

# 2020-2021

## Minneota Public Schools

### Fall Reopening Handbook



#### **COVID-19 Task Force**

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The 2020-2021 Minneota Public Schools Fall Reopening Handbook was approved by the School Board on July 30, 2020.

Dear Minneota Viking Students, Staff and Community,

Education as we know it changed dramatically in mid-March when Governor Walz decided to move public schools to distance learning for the remainder of the 2019-2020 school year. I am incredibly proud of our staff and students for meeting this head-on and doing such a great job.

The challenges for public schools continue as we move into the 2020-2021 school year. The Governor has indicated we must be ready to implement any of the following three scenarios for the 2020-2021 school year:

**Scenario 1:** All students return

**Scenario 2:** Hybrid

**Scenario 3:** Distance Learning

From our parent survey, we found that the majority of our families want to bring all students back, every day, safely.

A task force convened to develop a plan for the following areas: transportation, nursing, nutrition, elementary procedures, secondary procedures, sanitation, and the front office. I am proud to announce that, with the help of our task force, we have found a way to do just this; all students will attend school every day in Scenarios 1 and 2. We will proceed while maintaining confidentiality under FERPA and all other state and federal laws.

I would like to ask for your patience as we implement the procedures found in this handbook. There is simply no way to make everyone happy, and some decisions will upset people. Using the information the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) provided to our district, the team made decisions that were in the best interest of our students and staff. This document will be fluid; meaning, changes will be made when necessary as new information is made available to us.

This document focuses exclusively on Scenarios 1 and 2. If the MDE decides to implement Scenario 3 (Distance Learning), a separate plan will be shared and uploaded to the district website. In Scenario 3, daily meals (breakfast and lunch) will be made available, and childcare will be provided to students who range in ages 4-12, for parents who are Tier 1 workers.

Finally, I want to thank all of you for your commitment and support. Together we can help our students achieve great success!

In partnership,

Dan Deitte, Superintendent of Schools

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# Arrival, Departure, and Screenings

Minnesota Public School students will be required to go straight from the bus/vehicle to their classrooms (or to breakfast) and vice versa. There can be no congregating in the hallways before or after school. (*MDH Planning Guide, Page 5*)

We are required by the Minnesota Department of Health to: “Conduct symptom screening for any person entering the building. This includes staff, students...physically entering the school building.” (*MDH Planning Guide, Page 1*)

## Staff:

- All staff entering the building must complete a digital screener via TimeClock Plus to confirm they are fever-free, feeling healthy, and were not exposed to someone who is ill.
- Substitute teachers must complete a formal screening (temperature taken and survey questions verbally administered) with the administrative assistants in the PreK-12 Office.
- All staff must wear a mask once they enter the building per Governor Walz’s Executive Order 20-81.

## Students:

Two questions will be posed to each student as he/she completes the health screening:

1. *Are you feeling well today?*
  2. *Have you been exposed to someone with Covid-19?*
- Each student will have his/her temperature taken. A fever is defined as 100.4 or higher.
  - If a student is symptomatic (registering a fever of 100.4 or higher) for COVID-19, he/she will be brought to the nurses’ office and sent home. **\*All absences associated with (even the possibility) of COVID-19 will be counted as excused.**
  - All students must wear a mask while in line waiting to be screened.

**Students will use assigned doors for ENTERING and EXITING the school:**

**Preschool-Grade 1:** Elementary Doors (southeast corner)

**Grades 2-4:** Playground Doors (northeast corner)

**Grades 5-6:** South Doors (near the library)

**Grade 7:** Computer Lab Door (Monroe Avenue, Near Digital Sign)

**Grade 8:** Main Entrance (Monroe Avenue, Glass Entrance)

**Grade 9:** Wood Shop Entrance (Monroe Avenue)

**Grade 10:** Metal Shop Entrance (Roll Up Door on Monroe Avenue)

**Grade 11:** Metal Shop Entrance (Roll Up Door on Monroe Avenue)

**Grade 12:** Auxiliary Gym Entrance (Entrance w/decal on Monroe)

- ❖ Students who are enrolled in band 1st hour will be screened in by John Voit and/or Mary Kaye Rabaey at the Legion. If a student arrives after 8:10 AM, he/she will screen in at

school through the main office. (Students returning for their 2nd hour -after band or choir - must enter the building through the main office.)

Students who will be eating breakfast must enter through the following doors:

- **Elementary (PreK-6):** Playground Doors (outside of the weight room)
- **High School (7-12):** Loading Dock Doors (use the ramp off of the student parking lot)

Because students aren't allowed to congregate in the hallways, the school **will not** be accessible until 7:45 AM each day. At 7:45 AM, staff will begin screening students and will enable them to enter the building. Students may stop at their lockers to drop off coats/backpacks but then need to report directly to their classrooms.

If a parent chooses to transport his/her child and drops him/her off before 7:45 AM, the student will not have any supervision.

Health screenings to enter the building will cause students to wait in line outside (masked). There may be a need to use umbrellas if it's raining. Please dress for the weather.

At the conclusion of the school day, students will go to their lockers and exit the building the same way they entered. All students and staff must wear a mask once they enter the building per Governor Walz's Executive Order 20-81.

Any student or staff member who is waiting on results from a COVID-19 test must email one of the nurses, as well as an administrator, to inform the school. To ensure that staff and students remain healthy, it will be imperative that those who are waiting for test results be open with their communication.

[nurse@minneotaschools.org](mailto:nurse@minneotaschools.org)

[daniel.deitte@minneotaschools.org](mailto:daniel.deitte@minneotaschools.org)

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[jen.mahandeitte@minneotaschools.org](mailto:jen.mahandeitte@minneotaschools.org)

Students who arrive after 8:10 AM will need to be screened at the main entrance off of Monroe Street.



# Masks

Starting Saturday, July 25, [Executive Order 20-81](#) went into effect. All K-12 students and staff must wear masks throughout the day while in the building and in district vehicles.

The task force concedes that wearing a mask all day will be difficult. However, school districts must follow the mandate handed down by the Governor.

If a student (or staff) forgets a mask, one will be provided to them from the school.

Masks should fit the student appropriately (covering both the nose and mouth without falling down). They must also adhere to the mandates set forth in the family handbook dress code - displaying no foul or lewd language, hate groups, advertisements that show alcohol, smoking, etc.



# Breakfast/Lunch Procedures

Students may continue to take breakfast at school. Breakfast will be served from 7:45 AM - 8:00 AM. Grades 7-12 students who wish to eat breakfast MUST enter through the loading ramp door (located off of the school parking lot). PreK-Grade 6 students who want to eat breakfast MUST enter through the playground doors near the weight room.

When students arrive, they will be screened (temperature taken and questions posed) before entering the building. Students will be required to wear a mask at all times, except for when eating or drinking.

Breakfast will be “grab & go” and must be eaten in the cafeteria. Sanitized seating, 6 feet apart, will be available. Seats will be identified by a ‘safe to sit here’ decal. The finger scan will be routinely sanitized, and students will be provided with hand sanitizer before and after use.

The kitchen staff will sanitize the tables when breakfast ends, and all students have exited.

The cafeteria will be labeled to assist students and staff with understanding how procedures will work. Decals will denote where students may sit at each table and where they should stand when waiting to empty their trays.

The kitchen staff will wear masks and gloves while preparing and serving food. Students will not self-serve their food. All vegetables, fruit, condiments, and entrees will be placed on the students’ trays by kitchen staff.

**\*Families who choose distance learning will be provided a grab and go lunch. Lunch pick-up will be at the main entrance vestibule. Lunches will not be delivered to homes.**

## Elementary Lunch Procedures

1. PreK-4 will wash hands in their rooms.
2. Students will wear masks through the lunch line and until they are seated at a table.
3. Teachers will collect masks from students once they are seated and ready to begin eating. The masks will be held in a plastic tub which contains an individual, sterile compartment for each one.
4. The teachers will place the plastic tub outside (on the playground) once students are dismissed for recess.
5. Teachers will sanitize the lunch tables, and students will sanitize their seats.
6. Footprints will be painted to indicate where students must stand when lining up once recess ends.

7. Students will put their masks (distributed by a para) back on before they enter the building. (A pump of hand sanitizer will be distributed to students before the mask is given to them.)

\*Since Grades 5-6 have recess before lunch, they will first need to sanitize their hands, put on their masks, enter the building, and wash their hands before entering the lunch line.

### **High School Lunch Procedures**

Lunch will be split into two separate lunches for the start of the 2020-2021 school year. staggered (as we have done in the past) to try to limit the line length.

**Grades 7-9 will each lunch from 12:42-1:12**

**Grades 10-12 will each lunch from 11:49-12:14**

1. The lunch tables will be marked with Minneota Viking Logos, which signifies a spot where a student may sit. The logos will be spaced out to allow for social distancing.
2. Masks **are required** in the hallways as well as while waiting in the lunchline. Masks **are not required** once students are seated at the lunch table.
3. Students will be required to maintain social distancing while eating and socializing.
4. There will be no a la carte or salad bar to start the school year.
5. Masks will be required when students go to empty trays/use the bathroom.
6. The kitchen staff will sanitize the lunchroom tables at the end of the lunch period.



# PreK-12 Office Procedures

The PreK-12 office procedures in 2020-2021 will be modified to ensure that we are limiting the number of people who enter the building. The safety of our students and staff is a top priority. Subsequently, parents will not be allowed into the building until further notice unless there is a medical emergency with their child.

All items brought to school during instructional hours must be dropped off in the main entrance vestibule. This will allow our administrative assistants to deliver items in a contactless method.

- ❖ Whenever possible, call the school with questions that do not require an in-person visit.

For all other interactions, please refer to the frequently asked questions:

## **Will students be allowed in the office?**

Several steps will be taken to decrease the traffic through the main office. Students may make appointments with the school counselor or high school principal, but walk-ins will no longer be allowed. The principal and counselor will also coordinate meetings with students when needed.

## **How will I check my child in/out for appointments during the day?**

Students in grades 4-12 will be expected to check themselves in and out of the main office on the school-provided computer. Parents will need to notify the school of the reason for the absence before checking their child in or out. Parents may pick up their child in the front vestibule.

Parents of students in grades PreK-3 will be allowed into the main office to check them in and out on the school-provided computer, and the parent must enter the main office masked.

If the student is checking in for the first time, a screening will be conducted (temperature taken and questions posed) before entry into the building will be permitted. Students who were previously screened will be allowed in without a re-screening.

## **How should my child deliver lunch money to the school?**

A secure locked box will be placed in an easily accessible area outside of the main office. All checks and money may be deposited into the box, and one of the administrative assistants will collect the money two times per day. PLEASE LABEL THE ENVELOPE WITH YOUR FAMILY NAME IF YOU SEND CASH. Families also have the option to deposit money through JMC, online. Many banks will send a check to the school through the U.S. Postal Service, free of charge.

## **May my child make change at school?**

To eliminate hand-to-hand contact with items that typically carry a lot of germs and viruses, we will no longer make change for students or staff during the day.

**What procedures should we follow with teachers' mailboxes?**

Students may not retrieve mail from the office on behalf of a teacher. Teachers will be the only ones allowed into the office to pick up their items. We encourage teachers to empty their mailboxes either before or after school. Administrators and administrative assistants will work to deliver items that are timely directly to the teacher.

**How will my student receive a message, a student pass, or a bus pass?**

An announcement will be made over the intercom (during passing time), or a phone call made to the classroom teacher, to inform students that they need to pick up a message or pass from the office. Cindy or Allyson will deliver the pass to the student in the hallway - outside of the main office.

- ❖ Any student who comes to the office in crisis will not be turned away.



# Sanitation

Sanitizing the building has always been a priority at Minneota Public Schools. The administration and custodial staff are committed to implementing new practices that will keep the surfaces and materials used throughout the day clean and free of viruses.

## Classrooms

- Hand sanitizers will be placed outside of HS rooms for student and staff use as they enter and exit
- When students are dismissed from a room at the end of a class period - they will wipe down their desks and chairs
- If area rugs are used for instruction with a small group, Lysol will be sprayed to disinfect the area in between each use

## Classroom Doors

- Doors will be propped open (except when testing/quiz days or when showing a movie) to lessen the use of the door handle
- The committee recommends students and staff to use hand sanitizer after touching any doorknob

## Gymnasiums

- Students will sweep the floor at the end of each class
- Weight Room - students will wipe down all equipment (using anti-bacterial wipes) after use

## Water Fountains

- Students will not be allowed to use the mouthpiece (these have been turned off)
- Water bottles will be the only option for accessing water from the fountains throughout the day
- Elementary will follow a scheduled filling time throughout the day to decrease congestion in those areas.
- The dispensers will be wiped down hourly by the MPS custodial staff
- Hand sanitizers will be placed near the fountains & signage will remind and encourage students to use them

## Restrooms

The following will be wiped down hourly by the custodial staff

- Sinks
- Door handles and locks
- Flushers
- Toilet seats

## Locker-Rooms

- This space will be used solely for changing into and out of PE clothes
- Students will keep their changing clothes in a duffel bag as the lockers will not be used
- Bathrooms, sinks, and showers will also not be used

**Lockers**

- Students may only touch their own lockers
- Before getting something from their lockers, the team recommends the use of hand sanitizer before and after exiting the classroom
- High School lockers will be alphabetized to reduce socializing in between classes and to keep family members nearby one another

**Hallways**

A scrubber will be run twice per day outside of the lockers in the hallways.

**Vestibules/Entrances**

Provide a table with hand sanitizer



# Elementary

The task force realizes there is much to learn procedurally for the start of the school year. With the support of the nursing staff, teachers and paraprofessionals will be expected to instruct students on these new practices. With repetition, patience and coaching along the way, we are confident everyone will learn and retain this information well.

As some families have expressed concern about their children returning to school and about wearing masks, choosing to distance learn is an option. (See Family Choice - Distance Learning, p. 20) Students who opt to distance learn must sign on and watch a streamed lesson in real-time as well as commit to this format for the remainder of that quarter.

The following information is a comprehensive guide for teachers, parents, students, and staff. It is not an exhaustive list, however. We acknowledge that there may be some activities throughout the day that were not addressed in this plan. We will address those as needed.

## **Classroom Procedures**

- Gloves, hand sanitizer, and masks (or face shields) will be provided to all teachers
- When students change rooms, they will wipe down the desktops and chairs
- Students will use their own materials (pencils, scissors, etc.) which will be kept in a case that closes
- The teachers will provide a sanitized bin of pencils, etc. for students who are missing items along with a bin to deposit 'contaminated' items (teachers will sanitize those items or will designate a dependable student to do this at the end of the day)

## **Drills (Fire, Active Shooter, Bus Safety and Tornado)**

- If a real fire, active shooter, or tornado occurred, all students and staff would follow previously established procedures and policies.
- Drills will be presented during whole-group instruction with a single-student demonstration within the classroom.
- Bus safety will be presented via video or through an in-person presentation from 4.0.

## **Specialists**

- ❖ Ms. Rabaey will be on a cart delivering music lessons in the regular education classrooms. Whenever possible, music class will take place outside. The mask tub must be taken by the teacher for housing masks when learning outside.
- ❖ Assemblies for Viking Valor, pep fests, and lyceums have been temporarily placed on hold.

**Technology**

- Student devices will be used solely by the student to whom it is assigned
- Students will wipe the outside of the computer/iPad to disinfect it, minimally, one time per day
- Students will place their devices in the charger station on a rotating basis.
- When technical issues arise, K-4 will call a tech to the classroom
- Grades 5-6 will bring their devices to the tech room

**Hallway Procedures** - see sanitation section

Elementary students must use the following assigned bathrooms:

- PreK-1 - south bathrooms
- Grades 2-4 - east bathrooms
- Grades 5-6 - Viking Hallway bathrooms

RECESS			
TIME	GR	PARAS (Bring In)	Location
10:25-10:55	5 & 6	Caryn (5) & Jen (6)	Grade 5 - Tennis Courts or East Side Grade 6 - Playground or Diamond
11:25-11:55	2 & 4	Brenna (2), Carmen, Katie (2), New Hire, and Kathy (4)	Grade 2 - Playground Grade 4 - East Side
11:30-12:00	Pre	Brianna (Sonnenburg), Brenda & Brandi (Stiklestad)	Preschool - Early Childhood Playground and Basketball Court (will not rotate)
11:40-12:10	1	Tami (1) & Jen	Grade 1 - Kickball and Paved Area
11:45-12:15	K	Robin (K) & Jen	Kindergarten - Diamond
11:55-12:25	3	Jan Faris (3) & Jessica (3)	Grade 3 - Playground or East Side

**Recess Locations** - Grades K-4 will rotate each day to a new site. Preschool will remain on the early childhood playground and basketball courts every day. Students will be allowed to play with the equipment listed below. They will wipe it down once recess ends, and they will immediately wash their hands once they've entered the building.

- Playground (**swings, slides, monkey bars, chalk, hop scotch, etc.**)
- Tennis Courts (**movement activities, recess balls, frisbees, skip it, and kickball**)
- Paved Kickball Area (**kickball, chalk, and jump ropes**)
- East Lawn/Sidewalk (**football, chalk, and bean games**)
- Softball Diamond (**bats, soft balls, and kites**)

**Library** - Students will be allowed to check out books. If a para is available, the number of students checking out books can be cut in half by sending small portions of the class to the library. Available Times:

- Period 3 - 9:59-10:52
- Period 5 - 12:19-1:12
- Period 7 - 2:13-3:06

Classrooms need to select a book bin for returning books (all returned books must sit for three days to allow for viruses to die off), or students will be asked to wipe them down before putting them into the bin.

If read-aloud time is requested, Ruth Bot will go into the classrooms for this purpose.



# High School

The task force realizes there is much to learn procedurally for the start of the school year. With the support of the nursing staff, teachers and paraprofessionals will be expected to instruct students on these new practices. With repetition, patience, and coaching along the way, we are confident everyone will learn and retain this information well.

As some families have expressed concern about their children returning to school and about wearing masks, choosing to distance learn is an option. (See Family Choice - Distance Learning, p. 20) Students who opt to distance learn must sign on and watch a streamed lesson in real-time as well as commit to this format for the remainder of that quarter.

The following information is a comprehensive guide for teachers, parents, students, and staff. It is not an exhaustive list, however. We acknowledge that there may be some activities throughout the day that were not addressed in this plan. We will address those as needed.

## **Classroom/Hallway Procedures**

1. Gloves, hand sanitizer, and masks will be provided to all teachers
2. Students will be required to sanitize their desks at the end of each period and use hand sanitizer before leaving the classroom and entering the hallway. This will help stagger release times and make the hall less crowded.
3. Students will wear masks at all times.
4. Lockers will be used to store backpacks/school supplies.
5. Lockers are arranged in alphabetical order for grades 7-11. Grade 12 will have their traditional "senior lockers." Alphabetical order will put family members next to each other and help curtail congregating in the hallways during passing time.
6. Students will use their own materials.
7. The teachers will provide a sanitized bin of pencils, etc. for students who are missing items along with a bin to deposit used items (teachers will sanitize those items or will designate a dependable student to do this)
8. Classroom seating has been set up to allow for social distancing.
9. Passing Time - Due to the added time needed to sanitize classrooms at the end of each class period, the final 'start of class' bell will no longer sound. Adults (teachers, paras, custodians, administrators, etc.) in the hallways will assist with encouraging students to move along from class to class in a timely manner. Attendance will still be taken at the start of each class period, but tardies (from class to class) will not be counted the first several weeks of school. An 'end of class' bell will continue to sound throughout the day.

## **Drills (Fire, Active Shooter, Bus Safety and Tornado)**

- If an actual fire, active shooter, or tornado would happen, all students and staff will follow previously established procedures.
- Drills will be presented in a whole-group instruction with a single student demonstrating procedures.
- Bus safety will be presented by either video or a bus driver from 4.0.

## **Band/Choir**

- Will take place at the American Legion in Minneota.
- High School Band/Choir students who drive to school should drive directly to the Legion for their 1st-hour class.
- Mr. Voit or Mrs. Rabaey will be there at 7:45 AM to begin the health screenings.
- Any student who arrives after 8:10 AM must be screened at the school through the main office.
- Transportation will be provided for non-driving students. Students who ride a bus will remain on the bus until they are dropped off at the Legion. They should not deboard at the school.
- 2nd Hour Junior High Band/Choir will also take place at the American Legion in Minneota. The school will provide transportation to and from the American Legion.
- Instruments may be stored at the American Legion.

## **Phy-Ed**

1. Locker rooms will be available solely for the purpose of changing clothes only.
2. Students must store their clothes in their duffel bags, as lockers (and showers) will not be available.
3. PE teachers have been instructed to teach units that are low on student contact/rigor.
4. Locker Room Procedures for high school sports will be determined at a later date.

## **Homecoming**

Homecoming is scheduled for September 14-19. It may be rescheduled, and it may not. Details will be released at a later date. Every effort will be made to have some sort of Homecoming.

## **Athletics/Home Events**

No information is available at this time.

## **Library**

The library is being used as a classroom for the majority of the day. High School students will need to use Plum Creek Online book checkout for the 1st semester of the school year.



# Transportation

All 4.0 drivers and students will be wearing masks on all routes and all buses. Seat sanitation will occur before and after routes are run.

Minneota Public Schools will temporarily suspend all field trips. If sports/activities are allowed by the MSHSL, additional vehicles may be driven by coaches to allow for distancing on buses.

Students are encouraged to ride bikes or walk to school if they live within the city limits of Minneota.

**Scenario 1:** Business as usual.

**Scenario 2:**

## **Afternoon Route - Minneota**

- Families are encouraged to drive their children to and from school whenever possible.
- Seating will be assigned and allow for family members to sit next to one another.
- We won't be able to honor any at will (last minute) requests. Children who share housing between two parents must have their transportation coordinated by the parents.
- Bus passes for sleepovers or birthday parties will not be administered to students who need to ride a different route. Bus passes will be allowed solely for emergencies.

**Scenario 3:** Transport daily for breakfast and lunch delivery.

The Ivanhoe Buses will transport students in the same manner as they did in 2019-2020.



# Nursing

Minneota Public Schools is committed to implementing practices that positively affect the health and safety of our students and staff. The task force has developed a plan to cover the topics listed below. If you have any questions or concerns regarding any of these, please feel free to contact Barb Knutson, COVID-19 Coordinator. [barb.knutson@minneotaschools.org](mailto:barb.knutson@minneotaschools.org)

Starting August 1, 2020, all staff (using Timeclock Plus) will be screened before being allowed into the building. Beginning July 25, anyone screened into MPS will be masked at all times.

- 1. Training** - Proper training will be essential to curtail the spread of COVID-19. The nursing department will provide Minneota Public Schools staff and students with appropriate procedures on the following:
  - Hand washing
  - Putting on and taking off a mask
  - Covering a sneeze or a cough
  - Sanitizing tables, desks, and chairs
  - Identifying symptoms in students

Follow-up coaching will be provided regularly (every other week) to address concerns and answer questions regarding previously taught lessons.

- 2. Signage** - regarding symptoms that would prevent entry into the building, correct social distancing, and appropriate practices for limiting exposure to droplets will be displayed at the school's main entrances and throughout the building.

Please adhere to the circles or feet markings that will be displayed outside the building (on the playground), which indicate where to stand to follow correct social distancing guidelines.

- 3. Health Care Plans**

The school nurses will review and make appropriate adjustments for any students who currently have a health care plan. Parents of high-risk students will be contacted to prepare for the start of the school year.

- 4.** If your child is at high risk for illness, please inform the nursing staff as well as the school administrator to allow for alternative learning arrangements to be made.

- 5. Masks**

Students and staff are required to wear masks at all times per Governor Walz's Executive Order 20-81

- 6. Nurse Office Visits**

To ensure the spread of COVID-19 is mitigated, any students who are sent to the nurse's office with symptoms that align with the virus, the following procedures must be followed:

- a. Call or text the nursing staff regarding the specific symptoms the student has. Keep the phone call private for the student.
- b. Mask the student with one provided by the school.
- c. An adult (Para, Cindy, Allyson, or Sharon) will mask and escort the student directly to the nurse's office.
- d. Remind the student that he/she is not to leave the designated area once he/she arrives.
- e. Parents will pick up the child using the south entrance (near the library).
- f. The student's school items will be gathered (when the child is picked up from the classroom) and brought to the nurse's office.

**7. Absent Nurses**

If Robyn is not able to work due to illness or personal absence, Sara will be asked to substitute for her. If Sara is unable to work, Sharon Fox will stand in for the nurse, and someone else (Ruth, Sandy, Angela, or an administrator) will cover in the ICU room.

**8. Positive COVID-19 Case Who was on School Grounds:**

- a. Families and staff will be informed through email. If a family does not have email, a phone call will be made to the home.
- b. The MDH will be notified, and they will provide the school with guidelines regarding how to proceed.
- c. Teachers who are in a mandated quarantine (due to a family member who is ill) will teach from home whenever possible. An adult will be in the classrooms to provide support and guidance during the lessons. Students will never be in a classroom unattended.

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>



# Family Choice - Distance Learning

All families may opt for distance learning during the 2020-2021 School Year while the pandemic continues. If a family chooses distance learning, they will fill out the Minnesota Distance Learning Request Form. **Family Choice Distance Learning will differ from State-Required Distance Learning.**

**Families who are distance learning will only be permitted to change to in-person instruction or from in-person to Distance Learning at the start of a new quarter.**

The only exception to this would be students who are required to quarantine due to COVID19 Exposure or Diagnosis.

Students in distance learning will adhere to the Minnesota Public Schools Handbooks and Policies.

## **Schedules During Family Choice Distance Learning:**

**Grades K-6** Teachers will provide a schedule for when students must be logged in to Zoom to receive instruction.

**Grades 7-12** Students will follow their course schedule as if they were attending in person. They will be expected to participate in each class via a streamlined platform. For hands-on classes (for example Phy Ed) the teacher will assign work individually as needed. \*Some electives may not be available via Family Choice Distance Learning\*

## **Attendance During Family Choice Distance Learning**

For grades, K-12 attendance will be recorded during **ALL** assigned live instruction. Failure to attend a live session will result in an unexcused absence.

Parents are asked to let the school know by 8:00 AM if a student is ill and won't be able to log in live.

Minnesota Public Schools Attendance Policies will be followed. See the Elementary or Secondary Handbook for more information.

## **Elementary Assessments and Grading**

All Elementary Students are required to take the AIMSweb Plus, NWEA, and Fontas and Pinnell Assessments. Families who choose distance learning will have to schedule a time for the student to come into the school building and complete these assessments. They will work in a private room with only one staff member present. The

office will be sanitized before the student arrives. Students and staff will wear protective equipment (a mask), and there will be a plexiglass divider available.

### **Secondary Assessments and Grading**

- Assessments and grading will be consistent for all students if they are in person or distance learning.
- Academic eligibility policy will be followed, whether in-person or distance learning.
- Assessments will be completed at the same time as their peers in school.

### **Support Services during Family Choice Distance Learning**

#### **Special Education**

Special education services and support are included with the Family Choice - Distance Learning Plan. Each special education teacher will work with their families to create an individual Distance Learning Plan that will support the student while Distance Learning is active. When students return to the school building, special education services will return to match the original Individualized Education Plan.

Teachers will provide direct minutes, and supporting work will be sent home based on student needs. Paraprofessionals will still be available to assist students throughout the day.

Questions on special education or services can be directed to:

Sara Boerboom (Grades 10-12), [sara.boerboom@minneotaschools.org](mailto:sara.boerboom@minneotaschools.org)  
Nicolle Johnston (Grades 7-9), [nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org)  
Cindy VanKeulen (Grades 1-6) [cindy.vankeulen@minneotaschools.org](mailto:cindy.vankeulen@minneotaschools.org)  
Hollie Thompson (Pre-K Early Childhood) [hollie.thompson@minneotaschools.org](mailto:hollie.thompson@minneotaschools.org)  
Kristy Peterson (Grade 9) [kristy.peterson@minneotaschools.org](mailto:kristy.peterson@minneotaschools.org)  
Rebecca Paluch (Speech) [rebecca.paluch@minneotaschools.org](mailto:rebecca.paluch@minneotaschools.org)

#### **English as a Second Language (ESL Programming)**

EL students get core instruction from the classroom and content teachers. The EL teacher will hold virtual zoom meetings at least twice a week with all students to provide oral language development. Support will be available to assist teachers in creating accessible distance-learning activities for ELs.

## **K-12 EL**

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

Students will **listen to**, **read**, **speak** and **write** about e-books on RAZ Kids, Tumblebooks, Brain Pop, NEWSELA, and other platforms.

Contact Stephanie Guza with any questions you may have.

[steph.guza@minneotaschools.org](mailto:steph.guza@minneotaschools.org)

## **Counseling/Mental Health**

School counseling and mental health services will be included in Minneota's Distance Learning Plan. Staff will be available to help with social, emotional, mental health, and academic needs during this time.

### Pre-K - 6th Grade

Students and parents can contact Amber Rodas, School Social Worker  
[amber.rodas@minneotaschools.org](mailto:amber.rodas@minneotaschools.org) (507)872-6122 ext. 1131

If unable to reach Amber, please leave a message with Cindy Novotny, Elementary Administrative Assistant at [cindy.novotny@minneotaschools.org](mailto:cindy.novotny@minneotaschools.org) (507)872-6122 ext. 1142

### 7th - 12th Grade

Students and parents can contact Angela Lauer, School Counselor  
[angela.lauer@minneotaschools.org](mailto:angela.lauer@minneotaschools.org) (507)872-6175

If unable to reach Angela, please leave a message with Allyson Breyfogle, the Secondary Administrative Assistant at [allyson.breyfogle@minneotaschools.org](mailto:allyson.breyfogle@minneotaschools.org) 507-872-6175 ext. 1100

School linked mental health services through Western Mental Health will continue with students through in-home and telehealth options. If you are currently receiving these services, contact Megan Benedict at [mbenedict@wmhcinc.org](mailto:mbenedict@wmhcinc.org) or (507)829-4763 If unable to reach, questions can be directed to the Western Mental health Center. 1-800-658-2429

24 Hour Mental health Crisis information:

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

**Title 1 and Reading/Math Corps**

If you opt to distance learn, these services will not be available.

Parents and students will be contacted through any of these communication platforms: phone, USPS, school delivery, email, Seesaw for grades K-4, and Zoom for grades 5-12.



## Contact Information

The MPS COVID-19 Task Force welcomes input from our families. Please contact Dan Deitte, Superintendent of Schools, or Barb Knutson, COVID-19 Coordinator, with any questions or suggestions you may have.

[daniel.deitte@minneotaschools.org](mailto:daniel.deitte@minneotaschools.org)  
(507)872-6532

Superintendent

[barb.knutson@minneotaschools.org](mailto:barb.knutson@minneotaschools.org)  
(507)872-6175

COVID-19 Planning Coordinator

[jeremy.frie@minneotaschools.org](mailto:jeremy.frie@minneotaschools.org)  
(507)872-6175

Secondary Principal

[jen.mahandeitte@minneotaschools.org](mailto:jen.mahandeitte@minneotaschools.org)  
(507)872-6122

Elementary Principal