

RETURN-TO-SCHOOL PLAN

SEPTEMBER, 2020



LUVERNE PUBLIC SCHOOLS
APPROVED AUGUST 5, 2020

Luverne Schools will engage students in lifelong learning to achieve their maximum potential in becoming productive citizens.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

The coronavirus pandemic has completely changed the way we all see the world. No longer are we able to go about business as usual without thinking about the millions of our fellow world citizens who have contracted this mysterious disease and the hundreds of thousands who have died from it. However, we know that we also have to see the world through the eyes of children who need us to keep them safe, teach them, and provide social and emotional support through this incredible time. In order to serve our children well, we must go back to school this fall.

In moving forward toward the 2020-2021 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 Luverne Public School District has convened a planning committee to develop an overall educational plan for the 2020-2021 school year. This team has been charged with assessing both short-term and long-term plans for the academics and operational support functions to manage the day-to-day priorities for the upcoming school year.

Learn, Live, Lead

SECTION 1: SCHEDULE AND STRUCTURE

Luverne Public Schools recognizes the impact of the COVID-19 worldwide outbreak and the effect it has on the education of its students. In response to the highly fluctuating nature of this situation, the district has constructed four learning models to implement based on federal and state guidelines. The development of these models 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. The following pages offer the outline of the different learning scenarios that we may use throughout the school year.

SCENARIO 1: IN-PERSON LEARNING

All students attend school each day. This scenario would be based on a low or manageable number of cases among our community and school over the past 14 days. This also includes a limited number of hospitalizations and mild symptoms among those individuals that are infected. Attempts to return to in-person learning are based on the fact that in-person learning is the most effective method for student learning and staff delivery.

1. Instruction will be provided on-site for all students every day. The daily schedule will run from 8:00 until 3:00. No students will be allowed in the building before 7:45.
2. Parents will be responsible for screening students for symptoms before students enter school. Individual teachers will also administer whole group screening reminders. Students with any symptoms will be immediately referred to the school nurse.
3. Hygiene and social distancing practices will be promoted and followed whenever possible.
4. Students will be required to wear face masks in school as noted in [executive order 20-41](#). Staff will be provided a variety of PPE to help mitigate spread of germs. Students that do not have a mask will be supplied with one.
5. Classroom structure and schedules will be adjusted to limit large group interaction. Students will be kept in cohort groups when possible to limit exposure.
6. Communal areas will be restricted.
7. Enhance cleaning protocols will be in place.
8. Protocols for reporting and communicating any positive cases of COVID-19 will be followed and contact tracing will take place as noted in this plan. Close contact will be defined as being within 6 feet for more than a 15 minute period of time without a mask.
9. Food service will be altered including the following changes:
 - a. Breakfast serving time will be limited. Elementary students will eat breakfast in classrooms
 - b. Lunch hours will be staggered in order to increase social distancing – see sample schedules
 - c. There will be a limited number of lunch options to avoid congestion in lines
 - d. Students are encouraged to bring lunches from home
 - e. High school will continue to have an “open” lunch period
10. The district will continue traditional transportation options but parents are encouraged to drop off students if possible
11. There would be a traditional Family U option offered through Community Education
12. Instruction would focus on core areas and there may be possible altered schedule for electives.

SCENARIO 2: HYBRID LEARNING

Students would attend school on some days and participate in distance learning on others. This scenario would be implemented if there was increased COVID-19 metrics over a two week period. Schools will institute stronger safety measures by limiting the overall number of people in school facilities and on all busing vehicles to 50% occupancy. The combination of face to face and distance learning would allow teachers to provide more individualized feedback.

1. Students will be provided online/distance learning instruction on the days they are not physically at school. We would follow an A-B schedule similar to this [calendar](#). The daily schedule for students learning in person would run from 8:00-1:30.
2. The district would take measures to provide technology to students and families that may need it.
3. Parents will be responsible for screening students for symptoms before students enter school. Individual teachers will also administer whole group screening reminders. Students with symptoms any symptoms will be immediately referred to the school nurse.
4. Increased emphasis on hygiene and strict enforcement of social distancing.
5. Students will be required to wear face masks in school as noted in [executive order 20-41](#). Staff will be provided a variety of PPE to help mitigate spread of germs.
6. Classroom structure and schedules will be adjusted to limit large group interaction. Students will be kept in cohort groups when possible to limit exposure.
7. Communal areas will be restricted.
8. Enhance cleaning protocols will be in place.
9. Protocols for reporting and communicating any positive cases of COVID-19 will be followed and contact tracing will take place as noted in this plan. Close contact will be defined as being within 6 feet for more than a 15 minute period of time without a mask.
10. Food service will be altered including the following changes:
 - a. Breakfast serving time will be limited. Elementary students will eat breakfast in classrooms
 - b. Lunch hours will be staggered in order to increase social distancing – see sample schedules
 - c. There will be a limited number of lunch options to avoid congestion in lines
 - d. Students are encouraged to bring lunches from home
 - e. Grab and go lunches will be available for students and families that are not learning in person on a given day
 - f. High school will continue to have an “open” lunch period
11. The district will continue traditional transportation options but parents are encouraged to drop off students if possible
12. School run daycare similar to Family U would be offered to families of essential workers on days that students are not participating in person

SCENARIO 3: DISTANCE LEARNING

Instruction will be provided for students through distance learning. This model would only be implemented if there was a wide-spread outbreak that resulted in a large number of hospitalizations in the school or community. The school will work closely with the local health officials to determine if this model is necessary to slow the spread of COVID-19 locally. This model may be implemented for a defined amount of time. For example, we could go to distance learning for a two week time frame and return to in person learning after a defined amount of time.

1. Students will be provided online/distance learning instruction each day.
2. No extra safety precautions will be necessary in the school building. All students will be encouraged to limit contact with other students outside of school. All families will be asked to set good examples of social distancing.
3. Students will be required to log in at specific times in order to access content from classroom teachers. Daily attendance will be required.
4. Students will participate in learning platforms that will be a continuation of platforms that will be used during in-person learning
5. The district will provide technology for students and families that are in need of it
6. Grab and go breakfast and lunch will be provided for families that are in need
7. No transportation will be provided for any students
8. Daycare will be offered for families of essential workers. The school daycare will be a fee based program.

Students engaging in distance learning will have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). As we develop our distance learning model, there are Federal and State requirements that must be followed. This means that students need to be able to participate in their learning equitably and have access to all relevant services and supports (EL, Title, SPED, interventionists, etc. . .). This includes:

- Ensuring all students in the school or district will have equal access to the learning and required materials, including technology.
- If using an online learning system, ensure it can effectively support the district's unique learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) or 504 Plan must be provided. Individual Learning Plans for English Language Learners must also be followed.
- Providing training to staff, students, and parents/guardians on implementation of your distance learning model and the district's expectations.
- Programming options for school nurses, school counselors, school psychologists, school social workers, paraprofessionals, other school specialists and cultural liaisons.
- Tracking the attendance of both students and staff.
- Ensuring the distance learning model in use is secure and will not allow for the release of protected student or staff information.

Each site will need to determine the most appropriate way to communicate and provide instruction for each student which could include some/all of the following:

- Paper packets or worksheets, which could be distributed daily by bus route or collected several times a week at a central location
- Textbooks
- Telephone instruction
- Online resources (take into account availability of broadband)
- Instruction via the school's learning management system (LMS)

SCENARIO 4: VIRTUAL LEARNING

In the event that we return to in-person instruction, there may be scenarios where families and students have conditions that do not allow them to return to in-person instruction. In this event, the district will offer instruction through a digital format.

1. Parents with great concern for their children to return to school in any educational format.
2. Parents must commit to this format for the entire semester by completing the [virtual learning agreement](#)
3. Possible formats include
 - Courses administered through a third party provider (Edmentum, etc.)
 - Students participating in a synchronist learning environment (Telemedia)
 - Online learning administered through a licensed teacher on staff with the cooperation of grade level or department level teachers
 - Students participating in an asynchronous learning environment that is administered by current classroom teachers
4. Students in this program remain on the roster of Luverne Public Schools
5. Homeschool by parents is a separate option

SECTION 2: DETERMINING A LEARNING MODEL

As explained in the plan set forth by the State of Minnesota on July 30, our district has been given local control to determine what learning model we will begin the year with and has been asked to adjust our learning models based on localized COVID-19 case data. The state plan provides guidelines including threshold recommendations for each learning model based on data from the past 14 days of COVID-19 cases in Rock County. The following is a graphic of the steps that schools must use in order to determine their safe learning model.

STAY SAFE MN 2020-21 SCHOOL YEAR

How do schools determine their safe learning model?

STEP 1

Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.

STEP 2

Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.

STEP 3

Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.

STEP 4

Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*

STEP 5

Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

mn MINNESOTA

Safe learning models:



Distance learning



Hybrid learning



In-person learning

* Regardless of learning model, all public schools must offer an equitable distance learning option to all families.

With the intent of informing families as soon as possible what model we will begin the school year with, our local incident command team was assembled to consider all of the information and determine our safe learning model. Our incident command team includes teachers from each of the school buildings, administrators, local health officials, students, county officials, and parents. The initial county data that was communicated by MDE can be found [here](#) and indicated the following:

The 14 Day Case Rate per 10,000 for Rock County from 7/5-7/18 was 18.06

We applied this information to the Learning Model Parameters listed below

Policy or Learning Model Option	Range (14-Day Case Rate)
In-person learning for all students	0 to less than 10
Elementary in-person, MS/MS Hybrid	10 to less than 20
Both Hybrid	20 to less than 30
Elementary Hybrid, MS/HS Distance Learning	30 to less than 50
Both Distance Learning	50 or More

Based on the parameters we would be recommended to being elementary school in person while in the hybrid at the HS/MS. This information was taken to consultation with our local health officials. Following consultation it was determined that our beginning model would be:

TBD – ASAP – AUGUST 24 LAST POSSIBLE DATE

Justification and other information for making this model choice included:

- The district has taken appropriate measures for cleaning and reasonable social distancing
- There is a conscious effort to make choices that provide consistency for students and families
- Efforts are made to mitigate possible exposures in common areas
- Local health officials believe strongly in the effectiveness of masking to mitigate exposure
- Overall cases in Rock County have dropped in the past two weeks

Justifications were shared with our Regional Support Team and we will begin the school year with

TBD – ASAP – AUGUST 24 LAST POSSIBLE DATE

SECTION 3: EMPLOYEE AND STUDENT SAFETY

DAILY SYMPTOM SCREENING CHECKLIST

To curb the spread of COVID-19 and minimize the potential risk of exposure, we are requiring staff and students to complete a daily health check before coming to school. We ask parents to assist students with this screening. In cases when a student or staff member has tested positive or possible exposure is expected, screening and temperature taking may take place in individual classrooms.

Are you or your child experiencing:

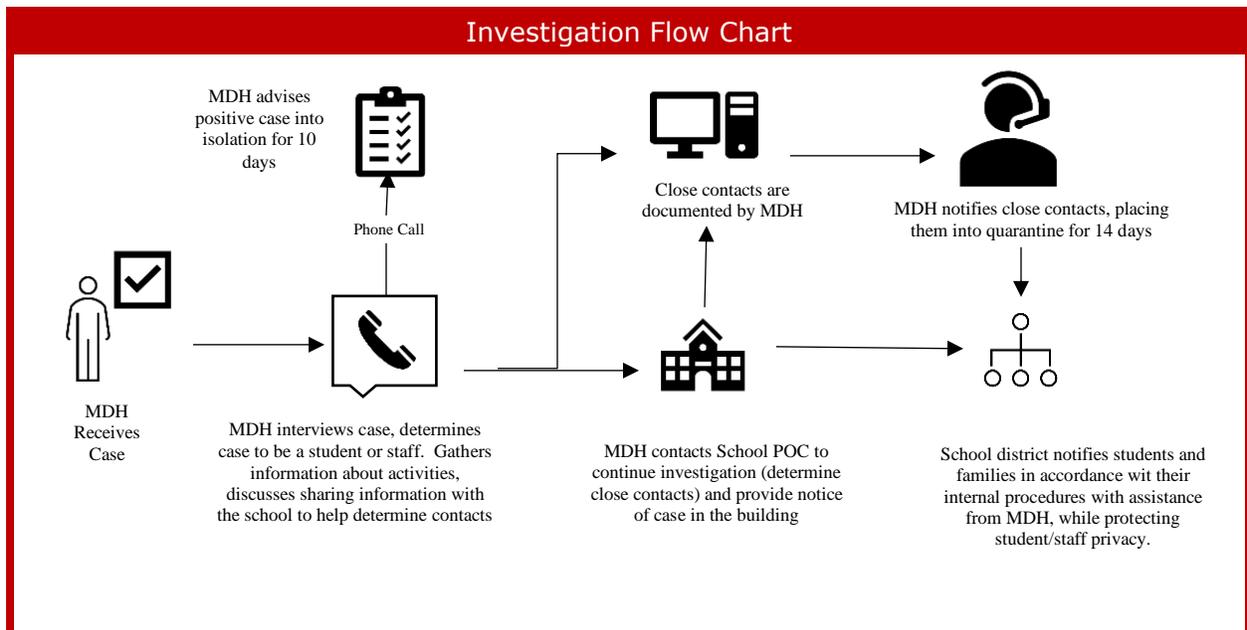
- chills or a fever of 100 or greater?
- a new or worsening cough or new sore throat?
- shortness of breath, difficulty breathing or fatigue?
- unexplained muscle or body aches? a headache (not related to a known health condition)
- a new loss of taste or smell?
- Nausea, vomiting or diarrhea?
- In the past 14 days, have you or your child had close contact (within 6 feet for at least 15 minutes, without a mask) with a confirmed case of COVID-19?



If YES to ANY of the questions, DO NOT COME TO SCHOOL and seek guidance from your medical provider. Contact your school to inform them of you/your child's symptoms.



If NO to ALL questions, go to school.



ISOLATION or QUARANTINE

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a **CONTAGIOUS DISEASE**.

ISOLATION separates sick people with a contagious disease from people who are not sick.

QUARANTINE separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

ISOLATION

Isolation is for people who are **ALREADY SICK**.

- Isolation separates and restricts the movement of sick people so they can't spread disease.
- Isolation in a home means separating yourself from others in the household.
- A sick person isolating at home should seek medical treatment if unable to manage symptoms.
- Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick.
- Stop isolation only if you've had no fever for at least 72 hours; AND have improved symptoms; AND at least 10 days have passed since your symptoms first appeared.

QUARANTINE

Quarantine is for people who are **NOT SICK**, but may have been exposed.

- Quarantined people may or may not become sick.
- Quarantined people must stay at home or another location so they don't unknowingly spread disease.
- If you are quarantined and you become ill, you can seek medical evaluation from a healthcare provider.
- Quarantine can be voluntary, but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

COVID-19 CASES CONFIRMED

While our hope is to avoid cases of COVID-19 while in the school building, it is possible that students, staff, or family members may test positive for COVID-19. In the case that a case is confirmed within the school we will begin our procedures for reporting and contact tracing. We will work with our Regional Support Team to identify whether the person who is ill was present on school grounds while infection and whether that resulted in any close contact exposures among students or staff.

Close contact exposures are defined as someone that you were within 6 feet for more than 15 minutes while NOT wearing a mask. Close contact is typically limited to contact that individuals have indoors while NOT socially distanced and NOT wearing a mask.

It is important to us that close contacts of students are traced and quickly identified. A [sample letter](#) may be sent home to help determine if a student or staff member has been in close contact. Simply being in the same class or grade level does not mean that a student or staff member has been in close contact. It may be possible that we have confirmed cases within a class or cohort and it is possible to safely continue in-person learning. The CDC does not recommend universal testing of all students and staff

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please consult the following [instructions](#) and do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Luverne Public Schools School Nurse
 - c. Luverne Public Schools Building Principal or Contact
3. Your supervisor will work with the district office to appropriate next steps.

If you have been diagnosed with COVID19, you may return to work/school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work or school until the three criteria listed above have been met.

COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse's isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the COVID-19 Screening Form and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

COVID-19 RESOURCES FOR FAMILIES

There has been an overwhelming amount of information that has been available for schools and parents concerning COVID-19. This is a list of resources that has been compiled by our school nurse to help support employees and families

Source	Explanation	Link
Minnesota Department of Health	General Health Guidelines	Click Here
Minnesota Department of Health	Educational Videos	Click Here
Minnesota State High School League	Information on Activities and Sports	Click Here
Center for Disease Control	General Health Information	Click Here
Center for Disease Control	Safe Return to School Information	Click Here
Infectious Disease Center	Videos Concerning Masking	Click Here
Nurses Resources	PDF Files Compiled by Nurse Paquette	Click Here

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Luverne Public School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Students will be encouraged to report directly to class upon arrival at school. This is intended to limit contact between students in common areas.
- Students are not allowed in the building more than 15 minutes before or after the start of the school day.
- Students will be placed in cohorts to limit interactions and potential exposure between students.
- Taped lines and distance reminders will be used to remind students and staff of social distancing requirements.
- Daily schedules will be modified to limit contact between students.
- Virtual group events, gatherings, and meetings will be encouraged.
- Field trips, student assemblies, and special performances will be limited. Virtual options will be encouraged.

MASKS

Governor Walz issued [Executive Order 20-81](#) which requires Minnesotans to wear a face covering in all public indoor spaces and indoor businesses. Face masks have been identified as a method to reduce the risk of exposure to COVID-19.

- Staff and students will be required to wear masks while in school buildings or riding on school transportation vehicles.
- Children age 5 years old and younger are exempt and will not need to wear a mask, UNLESS they are in kindergarten.
- The state of Minnesota has planned to provide every K-12 student with one cloth face covering and 3 disposable face masks to begin the school year.
- Others exempt include those with a medical condition, a mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.
- Masks can be removed temporarily when students and staff are exercising (including recess), eating, drinking, singing, public speaking, playing musical instruments and receiving personal care or medical service.
- Masks are strongly recommended outdoors when it is not possible to maintain social distancing.

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED/COMMUNAL SPACES

There will be limited access to certain shared spaces within the school to reduce exposure to risks and ensure safety. Space usage is as follows:

Playgrounds – Students will be allowed on the playgrounds with students from the same grade level. Social distancing will be encouraged when possible and because playgrounds are outdoors, students will be allowed to play without masks.

Commons/Cafeteria – Students and staff are not to congregate in the commons area. Tables and chairs will be limited to provide social distancing during lunch times. The commons/cafeateria will not be used outside lunch times.

Media Center – The media center will be available on an as needed basis. All social distancing guidelines will be followed.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge –These spaces will be open for staff use provided social distancing and recommended hygiene practices are followed.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

VISITOR RESTRICTIONS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, Luverne Public Schools will not allow normal visitation to our campuses. Only Luverne Public Schools staff are allowed on campus during the regular school day.

TRAVEL RESTRICTIONS

Luverne Public Schools will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the administration.

SECTION 4: DISINFECTION MEASURES PROTOCOL

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Luverne Public Schools has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. District custodial staff will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

PREVENTIVE MATERIAL INVENTORY

Luverne Public Schools will support healthy hygiene behaviors by providing adequate supplies:

- Soap
- Hand sanitizer
- Paper towels
- Tissues
- Disinfectant wipes

SECTION 5: DAILY OPERATIONS

Because many daily operations are effected by each of the different learning models, we have created a [matrix](#) to help organize the daily operations in each model

SECTION 6: OTHER CONSIDERATIONS

STAFF TRAINING

1. Pre-return to school training - Presented remotely to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. Cleaning Crew Protocols - Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. SeeSaw K-5; Google Classroom Grades 3-12

Signs will be posted in highly visible locations throughout the district to promote everyday protective measures and describe how to stop the spread.

TRANSPORTATION

The Luverne Public School District will systematically review and evaluate school transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distancing and may consider reducing capacity or adding routes to allow for more physical space between riders.

- School vehicles will be cleaned regularly, focusing on frequent cleaning of touched surfaces in the vehicle, between routes.
- Doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Individuals who become ill during the day will not use group transportation to return home.
- A plan will be developed if a driver becomes sick during the day, where they must follow protocols outlined for people who are ill and must not return to drive students.
- Social distancing of at least 6 feet between people will be encouraged at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants may be reduced.
- Hand sanitizer will be provided to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
- Windows will be kept open if appropriate and safe while the vehicle is in motion to help increase air circulation.

CURRICULUM

In planning curriculum, instruction, and assessments for reopening school this fall, our district will focus on building staff capacity to deliver highly effective instruction as well as preparing them to address any learning gaps that might prevent students from meeting grade-level mastery. Our plans will be innovative, cultivate a clear sense of shared purpose and goals, encourage collaboration among all educators, and foster an effective partnership approach with students' family members and caregivers.

TECHNOLOGY

A large majority of our Hybrid and Distance Models rely on the use of technology. We are aware of possible challenges and will work to meet the needs of our students and families. The learning curve for technology may be sharp and we hope to offer support for software and hardware. We are confident that our learners will be willing and able to adapt to our learning through technology resources.

Learn, Live, Lead

STUDENT SUPPORT –SOCIAL EMOTIONAL NEEDS

Student Counseling and Social Worker: Our school counselors and social worker will be available throughout our distance learning time. Contact either counselor or social worker directly at the following emails. s.schepel@isd2184.net , a.cook@isd2184.net , m.atkinsonsmeins@isd2184.net

Health Services: Health services will be available during distance learning time. Please reach out to p.paquette@isd2184.net if you need help with resources or have questions concerning health issues. Still be in contact with your primary care provider for major medical concerns.

Special Education: As our staff are provided more guidelines regarding due process and paperwork during this time, we will be notifying families. The minutes of work expected are lower than that currently on the IEPs, as suggested by MDE.

- **Special Education Services:** Special Education teachers will provide a portion of IEP services to students in a variety of ways, including both technology and paper/pencil formats. We want to ensure individualized instruction is provided, thus the special education staff will be contacting each family to discuss individualized distant learning plans and services for each student and their family. Special education teachers will have, at minimum, weekly contact with each student on their caseload. Families will be provided special education teacher contact information for distant learning.
- **Speech Services:** Materials/activities for the upcoming week will be emailed to parents the weekend before so you are ready to go Monday. Families will have the flexibility to decide when in the week to complete the therapy tasks, but they will need to be completed by the end of the week. Zoom or FaceTime will also be used for periodic data collection and progress monitoring.
- **English Language Services:** Mr. Brinkman will continue to be in contact with students that participate in EL services. He has connected directly with families and students that he works with regularly.

SECTION 7: EXTRACURRICULAR ACTIVITIES

On Tuesday August 4th, the Minnesota State High School League Board of Directors met to discuss the 2020-21 fall activities season. Based on votes taken by the Board, the following actions pertaining to fall sports were approved:

1. APPROVED the fall season 2020-21 for Soccer, Girls Swimming and Diving, Cross Country, and Girls Tennis. All of those sports will have a reduction in the number of contests, limitations on the number of contests per week, no large invitational events, and a post-season or season culmination yet to be determined.
2. APPROVED moving Football and Volleyball to a "fourth season" at a yet to be determined time. The exact dates will be coming soon, but the framework allows for a shortened season sandwiched between winter sports and spring sports. This move will also require movement in dates for spring sports... as the League said they do not want to place FB/VB on top of traditional spring sports. The early framework would indicate a spring sports season that starts later (more like May) and doesn't wrap up until well into summer (July).
3. APPROVED allowing FB and VB to have limited practice only contact this fall. The length and dates will be forth coming in the near future.
4. APPROVED allowing spring sports the opportunity to have limited practice only contact this fall since they missed last spring. The length and dates will be forth coming in the near future.

In the coming days and weeks, updated schedules for CC and girls' tennis will be posted online thebigssouthconference.org . At this time, those sports are scheduled to start practices on Mon August 17. Announcements regarding the practice only sports will be made once the final parameters have been established.

The actions taken today by the MSHSL are unprecedented in the history of the League. We appreciate your patience, understanding, and cooperation as we continue to work with the MSHSL on how to best provide a meaningful experience in all of our activities sometime during the 2020-21 school year.

FREQUENTLY ASKED QUESTIONS

What learning model will we use for the start of the school year?

The state has given us information on the number of cases of COVID-19 over the past two weeks. This information will be used to help determine our beginning model. The district will announce the model planned for the start of the year before August 24. The ultimate hope is to have in person learning for all students.

How will we decide if we plan to change learning models?

In the state plan, each district will assemble an incident command team. This team will include teachers, administrators, parents, students, and local health officials. This team will meet at least once per week and review local case data. The thresholds provided by the state will be used as guidance but will not be the only factor that is involved in decision making. Our local incident command team will share any possible changes in learning model with our regional support team.

Can my child learn online if the district plans to go back to in-person?

Yes. If the district offers a traditional in-person learning, all families will still have the option of learning from home. This may be due to medical conditions that prevent a student from in person learning or family concerns about the safety of in-person learning. The details of the online academy and platform are being developed. Families that choose online academy for a specific students must commit to a one-semester time frame.

How do I register for the Online Academy?

There is a registration form attached [here](#). Families that choose the Online Academy option must commit to a minimum of one semester at a time. Deadline for registration in Online Academy is August 19.

Are there protocols in place if/when a student or teacher in a building tests positive for COVID-19?

There is a flow chart that has been developed by our incident command team that sets forth the measures that the district will take if there is a positive case of COVID-19. The plan involves communicating with families and identifying students or teachers that have been in close contact with the infected individual. Close contact is defined as within 6 feet for more than 15 minutes without wearing a mask. The district will begin contact tracing and work to isolate any individuals that have been in close contact. We will also provide guidance to help determine if an individual or family should seek testing.

Will students switch classrooms/teachers during the day?

Efforts will be made through scheduling to keep cohort groups of students together. However, there will be times during the day that students will move between classrooms or teachers.

Will there be any changes to specials such as PE, Music, Band, and Choir?

There will be added safety procedures for specials including limiting the use of community supplies and increased cleaning of supplies. PE classes will be held outdoors whenever possible. Music, Band, and Choir will have precautions in place to provide for more distance. This may include smaller groups instead of whole group instruction.

What social distancing protocols will be in place throughout the day?

Student activity in common areas will be limited. Staff members will encourage distancing through monitoring and classrooms will be set up to provide for maximum distance between students. Passing times and bathroom breaks will be staggered to help limit and student to student contact. Signs will help to direct students and traffic to avoid close contact.

What time will students be allowed in the building?

In an effort to limit student exposure with other individuals, students will not be allowed into the buildings until 7:45.

Will students be required to wear masks?

Yes. In accordance with executive order.....students and staff will be required to wear masks when in the building. There may be individual exceptions to this and face shields are also considered acceptable. Other exceptions include lunch and PE classes.

How will the classroom set up be altered or changed?

Extra materials and equipment will be removed from rooms. Desks will be spread out in order to get as close to 6 feet between students when possible. The capacity of our rooms is roughly 40 students. When possible we will keep classes as close to 50% capacity as possible.

Will the district provide devices if we move to distance learning during the year?

Yes. As a portion of the parent survey, families will be asked if they will need a device in the event that we move to the hybrid or full distance learning model.

How will classrooms handle shared equipment?

When feasible, sharing equipment will be eliminated. In cases when it is completely necessary for instruction, shared equipment will be disinfected regularly.

What will recess look like?

Recess will be outside whenever possible. Students will be limited to grade level peers and encouraged to keep social distance. Measures will be taken to clean and disinfect playground equipment on a regular basis.

What happens if a student is quarantined?

If a student is quarantined due to a positive test or exposure to an individual that has tested positive, we will continue to provide instruction and materials digitally. There may be platforms to watch live instruction or lessons that have been taped. Students in quarantine that are not showing symptoms may continue to keep up with class material.

Will there be an open house this year?

Elementary school is planning to set up individual conferences for each student and family prior to the start of school. Students and families will not be allowed into the secondary school until the first day of school on September 8.

What changes in transportation will take place?

Additional bus routes will be added to limit the number of students that are on each bus. Students and bus drivers will be required to wear masks or coverings while on the bus. Bus passes for non-traditional riders will not be allowed. Students that live within the mile radius of the school will not be allowed to ride busses. Generally, the district is encouraging students and families to provide their own transportation when possible.

Will parents be allowed to visit school?

No. Schools will not be allowing visitors at this point. Exceptions to this include required meetings such as IEP's and 504 meetings. Parents will also be allowed at after school activities at this point.

What precautions will be taken to keep students distanced during lunch?

Lunch presents a distancing concern as students will be inside without masks on. In order to provide distance, the number of lunch hours has been increased at both the elementary and HS/MS. Specific seats will be set aside in the cafeteria in order to provide distance for students. The time allotted for eating lunch has been condensed and students will be moved out of the cafeteria as soon as possible after eating.

Will students be given more hand washing opportunities throughout the day?

Yes. Specific scheduled breaks will be provided for hygiene such as hand washing. There will also be hand sanitizing stations throughout the building and classrooms for student use.

Will schools be holding large group assemblies or gatherings?

No. There will be no assemblies or large group gatherings to begin the year. Any information that is necessary to share with all students will be done through virtual methods (zoom meetings or recorded messages shown to individual classrooms).

Are field trips allowed this year?

No. Field trips will not be allowed for the first semester. This policy may change as the school year evolves.

Will there be daily screening and temperature checks for all students?

There will not be universal screenings for all students and staff when they enter the school. Parents and employees will be asked to self-monitor and take daily checks for symptoms. Screenings and temperature checks may be put in place in schools or cohorts where positive cases have been identified. We are asking for cooperation from families to help keep students home when they are experiencing symptoms.