



# **Lakeview Public Schools**

## **Reopening Plan**

**Fall 2020**

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Dear Parents/Guardians,

I would like to thank you for your patience, support, cooperation, and understanding the past few months as the Lakeview School District implemented Distance Learning and planned for various fall scenarios based on the State of Minnesota guidance for schools. The daily lives of our students, staff, communities, and parents have been greatly altered due to COVID-19. Lakeview staff have been working extremely hard to ensure our students will continue to be supported emotionally, educationally, and nutritionally.

Lakeview teachers and staff have learned new ways to communicate remotely with students and adjusted their classrooms and workspaces due to COVID-19. We know based on feedback from surveys that it is extremely important to get our students back in the building for the highest quality of education possible. We are also aware that COVID-19 guidelines and restrictions present challenges for various scenarios of operation. We know it is possible that we may be in different scenarios of learning during the 2020-21 school year.

In our Fall 2020 Reopening Plan, you will find specific information and guidelines related to helping navigate this new journey. We know that adjustments and accommodations to this plan will need to be made upon implementation, but know our staff is committed to providing the best experiences in the safest way possible. We are asking for your support in this Reopening implementation and know that we will learn much together through the duration of this process. Please do not hesitate to call or email the school should you have questions or need assistance with materials, technology, or other resources.

Sincerely,

Chris Fenske, Superintendent

[chrisfenske@lakeview2167.com](mailto:chrisfenske@lakeview2167.com)

(507) 423-5164 ext. 1305

# **GENERAL INFORMATION:**

## **Health Expectations and COVID-19 Screening Process**

Lakeview Public Schools are committed to providing a safe and healthy environment for everyone. Our protocol follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE) guidelines.

This protocol applies to all Lakeview Academic and Activity Programs, Community Education Programming, and outside organizations that will use the Lakeview facilities.

## **Communication with Students, Families, and Staff**

Lakeview Public Schools will utilize School Messenger, Email, Phone Calls, Social Media, and the Lakeview Public Schools website to keep families informed.

Teachers will also be using online platforms to communicate with parents and students.

## **Facilities Protocol**

- Adequate cleaning schedules will be created and implemented by facilities staff and school staff for all facilities, supplies, and equipment.
- Facilities staff will deep clean gymnasiums once a week.
- Facilities staff will use a floor scrubber at least two (2) times per week.
- HVAC Filters will be inspected and replaced according to filter guidelines.
- Restrooms will be cleaned and sanitized at least two (2) times per day.
- Teachers will ensure student desk surfaces are cleaned at the end of each school day.
- Hand sanitizer will be available in all classrooms and stations provided throughout the facility.
- Hand washing and/or hand sanitizing times will be built into daily student schedules.

## **Health Screening Protocol**

Before entering any Lakeview Public Schools facility, all Lakeview Public Schools coaches, teachers, staff, students, visitors, and program participants will be screened for signs/symptoms of COVID-19. All program participants will be screened prior to their workout, camp, class, or program. All screenings will include a temperature check.

- Lakeview School Staff will complete a COVID-19 screening checklist and self-administered temperature check daily prior to entering the Lakeview School Facility or Conducting Lakeview School District Business or Activities. (This will be recorded in the Health Office Google Document).
- Lakeview Students will have a temperature check each morning. Students who get dropped off via bus will be screened at the Elementary School/Community Education Entrance (South Door). Students arriving via self-transportation, drop off, or walking will be screened at the District Office/Secondary School Entrance (North Door).
- All Screening Staff must arrive at least 10 minutes prior to the start of student screening.
- Screening Staff will be provided with a cloth mask, face shield, disposable gloves, and a contactless forehead medical grade thermometer. Students will be asked to line up in a single file line at each station and maintain a distance of at least six (6) feet between one another.

- Students will be asked to sanitize their hands upon entry into the facility.
- Student screening will begin at 7:40 a.m. daily. Students who are children of staff members may enter the facility at the time of their parent(s). Staff will be responsible for screening their own children prior to 7:40 a.m.
- [Minnesota Department of Health](#) protocol will be followed for those testing positive, showing symptoms, or are a sibling or household member of someone who tested positive for COVID-19.

## Face Coverings

Starting Saturday, July 25, [Executive Order 20-81](#) went into effect mandating face coverings in all public buildings. All students (Grades K-12) and staff will wear a face covering throughout the day while in the building and in district vehicles. Students in grades K-8 may wear a face shield when a face covering is otherwise problematic. Staff may also wear a shield if it is better for the educational process. A student or staff member who has a medical condition preventing them from wearing a face covering must supply documentation from their care provider to the school district health office. A face shield will be supplied to those with medical conditions and the shield must be worn throughout the day while in the building and on district vehicles. Non-compliance will result in disciplinary action in accordance with employee and student discipline policies. Lakeview Schools will follow current recommendations from the MDH as they pertain to face coverings.

## Arrival and Dismissal Procedure

- All Buses will bring students to the elementary doors to go through the screening station. After students are screened they will either go to the commons for breakfast or to their classrooms.
- Parents drop off will occur at the district office doors to go through a screening process. After students are screened they will either go to the commons for breakfast or to their classrooms
- All students riding the bus will be dismissed through the elementary doors.
- Parent pick-up and students who drive themselves may exit through the district doors. Parents are asked to wait outside of the district office entrance for their children.
- We ask parents to follow social distance guidelines while waiting for their children at the end of the school day. Please exit the school parking immediately after picking up your child/children.
- NO students may stay after school unless they are in a school sponsored event. Students are not permitted to wait in the commons for sporting events to begin. They must leave after dismissal.

Dismissal times will be staggered.

Grades PK-2 will dismiss at 3:05

Grades 3-5 will dismiss at 3:10

Grades 6-12 will dismiss at 3:20

## Communication with Students, Families, and Staff

Lakeview Public Schools will utilize School Messenger, Email, Phone Calls, Social Media, and the Lakeview Public Schools website to keep families informed. Teachers will also be using online platforms to communicate with parents and students.

## **Special Considerations**

### ***Wednesday Early Outs***

Lakeview Public School will release at 2:15 every Wednesday during the 20-21 school year. This time will allow teachers time to work on distance learning and for extra sanitation of the classrooms.

### ***Music/Band/Theater***

- Music/Band practice is encouraged to be outside as much as possible. Students will wear face coverings until they exit the building and put them on before entering the building. Hand sanitizer will be available as they exit and enter the building.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 6 feet or greater of physical distance from others while participating in the activity to the extent possible, all students should be facing the same direction, and should replace their face covering as soon as the activity is completed.
- Lakeview Public Schools will be using the auditorium as much as possible to allow maximum social distancing.

### ***Physical Education***

- Physical Education classes are encouraged to be outside as much as possible. Students will wear face coverings until they exit the building and put them on before entering the building. Hand sanitizer will be available as they exit and enter the building.
- During indoor practices staff and students will be allowed to remove their face covering while engaged in physical activity.
- Students may change in the locker room, but may not shower. The locker room will be marked for social distancing.
- Equipment will be sanitized between groups.
- The Physical Education Department will be following the guidelines as written by MDE, MSHSL, and Youth Sports.

### ***Lab/Hands On Based Classes***

- These classes include: science classes, shop/agriculture classes, art classes, and family and consumer science classes.
- During lab or hands on work time when students must collaborate, students will be required to wear a mask and a shield if the work time exceeds 15 minutes.
- OSHA guidelines will also be followed for lab safety.

### ***Working in Small Groups***

Students will be allowed to work in small groups as long as they are masked. Students will be encouraged to work side by side vs. facing each other. Plexiglass dividers/face shields in addition to masks will be utilized if cooperative learning will go beyond 15 minutes or if students need to be face to face.

## Support Services

### ***Special Education:***

Special education services and support are included in Lakeview's Reopening Plan. Each special education teacher will work with their families to make sure the service time follows the safety guidelines for in person learning or hybrid learning. For families who enroll in Choice Distance Learning or if the district goes into distance learning, teachers will create Individual Distance Learning Plans. When students return to the school building, special education services will return to their original Individualized Education Plan.

Special education assessments will be completed based on instruction given by the Minnesota Department of Education and will be completed upon the approval of MDE.

For specific questions about your student's special education services, please contact your specific case manager.

Questions on special education or services can be directed to:

Wendy Best (Grades 11-12), [wendybest@lakeview2167.com](mailto:wendybest@lakeview2167.com) (507) 423-5164 x 1255

Linda Karjala (Grades 9-10), [lindakarjala@lakeview2167.com](mailto:lindakarjala@lakeview2167.com) (507) 423-5164 x 1215

Allan Vogel (Grades 7-8), [allanvogel@lakeview2167.com](mailto:allanvogel@lakeview2167.com) (507) 423-5164 x 1200

Sarah Wahlstrom (Grades 1-6) [sarahwahlstrom@lakeview2167.com](mailto:sarahwahlstrom@lakeview2167.com) (507) 423-5164 x 1208

Danielle Benson (Grades K-6) [daniellebenson@lakeview2167.com](mailto:daniellebenson@lakeview2167.com) (507) 423-5164 x 1109

Emily Enger (Grades 1-6) [emilyenger@lakeview2167.com](mailto:emilyenger@lakeview2167.com) (507) 423-5164 x 1129

Heather Rinke (Early Childhood) [heatherrinke@lakeview2167.com](mailto:heatherrinke@lakeview2167.com) (507) 423-5164 x 1106

### ***English Language Learners (ELL Programming)***

EL students get core instruction from classroom and content teachers. For EL students who are in school for In-Person or Hybrid learning the ELL teacher will follow all safety guidelines for in-person education. If a family enrolls in Choice Distance Learning or if Lakeview Schools moves to distance learning model, The EL teacher will hold virtual Zoom meetings at least twice a week with all students to provide oral language development. Support is available to assist teachers in creating accessible distance-learning activities for ELL's.

#### **K-6 English Language Learners**

The four domains of language will be represented within the activities assigned to students for independent work.

- Listening: Students will listen to e-books on RazKids, Unite for Literacy, PebbleGo, and other platforms. They will listen to videos on BrainPop, YouTube, and other platforms.
- Reading: Students will read books on RazKids, PebbleGo, and other platforms.
- Speaking: Students can record their ideas on Flipgrid, talk with the EL teacher on the phone, present to their family members, etc.
- Writing: Students can type in a Google doc, Writing Legends, and other platforms. They read their writing aloud to the EL teacher or a family member, etc.
- Digital platforms will emphasize oral language development.

#### **7-12 English Language Learners**

All EL students will have Zoom meetings for each EL Class they are in.

- The four domains of language will be represented within the activities assigned to students for independent work.
- Listening: Students will listen to e-books on RazKids, Unite for Literacy, PebbleGo, and other platforms. They will listen to videos on BrainPop, YouTube, and other platforms.
- Reading: Students can read books and articles on NewsELA, Razkids, PebbleGo, and other platforms.
- Speaking: Students can record their ideas on Flipgrid, talk with the EL teacher on the phone, present to their family members, etc.
- Writing: Students can type in a Google doc, Writing Legends, and other platforms. They will post it on Schoology.

### ***Counseling/Mental Health***

School counseling and mental health services will be available to all students during Hybrid and In-Person Learning. Staff will follow the most current safety guidelines. School counseling and mental health services are available to students as part of Lakeview's Distance Learning Plan. Staff is available to help with social, emotional, mental health and academic needs during this time.

Pre-K - 6th grade - Students and parents can contact Sally Gniffke [sallygniffke@lakeview2167.com](mailto:sallygniffke@lakeview2167.com) 507-423-5164 ext. 1151. If unable to reach Sally, please leave a message with Desiree Caron, Elementary Secretary at [desireecaron@lakeview2167.com](mailto:desireecaron@lakeview2167.com) 507-423-5164 ext. 1150.

7th - 12th grade - Students and parents can contact Shelley Buntjer, School Counselor [Shelleybuntjer@lakeview2167.com](mailto:Shelleybuntjer@lakeview2167.com) 507-423-5164 ext. 1306

If unable to reach Shelley, please leave a message with Kathy Devereaux, Secondary Secretary at [kathydevereaux@lakeview2167.com](mailto:kathydevereaux@lakeview2167.com) 507-423-5164 ext. 1301.

School linked mental health services through Western Mental Health will continue with students through in-home and telehealth options. If you are currently receiving these services, contact Scena Dethlefs at [Sdethlefs@wmhcinc.org](mailto:Sdethlefs@wmhcinc.org) or 507-423-5164 ext. 1327. If unable to reach Scena, questions can be directed to Western Mental health Center. 1-800-658-2429

### **24 Hour Mental health Crisis information:**

1. Western Mental Health Mobile Crisis 1-800-658-2429
2. Crisis Text Line 741741
3. National Suicide Hotline 1-800-273-8255

## **Interventions/REACH**

The Lakeview in-person learning plan (scenario 1) and hybrid learning plan (scenario 2) include elementary math and reading interventions and secondary Check and Connect Intervention and REACH support.

- K-6 Students- Elementary intervention teachers will meet with students who will benefit from additional reading and math support in the intervention teacher's resource room. Cleaning and safety protocols will be followed.
- 7-12 Students-Mrs. Nan Laleman will meet with students who will benefit from the support of Check and Connect programming and REACH programming. Cleaning and safety protocols will be followed.

Lakeview distance learning (scenario 3) and students who distance learn by choice will be offered intervention support at regularly scheduled times.

- If a student does not participate in intervention services through distance learning, the support time may be given to someone else.
- SeeSaw and/or Zoom platforms will be used.

Resources: Please check the Interventions teacher staff web page for Elementary updates, activities, schedules, and additional information. To access the web page go to Lakeview School site>parents and students>staff pages>Interventions

Karen Hartke (elementary math and K-12 ELL)  
507-423-5164 X 1328 [karenkartke@lakeview2167.com](mailto:karenkartke@lakeview2167.com)

Christine Fenske (elementary reading)  
507-423-5164 X 2126 [christinefenske@lakeview2167.com](mailto:christinefenske@lakeview2167.com)

Peggy Peterson (elementary reading)  
507-423-5164 X 1126 [peggypeterson@lakeview2167.com](mailto:peggypeterson@lakeview2167.com)

Nan Laleman (support in secondary grades)  
507-423-5164 X 1212 [nanlaleman@lakeview2167.com](mailto:nanlaleman@lakeview2167.com)

Susanne Lee (elementary reading and math, support in secondary)  
507-423-5164 X 1332 [susannelee@lakeview2167.com](mailto:susannelee@lakeview2167.com)

## **Choice Distance Learning**

All families are allowed the option of Distance Learning for the 2020-2021 School Year. If a family chooses to distance learn they will have to fill out the Lakeview Distance Learning Request Form.

Scenario 2 or 3) at mid quarter or the beginning of a new quarter. The only exception to this would be students who are required to quarantine due to COVID-19 exposure or diagnosis.

Students in Distance Learning will adhere to the [Lakeview Public Schools Handbooks and Policies](#).

## **Activities and Athletics**

Lakeview Extra-Curricular Activities will operate under the guidance from the Minnesota Department of Education, Minnesota Department of Health, and the Minnesota State High School League. Please contact Kayla Fromm with any questions.

# **IN-PERSON LEARNING (Scenario 1)**

In-Person refers to all students back in the school building and a school trying to socially distance students as much as possible.

Classrooms will not be moved to accommodate larger class sizes, but all desks will face one direction. Plexiglass, masks and shields may be used during the day to protect staff and students. While Executive Order 20-81 is in place all students and staff will be required to wear a face covering.

## **Recess**

- Students will wear face coverings when walking to recess and coming back into the building. Students will sanitize their hands on the way out and again when entering the building.
- There will be zones on the playground. One grade level will be assigned to each zone. Grade levels will not be allowed to mix.
- Support staff will be supervising students to make sure they are social distancing when possible.

## **Hallway Protocols**

- All students and staff will wear face coverings when in the hallways.
- All students and staff will adhere to the floor markings and signage as posted.
- Students and staff will not be allowed to congregate in the hallways.
- When possible students and staff should try to socially distance when in the hallways.
- Lockers will be used for storage of personal belongings only. Elementary school supplies and items will be stored in the classrooms. High School supplies and books will be carried in backpacks.

## **Transportation**

- Palmer Bus will be following the capacity limits set by MDE and MDH.
- Parents and Guardians are strongly encouraged to transport their children to and from school each day.
- Masks/Shields are required to be worn at all times while riding the school bus/vans.
- All buses will be sanitized after each route.
- All bus drivers must utilize proper Personal Protective Equipment while driving.
- Please contact [Palmer Bus Company](#) with any questions.

## **Technology**

- All students in grades 3-12 will be issued an iPad by Lakeview Public Schools.
- Grades K-2 will have iPads available for use during the school day.
- If a family chooses to distance learn during In-Person Learning, they will have access to a school issued device to complete the required course work. This would be available to all families in grades K-12.
- The technology staff will go over safe sanitizing of school devices.

## **Food Service Protocols**

- All food service workers and lunchroom supervisors will wear masks/shields during breakfast and lunch.
- Tables will be sanitized between each lunch session and after breakfast.
- Students will be required to wash their hands/use the hand sanitizing stations before picking up a tray.
- All breakfast/lunch seating will follow guidelines, and additional space will be available in the cafeteria.

- Lakeview Food Service will not allow self service of any kind. Ala Carte offerings will follow current MDH guidelines.
- If a family chooses to distance learn during the In-Person Learning, they will need to pick up meals at the Lakeview Schools at a designated time.

## Early Learning

During In-Person Learning, Lakeview Preschool will implement procedures for maintaining social distancing and cleanliness/hygiene, while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place and other materials will be laundered daily. If your family would prefer distance learning during this time, tuition would still apply. Teachers would send materials via email, such as videos and activities. Please contact Diana Foy if you are interested in Distance Learning.

## Distance Learning (Family Choice)

All families are allowed the option of Distance Learning for the 2020-2021 School Year. If a family chooses to distance learn they will have to fill out the Lakeview Distance Learning Request Form.

Families who are Distance Learning will only be permitted to change scenarios (to the Scenario 2 or 3) at mid quarter or the beginning of a new quarter. The only exception to this would be students who are required to quarantine due to COVID-19 exposure or diagnosis. Students in Distance Learning will adhere to the [Lakeview Public Schools Handbooks and Policies](#).

# HYBRID LEARNING (Scenario 2)

Hybrid Learning is defined by the Minnesota Department of Education as the school building running at 50% or less of facilities maximum capacity as determined by the State Fire Marshal. Lakeview Public Schools is able to adhere to this requirement and have all students back in building each day. During the Hybrid Learning all students will be 6 feet apart when in classrooms. Student desks will all face the same direction. Only classroom furniture and materials that can be easily sanitized will be allowed. Larger class sections will be moved to alternative classroom spaces to allow for 6 feet spacing and social distancing. Plexiglass dividers will also be used. Hybrid Learning will also follow the Executive Order 20-81.

## Recess

- Students will wear face coverings when walking to recess and coming back into the building. Students will sanitize their hands on the way out and again when entering the building.
- There will be marked zones on the playground. One grade level will be assigned to each zone. Grade levels will not be allowed to mix.
- Support staff will be supervising students to make sure they are social distancing when possible.

## Hallway Protocols

- All students and staff will wear face coverings when in the hallways.
- All students and staff will adhere to the floor markings and signage as posted.
- Students and staff will not be allowed to congregate in the hallways.
- When possible students and staff should try to socially distance when in the hallways.

- Lockers will be used for storage of personal belongings only. Elementary school supplies and items will be stored in the classrooms. High School supplies and books will be carried in backpacks.

## Transportation

- Palmer Bus will be following the capacity limits set by MDE and MDH.
- Parents and Guardians are strongly encouraged to transport their children to and from school each day.
- Masks/Shields are required to be worn at all times while riding the school bus/vans.
- All buses will be sanitized after each route.
- All bus drivers must utilize proper Personal Protective Equipment while driving.
- Please contact [Palmer Bus Company](#) with any questions.

## Technology

- All students in grades 3-12 will be issued an iPad by Lakeview Public Schools.
- Grades K-2 will have iPads available for use during the school day.
- If a family chooses to distance learn during Hybrid Learning, they will have access to a school issued device to complete the required course work. This would be available to all families in grades K-12.
- The technology staff will go over safe sanitizing of school devices.

## Food Service Protocols

- All Food Service Workers and Lunchroom Supervisors will wear masks/shields during breakfast and lunch.
- Tables will be sanitized between each lunch session and after breakfast.
- Students will be required to wash their hands/use the hand sanitizing stations before picking up a tray.
- All breakfast/lunch seating will be 6 feet apart and additional space will be available in the cafeteria.
- Lakeview Food Service will not allow self service of any kind. Ala Carte offerings will follow current MDH guidelines.
- If a family chooses to distance learn during the Hybrid Learning Plan, they will need to pick up meals at the Lakeview Schools at a designated time.

## Parents/Visitors to the Building

- Visitors will only be allowed in the building with an appointment. All visitors will have to complete a health screening before they are allowed to enter the building.
- Parents wishing to escort their children to school may escort them to a screening station but will not be allowed to go through into the building.
- Visiting classrooms for parties or lunch will not be permitted. If you need to bring something to the school you will need to drop it off at the office and will not be permitted in the building.
- When picking up your child after school please wait outside of the district office.

## Early Learning

During Hybrid Learning, Lakeview Preschool will implement procedures for maintaining social distancing and cleanliness/hygiene, while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place and other materials will be laundered daily. If your family would prefer distance learning during this time, tuition would still apply.

Teachers would send materials via email, such as videos and activities. Please contact Diana Foy if you are interested in Distance Learning.

## Choice Distance Learning

All families are allowed the option of Distance Learning for the 2020-2021 School Year. If a family chooses to distance learn they will have to fill out the Lakeview Distance Learning Request Form.

Families who are Distance Learning will only be permitted to change scenarios (to the Scenario 2 or 3) at mid quarter or the beginning of a new quarter. The only exception to this would be students who are required to quarantine due to COVID-19 exposure or diagnosis. Students in Distance Learning will adhere to the [Lakeview Public Schools Handbooks and Policies](#).

# **DISTANCE LEARNING (Scenario 3)**

The Minnesota Department of Education Defines Distance Learning as:

*Distance Learning Distance Learning defined: Students engaging in distance learning 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. It is critical to provide this learning in a format that can be equitably accessed by all students.*

*Minnesota Department of Education Guidance on Distance Learning MDE expects that students who participate in distance learning have full access to appropriate educational materials. We've developed resources for distance learning planning in various academic content areas. Districts and charters must maintain educational continuity for schools and programs. As a district or charter, you must ensure equity in your plans. School districts and charters must ensure equal access to ALL students. (Information from MDE School Closure Guidance <https://education.mn.gov/MDE/dse/health/covid19/>)*

Distance Learning will run through multiple online platforms including but not limited to Schoology, SeeSaw, Youtube, and Zoom Video Conferencing. Students may access the technology-based learning options through their school-issued iPads.

Lakeview Public Schools has made devices available to every family in our district, and every student in grades 2-12 will bring their device home for learning. If a family does not have internet access at home, school staff will work with families to give them internet options. If they are still unable to access the internet, teachers will put together a paper version of the learning and lessons.

## Food Service Protocols

Food Service will provide students both breakfast and lunch meals. A meal pick up site will be determined for families to pick up their meals. Individuals arriving at sites are asked to remain six feet apart from each other. Pick up time is projected to be from 11:00 am – noon. For additional information, please go to our district website or call 507-423-5164.

## Child Care for Essential Workers

Childcare for Lakeview students 12 years and younger is available to the parents/guardians who are emergency and essential workers. More information can be found on our district website.

## Schedules

### Staff Schedule

All Lakeview Staff will report to the Lakeview School Building during their contracted hours during Distance Learning.

### Elementary Information (Kindergarten- 6th Grade)

For students in grades Kindergarten - 6th Grade teachers were given the following expectations when planning for distant learning:

- Daily Interaction- Teachers must teach and interact live daily with their class. It is the expectation that there are 2 live lessons per day. Every subject must be taught live at least one time during the week. These must be in addition to daily scheduled office hours for question and answer sessions. Survey information shows that parents/students benefited and felt more connected with their teacher when they had live lessons and interactions.
- Students need to work on all subjects daily. (If they have Language arts, Math, Science/Social daily, they must have the same in distance learning.)
- Lessons must be focused on meeting the Essential Learning Outcomes and Grade Level Standards. Rigor must reflect the same high standard as if students were in school.
- Feedback on assignments and work must be completed in a timely manner. Students should redo work that is not consistent with their abilities.
- Communication with families and students. Parents must know when to expect students to be live, where other lesson materials can be found, how school work should be completed and returned. Teachers should make sure parents know the best way to get a hold of them.
- Grades K-3 SeeSaw will be the main platform for students. Grades 4-6 will use Schoology at their main platform. Live sessions will be run through Zoom and recorded lessons and materials may use YouTube as well.
- Grades 2-6 will all have a school-issued iPad to bring home. For students in grades K-1, they may bring an iPad home if they do not have access to a compatible device such as a tablet or computer. Completing school work on a smartphone is discouraged.
- Paper copies will only be sent home if a student's IEP or 504 requires them to complete work on paper. We will also send paper copies if a student doesn't have internet access.

Based on these parameters each grade level created their own schedules. Teachers will email parents/students their schedules and information to their classes. All the information will also be available on the teacher's websites by going to [www.lakeview2167.com](http://www.lakeview2167.com).

## Jr. High/High School Schedules (7th-12th Grade)

The Jr. High and High School Scheduled is structured to give students time to watch live/recorded lessons twice per week and have daily check-ins for every grade.

### Lakeview Distance Learning 7-12th Grade Daily Schedule

#### Live Instruction / Zoom Days

**Period 1, 2, 3, 4 - Monday / Wednesday/every other Fri.  
Period 5, 7, 8, 9 - Tuesday / Thursday/every other Fri.  
other Fri.**

#### Work time / Schoology Days

**Period 1, 2, 3, 4 - Tuesday / Thursday/every other Fri.  
Period 5, 7, 8, 9, - Monday /Wednesday/every other Fri.**

**\*\*Students need to check emails and Schoology DAILY\*\***

TIME	STUDENTS Monday & Wednesday and every other Friday	STUDENTS Tuesday & Thursday and every other Friday	TEACHERS
7:45 am - 8:45 am	Staff available for communication	Staff available for communication	Office Hours - Available for feedback, grading and communication
8:45 am - 9:30 am	Period 1 - Live Instruction	Period 5 - Live Instruction	Teach live via Zoom / work day
9:45 am - 10:30 am	Period 2 - Live Instruction	Period 7 - Live Instruction	Teach live via Zoom / work day
10:30 am - 12:30 pm	Student work time, teachers available for communication. M,T,W,TH,F	Student work time, teachers available for communication. M,T,W,TH,F	Teachers Available for feedback, grading and communication
1:15 pm - 2:00 pm	Period 3 - Live Instruction	Period 8 - Live Instruction	Teach live via Zoom / work day
2:15 pm - 3:00 pm	Period 4 - Live Instruction	Period 9 - Live Instruction	Teach live via Zoom / work day
3:15 pm - 3:45 pm	Staff available for communication	Staff available for communication	Office Hours - Available for feedback, grading and communication

**Work Time** - Students engage in class materials, complete work often using Schoology, check emails, contact teachers for questions or support. Teachers will be available during the above times for questions and assistance. Specific instruction and deadlines will come from individual classroom teachers.

**Live Instruction Day** - Class interactions happen in real time often using Zoom technology and will count for student daily attendance.

**Fridays** - Live instruction will take place every Friday during distance learning. The Monday/Wednesday classes and Tuesday/Thursday classes will rotate live instruction on Friday every other week.

**Laker Band** - Will meet live Monday, period 4

**Laker Choir** - Will meet live Wednesday, period 4.

**Concert Band** - Will meet live Tuesday, period 5

**Concert Choir** - Will meet live Thursday, period 5

## Attendance

- For grades K-12 attendance will be recorded during **ALL** assigned live instruction. Failure to attend a live session will result in an unexcused absence.
- Parents are asked to let the school know by 8:00 a.m. if a student is ill and won't be able to log in live.
- Lakeview Public Schools Attendance Policies will be followed. See Elementary or Secondary Handbook for more information.

### Elementary Attendance

Attendance for students who are working with the on-line platforms attendance will be based on attendance of live sessions.

Students who are completing packets their attendance will be recorded based on packets being completed and returned. Packets will be delivered on Monday's and collected on Friday's.

Lakeview's attendance Policy will be followed as stated in the Elementary Handbook.

If you are ill at home please let Mrs. Caron know what your symptoms are so they can be reported to the Minnesota Dept. of Health and the school nurse.

### Jr. High/High School Attendance

Attendance is required in each live session, which are periods 1-4 on Monday/ Wednesday/ every other Friday and periods 5-9 Tuesday/Thursday and every other Friday. There will be no study halls, OJT and/or regular advisory during live periods. For example: If you have period 1 study hall- you would not be on a live ZOOM session during that time. Period 2, 3, 4 are your classes, therefore attendance would be taken live via ZOOM. All OJT hours still need to be completed and transmitted electronically.

- Teachers will record attendance for their live class periods via synergy hourly.
- All attendance will be in compliance with the Lakeview School policy in the student handbook.
- All attendance will run through Mrs. Kathy Devereaux
- If a student is not able to connect live- they/or parent must email and/or call

[KathyDevereaux@lakeview2167.com](mailto:KathyDevereaux@lakeview2167.com) - 507-423-5164 Ext. 1301

If you are ill at home please let Mrs. Devereaux know your symptoms so it can be reported to the Minnesota Dept. of Health and the school nurse.

## Schedules

**Grades K-6** Teachers will provide a schedule for when students must be logged into Zoom for instruction. Schedules will be set and shared with parents as well as posted on their class webpage.

**Grades 7-12** Students will follow the schedule that is

## Assessment and Grading

**Elementary Assessments:** All Elementary Students are required to take the STAR Reading, STAR Math, FAST BRIDGE, and Fontas and Pinnell Assessments. Classroom teachers also give one-to-one standards based assessments at the beginning of the school year. Families who choose to distance learn will have to schedule a time students can come to the school building and complete these assessments. They will work in a private room with only one staff member at a time in the room. The room will be sanitized before the student enters. Students and staff may wear protective equipment and there will be a plexiglass divider available. Assessments and grading will be consistent for all students if they are In-Person or Distance Learning.

## Early Learning

If K-12 is in the Distance Learning scenario, preschool will offer daily activities and interactions with the teachers for those families who desire to participate. Activities would be provided in the areas of language/literacy, cognitive development, music/movement, motor skills, science, and technology.

## CHOICE DISTANCE LEARNING NEEDS for STUDENTS & FAMILIES:

All families are allowed the option of Distance Learning for the 2020-2021 School Year. If a family chooses to distance learn they will have to fill out the Lakeview Distance Learning Request Form.

Families who are distance learning will only be permitted to change models (to the Phase 2 or 3 Model) at mid quarter or the beginning of a new quarter. The only exception to this would be students who are required to quarantine due to COVID19 Exposure or Diagnosis. Students in Distance Learning will adhere to the Lakeview Public Schools Handbooks and Policies.

### Schedules During Family Choice Distance Learning:

**Grades K-6** Teachers will provide a schedule for when students must be logged into Zoom for instruction. Instruction will take place during normal classroom instruction.

**Grades 7-12** Students will follow their course schedule as if they were attending in person. They will be expected to attend each class via Zoom. For classes that are hands on, for example Phy Ed. the teacher will assign work individually as needed. Students may have to change their schedule if the class they have enrolled in uses specialized equipment or it isn't possible to complete remotely. (Example: welding or shop classes)

### Attendance During Family Choice Distance Learning:

For grades K-12 attendance will be recorded during **ALL** assigned live instruction. Failure to attend a live session will result in an unexcused absence. Parents are asked to let the school know by 8:00 a.m. if a student is ill and won't be able to log in live. Lakeview Public Schools Attendance Policies will be followed. See [Elementary or Secondary Handbook](#) for more information.

## Assessment and Grading During Choice Distance Learning:

Elementary Assessments-All Elementary Students are required to take the STAR Reading, STAR Math, AIMSWeb, and Fontas and Pinnell Assessments. Classroom teachers also give 1 on 1 standards based assessments at the beginning of the school year. Families who choose to distance learn will have to schedule a time students to come to the school building and complete these assessments. They will work in a private room with only 1 staff member at a time in the room. The room will be sanitized before the student enters. Students and staff will wear protective equipment and there will be a plexiglass divider available.

Assessments and grading will be consistent for all students if they are in person or distance learning.

Assessments will be completed at the same time as their peers in school.

Assignments will be due at the same time as their in school peers. They will adhere to the late policy set by each teacher.

## **Early Learning**

If your family would prefer distance learning during this time, tuition would still apply. Teachers would send materials via email, such as videos and activities. Please contact Diana Foy if this is something you are considering.