as soon as possible. Students will be immediately separated from other students while awaiting pick up.

## Attendance

- We will be taking daily student attendance.

## Technology

- Families will be asked to complete a "needs assessment" to discover their device and connectivity needs.
- Schools will send home devices with students who need a device when notified it will need to transition to distance learning. These devices will need to be returned when in -person learning resumes.
- Communication to families will be delivered through the JMC and Thrillshare system (email, phone, text messaging).
- Devices including keyboards, printers, and other high touch surfaces will be cleaned in between users.

## Nurses

- Health Office Nurses will provide for student health needs virtually.

## Mental Health and Emotional Wellness

- Counselors, social workers, and other mental health providers will provide support to address students' mental and emotional wellness.

## Social Emotional Learning and Relationships

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization and mindset.

## Activities/Athletics

- Activities and extracurricular programming will continue to follow the COVID-19 Sports Guidance for Youth and Adults.

## Other activities

- Facility rentals: All individuals or groups who wish to rent a district facility are required to prepare and submit for review a COVID-19 Preparedness Plan, following the specifications provided by the State of Minnesota for the type of event being held. Approval for rentals will depend on several factors, including the amount of additional labor required of school district staff to prepare the site under COVID-19 requirements for district use again, following a rental event.
- Youth sports activities are required to follow MDH and MSHSL guidelines on COVID-19 preparedness in youth sports.

## Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings and participate in meetings online when feasible.

## Equity

Minnesota defines educational equity as the condition of justness, fairness and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potential. Equity is a priority to reach all children, especially children of color, indigenous children, immigrant children, low-income families and communities, and people who have disabilities must continue to be prioritized. Further, access to mental health services and support, hands-on student education and support, broadband and devices, and consistent instructional expectations continue to be concerns for many students. The educators of East Central Schools stand ready to meet this need. Safely providing opportunities for in-school learning and other activities will provide engagement, support, and access for our students, families and communities.

**Broadband Access:** A challenging issue with any form of distance learning is the lack of access to quality broadband internet in rural Southwest, MN. It isn't enough to simply have internet access at home. Quality upload and download speeds are necessary to conduct distance learning appropriately. In response to this ongoing issue Canby Public Schools will be working to establish alternative procedures for students to access learning online. Additional wireless access points will be installed in the school parking lots to allow students to "drive-in" to download and upload school work. A limited number of "Hotspots" are available for families that have cellular service but no access to broadband. In the Hybrid model, school staff will support students to download the necessary learning opportunities required of students for their distance learning days.

Videos are only a part of our school's distance learning plan and will generally be used for check-ins, questions and brief, recorded lessons. Synchronous (real-time) video can be difficult for some families given issues of access and other family circumstances. Students unable to join synchronous sessions may also join via telephone if internet access is a problem. Students without internet access, when no electronic solution can be found, will be provided paper copies of instructional materials. These materials will be delivered to students via the bus routes or picked up at school.

## Resources

The following resources were used in the creation of this plan.

[Minnesota Department of Health](#)  
[Center for Disease Control](#)  
[Minnesota Department of Education](#)

