



# RETURN TO EDUCATION PLAN SUMMARY

**ISD 518 WORTHINGTON, MN**

*A plan to provide a safe, successful  
education to all students in  
District 518.*

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**2020-2021  
SCHOOL YEAR**



# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

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# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### MESSAGE FROM SUPERINTENDENT LANDGAARD

Independent School District 518 Students, Families, and Community Members,

As we look towards the 2020-2021 school year, we must acknowledge that the situation will test many important aspects of education including an equitable education for all, the ability to adapt to different situations, and the safety of students, staff, and the entire District 518 community. Independent School District 518 administration and many staff members have continued to work through the summer months to be sure that District 518 has a plan that can be adapted and modified while delivering an excellent education to all students in a health-conscious way.

ISD 518 will begin the 2020-2021 school year using a hybrid learning model. This model includes days of in-person learning as well as days of distance learning for all students across the district. Students at Prairie Elementary will attend class in-person two days a week and participate in distance learning three days a week. Students at Worthington Middle School and Worthington High School will attend class in-person one day a week and participate in distance learning four days a week. Wednesday will be used across the district to reach students who may need or desire additional instruction time as well as to clean district facilities with reduced traffic.

Starting the year in a hybrid model was recommended by guidelines put forward by Governor Tim Walz and the Minnesota Department of Education. If COVID-19 indicators in our community begin to trend downwards, it is possible that more students may attend class in-person more often. The district's goal is to safely have all students attend class in-person every day. However, if COVID-19 indicators in our community rise, the district may need to shift into a more restrictive model with students attending class in-person less or switching to a fully distance learning model.

District 518 continues to follow all guidance and mandates put forward by The Minnesota Department of Education, The Minnesota Department of Health, and Governor Tim Walz surrounding COVID-19, social distancing, and distance learning. By following these guidelines, the district is working to continue achieving excellence and equity in education for all students.



Changes to the distance learning plan or other district practices will be communicated with the District 518 community as they arise. To do their part in helping with this communication, families should be sure their current contact information is on file with ISD 518. Besides phone calls and mail, ISD 518 works with The Globe and RadioWorks as well as uses social media and its website, [www.isd518.net](http://www.isd518.net), to communicate important information. Please look to these sources for District 518 updates throughout the 2020-2021 school year.

**- John Landgaard**

Independent School District 518 Superintendent





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### COMMITMENTS

The following commitments have driven the decisions made by Independent School District 518 for the 2020-2021 school year:

#### **SAFETY**

The health and safety of ISD 518 students, staff, and community members will remain the top priority of the district. Protocols and procedures have been built upon guidance from the Center for Disease Control (CDC), Minnesota Health Department (MDH), and Minnesota Education Department (MDE).

#### **EQUITY**

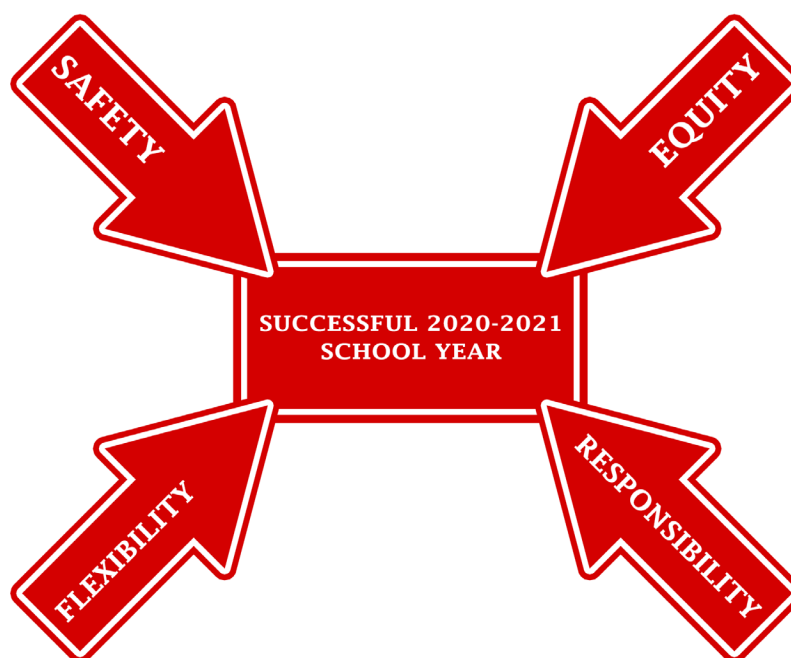
District 518 is committed to providing equitable access and opportunity for all students in the district. Programs and services will be provided to ensure that race, gender, class, or disability will not determine student success.

#### **FLEXIBILITY**

The ability to shift education delivery models may become necessary at any point during the 2020-2021 school year. The goal of ISD 518 is to have all students in-person for learning every school day, but the district is prepared to utilize learning models such as distance learning and hybrid learning to enable education based on MDE guidelines.

#### **RESPONSIBILITY**

District 518's fiscal responsibility to the community continues to be a consideration as practices are enacted to ensure the health, safety, and wellbeing of all students, staff, and community members.







# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### OUR GOAL

**Provide a successful education to all ISD 518 students while continuing to follow guidelines for student, staff, and community health as developed by the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH).**

**To achieve this goal, ISD 518 will begin the year in a hybrid learning environment combining both in-person learning and distance learning.**

#### ISD 518 MISSION

Educational Excellence for All  
Learners to be Successful Citizens  
in the Future.

#### ISD 518 VISION

District 518 is a leader in Southwest Minnesota and in the State of Minnesota that provides educational opportunities for all students to be productive global citizens and successful lifelong learners. District 518 will capitalize on opportunities that will lead to student success in school, the region, the state, and the world through strong educational programming that meets the goals of the World's Best Work Force.

### OUR RESPONSIBILITIES

#### TO OUR STUDENTS

The health and safety of ISD 518 students will continue to be the top priority of the district. All practices, policies, and procedures will work towards ensuring students are provided with a safe and effective learning environment with a focus on equity for all students.

#### TO OUR STAFF

District 518 staff health has been an essential consideration when developing practices, policies, and procedures. The safety of all ISD 518 staff is a top priority and essential to creating a district plan that has the ability to effectively educate students while keeping them, all staff, and our district community safe and healthy.

#### TO OUR COMMUNITY

School districts are the heart of communities. The practices, policies, and procedures developed and enforced within District 518 will work to keep our entire district community safe. The combined efforts of all students, staff, and community members will work to keep everyone healthy and safe. The district will also continue to provide essential community services such as food service for students and school-aged care for essential workers. These services are critical to keeping our community operating and serving those most in need.





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### COMMUNICATIONS

District 518 will communicate the learning model to be used, the Return to Education Plan, and changes to that plan in a timely manner. Schools will communicate about procedures and protocols that are specific to the building operations. Parents/Guardians must inform schools of any changes to phone numbers, email addresses, emergency contacts, etc.

### COMMUNICATION CHANNELS

District 518 has established the following methods to communicate and provide information to students, staff, families, and the community:

- Student & Employee Handbooks
- ISD 518 District Website
- SeeSaw for Prairie Elementary Students and Families
- Campus and Schoology for Worthington Middle School, Worthington High School, and Learning Center Students and Families
- Translation/Interpretation Services
- Posters
- ISD 518 Community Education Brochure
- Local Media – Television, Radio, and Newspaper Announcements
- Social Media – Facebook, Twitter, etc.
- Internal Communications – Intercom, E-mail, Video Boards, Video Announcements, etc.

### CREATION AND UPDATING OF THE RETURN TO EDUCATION PLAN

Hearing from families, students, staff, and our community was an essential part of efforts to create ISD 518's Return to Learning Plan. The district and individual schools will continue to engage our school community members to ensure all are informed of the latest information. Additionally, the district will be consistently taking in information about how the Return to Learning Plan is being implemented and received and how ISD 518 can improve. Resources such as the full Return to Learning Plan will be made available on the ISD 518 web site.

### DISTRICT STAFF AVAILABILITY FOR QUESTIONS

District 518 expects and understands that there will be questions surrounding the start of the 2020-2021 school year and beyond. ISD 518 staff and administration will be available to answer all questions concerning District 518 practices, announcements, and events.





## **HEALTH, SAFETY, & OPERATIONS**

The safety of students and staff is ISD 518's top priority. District 518 is committed to providing safety and well-being for all district employees and students in the 2020-2021 school year and beyond. The developed protocols reflect weeks of intensive conversations between COVID-19 Coordinators, the fall planning group, and various district working groups in collaboration with public health experts from the Minnesota Department of Health (MDH) and local public health officials.

### **COVID-19 PROGRAM COORDINATORS**

**PRAIRIE ELEMENTARY.....Heidi Meyer**  
**WORTHINGTON MIDDLE SCHOOL.....Jeff Luke**  
**WORTHINGTON HIGH SCHOOL.....Josh Noble**  
**LEARNING CENTER.....Doug Brands**  
**WEST LEARNING BUILDING.....Katie Clarke**  
**DISTRICT OFFICE.....Carmen Johnson**

### **PROTECTING VULNERABLE POPULATIONS**

ISD 518 will follow CDC guidelines and accommodate staff and students who are high risk for severe illness.

- Students/Families and staff will be able to self-identify as high risk for illness due to COVID-19. Those who are determined based on medical documentation to be at high risk will be able to choose an alternate learning model or work assignment.
- All Individual Healthcare Plans, Individual Education Plans, or 504 Plans will be evaluated to accommodate students with special health care needs and updated as needed to decrease risk of exposure to COVID-19.

### **PERSONAL HYGIENE**

- Students will wash their hands or use hand sanitizer upon arrival, every two hours, before and after eating, before and after using outdoor play equipment, before and after events, after changing classes, and before exiting district facilities.
- Teachers will wash or sanitize their hands upon arrival, every two hours, and every time a new group of students enters their room or as needed.
- All employees will receive cleaning and disinfecting supplies and personal protective equipment (PPE).
- Supplies including electronic devices, toys, books, manipulatives, lab materials, art supplies, etc. will not be shared to the greatest extent possible.





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### HEALTH, SAFETY, & OPERATIONS

#### FACE MASKS AND COVERINGS

All students, staff, and others present in district facilities or riding on school transportation vehicles are required to wear a face covering. Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Neck gaiter
- Scarf
- Religious face covering



ISD 518 will provide a supply of face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it meets the minimum requirement of covering the nose and mouth and adheres to building practices including dress code. A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception. Face shields may be used as an alternative to a face covering in the some situations. Inquiries about face shields may be directed to building administration.

#### CLEANING AND LEARNING MATERIALS HANDLING

District 518 will be implementing guidelines for cleaning, disinfecting, and ventilation across district facilities in accordance with best practices from MDH, MDE, CDC, and input from union partners. As buildings are prepared for re-opening, ISD 518 will continue to monitor and implement any new best practices that are recommended and feasible.

#### DAILY HEALTH SCREENINGS

Students and staff will be required to self-monitor for symptoms throughout the school day. Students or staff who develop symptoms during the school day must notify the school health nurse or an identified point of contact in the school building immediately. ISD 518 will provide education to students, staff, and families on the signs and symptoms of COVID-19 and when students should stay home or when they can return to school.

ISD 518 will require all staff, students and visitors to the building to do self-monitoring before coming to school. During fully in-person learning and hybrid learning, students and staff are required to stay home if:

- They have tested positive, are waiting for a test result, or are showing COVID-19 symptoms.
- They have recently had close contact with a person with COVID-19.

#### COVID-19 TESTING

The district will not conduct any on-site COVID-19 testing for those with symptoms or exposure to COVID-19. Following current guidance from the CDC and MDH, District 518 will not offer or require COVID-19 testing of its students and employees prior to school opening. MDH recommends testing in the presence of symptoms and/or when an individual has been exposed to someone with COVID-19. Staff and students' families should consult with health care providers or public health officials concerning further details on testing.







## **PRESUMPTIVE AND CONFIRMED COVID-19 CASE PROTOCOL**

District 518, in consultation with the Minnesota Department of Health (MDH), has established protocols to respond to suspected and positive cases of COVID-19 to maintain the health and safety of the school community.

All staff and parents/guardians of students are required to notify the appropriate District 518 designee immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

### **PERSONAL ILLNESS**

Individuals who are ill are expected to stay home. If any student, staff member, or visitor experiences COVID-19 symptoms while in a district building, they will be sent home immediately. It is ISD 518's expectation that parents/guardians will arrive or send a designee to immediately pick up their student once being notified. It is also the expectation that staff members will immediately leave district facilities after notifying a district designee.

### **PRE-SCREENING/SYMPTOM MONITORING/MANDATORY REPORTING**

Parents/Guardians, students, and staff are required to conduct a daily self-screen at home before reporting to school or work.

#### **EMPLOYEES**

All employees will be required to confirm they are symptom-free and have not had recent exposure to someone with COVID-19 by completing self-monitoring, which inquires about physical symptoms and exposure to COVID-19. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent with COVID-19, or if they are self-isolating due to suspected or known exposure to COVID-19 by emailing [carmen.johnson@isd518.net](mailto:carmen.johnson@isd518.net).

#### **PARENTS/STUDENTS**

All parents/guardians will be required to conduct a daily pre-arrival screening of their student(s) at home, before their student(s) leave for school. This involves taking temperatures daily and monitoring for the symptoms identified below. If any of the following are true, the parent/guardian must keep the student at home and contact the attendance secretary for further instructions.

- A fever of 100.4 degrees Fahrenheit or greater.
- A new onset of cough or shortness of breath unrelated to a pre-existing condition.
- Two of the following symptoms: sore throat, chills, headache, muscle pain, loss of taste or smell.
- Close contact (closer than six feet for longer than 15 minutes) with a person diagnosed with COVID-19,





## **PRESUMPTIVE AND CONFIRMED COVID-19 CASE PROTOCOL**

### **STUDENT WHO TESTS POSITIVE FOR COVID-19**

When a student tests positive for COVID-19, the parent/guardian must notify the school nurse.

The student will remain home until all of the following are true:

- At least 10 days since the onset of symptoms have passed.
- Until fever free when off anti-fever medications for 3 days.
- Symptoms are improving.

Student Health Services will notify MDH and provide the relevant information including the student's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.

Student Health Services will also collaborate with MDH to identify all students, teachers, and other contacts who spent more than 15 minutes within six feet of the infected student during the 48 hours before the onset of symptoms and report this information. MDH will assist in determining which, if any, individuals should quarantine at home for 14 days. Student Health Services will notify the head custodian to initiate cleaning protocols as per department guidelines.

### **COVID-19 EXPOSURE NOTIFICATION**

Should a positive COVID-19 case occur at a District 518 facility, the school nurse, the student health office, or the district Human Resource office will notify MDH. All District 518 students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified.

Notifications will be made by phone with follow-up written correspondence. Notifications will include the date of potential exposure if known, information on self-monitoring for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing), and local testing site information to schedule an appointment for testing.

### **RETURN TO SCHOOL GUIDELINES**

When tested and determined to be COVID-19 positive, the student will remain home until all of the following are true:

- At least 10 days since the onset of symptoms have passed.
- At least 3 days free of fever without the use of fever reducing medication have passed.
- Improvement in respiratory symptoms (e.g., cough, shortness of breath).

The COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return to school.





## HEALTH MONITORING PROTOCOL

All District 518 students, employees, contractors, visitors, and vendors who might enter a district facility are expected to regularly monitor their personal health status. It is essential that all members of the District 518 community stay home if they are experiencing symptoms suggestive of a COVID-19 infection based on the description below or have been in close contact with someone who has tested positive for COVID-19.

### MONITORING YOURSELF FOR SYMPTOMS

Every day before entering a District 518 building, you are required to assess yourself for symptoms and check your temperature. If you have any of the symptoms listed below, do not report to a district facility.

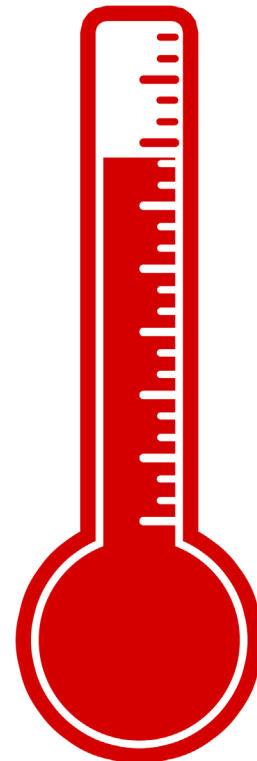
Stay home from school and consult your healthcare provider if you are experiencing any of the following:

- A fever of 100.4 degrees Fahrenheit or above.
- Frequent dry cough (not due to a pre-existing illness).
- Shortness of breath or difficulty breathing.

Stay home from school and consult your healthcare provider if you are experiencing two of the following:

- Sore throat
- Headache
- Chills
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell
- Congestion

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<input checked="" type="checkbox"/>	_____
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# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### STUDENT INSTRUCTION PRAIRIE ELEMENTARY

Students attending Prairie Elementary will be using a 50% capacity hybrid learning model to begin the 2020-2021 school year. The first day of class for Prairie Elementary students will be Tuesday, September 8th.

#### HYBRID MODEL

The Prairie Elementary student body will be divided into four groups, equal in number. Grouping will be done by family across the district, ensuring that children from the same household will attend school in-person on the same day(s). Shortened weeks will require students and families to be given special directions for what day(s) are in-person for their group.



Groups will be assigned to two days of in-person learning every week. For example, Group 1 and 3 may attend school on Monday and Thursday, while Group 2 and 4 may attend on Tuesday and Friday. During the three days while not in-person, students will be participating in distance learning activities and instruction. Distance learning days will include a variety of online and packet materials.

Should there be a time when reduced capacity is necessary, groups may move to one day of in-person instruction per week (with 25% of students in-person at a time).

- Students will be issued iPad devices that will travel to/from school and home.
- Wednesdays will be used for deep cleaning, teacher collaboration, parent outreach, and communication.
- Some students in specialized programs may have in-person support available to them every day.
- During hybrid in-person learning, teachers' primary focus will be on the content areas of reading and math, embedding science and social studies when possible. Minnesota State Standards will continue to drive instruction. A numeric scale, as defined in the standards-based report card, will be used to report student progress to families.
- During hybrid at-home learning, teachers will send home a combination of packet/hands-on materials as well as provide online learning opportunities. Students will be in contact daily with school staff, including paraprofessionals, specialists, and intervention teams.
- Attendance will be documented for both in-person and at-home students daily.

#### WEDNESDAY INTERVENTION DAYS

Prairie Elementary teachers will use this day to connect with students and families regarding their home learning experience. Teachers will also have Professional Learning Community time. All students will be required to check-in on Wednesday for attendance purposes.

Wednesdays will also be used as an opportunity for ISD 518 staff to use enhanced sanitizing and disinfecting practices within facilities across the district.





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### STUDENT INSTRUCTION WORTHINGTON MIDDLE SCHOOL

Students attending Worthington Middle School (WMS) will be using a 25% capacity hybrid learning model to begin the 2020-2021 school year. The first day of class for Worthington Middle School students will be Tuesday, September 8th.

### HYBRID LEARNING

All students in the district will be grouped into four separate groups. Grouping will be done by family across the district, ensuring that students from the same household will attend school in-person on the same day(s). Shortened weeks will require students and families to be given special directions for what day(s) are in-person for their group.

In a 25% capacity model, Group 1 will be in-person on Monday, Group 2 will be in-person on Tuesday, Group 3 will be in-person on Thursday, and Group 4 will be in-person on Friday. Students needing additional in-person support will have the opportunity to receive this support on Wednesday.

In a 50% capacity model, Groups 1 and 3 will be in-person and in classrooms on Monday and Thursday. Groups 2 and 4 will be in-person and in classrooms on Tuesday and Friday. Students needing additional in-person support may have the opportunity to receive this support on Wednesday.

Instruction and student/teacher interaction is required each day whether a student is in-person or working digitally. To accomplish this, live online interaction/teaching will be used as often as possible. Some students in specialized programs may have in-person support available to them every day.

### WEDNESDAY INTERVENTION DAYS

While working in a hybrid learning or distance learning education model, Wednesdays will be utilized as intervention days. Teachers will have a schedule available for students to meet virtually or in-person. In the afternoon on Wednesdays, teachers will have Professional Learning Community time as well as office hours to connect with students and families. All students will be required to check-in on Wednesday for attendance purposes.

Wednesdays will also be used as an opportunity for ISD 518 staff to use enhanced sanitizing and disinfecting practices within facilities across the district

### WMS SCHEDULE

Worthington Middle School will be following the regular school day schedule when using any of the education delivery models.

### WMS NON-INSTRUCTIONAL TIMES

Students must follow social distancing guidelines and masks are required at all times consistent with district-wide policies. Students will not be allowed to loiter in the hallways before, after school, or between classes.







# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### STUDENT INSTRUCTION WORTHINGTON HIGH SCHOOL

Students attending Worthington High School (WHS) will be using a 25% capacity hybrid learning model to begin the 2020-2021 school year. The first day of class for Worthington High School students will be Tuesday, September 8th.

#### HYBRID MODEL

All students in the district will be grouped into four separate groups. Grouping will be done by family across the district, ensuring that students from the same household will attend school in-person on the same day(s). Shortened weeks will require students and families to be given special directions for what day(s) are in-person for their group.

In a 25% capacity model, Group 1 will be in-person on Monday, Group 2 will be in-person on Tuesday, Group 3 will be in-person on Thursday, and Group 4 will be in-person on Friday. Students needing additional in-person support will have the opportunity to receive this support on Wednesday.

In a 50% capacity model, Groups 1 and 3 will be in-person and in classrooms on Monday and Thursday. Groups 2 and 4 will be in-person and in classrooms on Tuesday and Friday. Students needing additional in-person support may have the opportunity to receive this support on Wednesday.

Instruction and student/teacher interaction is required each day whether a student is in-person or working digitally. To accomplish this, live online interaction/teaching will be used as often as possible.

Some students in specialized programs may have in-person support available to them every day.

#### WEDNESDAY INTERVENTION DAYS

While working in a hybrid learning or distance learning education model, Wednesdays will be utilized as intervention days. Teachers will have a schedule available for students to meet virtually or in-person. In the afternoon on Wednesdays, teachers will have Professional Learning Community time as well as office hours to connect with students and families. All students will be required to check-in on Wednesday for attendance purposes.

Wednesdays will also be used as an opportunity for ISD 518 staff to use enhanced sanitizing and disinfecting practices within facilities across the district





## STUDENT INSTRUCTION WORTHINGTON HIGH SCHOOL

### WHS SCHEDULE

Worthington High School will follow the schedule listed below when using a traditional, hybrid, or distance learning model. Students need to participate in each class period everyday whether they are in-person or at home.

TROJAN ADVISORY M, T, Th, F  7:55 - 8:20	BLOCK 1  8:25 - 9:50	BLOCK 2  9:55 - 11:20	A LUNCH 11:20 - 11:50	BLOCK 3 B&C 11:55 - 1:20		BLOCK 4  1:25 - 2:50
			BLOCK 3A 11:25 - 12:05	B LUNCH 12:05 - 12:35	BLOCK 3C 12:40 - 1:20	
			BLOCK 3 A&B 11:25 - 12:50		C LUNCH 12:50 - 1:20	

### WHS NON-INSTRUCTIONAL TIMES

Students must follow social distancing guidelines and masks are required at all times consistent with district-wide policies. Students will not be allowed to loiter in the hallways before, after school, or between classes.

### ATTENDANCE

Attendance will be taken during each class period, just as it would be under the traditional learning model. Students are expected to participate in class each day during the assigned class period, whether they are in-person or distance learning.





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### STUDENT INSTRUCTION LEARNING CENTER

Students attending the Learning Center will be using a hybrid learning model to begin the 2020-2021 school year. The first day of class for Learning Center students will be Tuesday, September 8th.

### HYBRID MODEL

The student body would be divided into 4 groups, equal in number. Grouping will be done by family across the district, ensuring that children from the same household will attend school in-person on the same day(s). Shortened weeks will require students and families to be given special directions for what day(s) are in-person for their group.



Groups will be assigned to two days of in-person learning every week. For example, Group 1 and 3 may attend school on Monday and Thursday, while Group 2 and 4 may attend on Tuesday and Friday. During the three days while not in-person, students will be participating in distance learning activities and instruction. Distance learning days will include a variety of online and packet materials.

Should there be a time where reduced capacity is necessary, groups may move to one day of in-person instruction per week.

Instruction and student/teacher interaction is required each day whether a student is in-person or working digitally.

Some students in specialized programs may have in-person support available to them every day.

### WEDNESDAY INTERVENTION DAYS

While working in a hybrid learning or distance learning education model, Wednesdays will be utilized as intervention days. Teachers will have a schedule available for students to meet virtually or in-person. In the afternoon on Wednesdays, teachers will have Professional Learning Community time as well as office hours to connect with students and families. All students will be required to check-in on Wednesday for attendance purposes.

Wednesdays will also be used as an opportunity for ISD 518 staff to use enhanced sanitizing and disinfecting practices within facilities across the district.





# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

### STUDENT INSTRUCTION LEARNING CENTER

#### SCHEDULE

When the Learning Center is following the hybrid or distance learning model the following schedule will be used. Students are expected to participate in each class period everyday whether they are in-person or at home.

<b>CONNECT:</b>	<b>7:55 - 8:15</b>
<b>BLOCK 1:</b>	<b>8:18 - 9:26</b>
<b>BLOCK 2:</b>	<b>9:29 - 10:37</b>
<b>BLOCK 3:</b>	<b>10:40 - 11:48</b>
<b>LUNCH:</b>	<b>11:51 - 12:21</b>
<b>BLOCK 4:</b>	<b>12:24 - 1:32</b>
<b>BLOCK 5:</b>	<b>1:35 - 2:43</b>

#### LEARNING CENTER NON-INSTRUCTIONAL TIMES

Students must follow social distancing guidelines and masks are required at all times consistent with district-wide policies. Students will not be allowed to loiter in the hallways before, after school, or between classes.

#### ATTENDANCE

Attendance will be taken during each class period, just as it would be under the traditional learning model. Students are expected to participate in class each day during the assigned class period, whether they are in-person or distance learning.





## INDEPENDENT SCHOOL DISTRICT 518

### RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

#### ALTERNATIVE LEARNING PLAN

ISD 518 will be using a hybrid learning model with students across the district participating in both in-person and distance learning at the start of the 2020-2021 school year. If District 518 uses a traditional in-person learning model or a hybrid learning model, some families may not feel comfortable sending their students to district facilities. Families in ISD 518 have options available to them to keep their students in the district while choosing not to send them to district facilities in-person.



Families whose student(s) who would normally attend an ISD 518 school but do not feel comfortable having their student(s) in district facilities have the option of a virtual learning environment. Students may be recommended to enroll in ISD 518's existing fully virtual learning program, VIBE. Other accommodations for students may be decided upon by administration. For more information on enrolling your ISD 518 student(s) in the VIBE, please contact the student's school office.







## INDEPENDENT SCHOOL DISTRICT 518

### RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

#### COMMUNITY EDUCATION

District 518 Community Education will be following guidance provided by the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), Minnesota Governor Tim Walz and the ISD 518 School Board and administration.



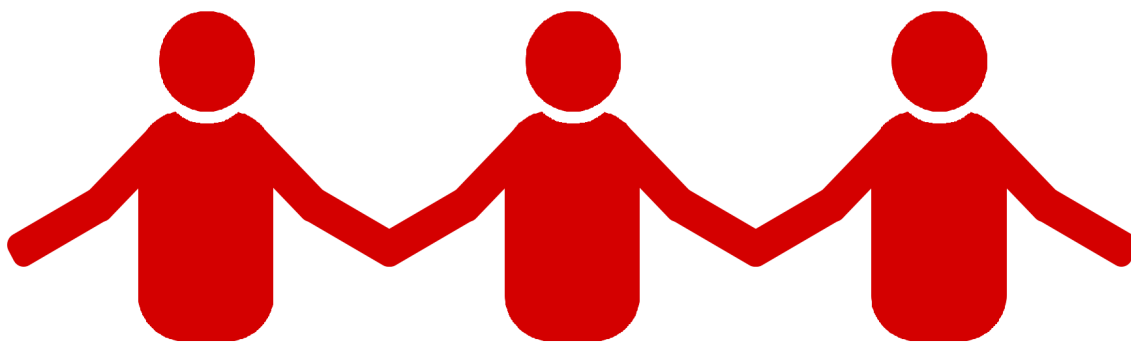
District 518 Community Education will continue to provide services in all five departments. Delivery of programming may be adjusted in accordance with the three education models, including the traditional in-person model, the hybrid model, and the distance learning model. Community Education will follow the ISD 518 guidance when switching between models.

Community Education classrooms and programs will operate using enhanced health and safety protocols outlined by the school district. This includes all guidelines and procedures concerning cleaning and disinfecting, hygiene, face coverings, screening for children and adults reporting exposure and diagnosis of COVID-19, and methods for limiting the number of interactions between groups of students.

#### NOBLES COUNTY INTEGRATION COLLABORATIVE

Nobles County Integration Collaborative office will be open, but individuals are requested to call ahead to set up an appointment and receive instructions for entering the Minnesota West Community and Technical College campus facilities. Please call (507) 376-3300 to set up an appointment. The number of people at appointments and meetings will be limited. Please do not bring additional people to the appointment, unless their presence is required for the topic or for language support.

Youth Development Leaders will contact past participants regarding plans for after-school programs and activities. NCIC will follow ISD 518 guidance for education delivery models.





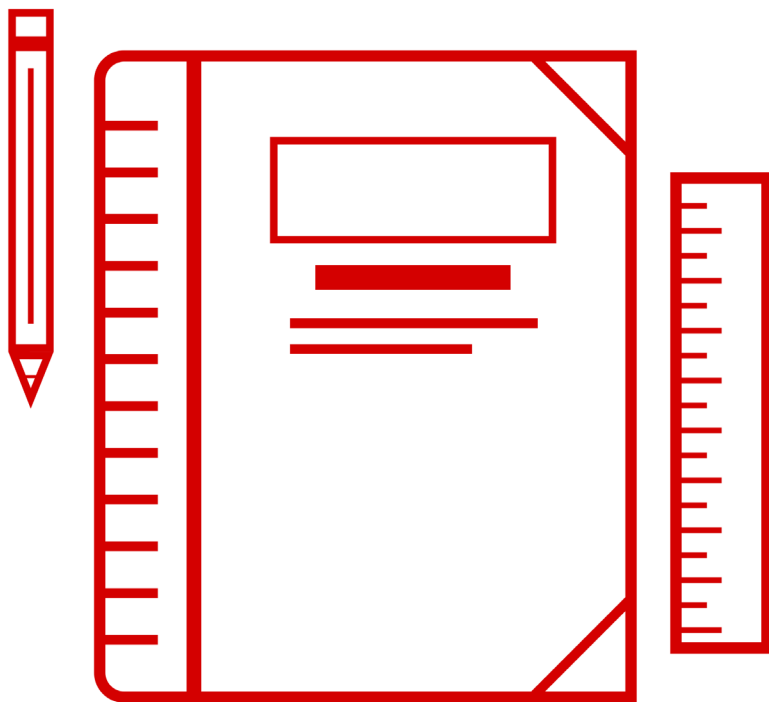
## SPECIAL EDUCATION INSTRUCTIONAL SUPPORT FRAMEWORK

Minnesota Department of Education (MDE) supports schools in the establishment and implementation of Individualized Education Plans (IEPs) for students who qualify for specially designed instruction and related services. During the 2020-2021 school year, Worthington Special Programs Office, in accordance with MDE's guidance, will provide guidance to administrators, teachers, and staff to ensure that students who have IEPs are receiving instruction in support of their IEP goals and also have access to and are being instructed in grade level content, when appropriate. The Worthington Special Programs Office administration and teachers are identifying best practices for teaching students who have IEPs in a digital and/or hybrid learning environment. Students may learn in-person as well as digitally within the same week such as in the hybrid learning model.

Federal law requires the district to provide a Free and Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities. The United States Education Department acknowledges that during the COVID-19 pandemic, schools might not be able to provide certain in-person services. In addition, an IEP must be reasonably calculated to enable a child to make progress appropriate in light of the child's circumstance. An IEP is not an educational contract guaranteeing that the student will achieve a certain amount of academic proficiency. At all times, the health and safety of our students and staff will be in the forefront of all district decisions.

## FAMILY SUPPORT AND RESOURCES

Families will receive communication from their student's case manager regarding the IEP and contingency learning plan. Special education administrators are available for information and guidance regarding the educational programming for special education students in ISD 518.





## FOOD SERVICE & CAFETERIA

Continuing to provide all students with access to healthy meals remains a high priority for the district. Adjustments have been made to how and where meals will be served throughout the school year across all learning models.

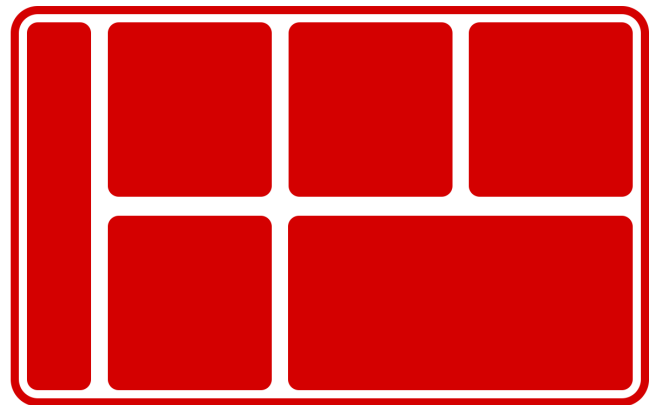
### BREAKFAST

All students will be offered a grab-and-go breakfast as they enter the school building and may enjoy breakfast in the cafeteria or their classroom.

### LUNCH

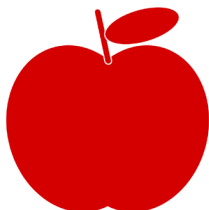
Students will maintain six feet of distance while traveling through serving lines when possible and sit at designated seats in the cafeteria and/or return to their classroom to enjoy their meal. The following protocols will be observed for lunch service:

- Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating.
- Cafeteria use will be staggered during meal service.
- Signage will be placed near the entrance and inside of cafeterias to promote social distancing.
- If eating in cafeterias, students will have designated seats distanced six feet apart, eat with the same group of students, and not share food.
- When using the hybrid learning model, students will receive pre-ordered breakfast and lunch meals for the days they will be distance learning. Students will pick up these pre-ordered meals as they leave the school building at the end of the day they are attending school in-person.
- When using the distance learning model, pre-ordered breakfast and lunch may be picked up at designated locations at designated times.
- If enrolled in an alternate learning plan, pre-ordered meals may be picked up at a designated location.



### WATER

Students should bring their own water bottles that are clearly labeled with their name. Touchless hydration stations will be used for replenishing water.





## **TECHNOLOGY**

### **LEARNING PLATFORMS AT ISD 518**

The following online platforms are communication tools used to contact and communicate with ISD 518 families:

- ShoutPoint, the district website, the district Facebook page, and student and parent email are used to contact and communicate with ISD518 families.
- Prairie Elementary will use SeeSaw and Zoom.
- Worthington Middle School, Worthington High School, and the Learning Center will use Schoology and Zoom.
- Staff online collaboration platforms for remote instructional planning are Google Hangout and Zoom.



### **IT HELPLINE**

The district has set up a student technology helpline and IT helpdesk to assist students and parents with technical issues that may be encountered with distance learning.

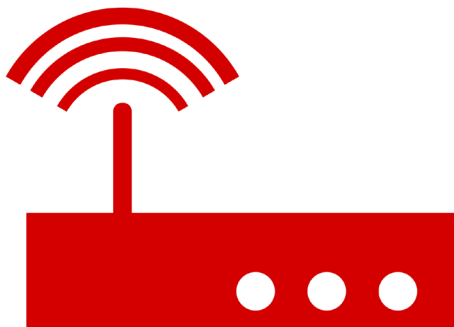
ISD 518 encourages students and families to email [technology@isd518.net](mailto:technology@isd518.net) or call the IT Helpline at (507) 727-1127 for any tech related questions. The IT Helpline email account and phone number are managed by the ISD 518 Tech Support Team.

### **STUDENT DEVICES**

All students in grades K-12 have a district-owned device at their remote location. The device is managed by District 518 and contains all essential apps, instructional websites, and a learning management system that students can use to communicate with teachers.

### **INTERNET ACCESS**

The district continues to take measures to ensure all students have internet access including phone calls to parents, collaborations with private industry, remote hotspots, and installing Wi-Fi in homes of those with no access.





## **TRANSPORTATION**

### **STUDENT CAPACITY**

All ISD 518 student transportation vehicles, including buses, will be operating using Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH) guidelines. This includes a reduction of capacity to 50% on student transportation vehicles when the district is utilizing a hybrid learning model. As much distance as possible will be created between students on the bus. Students from the same household may sit together.

### **STUDENT LOADING AND UNLOADING PROCEDURE**

Students will be instructed to load buses from the back to front of the vehicle and unload from the front to back of the vehicle. This method prevents as much cross-traffic within the vehicle as possible.



### **FACE COVERINGS ON BUSES**

In accordance with Executive Order 20-81, students will be required to wear a face covering while riding on district buses. Please see the “Face Masks and Coverings” section of this document for more information on the requirements of student face masks.

### **CLEANING AND DISINFECTING**

Cleaning and disinfecting materials will be provided to bus drivers for use on railings and other high traffic areas between routes. Training on proper cleaning methods will be provided to drivers. Bus windows and top hatches may be opened to increase ventilation as conditions permit.

### **PICK UP/DROP OFF ZONES AND TIMES**

Bus and parent pick up and drop off zones and times may be modified at each district facility to accommodate best social distancing practices. If a change to bus scheduling occurs, families will be notified by District 518.

### **STUDENT PICK UP AND DROP OFF**

Due to the rigorous bus scheduling that must be utilized to comply with MDE and MDH guidelines, families must clearly designate consistent pick up and on drop off points for each student. This consistent schedule will allow ISD 518 and the bus company to follow practices recommended by MDE and MDH such as limited bus capacity. If a change to a pick up or drop off point needs to be made, please contact your student’s school office.







## INDEPENDENT SCHOOL DISTRICT 518

### RETURN TO EDUCATION PLAN 2020-2021 SUMMARY

## SCHOOL-AGED CARE SERVICES

District 518 will provide school-aged care for ISD 518 enrolled children (kindergarten to age 12) of Tier I Essential Workers as identified in the Minnesota Executive Order 20-82. School-aged care will be located at West Learning Center and managed by ISD 518 Community Education. Care for eligible children is available free of charge from 8 a.m. to 3:30 p.m. Before school and after school care are available for a fee. Individuals with questions about School-Aged Care may call (507) 376-6105.

### TIER I ESSENTIAL WORKERS

The Tier I essential worker list of eligible employment fields are as follows:

- Healthcare and public health
- Law enforcement, public safety, and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Child care and school-age care providers

### ENROLLING IN ISD 518 SCHOOL-AGED CARE

If you are a Tier I essential worker with school-aged children enrolled in ISD 518 and would like to enroll them in the school-aged care program, please contact Anne Foley or Sharon Johnson by calling (507) 376-6105.

