



# RETURN TO LEARN

## School Reopening Guidelines

### 2020-2021

#### **Goal to Guide the Planning for 2020-2021:**

While reopening our schools for in-person instruction is our goal, the health and safety of our students, staff and community is our priority.

#### **How do schools determine their safe learning model?**

1. The Minnesota Department of Health (MDH) will use data from the counties in which a school district is located to determine the base learning model for the public schools.
2. The Minnesota Department of Education (MDE) will share county data and provide consultation for public schools as they engage with education and public health experts as they review their local health data and safe learning plans.
3. Public schools, with the assistance of public health and MDE will evaluate their ability to implement required and recommended health best practices.
4. Public schools, in consultation with public health, will determine the base learning model for the start of the 2020-2021 school year and communicate the decision to the school and community.
5. Public schools and MDH will monitor, on a regular basis, the impact of COVID-19 on the school and community and make adjustments to the learning model as necessary.

#### **Selecting a learning model for school opening:**

The primary local data used for the selection of a learning model is the number of cases per 10,000 over 14 days in each of the following counties: Chippewa, Lac Qui Parle and Yellow Medicine. Those are the counties of residence for Montevideo Public Schools. Based upon the number of cases, five learning models have been identified.

- Model 1 (0-9 cases) – In-person learning for all students
  - Students will report to the school buildings as they would during a “normal” or “traditional” school year.
  - Families will self-monitor for COVID-19 symptoms before the students leave for school. Upon arrival at school, staff will be screening throughout the day for symptoms of illness as has been done in the past. Any student becoming symptomatic during the day will be excluded from class and the parents contacted.
  - Staff will self-monitor for COVID-19 symptoms before reporting for work.
  - When students or staff are ill, they must stay home.
  - The school district will implement rigorous cleaning in high touch areas on a frequent basis, restrooms at least twice during the course of the day and will clean and disinfect all locations daily.
  - Proper handwashing and hygiene will be taught and emphasized.
  - Social distancing will be encouraged.

- Limitations will be placed on nonessential visitors, volunteers and external groups.
- Large gatherings and activities that do not allow for social distancing will be discontinued.
- Face masks or coverings are required as per Executive Order 20-81 and board policy 808.
- Model 2 (10-19 cases) – In-person learning for elementary students; hybrid learning for secondary students
  - Elementary students will report as they did in Model 1 and the in-person guidelines listed above would apply to both the in-person and the hybrid students.
  - For the start of the year, Montevideo Middle School will open as a secondary school although if merited by the conditions, grades 4-6 could transition to the elementary guidelines.
  - Additional requirements for hybrid learning
    - Social distancing of 6 feet must be maintained at all times
    - School facilities will operate at 50% capacity.
    - Transportation – vehicles will operate at 50% capacity
    - There must be sufficient staffing levels to meet the requirements of the model.
    - Each building will establish a schedule, along with additional guidelines, for how the hybrid model will operate. The schedule and additional guidelines will be attached to the portion of this plan that discusses the operation of that particular building.
- Model 3 (20-29 cases) – Hybrid learning for all students
  - All four buildings will be operating under their respective hybrid guidelines.
- Model 4 (30-49 cases) – Hybrid learning for elementary students; distance learning for secondary students
  - Elementary students will operate under their buildings hybrid model.
  - Secondary students will go to distance learning
  - Distance learning will follow the 2019-2020 learning plan with improvements that have been made based upon feedback from students, parents and staff.
    - One uniform management system
    - Increased communications with students and parents
    - Both synchronous and asynchronous instruction
    - Increased direct instruction
- Model 5 (50+ cases) – Distance learning for all students
  - Distance learning will follow the 2019-2020 learning plan with improvements that have been made based upon feedback from students, parents and staff.
    - One uniform management system
    - Increased communications with students and parents
    - Both synchronous and asynchronous instruction
    - Increased direct instruction

**NOTE:** Later in this document there is a detailed summary of how each of the respective buildings within the Montevideo Public School District will implement the three major components, in-person, hybrid and distance learning, of the learning plans.

### **Distance Learning as a Parental Choice**

- Regardless of the learning model that is in place, all families are allowed the option of Distance Learning for the 2020-2021 School Year.
- The selection of distance learning may be made at anytime.
- A family selecting to go to distance learning should contact the principal's office of their child's school to make the necessary arrangements.

- Families who select distance learning and wish to come back to the in-person and hybrid instructional model should contact their child's building principal.
- For the sake of providing consistent educational delivery, the move from distance learning to the district's current instructional model will occur at the midpoint of the quarter or at the start of the new quarter.
  - October 12 is the mid-point of quarter one.
  - November 9 is the start of quarter two.
  - December 21 is the mid-point of quarter two.
  - January 25 is the start of quarter three.
  - February 22 is the mid-point of quarter three.
  - March 29 is the start of quarter four.
  - May 3 is the mid-point of quarter four.

### **Movement between models**

- The regional support team, housed out of the SWWC Service Cooperative, will assist the district in transitioning from one instructional model to another.
- It is likely that a district will move from one model to another on more than one occasion during the school year.

## **General District Wide Information**

### **Health Expectations**

- Montevideo Public Schools are committed to providing a safe and healthy environment for students, staff and community. Our protocol follows the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE) guidelines.
- The protocols apply to all Montevideo Academic and Activity Programs, as well as all Community Education Programs.

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

- Montevideo Public Schools will utilize JMC, Email, Phone Calls, Social Media, and the Montevideo Public Schools website, as well as the local media to keep families informed.
- Teachers will also be using online platforms to communicate with parents and students.
- The district's primary on-line platform is Google Classroom.

### **Facilities Protocols**

- Cleaning schedules and procedures will be created and implemented by the custodial and maintenance staff, as well as by instructional and support staff, for all facilities, supplies, and equipment.
- The school district will implement rigorous cleaning in high touch areas on a frequent basis.
- Restrooms will be cleaned at least twice during the course of each day.
- All locations will be cleaned and disinfected daily.
- HVAC Filters will be inspected and replaced according to filter guidelines.
- Teachers will ensure student desk surfaces are cleaned at the end of each school day.

### **Handwashing and Hygiene**

- Proper handwashing and hygiene will be taught and emphasized.

- Hand sanitizer or soap and water will be available in all classrooms and stations provided throughout the facility.
- Hand washing and/or hand sanitizing times will be built into the daily student schedules.

### **Health Screening Protocol**

- Families will self-monitor for COVID-19 symptoms before the students leave for school.
- Staff will be screening students throughout the day for symptoms of illness as has been done in the past.
- Students will be asked to wash or sanitize their hands upon entry into the facility.
- Any student becoming ill during the day will be sent to the nurse's office and parents will be contacted.
- Staff will self-monitor for COVID-19 symptoms before reporting for work.
- When students or staff are ill, they must stay home.

### **Face Coverings**

- Saturday, July 25, [Executive Order 20-81](#) went into effect mandating face coverings in all public buildings in Minnesota.
- The Montevideo Board of Education has adopted Board Policy 808 - COVID-19 Face Covering Policy.
  - This policy places the relevant points of Executive Order 20-81 into the district's formal policies.
  - The policy will be posted on the district's website and made available to students, staff, parents and community.
- All students (Grades K-12) and staff will wear a face-covering while in the building and in district vehicles.
- Staff may wear a face shield during the delivery of instruction.
- Staff will wear a face covering when accessing the rest of the building.
- 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.
  - Documentation may be submitted to the District Business Office or the Building Principal's 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.
- Face masks will be provided to all students.
- All staff will be provided face masks and/or shields.
- Students and staff are allowed to supply their own face covering.
- All face-coverings are required to meet the district dress code policy located in the [student handbook](#).

### **Transportation**

- Clark Transportation will be providing bus service for the Montevideo Public School District.
- The capacity limits set by MDE and MDH will be followed.
- Due to limitations on the capacity of the buses, we encourage parents and guardians to transport their children when possible. That having been said, it is a service the district will provide.
  - All K-6 grade students who live more than one mile from their school are eligible for transportation services.
  - All 7-12 grade students who live more than 2 miles from their school are eligible for transportation services.

- Clark Transportation is currently in the process of putting together the bus routes and they will be sent out about a week before the start of the school year.
- 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 appropriate Personal Protective Equipment while driving.
- Please feel free to contact Clark Transportation with any questions.

## **Technology**

- All students in grades 1-12 will be issued a Chromebook by Montevideo Public Schools.
- Kindergarten students will have access to a Chrome or Samsung tablet.
- If a family chooses distance learning as a parent or family choice, 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.
- Families without internet connectivity should contact the district's technology office at (320) 269-8833 for assistance in working to find a solution.

## **Food Service Protocols**

- The Food and Nutrition Services department is working on the plans for the upcoming school year and this section will be updated as those plans are finalized.
- A breakfast, and a lunch will be offered at all school sites on the days students are in-person in the building.
- Details for meal distribution for distance learning days are still in the developmental stage and should be available the week of August 17.
- All meals will meet the United States Department of Agriculture and Minnesota Department of Education meal patterns for the students age/grade group and will include whole grains, fruit, vegetable, lean meats and low fat milk.
- A child/household that qualifies for Free or Reduced meals will receive meals each day they are in school and will be sent home meals for the days in distance learning.
- If your child/household qualifies for Paid meals, the student can receive a meal at school that would be charged to the family account.
- Meals for the days students are in distance learning may also be charged to the family lunch account.
- Details on picking up sack lunches for distance learning days will be made available as our planning continues.

## **Emergency Drills**

- All emergency drills required by the State of Minnesota will be conducted.

## **American Indian Education**

- Montevideo's Indian Education plan will continue in all educational models. Our Native American Home to School Liaison and School Success Coordinators will work with and support our American Indian students through all scenarios. Montevideo Public Schools and the American Indian Parent Committee will continue to work together to help our American Indian students excel in and out of the classroom.

# Montevideo Senior High School

## General Information

The following terms will be used extensively throughout this guidance:

- Synchronous Learning
  - Instructional lessons and activities are presented in-person and/or online in real-time.
  - Students interact with their teachers and classmates using a common, shared class schedule.
  - Teachers may facilitate lessons or group discussions through Google Meet at a specific scheduled time.
- Asynchronous Learning
  - Instructional lessons and activities do not happen in real-time for all learners.
  - Students access learning on-demand, making the time flexible for them and/or their families.
  - Teachers may provide pre-recorded video lessons or online activities.

## Schedule

Montevideo High School will follow their traditional daily schedule (aside from early dismissal days) for all three scenarios:

Period	Begins	Ends
1st	8:14	9:04
2nd	9:08	9:58
TA	10:02	10:16
3rd	10:20	11:10
4th	11:14	12:04
5A	12:08	12:30
5B	12:34	12:56
5C	1:00	1:22
6th	1:26	2:16
7th	2:20	3:10

## School Day Expectations

- All students will be expected to attend school and engage in school work, whether they are physically present in school or not, during school hours.
  - It is very important for all students to have a regular schedule and routine.
- During Hybrid and Distance Learning, students may be required by their teachers to attend class virtually on days when they are not physically in school and during their respective class periods.

- Students should NOT be working at their place of employment during school hours on school days, and being at work while they are legally required to be attending school will not count as an excused absence, or an excuse for not taking care of their educational responsibilities.
- We understand that our High School students may be involved in some child care duties when their younger siblings are also in Hybrid or Distance Learning. Reasonable accommodations can be made when requested and/or needed.

## **Food Service**

- Second Chance Breakfast will be available to students, and will be delivered to their TA.
- In all three scenarios, school lunch will NOT be served in the cafeteria to reduce large group gatherings and maintain social distancing.
- Students will eat in their 5th hour classrooms or other designated areas.
- Students will be allowed to go outside during lunch whenever possible, following the safety guidelines to keep students safe.
- Students may bring their own lunch and keep it in their locker until lunch time.

## **Sanitation and Disinfection**

- Student contact surfaces in each classroom will be disinfected each class period.
- High traffic and contact areas (bathrooms, offices, etc...) will also be disinfected each class period.
- Hand sanitizer will be available in each classroom, and students should disinfect their hands upon entering the classroom or that area.
- The school will be cleaned and sanitized more thoroughly every evening and on non-student attendance days.

## **Safety Precautions**

- Social distancing must be practiced at all times and to the greatest extent possible.
- Students will move in a traffic pattern while in the hallways to reduce the chances of physical contact.
- Students will not be granted entry to MHS prior to 7:45am.
- Students will enter the building where their lockers are located, use their locker, and then proceed directly to their first hour class.
  - Students will not be allowed to congregate in the hallways or any other common areas.
- Students will be able to use their lockers prior to 1st hour, during their lunch period, and at the end of the school day.
  - During this school year, students will be allowed to use a backpack or similar bag to carry their items to and from class.
- At the end of the school day, students who are not receiving extra help must exit the building as soon as possible.
- When in “In-Person Learning”, MHS may deploy a staggered entry and release time to allow students to enter and exit the building in waves to prevent crowding in the hallways and at lockers.
- Visitors will not be allowed to enter the school (unless they have made an appointment) to reduce the number of individuals entering the building.
  - It is also not permissible for students to receive deliveries during the school day, unless it has been pre-approved.

## Scenario 1: In-person learning for all students

- In-person learning for all students will look very similarly to our regular education model, with the exception of the safety protocols that are described in these guidelines. The school procedures and policies (that are not superseded by COVID - 19 guidelines and regulations) will apply for students attending school on a daily basis.
- Students Choosing Distance Learning
  - Students who choose Distance Learning while MHS is in Scenario 1 will be expected to virtually attend school every day and attend their classes synchronously (in real-time). Students and their teachers will be in constant contact and class expectations will be made clear. Modifications will be made as needed to make Distance Learning in Scenario 1 accessible. Students will be responsible for attending class virtually every day and working with their instructor to meet the requirements of that class. School staff will be responsible for supporting our students who are on Distance Learning and providing them with the best education possible. There is a shared responsibility to make this type of scenario successful.

## Scenario 2: Hybrid learning with strict social distancing and capacity limits

- Student Grouping
  - The MHS building has a unique blend of smaller sized classrooms paired with fairly large class sizes for many of our sections. As a result, MHS is not able to meet the guidelines set forth by MDE and MDH for Scenario 2 at 50% capacity. We need to maintain the groupings for families across the district, so we are also unable to create separate, independent groups.
    - We as a district strive to maintain family groupings so that members of each family can attend school on the same days. We understand that MHS students may be relied upon to provide childcare for younger siblings. The model for Scenario 2 will allow for siblings across school buildings to attend on the same days in order to accommodate for this need.
  - As a result, the students of MHS are divided into four different groups, which is taking the two larger district groups, and subdividing them once more.
  - Students will be assigned a group, will physically attend school one day a week, and attend school virtually the other four days of the week.
    - Student group assignments will be shared as soon as final balancing of groups, family decisions regarding Distance Learning, and transportation adjustments can be finalized.
  - Students will rotate into the school building Monday - Thursday, and Friday will be a Distance Learning day for all students (unless otherwise assigned).
- Attendance
  - Teachers will send out attendance to their students every day. Attendance will look a little different than it did during Distance Learning, but will still be done electronically. Students will be trained how to do attendance correctly during the first week of school.
  - Students will have to complete their attendance when prompted by the teacher in person, or by 3:00pm each day.
  - Students that are attending school with their group will also have their normal attendance taken, and calls reporting their absence will go out if they are not present on days that they should be.
    - If a student is sick or unable to be in school that day, please contact the office as normal to report the absence for it to be excused.

- If a class has required synchronous attendance that period of that day, students that are not “present” will be marked absent.
- All school policies regarding attendance will be in place in all learning scenarios.
- Instruction
  - All instruction will utilize Google Classroom, just as was done in Distance Learning last spring.
  - Expectations will be consistent with in-person learning in relation to instructional time, assessments, and grading policies.
  - Students will have the same level of academic rigor as in-person learning.
  - Courses will mirror the curriculum of in-person classes.
  - Students will receive a normal week's worth of lessons and learning in a combined digital and in person format.
    - Each five day week, four lessons will be delivered at a distance, and one lesson will be in person per course.
    - The in-person lesson will be a stand alone lesson related to the content of that week. The day which this lesson is delivered, or the order in which it is done, will not have an impact on the students progression that week in that course. This is very similar to the lecture and lab/discussion model for college level courses.
  - Classroom instruction may utilize two different methods:
    - Daily synchronous (real-time) instruction
    - Asynchronous (flexible) learning activities or instruction
  - Teachers will use a mix of both of these methods to facilitate learning when students are not in their classroom.
  - When students are present at MHS, in-person instruction and support will occur and be the main focus.
    - The focus will be on having meaningful teacher/student collaboration every day, but especially when students are present in our classrooms.
    - With smaller numbers of students present in class each day, this gives teachers and students a unique opportunity to work with one another on a level that we do not have a chance to see in regular, in-person learning
  - Teachers will share an overview of the week by 8am on the first day of the week, and include which days students will be required to attend class synchronously so students can plan accordingly.
  - Daily lessons will be posted by 8am each day.
  - Teachers will communicate with parents what the expectations are for each course.
- Student Supports
  - During Distance Learning last spring, many of our students flourished while some students struggled. In Hybrid Learning, we have the ability to bring students in every week and expand the supports that are available.
  - If a student needs extra support, they can be brought in more than one day a week.
  - Students that are struggling will have their schedule modified so that not only will they come in with their group on their assigned day, but we may assign them to our “Learning Zone”, where they will be assigned more days of the week to attend school.
    - This support zone will be open to students that need extra accommodations (such as SPED and ESL students) along with students that are struggling with Hybrid Learning.
    - Participation in the “Learning Zone” may be voluntary for some students, but it may be required for others.
    - We have a limited capacity in our Learning Zone, so the number of days students can attend or which students are able to attend may be limited.

- The desire is for all students to be able to have more time with their teachers as wanted or needed. On Fridays, students can make appointments to meet with their teachers one-on-one for extra guidance or support.
- Students Choosing Distance Learning
  - Students that have chosen to engage in Distance Learning will have the benefit of having most of their courses curriculum available in an online format with the other students.
  - Distance Learning students will have to coordinate with their teachers as to how they will receive the instruction that they may have missed by not attending school one day that week in person.
  - Students in Distance Learning will also be able to take advantage of Friday appointments with their teachers if desired. If a student wants to make an appointment with one of their teachers and meet with them in school or online, they most certainly can do that.

### **Scenario 3: Distance Learning only**

- Most MHS students were successful in Distance Learning last spring, but there are always improvements that can be made. MHS has taken the suggestions and feedback from our staff, students, and parents in order to create “Distance Learning 2.0”. There are many improvements that have been made to Distance Learning, and if we need to switch to this educational model, we expect an improved experience for all.
- Attendance
  - Attendance will be taken as in Hybrid Learning, with the exception that there will be no in-person attendance taken.
- Instruction
  - Instruction will be similar to how it is planned for Hybrid Learning, but without the in-person component that is not feasible with this scenario.
  - Synchronous learning and instruction will be incorporated along with the asynchronous methods that were used last spring.
  - More teacher/student interaction and support will be regularly scheduled.
    - Every Monday, teachers will meet with their classes and outline the objectives for the week.

# Montevideo Middle School

## General Information

The following terms will be used extensively throughout this guidance:

- Synchronous Learning
  - Instructional lessons and activities are presented in-person and/or online in real-time.
  - Students interact with their teachers and classmates using a common, shared class schedule.
  - Teachers may facilitate lessons or group discussions through Google Meet at a specific scheduled time.
- Asynchronous Learning
  - Instructional lessons and activities do not happen in real-time for all learners.
  - Students access learning on-demand, making the time flexible for them and/or their families.
  - Teachers may provide pre-recorded video lessons or online activities.

## Schedule

Montevideo Middle School will follow their traditional daily schedule (aside from early dismissal days) for all three scenarios:

Period	Begins	Ends
1st	8:15	9:02
2nd	9:05	9:50
3rd	9:53	10:38
4th	10:41	11:26
5A	11:28	11:53
5B	11:55	12:20
5C	12:22	12:47
6th	12:49	1:34
7th	1:37	2:22
8th	2:25	3:15

## School Day Expectations

- All students will be expected to attend school and engage in school work, whether they are physically present in school or attending virtually, during school hours.
  - It is very important for all students to have a regular schedule and routine.

- During Distance Learning, students may be required by their teachers to attend class virtually on days when they are not physically in school and during their respective class periods.

### **Food Service**

- Free Breakfast will be available to students prior to the start of school, and will be delivered to their learning pods.
- In all three scenarios, school lunch will be served in the classroom to reduce large group gatherings and maintain social distancing.
- Students may bring their own lunch and keep it in their locker until lunch time.

### **Sanitation and Disinfection**

- Student contact surfaces in each classroom will be disinfected each class period.
- High traffic and contact areas (bathrooms, offices, etc...) will be disinfected regularly throughout the day.
- Hand sanitizer or soap and water will be available in each classroom, and students will disinfect their hands upon entering the classroom or area.
- The school will be cleaned and sanitized more thoroughly every evening and on non-student attendance days.

### **Safety Precautions**

- Social distancing must be practiced at all times and to the greatest extent possible.
- Students will move in a traffic pattern while in the hallways to reduce the chances of physical contact.
- Students will not be granted entry to MMS prior to 7:45am.
- Students will enter the building where their lockers are located, use their locker, and then proceed directly to their first hour class.
  - Students will not be allowed to congregate in the hallways or any other common areas.
- Students will be able to use their lockers prior to 1st hour, during their lunch period, and at the end of the school day.
  - During this school year, students will be allowed to use a backpack or similar bag to carry their items to and from class.
- At the end of the school day, students who are not receiving extra help must exit the building as soon as possible.
- When in “In-Person Learning”, MMS may deploy a staggered entry and release time to allow students to enter and exit the building in waves to prevent crowding in the hallways and at lockers.
- Visitors will not be allowed to enter the school (unless they have made an appointment) to reduce the number of individuals entering the building. All visitors must wear a face covering.
  - It is also not permissible for students to receive deliveries during the school day, unless it has been pre-approved.

### **In-Person Learning (Scenario 1)**

In-Person refers to all students back in the school building and socially distance students as much as possible. All desks will face one direction to the extent possible. Plexiglass barriers 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. Recess will be provided by grade level and will not be allowed to mix with other grade levels. 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. Students will be allowed to use backpacks. Students will transition between learning areas with their learning pod.

## **Transportation**

Clark Transportation 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. Face coverings 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 wear a face covering while driving. Please contact Clark Transportation with any questions.

## **Technology**

All MMS students will be issued a Chromebook by Montevideo Public Schools. If a family chooses to do distance learning during In-Person Learning, they will have access to a school issued device to complete the required course work.

## **Distance Learning (Family Choice)**

All families are allowed the option of Distance Learning for the 2020-2021 School Year. 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 Montevideo 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. During 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. Plexiglass dividers may also be used. Hybrid

Learning will also follow the Executive Order 20-81. Students will attend all classes at their designated times in person or virtually every school day. Students and parents will be given a schedule as to which days their child will attend in person. Some students may attend more days than others, which will be based on individual student needs. On a typical five day week, Monday through Thursday will run as a typical school day with students attending in person or accessing their classes synchronously (real time). Friday mornings, a selected group of students will attend in person for additional learning supports and interventions. Students not attending in person on Friday mornings will access their core content classes via Google Classroom and complete enrichment activities asynchronously. All students will attend their afternoon classes asynchronously. Attendance for asynchronous classes will be taken by students completing their assigned materials to the best of their ability.

## **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. Each grade level will attend recess as a grade. 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. Backpacks will be used by all grades to limit locker use.

## **Transportation**

Clark transportation 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. • Face coverings 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 wear a face covering while driving. Please contact Clark Transportation with any questions.

## **Technology**

All students at MMS will be issued a Chromebook by Montevideo Public Schools. 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. The technology staff will go over safe sanitizing of school devices.

## **Food Service Protocols**

All Food Service Workers and Lunchroom Supervisors will wear face coverings during breakfast and lunch. Students will be required to wash their hands/use the hand sanitizing stations before lunch. All school provided meals will be delivered to classrooms and students will eat in the classroom with their learning pod. Montevideo Food Service will not allow self service of any kind. Ala Carte will not be offered. If a family chooses to distance learn during the Hybrid Learning Plan, they will need to pick up meals at MMS at a designated time. Regular meal prices apply.

## **Parents/Visitors to the Building**

Visitors will only be allowed in the building with an appointment. All visitors must wear a face covering. Parents wishing to escort their children to school may escort them to the entrance, but will not be allowed to go into the building. Visiting classrooms for parties or lunch will not be permitted. No outside snacks/treats will be allowed for sharing. 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 rest of the building. When picking up your child after school please wait outside.

## **Choice Distance Learning**

All families are allowed the option of Distance Learning at any time during the 2020-2021 School Year. If a family chooses to distance learn they must notify the MMS office. 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 Montevideo Public Schools Handbooks and Policies.

## **Distance Learning (Scenario 3)**

The Minnesota Department of Education Defines Distance Learning as: 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 our online Google platform. Students will access the technology-based learning options through their school-issued Chromebooks. Montevideo Public Schools has made devices available to every student in grades K-12 and 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. Distance learning instruction will occur both synchronously and asynchronous. Student attendance will be taken by students completing the requirements to the best of their ability. Mental Health supports will be available through video conferencing.

# Ramsey Elementary

## Scenario 1 - In-Person Learning

### Overarching Goals:

- Provide the best possible education to our students, regardless of circumstances
- Have school be as seamless as possible as we move between the three scenarios during the 2020-2021 school year
- Use researched based strategies and further student learning of grade level standards

### Structure

- Students will be spread throughout the room maintaining social distancing to the extent possible
- Breakfast and lunch will be served in the classroom
- Library books will be delivered to and picked up from the classroom.
  - Teachers will select a group of books each week
    - Students will also be taught to use the online catalogue
  - Returned books will sit for three days before checking in and reshelving
  - The library may be used for instruction during in-person learning
  - Classroom libraries may not be browsed by students
    - Teachers may assign students books from their libraries
    - Books used by a student must sit for 3 days before another students may use that book

### Daily Schedule

- 7:45 am - Doors open to students
  - Parents will be asked to screen their children each morning.
- 7:45 am - 8:15 am - Breakfast - in classrooms
- 11:05 am - 1:10 pm - Lunch in the classrooms/recess
- 3:05 pm - Dismissal
  - Dismissal will be staggered to reduce crowding in the hallways.

### Recess

- Teacher assistants and paraprofessionals will take the students outside for their 25 minute recess. Classrooms will be assigned different areas each day in order to maintain distancing.

### Logistics

- All doors will be locked until 7:45
- All bus students will enter from the parking lot door.
- All other students will be assigned to enter through door #1 (Hamilton) or door #5 (4th Street)

- A student in Mrs. Douglas, Blom, Dreyer, Hanna, Kleindl or Mr. Webb's rooms will enter and exit the Hamilton Exit.
- A student in Mrs. Knoop, Hutchens, Sandven, Groothuis, Klaassen, Huseby or Mr. Mader's rooms will enter and exit the 4th Street exit.
- Students report to classroom once they have entered the building
- Teachers will/may temperature screen their classroom after the day begins
  - Students who become ill during the day will be held in an area away from the office to await pick-up.
  - Non-essential volunteers/parents and visitors will not be allowed in the building.
  - This includes high school students
- Attendance
  - In person portion - attendance will be taken using JMC

### Health and Wellness

- Masks or face shields will be worn by everyone in the building throughout the day.
  - The district will provide masks for staff(1) and students(2)
  - Staff may opt for using a shield or a different kind of mask - purchased by the staff member.
  - Students may use masks they bring from home.
- Public restrooms will be cleaned multiple times during the school day and once prior to the next school day - 9:30 am, 11:30 am, 1:30 pm, 3:30 pm, and prior to the next day
- High touch areas of classrooms will be cleaned multiple times during the day and once prior to the next day
  - Teachers and students will clean the classrooms before and after breakfast and lunch and any other times during the day that the teacher wishes.
  - Custodial staff will clean door knobs at least 3 times per day.
- Drinking fountains will be turned off
  - The hydration station will remain in-service to fill bottles.
  - Some bathroom fixtures may be taken out of service
- Social distancing will be considered when allowing numbers of students into the rest room.
- Teachers will review proper handwashing, social distancing and other health related measures "at least" once daily.
- Social distancing will be maintained at all times

### Instruction

- Emphasis on standard acquisition, student engagement, and relationship development
  - Reading, Writing, Math
- Regardless of how the school year starts, the first few weeks should be spent on routines. Included this year should be an emphasis on use of a chromebook and development of relationships.
- Lesson planning will demonstrate that learning at a high level happens both in the classroom and at home and take each learning site into consideration.
- Lesson planning will incorporate social distancing guidelines.
- Paras will be assigned to teachers and assist them with both classroom and online students.

- Special education teachers who provide the primary reading and math instruction for their students will meet with all students in-person daily. IEP needs will continue to be met for the student.
- Title I will service students in-person daily.
  - Title staff may have “Office Hours” for students online
- There will be no sharing of materials between students
  - Items must be disinfected prior to their use by another student and between sessions

### Communication:

- The principal will communicate with families weekly by email and by personal contact as needed.
- Classroom teachers will communicate with families by email weekly and by personal contact as needed
- All staff will document family contacts and attempts to contact.
- Individual conferences will take the place of open house
  - Teachers will meet with parents in 15 minute intervals with 5 minutes in between meetings for disinfecting

### Social Emotional Needs

- Local resources for social-emotional health will be shared with families by mental health staff.
- Social Skills will be taught bi-weekly
  - Emphasis will be on SEL topics
  - The Counselor and Discovery teacher will continue to meet with their small groups and individual students. They will also take referrals from school staff and outside agencies of families who are struggling.

## **Scenario 2 - Hybrid Learning**

### Overarching Goals:

- Provide the best possible education to our students, regardless of circumstances
- Have school be as seamless as possible as we move between the three scenarios during the 2020-2021 school year
- Improve on what was done during Distance Learning in the Spring of the 19-20 school year
- Use researched based strategies and further student learning of grade level standards

### Structure

- Classrooms can hold up to 15 students with 6 ft separation
- Students will be spread throughout the room in order to maintain the 6 foot social distancing
- 50% of students will attend in person and 50% of students will attend remotely alternating M, W and T, T.

- All students will benefit from classroom teacher interaction daily. Students will attend classes synchronously if possible. Students who need to attend asynchronously will be contacted by the teacher or para daily.
- Students with additional learning needs will attend Fridays.
- A classroom assistant will be assigned to each classroom teacher to assist the teacher with meeting the learning needs of students both in the classroom and at home.
- The ELL teacher will provide instruction to students attending in-person.
  - ELL para will help meet the learning needs of Ell students attending remotely at the direction of the ELL teacher and facilitate communication to ELL families.
- Title staff will provide intervention to students attending in person
- In person students will follow the schedule for Music, PE, and Lunch.
  - Meals will be served in the classrooms
- Library books will be delivered to and picked up from the classroom.
  - Returned books will sit for three days before checking in and reshelving
  - The library may be used for instruction during in-person learning
  - Classroom libraries may not be browsed by students
    - Teachers may assign students books from their libraries
    - Books used by a student must sit for 3 days before another students may use that book

### Logistics

- All doors will be locked until 7:45
- All bus students will enter from the parking lot door.
- All other students will will be assigned to enter through door #1 (Hamilton) or door #5 (4th Street)
  - Students in Mrs. Douglas, Blom, Dreyer, Hanna, Kleindl or Mr. Webb's rooms will enter and exit the Hamilton Exit.
  - Students in Mrs. Knoop, Hutchens, Sandven, Groothuis, Klaassen, Huseby or Mr. Mader's rooms will enter and exit the 4th Street exit.
- Students report to classroom once they have entered the building
- Teachers will/may temperature screen their classroom after the day begins
  - Students who become ill during the day will be held in an area away from the office to await pick-up.
    - SRO will be called to make a delivery of any student not picked up in 30 minutes
- Non-essential volunteers/parents and visitors will not be allowed in the building.
  - This includes high school students
- Attendance
  - In person portion - attendance will be taken using JMC
  - Distance Learning portion - Attendance through synchronous learning.

### Daily Schedule

- 7:45 am - Doors open to students
  - Parents will be asked to screen their children each morning.
- 7:45 am - 8:15 am - Breakfast - in classrooms

- 11:05 am - 1:10 pm - Lunch in the classrooms/recess
- 3:05 pm - Dismissal
  - Dismissal will be staggered to reduce crowding in the hallways.

### Health and Wellness

- Masks or face shields will be worn by everyone in the building throughout the day.
  - The district will provide masks for staff(1) and students(2)
  - Staff may opt for using a shield or a different kind of mask - purchased by the staff member.
  - Students may use masks they bring from home.
- Public restrooms will be cleaned multiple times during the school day and once prior to the next school day - 9:30 am, 11:30 am, 1:30 pm, 3:30 pm, and prior of the next day
- High touch areas of classrooms will be cleaned multiple times during the day and once prior to the next day
  - Teachers and students will clean the classrooms before and after breakfast and lunch and any other times during the day that the teacher wishes.
  - Custodial staff will clean bathrooms, and door knobs at least 3 times per day.
- Drinking fountains and hydration stations will be turned off
- Social distancing will be at all times
  - Some bathroom fixtures may be taken out of service
- Teachers will review proper handwashing, social distancing and other health related measures “at least” once daily.

### Instruction

- Emphasis on standard acquisition, student engagement, and relationship development
  - Reading Writing, Math
- Regardless of how the school year starts, the first few weeks should be spent on routines. Included this year will be an emphasis on use of the Chromebooks
- Lesson planning will demonstrate that learning at a high level happens both in the classroom and at home and take each learning site into consideration.
- Lesson planning will incorporate social distancing guidelines.
- PE, Music and Social Skills will be done virtually through Distance Learning
- Special education teachers who provide the primary reading and math instruction for their students will meet with all students in-person daily. IEP needs must continue to be met for the student.
- Title I will teach in-person students daily and have “help office hours” as time allows this may include homework help time.
- There will be no sharing of materials between students
  - Items must be disinfected prior to their use by another student and between sessions
- Distance Learning
  - Google Classroom will be used as the main delivery tool
  - Seesaw may be used to send photos, etc to parents
  - Music, Phy Ed and Social Skills will be delivered via Distance Learning

### Communication:

- The principal will communicate with families weekly by email and by personal contact as needed.
- Classroom teachers will communicate with families by email weekly and by personal contact at minimum of once per month.
- All staff will document family contacts and attempts to contact.
- Individual conferences will take the place of open house
  - Teachers will meet with parents in 15 minute intervals with 5 minutes in between meetings for disinfecting

### Social Emotional Needs

- Local resources for social-emotional health will be shared with families by mental health staff.
- Social Skills will be taught bi-weekly via Distance Learning
  - Emphasis will be on SEL topics
  - The Counselor and Discovery teacher will continue to meet with their small groups and individual students. They will also take referrals from school staff and outside agencies of families who are struggling.

## **Scenario 3 - Distance Learning**

In the event that we enter into Distance Learning - we will need to rely heavily on parents to assist in the education of their children.

### Instruction

- Google Classroom will be used as the main delivery system for instruction
- Instruction will be delivered through the use of recorded video as well as virtual meetings using the Google Meet platform
- Individual/small group virtual meetings will take place twice per week at a minimum
- Teaching staff will have scheduled times to be available to answer parent questions.

# Sanford Education Center - Kindergarten

## Scenario 1 - In-Person Learning

### Overarching Goals:

- Provide the best possible education to our students, regardless of circumstances
- Have school be as seamless as possible as we move between the three scenarios during the 2020-2021 school year
- Use researched based strategies and further student learning of grade level standards

### Structure

- Students will be spread throughout the room maintaining social distancing to the extent possible
- Breakfast and lunch will be served in the classroom
- Library books will be delivered to and picked up from the classroom.
  - Teachers will select a group of books each week
  - Returned books will sit for three days before checking in and reshelving
  - The library may be used for instruction during in-person learning
  - Classroom libraries may not be browsed by students
    - Teachers may assign students books from their libraries
    - Books used by a student must sit for 3 days before another students may use that book

### Daily Schedule

- 7:45 am - Doors open to students
- 7:45 am - 8:15 am - Breakfast - in classrooms
- 11:15 am - 12:15 pm - Lunch in the classrooms/recess
- 3:05 pm - Dismissal

### Recess

- Teacher assistants and paraprofessionals will take the students outside for their 30 minute recess. Classrooms will be assigned different areas each day in order to maintain distancing.

### Logistics

- All doors will be locked until 7:45
- All bus students will enter from the parking lot door.
- Students in Mrs Ashling and Mrs Skogrand;s classroom will enter the north doors(closest to Trinity Church)
- Student in Mrs Glady, Opdahl and Kilibarda's rooms will enter the main entrance on 13th street
- Students report to classroom once they have entered the building
- Teachers will/may temperature screen their classroom after the day begins

- Students who become ill during the day will be held in an area away from the office to await pick-up.
- Non-essential volunteers/parents and visitors will not be allowed in the building.
- This includes high school students
- Attendance
  - In person portion - attendance will be taken using JMC

### Health and Wellness

- Masks or face shields will be worn by everyone in the building throughout the day.
  - The district will provide masks for staff(1) and students(2)
  - Staff may opt for using a shield or a different kind of mask - purchased by the staff member.
  - Students may use masks they bring from home.
- Public restrooms will be cleaned multiple times during the school day and once prior to the next school day - 9:30 am, 11:30 am, 1:30 pm, 3:30 pm, and prior to the next day
- High touch areas of classrooms will be cleaned multiple times during the day and once prior to the next day
  - Teachers and students will clean the classrooms after breakfast and lunch and any other times during the day that the teacher wishes.
  - Custodial staff will clean door knobs at least 3 times per day.
- Drinking fountains and hydration stations will be turned off
  - Some bathroom fixtures may be taken out of service
- Teachers will review proper handwashing, social distancing and other health related measures “at least” once daily.
- Social distancing will be maintained at all times

### Instruction

- Emphasis on standard acquisition, student engagement, and relationship development
  - Reading, Writing, Math
- Regardless of how the school year starts, the first few weeks should be spent on routines. Included this year should be an emphasis on use of the chrome tablets
- Lesson planning will demonstrate that learning at a high level happens both in the classroom and at home and take each learning site into consideration.
- Lesson planning will incorporate social distancing guidelines.
- Special education teachers who provide the primary reading and math instruction for their students will meet with all students in-person daily. IEP needs will continue to be met for the student.
- Title I will service students in-person daily.
- There will be no sharing of materials between students
  - Items must be disinfected prior to their use by another student and between sessions
  - Students will be provided with a tub for their needed instructional items

### Communication:

- The principal will communicate with families weekly by email and by personal contact as needed.

- Classroom teachers will communicate with families by email weekly and by personal contact as needed
- All staff will document family contacts and attempts to contact.
- Individual conferences will take the place of open house
  - Teachers will meet with parents in 15 minute intervals with 5 minutes in between meetings for disinfecting

### Social Emotional Needs

- Local resources for social-emotional health will be shared with families by mental health staff.
- Social Skills will be taught weekly
  - Emphasis will be on SEL topics

## **Scenario 2 - Hybrid Learning**

### Overarching Goals:

- Provide the best possible education to our students, regardless of circumstances
- Have school be as seamless as possible as we move between the three scenarios during the 2020-2021 school year
- Improve on what was done during Distance Learning in the Spring of the 19-20 school year
- Use researched based strategies and further student learning of grade level standards

### Structure

- Classrooms can hold up to 15 students with 6 ft separation
- Students will be spread throughout the room in order to maintain the 6 foot social distancing
- 50% of students will attend in person and 50% of students will attend remotely
- Group A will attend in person from 8:15 am - 11:00 am
- Group B will attend in person from 12:15 pm - 3:00 pm
- A classroom assistant will be assigned to each classroom teacher to assist the teacher with meeting the learning needs of students both in the classroom and at home.
- The ELL teacher will provide instruction to students attending in-person.
- Title staff will provide intervention to students attending in person
- Breakfast(for group A students) and lunch(for group B students) will be served in the classroom for those
- Lunch for group A students will be sent home with them
- Library books will be delivered to and picked up from the classroom.
  - Returned books will sit for three days before checking in and reshelving
  - The library may be used for instruction during in-person learning
  - Classroom libraries may not be browsed by students
    - Teachers may assign students books from their libraries
    - Books used by a student must sit for 3 days before another students may use that book

## Logistics

- All doors will be locked until 7:45 am for Group A and again at 11:50 am for Group B
- All bus students will enter from the parking lot door.
- Students in Mrs Ashling and Mrs Skogrand;s classroom will enter the north doors(closest to Trinity Church)
- Student in Mrs Glady, Opdahl and Kilibarda's rooms will enter the main entrance on 13th street
- Students report to classroom once screened
- Teachers will/may temperature screen their classroom after the day begins
  - Students who become ill during the day will be held in an area away from the office to await pick-up.
  - SRO will be called to make a delivery of any student not picked up in 30 minutes
- Non-essential volunteers/parents and visitors will not be allowed in the building.
  - This includes high school students
- Attendance
  - In person portion - attendance will be taken using JMC
  - Distance Learning portion - One daily question

## Daily Schedule

- 7:45 am - Doors open to students
- 7:45 am - 8:15 am - Breakfast - in classrooms for Group A
- 8:15 am - 11:00 am - Morning Session - Group A
- 11:00 am - Group A take lunch home with them
- 11:50-12:15 pm - Group B lunch in the classroom
- 11:25 am-12:15 pm - licensed staff prep
- 12:15 pm - 3:00 pm - Afternoon Session - Group B

## Health and Wellness

- Masks or face shields will be worn by everyone in the building throughout the day.
  - The district will provide masks for staff(1) and students(2)
  - Staff may opt for using a shield or a different kind of mask - purchased by the staff member.
  - Students may use masks they bring from home.
- Public restrooms will be cleaned multiple times during the school day and once prior to the next school day - 9:30 am, 11:30 am. 1:30 pm. 3:30 pm, and prior ot the next day
- High touch areas of classrooms will be cleaned multiple times during the day and once prior to the next day
  - Teachers and students will clean the classrooms after breakfast and lunch and any other times during the day that the teacher wishes.
  - Custodial staff will clean bathrooms, and door knobs at least 3 times per day.
- Drinking fountains and hydration stations will be turned off
- Social distancing will be at all times
  - Some bathroom fixtures may be taken out of service

- Teachers will review proper handwashing, social distancing and other health related measures “at least” once daily.

### Instruction

- Emphasis on standard acquisition, student engagement, and relationship development
  - Reading Writing, Math
- Regardless of how the school year starts, the first few weeks should be spent on routines. Included this year will be an emphasis on use of the chrome tablets
- Lesson planning will demonstrate that learning at a high level happens both in the classroom and at home and take each learning site into consideration.
- Lesson planning will incorporate social distancing guidelines.
- PE, Music and Social Skills will be done virtually through Distance Learning
- Special education teachers who provide the primary reading and math instruction for their students will meet with all students in-person daily. IEP needs must continue to be met for the student.
- Title I will teach in-person students daily and have “help office hours” as time allows this may include homework help time.
- There will be no sharing of materials between students
  - Items must be disinfected prior to their use by another student and between sessions
  - Students will be provided with a tub for their needed instructional items
- Distance Learning
  - Google Classroom will be used as the main delivery tool
  - Seesaw may be used to send photos, etc to parents
  - Music, Phy Ed and Social Skills will be delivered via Distance Learning
  - Grading

### Special Education

- Attend half days with their assigned gen ed group
- Attend the other half of the day two days per week
  - Receive services in person (SPED, Speech, OT, PT, DAPE, etc) according to IEP
  - Paras assist with Distance Learning portion of the day

### Communication:

- The principal will communicate with families weekly by email and by personal contact as needed.
- Classroom teachers will communicate with families by email weekly and by personal contact at minimum of once per month.
- All staff will document family contacts and attempts to contact.
- Individual conferences will take the place of open house
  - Teachers will meet with parents in 15 minute intervals with 5 minutes in between meetings for disinfecting

### Social Emotional Needs

- Local resources for social-emotional health will be shared with families by mental health staff.

- Social Skills will be taught weekly via Distance Learning
  - Emphasis will be on SEL topics

### **Scenario 3 - Distance Learning**

In the event that we enter into Distance Learning - we will need to rely heavily on parents to assist in the education of their children.

#### Instruction

- All students will be assigned an email address(used as their username) and password
- Google Classroom will be used as the main delivery system for instruction
  - Directions on how to use Google Classroom will be provided to all families
- Instruction will be delivered through the use of recorded video as well as virtual meetings using the Google Meet platform
- Individual/small group virtual meetings will take place twice per week at a minimum
- Teaching staff will have scheduled “office hours” - including evening times- to be available to answer parent questions.

# Special Education

## **Free and Appropriate Public Education & Special Education Services**

Montevideo Public Schools is responsible for providing a free appropriate public education to each eligible student with a disability, under an Individualized Education Program (ages 3-21) or an Individualized Family Service Plan (ages Birth-2). Special education provides individualized instruction and services aligned with the Individuals with Disabilities Education Act (IDEA) and the Minnesota Department of Education (MDE) guidance to students with disabilities who qualify for learning support in specialized environments.

## **Equitable Services**

The Montevideo public schools will ensure equitable educational opportunities for all students while prioritizing their health and well-being. Ensuring equitable learning opportunities to enable students with disabilities to make progress in the mastery of Minnesota academic standards and social emotional learning continues to be the aim of Individualized Education Program (IEP) teams. The district plan and all three scenarios focus on maximizing the effectiveness of specialized instruction and related services and minimizing COVID-19 infection risk through the application of CDC and MDH recommended safety measures.

## **Due Process & Special Education Meetings**

Evaluation teams and IEP teams continue to be responsible to meet all due process requirements, including timelines. Regardless of the educational delivery model (distance, hybrid, in-person), all Special Education meetings will be held virtually for the 2020-2021 school year, whenever possible. Phone calls and virtual meetings are all acceptable methods of communication.

In light of the circumstances surrounding the pandemic, adjustments to students' programming will be necessary. All IEPs will be revised at the beginning of the 2020-21 school year to describe the changes to the special education services and supports that will be in effect within each of the three educational delivery models (in-person, hybrid, and distance learning) through a Contingency Learning Plan (CLP) within the IEP. The CLP will allow for fluid IEP services to be provided in response to state or local decisions regarding the designated learning model.

Case managers and related service providers will work with each family to create a Contingency Learning Plan (CLP) within the IEP that addresses the three educational delivery models. In developing the Contingency Learning Plans, IEP teams will review the specialized services and supports in the current individual education program, the services and supports provided during the period of mandatory distance learning during the spring of 2020 as documented in the Individualized Distance Learning Plan, and input from parents and team members. IEP teams will then ascertain individual needs and develop the student's Contingency Learning Plan to address the student's needs and supports in each of the three educational delivery models.

The student's CLP will be followed during the time period during which the Governor and the Minnesota Department of Education have mandated school districts to have plans in place for the three educational delivery models. Once the district is able to resume regular programming, the standard annual IEP, excluding the Contingency Learning Plan, will go back into effect.

## **Special Education Evaluations and Reevaluations**

The Montevideo District will follow state and federal laws, regulations, and guidance regarding the evaluation and re-evaluation of students who are thought to be eligible for or who receive special education supports and services. Accommodations to the evaluation practices will be implemented based upon CDC, MDE and DHS safety guidance while evaluating a child for special education. Evaluations will not be conducted within a home environment.

### **Other Special Education Considerations**

In order to maximize effective instruction and minimize the risk of exposure to COVID-19 the district will monitor and adjust the movement of itinerant staff (staff who are assigned to provide services to students in more than one building) between multiple buildings, and may provide instructional services from these staff in a variety of ways including, but not limited to: in person, virtually and consultatively.

Special education teachers and related service providers will continue to collaborate with general education teachers to provide accommodations and modifications for students with disabilities in both physical and virtual settings. Special education teachers will communicate frequently with families general education teachers and related service providers to ensure that students' needs are being met in all settings.

Families will receive communication from their child's case manager regarding the IEP and Contingency Learning Plan. Strong partnership with parents/guardians is essential for engaging in the best possible planning and implementation efforts and for ensuring equitable opportunities. This will necessitate ongoing communication between the case manager, the general education teachers, the parent guardian, and related service providers to ensure that the student with disabilities can be appropriately involved and make progress towards the general education standards and IEP goals.