



**ISD 640, Wabasso Public School  
2020-2021  
Back to School Plan**



Dear Parent/Guardians,

I want to thank you for your patience, cooperation, support and understanding as we have worked our way through this unprecedented time. While there have certainly been challenges for everyone since last March, our district's staff, parents, and communities banded together to ensure we gave our best to the kids. Distance learning was a challenge, but together we implemented creative learning opportunities to help students continue to learn in a very different environment. As parents, you scrambled to find settings for your kids to learn from, adjusted work schedules, upgraded technology in your homes; at school we reinvented education, created Rabbit Mail, integrated more technology, and adjusted our work schedules to meet the needs of students. It was difficult, but we did it together.

This Fall we will need to band together once more. As directed by the governor, our district has created a three scenario return to school plan that focuses on the goal of having as many students back in school for in person instruction in a safe environment as possible. We know the best place for kids to learn is in their teacher's classroom and that is where we want them. We are also aware that COVID-19 guidelines and restrictions present challenges to accomplishing this goal. One of these challenges is the understanding that it is possible that we may be in different scenarios of learning throughout the 2020-2021 school year.

The following pages lay out ISD 640's Back to School Plan. You will find specific information and guidelines related to navigating this journey of getting back to school. We know that our plan is not perfect, and adjustments will need to be made as situations arise. Please know that we will do our best to create the best and safest learning environment possible for our students. This means that we will plan for everything we can think of, adjust to anything new that arises, and communicate with you as parents/guardians so that we can continue to partner together. We will learn much during these next several months and I want to thank you in advance for your patience and understanding as well as your incites during this journey. Please do not hesitate to call or email the school should you have any questions or need assistance as we work to get our kids back to school.

Sincerely,

A handwritten signature in blue ink that reads 'Wade McKittrick'.

Wade McKittrick  
ISD 640 Superintendent

## **GENERAL INFORMATION:**

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

Wabasso Public School is committed to providing a safe and healthy environment for all within the school. To accomplish this we must and will look at situations through a variety of lenses in order to come up with solutions that are in the best interest of our students, staff, and community collectively. Our protocols follow the Center of Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) guidelines.

District protocol applies to all district programs including activity programs, community education, and outside organizations using district facilities.

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

ISD 640 will use JMC Messenger, email, phone calls, district social media, and the Wabasso Public School website to keep families informed. Teachers will utilize online platforms identified in syllabi.

### **Facilities Protocol**

- Thorough cleaning schedules will be created and implemented by facilities staff and school staff for all facilities, supplies, and equipment.
- Facilities staff will deep clean the activity center once per week.
- Facilities staff will use a floor scrubber in appropriate places a minimum of twice per week.
- HVAC filters will be inspected and replaced according to filter guidelines
- Restrooms will be cleaned and sanitized a minimum of two times per school day.
- Teachers and facilities staff will ensure student desk surfaces are cleaned at the end of each school day.
- Hand sanitizer will be available in all classrooms and at sanitizer stations located throughout the school facility.
- Hand washing and/or hand sanitizing routines will be built into students daily schedules.

### **Health Screening Protocol**

In accordance with MDH recommendations, parents are asked to perform daily screenings of their children prior to them coming to school. The following are part of the daily screening:

- Temperature check; fever of over 100.4 or feeling feverish
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

If a student has experienced a new onset cough or shortness of breath by themselves

Or

Any 2 of the above symptoms students are not to come to school and parents are asked to follow the MDH protocol. That protocol may be accessed on the MDH web page or by calling 507-637-4041 (Southwest Health and Human Services)

Students may enter the building beginning at 7:50 a.m. Students who are children of staff may enter the facility at 7:45 a.m. Upon entering the school building students will be asked to sanitize their hands. As students enter the classroom, teachers will be conducting visual scans of students. If students show signs of illness they will be referred to the nurses office where a temperature check and verbal screening will be conducted. MDH protocol will be followed for any student testing positive, showing symptoms of COVID-19, or are a sibling or household member of someone who tested positive for COVID-19.

### **Face Coverings**

Executive Order 20-81 went into effect on July 25. This order mandates that face coverings be worn in all public buildings. All students in grades K-12 and staff will wear a face covering throughout the day while in the building and in district vehicles. Students in grades K-8 may wear a face shield or a mask. Staff may also wear a shield if it is better for the educational process. A student or staff member who has a medical condition preventing them from wearing a face covering must supply documentation from their medical provider to the school district health office. Without medical documentation a face covering will be required. 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. A mask will be provided for all students in grades K-12 and may be picked up at the school office beginning on August 20 or it will be given to the student on the first day of school. Face shields will be provided for all K-6 students and this shield will remain in school. Non-compliance will result in disciplinary action in accordance with employee and student discipline policies.

Wabasso Public will follow current recommendations from the MDH as they pertain to face coverings.

### **Arrival and Dismissal Procedure**

- The school building doors will be locked and no students allowed inside the building until 7:50am on school days.
- All students will enter the building through their grade level designated entrance. Once entering the building students will report directly to their classrooms. Designated entrances/exits are as follows:
  - K-2 Entrance #3 (main elementary doors)
  - 3-4 Entrance #4 (rear elementary doors)
  - 5-7 Entrance #1 (main entry)
  - 8-9 Entrance #17 (next to Mrs. Bernardy's room)
  - 10-12 Entrance #16 (main AC doors)

- Parent drop off may occur at the front AC parking lot loop or on the school side of May Street. Students being dropped off must enter the building through their designated door.
- Parents picking up their students at the end of the school day are asked to wait at their car or outside at the main entrance for their student to come to them.
- We ask parents to follow social distance guidelines while waiting for their children at the end of the school day. Please exit the school immediately after picking up your child(ren) so that congestion in the pick up area does not occur.
- NO students may stay after school unless they are in a school sponsored event. Students are not permitted to wait in the commons areas, MPR, hallways, AC, etc..., to wait for an event to begin or for younger/older siblings. Students must leave the school building at dismissal time.
- School day start time will be staggered with grade K-6 beginning at 8:00a.m. and 7-12 beginning at 8:15 a.m.
- Dismissal times will be staggered:
  - Grades PK-2 2:58p.m.
  - Grades 3-6 3:00p.m.
  - Grades 7-8 3:04p.m.
  - Grades 9-10 3:02p.m.
  - Grades 11-12 3:00p.m.

## Special Considerations

### Late Start Wednesdays

Wabasso Public Schools will begin school one hour late on the third Wednesday of each month as designated on the school [calendar](#). Doors to the school will open at 8:50a.m. on these days. This time will be used for professional development, allowing teachers time to work on schedule adjusted lessons, and for extra sanitation of the classrooms.

### Music/Band/Theater

- Music/Band practice is encouraged by MDH to be outside as much as possible. Students will wear face coverings until they exit the building and put them on before entering the building. Hand sanitizer will be available as they exit and enter the building.
- Music/Band classes will be scheduled by pods consisting of common grade levels (7-8, 9-10, 11-12) when and where possible.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, performers should maintain 6 feet or greater physical distance from others while participating in the activity to the extent possible. All students should be facing the same direction and should replace their face covering as soon as the activity is completed.

- Wabasso Public Schools will be using the auditorium where possible to allow maximum social distancing.

### **Physical Education**

- Physical Education classes are encouraged to be outside as much as possible. Students will wear face coverings until they exit the building and put them on before entering the building. Hand sanitizer will be available as they exit and enter the building.
- During indoor classes staff and students will be allowed to remove their face covering while engaged in physical activity.
- Locker rooms will be available for students to change into gym clothes, however students will not be permitted to use showers. Social distancing will be expected in the locker rooms.
- Equipment will be sanitized between groups.
- The Physical Education Department will be following the guidelines as written by MDE, MSHSL, and Youth Sports.

### **Lab/Hands on Based Classes**

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

### **Small Groups**

Students will be allowed to work in small groups for short periods of time as long as they are masked. Students will be encouraged to work side by side versus facing each other. Plexiglass dividers will be utilized if cooperative learning will go beyond 15 minutes or if students need to be face to face.

### **Support Services**

#### **Special Education**

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

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

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

### **Counseling/Mental Health**

School counseling and mental health services will be available to all students during Hybrid and In-Person Learning. Staff will follow the most current safety guidelines. School counseling and mental health services are available to students as part of ISD 640 Distance Learning Plan. Staff is available to help with social, emotional, mental health and academic needs during this time.

During Hybrid and In-Person Learning K-6 social and emotional classes will take place as regularly scheduled. This course will not be part of the ISD 640 Distance Learning Plan, however students will have access to the school counselor as needed.

### **24 Hour Mental Health Crisis Information:**

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

### **Distance Learning by Choice**

All families are allowed the option of Distance Learning for the 2020-2021 school year. If a family chooses to distance learn they will have to fill out the Wabasso Public School Distance Learning Request [Form](#) and return to the district office. Families choosing the Distance Learning by Choice will only be allowed to change scenarios at the beginning of a new quarter. The only exception to this will be students who are required to quarantine due to COVID-19 exposure or diagnosis. Distance Learning by Choice will be a 100% online learning model provided to the district by Educere.

Students in Distance Learning will be expected to adhere to the Wabasso Public Schools Handbooks and Policies.

### **Activities and Athletics**

Wabasso Public School Extracurricular Activities will operate under the guidance from the Minnesota Department of Education, Minnesota Department of Health, and the Minnesota State High School League. Please contact Mr. Joe Kemp with any questions pertaining to activities.

## **SCENARIO 1: IN-PERSON LEARNING**

In-person refers to all students back in the school building and a school utilizing social distancing practices with staff and students as much as possible.

In this planning scenario, all students can be back in school for in person instruction. Schools should create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom.

Classrooms will be given a maximum capacity that the district has established based upon CDC and MDH guidelines. All desks will face one direction. Plexiglass, masks, and face shields may be used during the day to protect staff and students. Only classroom furniture and materials that can be easily sanitized will be allowed in the classroom. While Executive Order 20-81 is in place all students and staff will be required to wear face coverings.

### **Recess**

- Students will wear face coverings when walking to recess and when coming back to the building. Students will sanitize their hands on the way out to recess and again when entering the building.
- Playgrounds will be zoned allowing for one grade level per zone. Grade levels will not intermix.
- Support staff will be supervising students to make sure they are social distancing when possible.
- Classroom recess equipment will be sanitized after use.

### **Hallway Protocols**

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

### **Transportation**

- 4.0 School Services, the district transportation provider, will follow the 50% capacity limits set by MDE and MDH for all routes.
- Parents and guardians are strongly encouraged to transport their children to and from school each day.
- Masks are required to be worn at all times while riding the school bus/vans.
- All buses will be sanitized after each route.
- All bus drivers must utilize proper personal protective equipment while driving
- Please contact 4.0 School Services with any transportation questions.

### **Technology**

- All students in grades 3-6 will be issued a chromebook by Wabasso Public Schools.
- Grades 7-12 will operate in a bring your own device environment. There will be a limited number of devices available in each classroom. These devices will be wiped down with sanitizer after each individual use.
- K-6 students will not utilize the common computer lab during the first semester. Second semester usage will be determined at that time.



- If a family chooses to distance learn during in-person learning, they will have access to a school issued device to complete the required course work. This will be available to all families in grades K-12.

### **Food Service Protocols**

- All food service workers and lunchroom supervisors will wear masks/shields during breakfast and lunch.
- Breakfast will be served to K-6 students in their classrooms.
- All tables will be sanitized between lunch sessions.
- Students will be required to sanitize their hands before entering the lunchroom.
- Multiple lunchroom areas will be utilized to ensure appropriate social distancing.
- Self service will not be allowed in any form.
- Ala carte will not be offered during the 2020-2021 school year
- Families choosing Distance Learning by Choice will be able to pick up student lunches at a designated time.

### **Early Learning**

During in-person learning, Wabasso Public School preschool programs will implement procedures for maintaining social distancing and cleanliness/hygiene while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place.

### **Distance Learning by Choice**

All families are allowed the option of Distance Learning for the 2020-2021 school year. If a family chooses to distance learn they will have to fill out the Wabasso Public School Distance Learning Request [Form](#) and return to the district office. Families choosing the Distance Learning by Choice will only be allowed to change scenarios at the beginning of a new quarter. The only exception to this will be students who are required to quarantine due to COVID-19 exposure or diagnosis. Distance Learning by Choice will be a 100% online learning model provided to the district by Educere.

Students in Distance Learning will be expected to adhere to the Wabasso Public Schools Handbooks and Policies.

### **Schedule**

To reduce hallway traffic, and therefore points of contact, Wabasso High School will be utilizing a modified block schedule. This schedule allows for four (90) minute periods per day with all classes meeting every other day. Please contact High School Principal Cody Kittelson with questions regarding this schedule.

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

- Visitors will only be allowed in the building with an appointment. All visitors will need to complete a health screening before they are allowed to enter beyond the main door vestibule of the building.

- Parents wishing to escort their children to school may escort them to their child's entrance but will not be allowed to go into the school building other than the main entrance vestibule.
- Visiting classrooms or the lunchroom will not be permitted. If a parent needs to bring something to the school it will need to be dropped at the district office.
- When picking up a child after school please wait outside at the child's designated entrance or remain in your car.

## **SCENARIO 2: HYBRID LEARNING**

Hybrid learning is defined by the Minnesota Department of Education as the school building running at 50% or less of a facility's maximum capacity as determined by the State Fire Marshal while adhering to strict social distancing guidelines of maintaining 6 feet of spacing between students at all times.

Wabasso High School will accomplish this plan by implementing an alternating in-person modified block schedule. During this schedule approximately 50% of students will be in-person at the school building each day while the remaining 50% of students will join classes remotely. Remote access students will follow their daily schedule. During hybrid learning all students will be a minimum of 6 feet apart when in classrooms with desks facing the same direction. Only classroom furniture and materials easily sanitized will be allowed in the classroom. Hybrid learning will follow Executive Order 20-81.

Wabasso Elementary School is able to adhere to hybrid learning requirements and have all students back in the building each day. During hybrid learning strict 6 foot social distancing will be adhered to during the school day.

### **Recess**

- Students will wear face coverings when walking to recess and when coming back to the building. Students will sanitize their hands on the way out to recess and again when entering the building.
- Playgrounds will be zoned allowing for one grade level per zone. Grade levels will not intermix.
- Support staff will be supervising students to make sure they are social distancing when possible.
- Classroom recess equipment will be sanitized after use.

### **Hallway Protocols**

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

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

### **Transportation**

- 4.0 School Services, the district transportation provider, will follow the 50% capacity limits set by MDE and MDH for all routes.
- Parents and guardians are strongly encouraged to transport their children to and from school each day.
- Masks are required to be worn at all times while riding the school bus/vans.
- All buses will be sanitized after each route.
- All bus drivers must utilize proper personal protective equipment while driving
- Please contact 4.0 School Services with any transportation questions.

### **Technology**

- All students in grades 3-6 will be issued a chromebook by Wabasso Public Schools.
- Grades 7-12 will operate in a bring your own device environment. There will be a limited number of devices available in each classroom. These devices will be wiped down with sanitizer after each individual use.
- K-6 students will not utilize the common computer lab during hybrid learning.
- If a family chooses to distance learn during the hybrid learning plan, they will have access to a school issued device to complete the required course work. This will be available to all families in grades K-12.
- Safe sanitizing of school devices/computers will be covered by school staff.

### **Food Service Protocols**

- All food service workers and lunchroom supervisors will wear masks/shields during breakfast and lunch.
- Breakfast will be served to K-6 students in their classrooms.
- All tables will be sanitized between lunch sessions.
- Students will be required to sanitize their hands before entering the lunchroom.
- Multiple lunchroom areas will be utilized to ensure appropriate social distancing.
- Self service will not be allowed in any form.
- Ala carte will not be offered during the 2020-2021 school year
- Families choosing Distance Learning by Choice will be able to pick up student lunches at a designated time.

### **Early Learning**

During hybrid learning, Wabasso Public School preschool programs will implement procedures for maintaining social distancing and cleanliness/hygiene while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place.

## **Distance Learning by Choice**

All families are allowed the option of Distance Learning for the 2020-2021 school year. If a family chooses to distance learn they will have to fill out the Wabasso Public School Distance Learning Request [Form](#) and return to the district office. Families choosing the Distance Learning by Choice will only be allowed to change scenarios at the beginning of a new quarter. The only exception to this will be students who are required to quarantine due to COVID-19 exposure or diagnosis. Distance Learning by Choice will be a 100% online learning model provided to the district by Educere.

Students in Distance Learning will be expected to adhere to the Wabasso Public Schools Handbooks and Policies.

## **Schedule**

To reduce hallway traffic, and therefore points of contact, Wabasso High School will be utilizing a modified block schedule. This schedule allows for four (90) minute periods per day with all classes meeting on alternating days. Please contact High School Principal Cody Kittelson with questions regarding this schedule.

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

- Visitors will only be allowed in the building with an appointment. All visitors will need to complete a health screening before they are allowed to enter beyond the main door vestibule of the building.
- Parents wishing to escort their children to school may escort them to their child's entrance but will not be allowed to go into the school building other than the main entrance vestibule.
- Visiting classrooms or the lunchroom will not be permitted. If a parent needs to bring something to the school it will need to be dropped at the district office.
- When picking up a child after school please wait outside at the child's designated entrance or remain in your car.

## **SCENARIO 3: DISTANCE LEARNING**

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 states MDE expects that students who participate in distance learning have full access to appropriate educational materials. We've developed resources for distance learning planning in various academic content areas. Districts and charters must maintain educational continuity for schools and programs. As a district or charter, you must ensure equity in your plans. School districts and charters*

*must ensure equal access to ALL students. (Information from MDE School Closure Guidance <https://education.mn.gov/MDE/dse/health/covid19/>)*

Distance learning will run through multiple online platforms including but not limited to Schoology, Google Classroom, Classroom Dojo, Youtube, and Zoom Video Conferencing.

Wabasso Public School has made devices available to every 3-6 grade student and will provide a device for any student without access to a device to complete distance learning. If a family does not have internet access at home, school staff will work with families to give them internet options. If these options do not provide access to the internet, teachers will put together a paper version of the learning and lessons.

### **Food Service Protocols**

Food Service will provide students both breakfast and lunch meals. A meal pick up site and time will be determined for families to pick up their meals. For additional information, please go to our district website in the event of distance learning scenario 3.

### **Child Care for Essential Workers**

Childcare for Wabasso Public School students 12 years and younger is available to parents/guardians who are emergency and essential workers. More information on essential workers can be found at <https://mn.gov/covid19/>

### **Schedules**

All Wabasso Public School staff will report to the Wabasso Public School Building during their contracted hours during distance learning.

### **Daily instruction**

Daily instruction will be focused on MN State Learning Standards and critical course/grade level outcomes to ensure that all students are maintaining progress towards achieving yearly grade level and course outcomes. Appropriate assessments will be utilized with students receiving timely feedback on progress. Assessment data will be used by teachers to inform teachers and assist them in creating high quality lessons that meet the needs of their students.

### **Grades K-6**

For students in grades K-6 teachers will utilize the following set of expectations when planning for distance learning:

- Daily interaction with students.
- Lessons must be focused on meeting the essential learning outcomes and grade level standards.
- Feedback on assignments/assessments will be completed in a timely manner. Students should complete redo work that is not consistent with their abilities.
- Strong communication with families.
- Utilizing designated online platforms.
- Lessons will be rigorous and focused on students achieving excellence.

- Processes will reflect consistency and help develop daily educational routines.

Based on these parameters each grade level will create their own schedule, however a general guideline of what students and parents may expect are:

- K-4 can expect to spend approximately:
  - 30 minutes daily on reading/writing
  - 20-25 minutes daily on math
  - 15-20 daily on science or social studies
  - 20 minutes daily on physical education
  - 20 minutes per week on music.
- 5-6 can expect to spend approximately:
  - 30-40 minutes daily on language arts
  - 20-30 minutes daily on math
  - 15-20 minutes daily on science
  - 15-20 minutes daily on social studies
  - 20 minutes daily on physical education
  - 30 minutes per week on music
  - 1 hour per week on band (if applicable)

### **Grades 7-12**

Students in grades 7-12 will follow an asynchronous schedule from 8:00am-11:50am using the hybrid learning calendar schedule:

Block 1 or 5	8:00-8:50
Block 2 or 6	9:00-9:50
Block 3 or 7	10:00-10:50
Block 4 or 8	11:00-11:50

Students will utilize Zoom to enter each classroom daily for classroom instruction from their teacher.

Teachers will conduct office hours daily to assist students virtually or by phone from 12:30pm-3:45pm.

### **Elementary Attendance**

Attendance for elementary students will be taken during the live sessions and on by daily work completion on non-live days. ISD 640's attendance policy will be followed as stated in the elementary handbook. If students are going to be absent please call the school attendance line prior to the absence.

### **JH/HS School Attendance**

Attendance will be taken during each live session. ISD 640's attendance policy will be followed as stated in the high school handbook. If students are going to be absent please call the school attendance line prior to the absence.

### **Grading**

K-4 will utilize satisfactory/unsatisfactory when grading student work and course outcomes.

5-12 will utilize the A-F grading system.

### **Early Learning**

In a distance learning scenario, preschool will continue to be offered for families who desire to participate unless advised by MDH that this would be inadvisable. In such situations preschool will not be offered and no fees will be charged to families for this time period.