



# INDEPENDENT SCHOOL DISTRICT 518

## RETURN TO EDUCATION PLAN

2020-2021

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

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*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## 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

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## 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.

## **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 leaning 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.

## COMMUNICATIONS

Communication will be essential to avoid confusion and turmoil as the District 518 navigates the 2020-2021 school year. Parents/Guardians must inform schools of any changes to phone numbers, email addresses, emergency contacts, etc. Schools will communicate about procedures and protocols that are specific to the building operations. District 518 will communicate the learning model to be used, the Return to Education Plan, and changes to that plan in a timely manner.

## TRANSLATION

Essential documents, plans, and messages will continue to be translated into Spanish using ISD 518's translation department. Should further translation/interpretation services be needed by families or students, please contact administration with a request.

## COMMUNICATION CHANNELS

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

- Student Handbooks
- 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. District 518 will continue to share information and updates using established communication channels. Resources such as the Return to Learning Plan will be made available in full on the ISD 518 web site.

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**DISTRICT STAFF AVAILABILITY FOR QUESTIONS**

All normal communication channels with administration and staff will continue to be available for use by district students and families. This includes phone calls to building offices and teachers along with email and other virtual messaging options. District 518 expects and understands that there will be questions surrounding the start of the 2020-2021 school year and beyond. District staff 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 the safety and well-being of all district employees and students in the 2020-2021 school year and beyond. The district has intentionally focused on preserving healthy school and work environments, limiting the spread of COVID-19, and implementing systems to keep our communities healthy and safe. 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. The planning process also included a thorough review of guidelines from the Centers for Disease Control (CDC) and the Minnesota Department of Education (MDE), as well as available medical and epidemiological literature on COVID-19 related to children and school settings.

There is still much that is being learned and discovered about coronavirus and COVID-19. Practices and guidance are based on current conditions and the best information available have as of February 2021. Protocols will be adapted and routinely adjusted as needed.

### COVID-19 PROGRAM COORDINATORS

<b>Prairie Elementary</b>	Heidi Meyer
<b>Worthington Middle School</b>	Jeff Luke
<b>Worthington High School</b>	Josh Noble
<b>Learning Center</b>	Doug Brands
<b>West Learning Building</b>	Katie Clarke
<b>District Office</b>	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 may 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.
- Distance learning will be offered to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

### HEALTHY HYGIENE PRACTICES

Experts agree that routine healthy practices are an effective measure to protect against COVID-19. Everyone in ISD 518 facilities will be subject to requirements surrounding personal hygiene, face coverings, and social distancing whenever possible.

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## 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).
- District facilities will be supplied with hygienic supplies.
- All employees and students will participate in COVID-19 training.
- Supplies including electronic devices, toys, books, manipulatives, lab materials, art supplies, etc. will not be shared to the greatest extent possible.

## 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

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear.

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.

Face coverings should not be placed on anyone under the age of 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to developmental, medical, or behavioral health condition(s).

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 following situations:

- Students in kindergarten through grade 8 when wearing a face covering is problematic.
- Teachers when wearing a face covering may impede the educational process.
- Staff, students, or visitors who cannot tolerate a face covering due to developmental, medical, or behavioral health condition(s).
- Staff providing direct support student services when a face covering impedes the service being provided.

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For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally and there should be no exposed gap between the forehead and the shield's headpiece.

Staff, students, and others present in the district facilities may temporarily remove their face covering or face shield in the following situations:

- Pre-kindergarten students age 5 years and younger participating in programming in a district facility. Pre-kindergarten programs are subject to the Executive Order 20-81 requirements and related guidance applicable in childcare settings. Pre-kindergarten children who are at least 2 years old may wear face coverings if they can do so in compliance with CDC guidance (without frequently touching or removing the covering).
- While eating or drinking.
- 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 replace their face covering as soon as the activity is completed.
- When entering the school building during the day, students, staff, and others may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- When staff are working alone in their offices, classrooms, vehicles, or other job locations who do not have person-to-person interaction.
- When staff are working in communal spaces, such as desks or cubicles, which have barriers of plexiglass or cubicle walls that are above face level between employees.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult.

Whenever a face covering or a face shield is removed, care should be taken to maintain social distance as much as possible.

## **SOCIAL DISTANCING**

Social distancing is a critical tool in decreasing the spread of COVID-19. The following requirements will be in place at District 518:

- All individuals must maintain a minimum of three feet of distance when possible. Social distancing may not be possible in all areas of district facilities, especially common areas such as cafeterias, locker areas, and restrooms. Following visual cues from signage and floor decals indicating social distancing parameters and traffic flow through building entrances, exits, and other common use areas is required at all times.
- ISD 518 will systematically review and evaluate classroom capacity with the goal of creating as much space between individuals as possible, recognizing that it is not always feasible to have three feet of distance during instructional time in the classroom.
- Staff will monitor arrival and dismissal to curtail congregating and ensure students go from the vehicle directly to their classroom and vice versa.
- Nonessential visitors, volunteers, and activities involving external groups or organizations are restricted.

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- Self-service food or beverage distribution in the cafeteria will be discontinued. Meals, snacks, and beverages served at school must be individually packaged. Where individual packaging is not possible, food and beverages must be served directly to students.
- Pick up and/or delivery of meals and school materials for days students and staff are not in the school building is available.

## **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.

- Each school building will be equipped with EPA registered COVID-19 disinfectant for SARS-COV2 and supplies to support increased cleaning protocols. Custodial staff will be trained in daily cleaning practices, specialized/responsive cleaning, enhanced disinfecting techniques, and how to respond to urgent situations.
- All schools will be equipped with backpack sprayers to support custodial staff in increased daily disinfection of spaces after students and staff leave the building.
- Hand sanitizer stations with a sanitizer that is at least a 60% alcohol-based will be maintained outside of entrances/exits, entryways of cafeterias and bathrooms, at the ends of hallways, and inside of health/nursing areas.
- Classrooms will be provided with hand sanitizer and cleaning supplies.
- High touch points will be disinfected at least once every four hours.
- Signage will be posted throughout district facilities identifying high touch areas and cleaning frequency.
- A cleaning/sanitizing checklist will be created and completed by the custodial staff responsible for the cleaning.
- Custodial staff will ensure that all handwashing sinks are operational and have clean running water, soap, and paper towels. If a sink becomes inoperable, immediate steps will be taken to repair it or a hand sanitizer will be provided in its place until the repair is possible.
- To increase ventilation, District 518 will be replacing air filters, ensuring windows are operable and secure to allow for increased outdoor airflow, and increasing the circulation of air as much as possible by adding portable fans.

## **DAILY HEALTH SCREENINGS**

Regular screening of symptoms and ongoing self-monitoring throughout the school day can help quickly identify signs of illness and reduce exposure. 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.

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The CDC does not currently recommend universal testing for admittance of students or staff into school. ISD 518 will not participate in universal testing of students or staff.

ISD 518 will require all staff, students, and visitors to the building to self-monitor for symptoms before coming to school. District 518 will provide the following:

- Parent education through classroom applications and other district messaging about the importance of monitoring symptoms and staying home while ill.
- Reminders to staff and families to check for symptoms of household members in the morning and evening.
- Help for families that do not have thermometers to find resources to obtain one.
- Communications on the expectations and processes for the symptom screening method(s) selected for students, staff, and families.
- Action steps to care for students and/or staff who arrive to school ill.
- A plan to find quality replacements for staff that are on leave.

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.
- They are returning from international travel.

## **COVID-19 TESTING**

Current guidance from the CDC and MDH does not recommend testing of all students and staff prior to their initial return to school or work. District 518 does not require COVID-19 testing of its students and employees prior to attending school. MDH recommends testing in the presence of symptoms and/or when an individual has been exposed to someone with COVID-19. The district will not conduct any on-site COVID-19 testing for students with symptoms or exposure to COVID-19. Staff and students' families should consult with health care providers or public health officials concerning further details on testing.

## **HANDLING SUSPECTED OR CONFIRMED POSITIVE CASES OF COVID-19**

District 518 will be following the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs available for viewing on the MDH COVID-19 webpage.

## RESPONSE TO POSITIVE COVID-19 TEST

Consistent with Minnesota regulations for communicable diseases, if an individual in a district facility is confirmed, suspects to have been, or has been in contact with someone confirmed to have COVID-19, ISD 518's point of contact will notify MDH. District 518 will receive direction on next steps to take including, but not limited to, providing necessary information for MDH to conduct contact tracing, when individuals can resume school or work, and whether to quarantine others. Additionally, consistent with both notification requirements for other communicable diseases and legal confidentiality, ISD 518 will follow district regulations for exposure to a communicable disease. District practices include:

- A system for families/students to self-report a positive COVID -19 case or exposure to someone with COVID-19 within the last 14 days in a manner consistent with applicable laws and privacy policies, including the Family Educational Rights and Privacy Act (FERPA).
- Signs posted at ISD 518 building entrances requesting those who have been symptomatic not enter the building.
- A designated area for students and/or staff who are symptomatic and are waiting to go home. This space will not be part of the regular student health service area and will have a cleaning process between uses and as needed.
- Symptomatic students and/or staff will be immediately isolated in the designated area and sent home.
- A plan for transporting an ill student or staff member home or to medical care if needed.
- An ISD 518 designee will notify MDH of confirmed COVID-19 cases among students and staff as required by MN Rules, Chapter 4605.7050.
- ISD 518 will notify families, staff, and the public of COVID-19 cases as needed based on MDH guidance.

In the event a student needs to quarantine and is asymptomatic, the student will be required to continue to attend school remotely. Their attendance will be marked as though they were attending in-person each day.

## CONTACT TRACING

Contact tracing is a key strategy used by health departments to prevent the spread of infectious diseases. It involves identifying people who have the virus, determining whom they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. MDH has implemented a contact tracing program to help mitigate the spread of COVID-19 in Minnesota. When notified of a staff member, student, or visitor with a confirmed case of COVID-19, District 518, through the Human Resource Department for staff or the Office of Student Health Services for students, will coordinate with MDH on COVID-19 reporting and response efforts.

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## **WATER AND VENTILATION SYSTEMS**

ISD 518 will take the following steps to ensure water and ventilation systems meet all safety standards:

- Ensure all water systems and features (e.g., sink faucets, bottle fill stations) are safe to use after a prolonged facility shutdown.
- Encourage staff and students to bring their own water or use cups or other alternative procedures to minimize use and touching of bottle fill stations/water fountains.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Windows will be opened to the extent possible. Doors to classrooms and rest rooms should remain open where possible.
- Keep windows and doors closed if remaining open poses a safety or health risk to students or staff (e.g., risk of falling or trigger asthma symptoms).
- Use portable fans only if precautions are taken to ensure that air blowing from one person is not aimed at another person.

## **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. If they answer yes to any of the screening questions, they must refrain from going to a district facility.

- **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 at home, before their children 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.

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- Close contact (closer than six feet for longer than 15 minutes) with a person diagnosed with COVID-19.

### **EMPLOYEE WHO DEVELOPS SYMPTOMS WHILE AT WORK**

If an employee develops any of the following symptoms while at work, they will be sent home immediately:

- A fever of 100.4 degrees Fahrenheit.
- A cough or shortness of breath.
- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell.

If an employee needs to be picked up, they will wait in a designated area before leaving district facilities.

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

An employee who tests positive for COVID-19 must notify Employee Health Services of the test results by emailing [carmen.johnson@isd518.net](mailto:carmen.johnson@isd518.net) on the day of receipt.

Upon receiving notification, the district Human Resource Department will notify MDH and provide the relevant information including employee's name, contact information, healthcare provider if known, when the individual became symptomatic, and when the employee was last at the facility. They will also collaborate with MDH to identify all employees and contacts who had close contact with the infected employee during the 48 hours before onset of symptoms and report the information to Employee Health Services.

MDH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.

The district Human Resource Department will also notify the head custodian to initiate cleaning protocols as per department guidelines.

### **RETURN TO WORK GUIDELINES**

When tested and determined to be COVID-19 negative, employees will return to work unless the employee has other medical issues that require staying at home.

When tested and determined to be COVID-19 positive, the employee 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 to return to work.

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When an employee is symptomatic, but COVID-19 testing was not completed, the employee 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).
- A clinician has evaluated the employee and has documented an alternative diagnosis and that the employee may return to work sooner than ten days.

## **STUDENT WHO DEVELOPS SYMPTOMS WHILE AT SCHOOL**

If a student develops any of the following symptoms while at school:

- A fever of 100.4 degrees Fahrenheit or greater.
- A cough or shortness of breath unrelated to a pre-existing condition.
- Any two of the following symptoms: sore throat, chills, headache, muscle pain, new loss of taste or smell.

Their teacher will inform the school nurse by telephone prior to sending the child to the Health Room. The student will be escorted by an adult (no student escorts) to the Health Room where the nurse will perform appropriate assessment and documentation in the student information system (SIS).

The nurse will notify a parent/guardian to pick up the student and the student will be escorted to a designated entrance to meet their parent/guardian. Parents/Guardians will be given instructions to contact their medical provider.

If a student receives transportation services, the office of transportation will be notified of the student's absence from school. No student who develops COVID-19 symptoms defined above will be permitted to return home on a school bus that day.

The school nurse will follow up with the student's family and document the interaction.

## **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 were in close contact with the infected student during the 48 hours before the onset of symptoms and report the information to Student Health Services. MDH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.

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Student Health Services will notify the head custodian to initiate cleaning protocols as per department guidelines. Additionally, consistent with both notification requirements for other communicable diseases and legal confidentiality, District 518 will follow regulations for exposure to a communicable disease.

## **COVID-19 EXPOSURE NOTIFICATION**

Should a positive COVID-19 case occur at a District 518 facility, consistent with both notification requirements for other communicable diseases and legal confidentiality the school, the district will follow regulations for exposure to a communicable disease. 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. These notifications will be completed by administration in consultation with the school nurse (for students) and employee health services (for staff).

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 to return to school.

When symptomatic, tested, and determined to be COVID-19 negative, the student will remain home until they meet the district's normal criteria for return after an illness. This criteria includes fever free, vomiting and diarrhea free for greater than 24 hours without medication, or a clinician has evaluated the child, documented an alternative diagnosis, and determined the student may return to school.

When symptomatic but COVID-19 testing was not completed, 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.
- Symptoms are improving.
- A clinician has evaluated the child, documented an alternative diagnosis, and that the student may return to school.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## HEALTH MONITORING PROTOCOL

Reducing the risk of exposure to COVID-19 will help prevent the spread of the virus. All District 518 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 take personal responsibility in the community effort to reduce the spread of COVID-19. Stay home if you 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

It is crucial that the community works together to ensure each other's safety. 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

A variety of symptoms have been associated with COVID-19, and their impact on health has ranged from mild to severe. Symptoms may appear 2–14 days after exposure to the virus. Experts continue to learn more about the new virus and the symptoms it produces.

## STUDENT INSTRUCTION

### LEARNING MODELS

ISD 518 will begin the 2020-2021 school year using a hybrid learning model. This model was recommended for District 518 by a set of guidelines from Governor Tim Walz and the Minnesota Department of Education (MDE). In the hybrid learning model, students will attend class in-person up to two days a week and will participate in distance learning the remaining days. The number of days students attend class in-person will vary across district facilities. See each individual facility's Student Instruction section in this document for more details.

On February 16, 2021, ISD 518 moved to a full in-person learning model for all students. This change involves extensive planning and adherence to all COVID-19 guidelines. Social distancing practices are followed as closely as possibly wherever possible. Some areas in district facilities, such as common areas like the cafeteria, locker areas, buses, and restrooms, may not have the necessary space to practice full social distancing. Care is taken to limit student time and possible exposure in these areas.

### MOVING BETWEEN LEARNING MODELS

If COVID-19 indicators begin to trend downwards, students may attend class in-person more often. The district's goal is to have all students safely attend class in-person every school day. However, if COVID-19 indicators rise, the district may need to shift into a more restrictive model with students attending class in-person less or switching to a full distance learning model.

The move from a more restrictive model to a less restrictive model (e.g. hybrid learning to traditional, in-person learning) will happen at a gradual pace as safety precautions and scheduling changes allow. Should the district need to transition from a less restrictive model to a more restrictive model (e.g. hybrid learning to distance learning), the change may need to occur more quickly. This rapid change may be necessary to protect the health and safety of our students, staff, and district community.

Any changes to a less restrictive learning model must be approved by the ISD 518 School Board. Before the start of the 2020-2021 school year, the ISD 518 School Board granted authority to Superintendent John Landgaard to move to a more restrictive model without school board permission. Changes to a more restrictive model may occur if there is medical necessity to do so.

Changes between learning models will be clearly and quickly communicated to the district community using a variety of methods including, but not limited to, Shoutpoint messages and phone calls, student handouts, Schoology, SeeSaw, local media, the ISD 518 web page, and social media.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## **PRAIRIE ELEMENTARY**

Students attending Prairie Elementary used a 50% capacity hybrid learning model to begin the 2020-2021 school year. The first day of class for Prairie Elementary students was Tuesday, September 8<sup>th</sup>.

### **TRADITIONAL LEARNING MODEL**

All students would be in school every day. The health and safety measures detailed in district protocols would be implemented. Social distancing would be followed where possible, but six feet of distance would not be strictly enforced during instructional time. Some learning opportunities would be limited or altered, however staff would work to provide robust learning experiences for all students. Full time distance learning through the district's VIBE program would be available for families who do not want their children to attend school in-person. Lunch room capacity restrictions may be in effect to allow for more distance between students, but social distancing may not be possible at all times in communal areas such as cafeterias, buses, and restrooms.

### **DISTANCE LEARNING MODEL**

Students would learn at home and have daily contact with members of their learning team (teachers, paraprofessionals, support staff, and/or specialists).

- All K-12 students bring home school-issued iPads to aid in learning.
- Families who do not have reliable internet access at home may contact District 518 for information.
- Students receive learning through online platforms and Seesaw.
- A balance of digital and non-digital learning activities would be used.
- Students have a consistent schedule with clearly communicated expectations.
- Some students in specialized programs have personalized support through real-time interaction available to them, as determined by the learning team.
- Attendance noted based on daily interaction with the learning team.
- Assessment/grading based on a numeric scale, as defined in our standards-based report card.

### **HYBRID MODEL**

The Prairie Elementary student body has been divided into four groups, equal in number. Grouping was done by family across the district, ensuring that children from the same household attend school in-person on the same day(s). Shortened weeks 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 participate in distance learning activities and instruction. Distance learning days include a variety of online and packet materials.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

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 have been 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.
- Full time distance learning through the district's VIBE program would be available for families who do not want their children to attend school in-person.

### **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.

## WORTHINGTON MIDDLE SCHOOL

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

### TRADITIONAL LEARNING MODEL

All students would be in school every day. The health and safety measures detailed in district protocols would be implemented. Social distancing would be followed where possible, but six feet of distance would not be strictly enforced during instructional time. Some learning opportunities would be limited or altered, however staff would work to provide robust learning experiences for all students. Full time distance learning through the district's VIBE program would be available for families who do not want their children to attend school in-person. Lunch room capacity restrictions may be in effect to allow for more distance between students, but social distancing may not be possible at all times in communal areas such as cafeterias, locker areas, buses, and restrooms.

### DISTANCE LEARNING

Students would learn at home and have daily contact with members of their learning team (teachers, paraprofessionals, support staff, and/or specialists).

- All K-12 students bring home school-issued iPads to aid in learning.
- Families who do not have reliable internet access at home may contact District 518 for information.
- Students receive learning through online platforms and Schoology.
- Learning experiences include mostly digital activities with some non-digital learning activities.
- Students have a consistent schedule with clearly communicated expectations.
- Some students in specialized programs may have personalized support through real-time interaction available to them, as determined by the learning team.

### HYBRID LEARNING

All students in the district have been grouped into four separate groups. Grouping has been done by family across the district, ensuring that students from the same household attend school in-person on the same day(s). Shortened weeks 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.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*



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.

Full time distance learning through the district's VIBE program is available for families who do not want their children to attend school in-person. Other accommodations for students may be decided upon by WMS administration.

### **WEDNESDAY INTERVENTION DAYS**

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 GRADING**

Grading for the 2020-2021 school year will follow the ISD 518 School Board approved scale below:

A : 100-90%

B : 89-80%

C : 79-70%

D : 69-60%

No Credit: 59.99% and below

### **WMS NON-INSTRUCTIONAL TIMES**

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

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## WORTHINGTON HIGH SCHOOL

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

### TRADITIONAL LEARNING MODEL

All students would be in school every day. The health and safety measures detailed in district protocols would be implemented. Social distancing would be followed where possible, but six feet of distance would not be strictly enforced during instructional time. Some learning opportunities would be limited or altered, however staff would work to provide robust learning experiences for all students. Lunch room capacity restrictions may be in effect to allow for more distance between students, but social distancing may not be possible at all times in communal areas such as cafeterias, locker areas, buses, and restrooms.

### DISTANCE LEARNING MODEL

Students would learn at home and have daily contact with members of their learning team (teachers, paraprofessionals, support staff, and/or specialists).

- All K-12 students bring home school-issued iPads to aid in learning.
- Families who do not have reliable internet access at home may contact District 518 for information.
- Students receive learning through online platforms and Schoology.
- Learning experiences include mostly digital activities with some non-digital learning activities.
- Students have a consistent schedule with clearly communicated expectations.
- Some students in specialized programs may have personalized support through real-time interaction available to them, as determined by the learning team.

### HYBRID MODEL

All students in the district have been grouped into four separate groups. Grouping was done by family across the district, ensuring that students from the same household attend school in-person on the same day(s). Shortened weeks 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.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

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.

Full time distance learning through the district’s VIBE program is available for families who do not want their children to attend school in-person. Other accommodations for students may be decided upon by WHS administration.

**WEDNESDAY INTERVENTION DAYS**

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

**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 distance learning from home.

<b>WHS Schedule</b>						
<b>Trojan Advisory</b> <b>M, T, Th, F</b>  <b>7:55-8:20</b>	<b>Block 1</b>  <b>8:25-9:50</b>	<b>Block 2</b>  <b>9:55-11:20</b>	<b>A</b> <b>LUNCH</b> <b>11:20-</b> <b>11:50</b>	<b>Block 3 B&amp;C</b> <b>11:55-1:20</b>		<b>Block 4</b>  <b>1:25-2:50</b>
			<b>Block 3A</b> <b>11:25-</b> <b>12:05</b>	<b>B</b> <b>LUNCH</b> <b>12:05-</b> <b>12:35</b>	<b>Block</b> <b>3C</b> <b>12:40-</b> <b>1:20</b>	
			<b>Block 3 A&amp;B</b> <b>11:25-12:50</b>		<b>C</b> <b>LUNCH</b> <b>12:50-</b> <b>1:20</b>	

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document’s publication.*

**WHS GRADING**

Grading for the 2020-2021 school year will follow the ISD 518 School Board approved scale below:

A : 100-90%

B : 89-80%

C : 79-70%

Pass: 69-55%

No Credit: 54.99% and below

**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 school, 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.

## LEARNING CENTER

Students attending the Learning Center used a hybrid learning model to begin the 2020-2021 school year. The first day of class for Learning Center students was Tuesday, September 8<sup>th</sup>.

### TRADITIONAL LEARNING MODEL

All students would be in school every day. The health and safety measures detailed in district protocols would be implemented. Social distancing would be followed where possible, but six feet of distance would not be strictly enforced during instructional time. Some learning opportunities would be limited or altered, however staff would work to provide robust learning experiences for all students. Lunch room capacity restrictions may be in effect to allow for more distance between students, but social distancing may not be possible at all times in communal areas such as cafeterias, locker areas, buses, and restrooms.

### DISTANCE LEARNING MODEL

Students would learn at home and have daily contact with members of their learning team (teachers, paraprofessionals, support staff, and/or specialists).

- All K-12 students bring home school-issued iPads to aid in learning.
- Families who do not have reliable internet access at home may contact District 518 for information.
- Students receive learning through online platforms such as Schoology and Zoom.
- A balance of digital and non-digital learning activities would be used.
- Students have a consistent schedule with clearly communicated expectations.
- Some students in specialized programs may have personalized support through real-time interaction available to them, as determined by the learning team.

### HYBRID MODEL

The student body has been divided into 4 groups, equal in number. Grouping was done by family across the district, ensuring that children from the same household attend school in-person on the same day(s). Shortened weeks 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.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

Some students in specialized programs may have in-person support available to them every day. Full time distance learning through the district's VIBE program will be available for families who do not want their children to attend school in-person. Other accommodations for students may be decided upon by Learning Center administration.

### **WEDNESDAY INTERVENTION DAYS**

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

### **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.

Connect: 7:55 – 8:15  
Block 1 : 8:18 – 9:26  
Block 2 : 9:29 – 10:37  
Block 3 : 10:40 – 11:48  
Lunch : 11:51 – 12:21  
Block 4 : 12:24 – 1:32  
Block 5 : 1:35 – 2:43

### **GRADING**

Grading for the 2020-2021 school year will follow the ISD 518 School Board approved scale below:

A : 100-90%  
B : 89-80%  
C : 79-70%  
Pass: 69-55%  
No Credit: 54.99% and below

### **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.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## **ALTERNATIVE LEARNING PLAN**

ISD 518 began the 2020-2021 school year using a hybrid learning model with students across the district participating in both in-person and distance learning. 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 for in-person learning.

### **PRAIRIE ELEMENTARY**

Families whose student(s) who would normally attend Prairie Elementary but do not feel comfortable having their student(s) in district facilities have the option of enrolling their student(s) in a fully virtual learning environment. The fully virtual program for these students will be utilizing VIBE, the current virtual learning program offered through ISD 518. For more information on enrolling your Prairie Elementary student(s) in VIBE, please contact the Prairie Elementary office.

### **WORTHINGTON MIDDLE SCHOOL**

Families whose student(s) who would normally attend Worthington Middle 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 Worthington Middle School student(s) in the VIBE, please contact the Worthington Middle School office.

### **WORTHINGTON HIGH SCHOOL**

Families whose student(s) who would normally attend Worthington High 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 Worthington High School student(s) in VIBE, please contact the Worthington High School office.

### **LEARNING CENTER**

Families whose student(s) who would normally attend the Learning Center 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 Learning Center student(s) in VIBE, please contact the Learning Center.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## 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.

## EARLY CHILDHOOD EDUCATION

When ISD 518 is using an in-person learning model, Early Childhood School Readiness and Family Literacy classes will meet in-person for 3-hour programs with a class size of no more than 20 students and 2-4 adults. When ISD 518 is using a hybrid learning model, Early Childhood classes will meet in-person, for approximately 2.5-hour sessions with class size of no more than 13 students and 2-3 adults. District 518 will be working to align early childhood attendance days with the in-person attendance days of older children in the same household.

District 518 will make technology devices for Family Literacy and School Readiness families available beginning in the fall to support limited remote learning, when appropriate or necessary, and to facilitate communication with families.

In the event that District 518 moves to a distance learning model, remote learning will be planned by the Early Childhood teacher and facilitated by the Early Childhood staff through individual contacts and/or small group virtual sessions.

For the first half of the school year, Early Childhood Family Education (ECFE) classes will be conducted remotely using the new “ECFE in a box” format and individual contacts or distance learning parent education sessions.

## ADULT BASIC EDUCATION

When ISD 518 is using an in-person learning model, Adult Basic Education (ABE) classes will meet in-person for with a class size of no more than 25 students and 1-2 staff. When ISD 518 is using a hybrid learning model, ABE classes will meet in-person, with class sizes of no more than 12 students and 1 adult. Some students will be able to attend digitally.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*



In the event that District 518 moves to a distance learning model, remote learning will be planned and facilitated by the ABE staff. Classes will meet through individual contacts and/or small or large group virtual sessions. In the distance learning model, ABE will make devices (iPads or Chromebooks) available to individuals who require them to continue to participate.

Additional online distance learning options are also available for ABE students for independent study throughout the year. Stacy Everding is the teacher who coordinates these learning opportunities.

### **ENRICHMENT PROGRAMS**

Adult and youth enrichment programs will be offered in-person or via distance learning in accordance with the guidance provided by the state of Minnesota. Youth athletic programs will be managed in accordance with the Minnesota State High School League (MSHSL) guidance related to COVID-19. Online enrollment and payment options are available on the Community Education page of ISD 518's website.

### **COMMUNITY CONNECTORS/FAMILY LIAISONS**

Bilingual Community Connectors and Family Liaisons will be available to see clients by appointment. Please call (507) 376-6105 to set up an appointment. The number of people at an appointment is limited. Please do not bring additional family members to the appointment, unless their presence is required for the topic or for language support.

Connectors and Liaisons may also be contacted by e-mail: Nelson.Bonilla@isd518.net, Lorena.Gonzalez@isd518.net, Adry.Stafford@isd518.net, and Pilar.Hartshorn@isd518.net

### **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.

Please direct questions to Soom.Chandaswang@isd518.net or Aida.Simon@isd518.net

## **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.

### **SCHEDULING & IMPLEMENTATION SUPPORT**

The Special Education Leadership Team will support school-based IEP teams in structuring schedules and rosters for traditional in-person, digital, or hybrid learning model. Students who have IEPs will receive specially designed instruction along with guidance about accommodations and modifications aligned with their needs in the least restrictive environment as indicated by their IEPs from their Special Education teachers.

Related service providers (i.e., speech, OT, DAPE, etc.) will work with IEP teams to focus on the goals students' IEPs. Related service providers will provide the services set forth in each student's IEP, and will collaborate with families and school-based IEP teams regarding the manner and delivery of services.

Transportation will be arranged through the Worthington Special Programs Office, with a focus on student and staff safety according to MDE guidelines, for students who receive special transportation in their IEPs.

The Special Programs Team is continually monitoring state, federal, and local guidance, consulting with health officials and considering the input of families and school professionals in order to be prepared for any needed adjustments. School-based IEP teams will communicate and work with families to remain flexible and responsive.

*Information subject to change. All practices and protocols based on current state and federal guidelines at the time of document's publication.*

## **MOVING FROM INDIVIDUAL DISTRICT LEARNING PLANS (IDLPS) TO CONTINGENCY LEARNING PLANS (CLPS)**

Due to the COVID-19 pandemic, the Minnesota Department of Education (MDE) and the Governor of Minnesota have mandated all school districts plan for three different learning scenarios for the 2020-2021 school year. In all three scenarios, school districts must adhere to MDH requirements and recommendations, as well as consult MDE planning guidance.

Your student's IEP describes the changes to the special education services and supports in effect within each educational scenario. This contingency plan will allow fluid IEP services to be provided in response to state or local decisions regarding the designated learning model at any given time. Within ISD 518's Return to Education Plan, all buildings are able to move between full in-person, 50% and 25% capacity hybrid learning, and distance learning. Based on health and learning needs, special education students may have plans further individualized as detailed in the IEP.

During the time period during which the Minnesota Governor and MDE have mandated school districts to have plans in place for the three scenarios, District 518 will provide an individualized Contingency Learning Plan within the IEP for all students eligible for special education services. When the district is able to resume regular programming, the annual IEP (excluding this COVID-19 Contingency Plan) will go into effect.

- **TRADITIONAL LEARNING MODEL**

Students will return to school in-person full-time. Students and teachers would minimize close contact and follow all required and recommended MDH guidelines.

- **DISTANCE LEARNING**

Students will receive daily interaction with their licensed teacher(s) and be provided access to appropriate educational instruction and materials.

- **HYBRID LEARNING**

Students will be provided a combination of in-person and distance learning opportunities. District 518 will limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Students and teachers will maintain social distancing whenever possible and follow all required and recommended MDH guidelines.

## **ANNUAL IEP MEETINGS**

If ISD 518 is using a hybrid learning or distance learning model of education, all special education meetings (i.e., IEP, evaluation and consultation) will be conducted virtually. Phone calls, video links (zoom, FaceTime, etc.) are all acceptable methods of communication.

## **DOCUMENTATION OF SERVICES**

All special education services offered and provided will be documented in a contact log regardless of what model of education delivery District 518 will be using.

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## **COMPLEX NEEDS PROGRAMS**

ISD 518 has planned extra precautions for special education students who require extensive support and services due to complex needs, as noted in Worthington School's Health and Safety Plan. Based on student need and IEP team decisions, these students may attend school in-person up to four days per week, with the fifth day in a distance learning format. To assist with building level planning, district administration will receive a list of students in these programs by building. The special education leadership team will provide support to school-based IEP teams in developing and implementing precautions and will provide training and assistance where necessary.

## **EVALUATION AND REEVALUATION**

The Special Programs Office will follow state and federal law, regulations, and guidance regarding the evaluation and reevaluation of students who are thought to be eligible for or who receive special education supports and services. Under the hybrid learning or distance learning models, there will be accommodations to the evaluation practices.

The hybrid learning model will allow in-person initial and reevaluations to be done within the school setting. CDC, MDE and DHS safety protocols will be followed while evaluating a child for special education. Evaluations will not be conducted within a home environment.

Evaluation teams and IEP teams continue to be responsible to meet all due process requirements. Regardless of the instructional model, it is recommended to hold all Special Education meetings virtually for the 2020-2021 school year.

## **EARLY INTERVENTION**

The Special Programs Office will work with school-based IEP teams to determine the school-aged services that are appropriate for their student(s). A hybrid learning model will allow early intervening services and evaluation to be conducted in-person when evaluation can be arranged with parents. If District 518 utilizes a distance learning model, the evaluation system will return to a virtual format. Under virtual evaluating protocol, some portions of a comprehensive evaluation may need to be delayed until the district moves into a hybrid learning model, when the evaluation can be fully completed in-person.

## **TRANSITION SERVICES FOR STUDENTS AGES 14-21**

IEP teams will continue to work with families of students ages 14-21 years old to create transition plans and implement them as reasonably as possible while considering the health and safety needs of their student(s). Transition services and referrals to outside agencies will continue through collaboration and communication with families and the community.

## **PROGRESS MONITORING**

Upon resuming student direct instruction, distance, hybrid, or in-person, implementation of each student's IEP will resume. Within the first weeks of instruction, teachers and case managers will begin regular monitoring of student progress toward goals. Adjustments to programming and planning will be determined by school based IEP teams. In the circumstance that a team decides educational programming changes are warranted, the IEP document will reflect this.

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Collaboration with parents through the contingency learning time frame will support student growth.

**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.

From September 11<sup>th</sup>, 2020 until December 31<sup>st</sup>, 2020 or when funding is depleted, ISD 518 will be serving meals to students using USDA Summer Food Service Program funding. Meals will be free for all students.

Meals will be available for pick up for student to take home for distance learning days on Mondays. Meals may be picked up from 9:00 a.m. to 10:00 a.m. or from 5:00 p.m. to 6:00 p.m.

Pick up locations are organized by parent/guardian last names.

A – G Prairie Elementary front door

H – M Worthington Middle School front door

N – Z Worthington High School front door

*The USDA and ISD 518 are equal opportunity employers.*

### 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

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 wherever possible.
- Students will not share food.
- When using the distance learning model, breakfast and lunch meals may be picked up at designated locations at designated times.
- If enrolled in an alternate learning plan, 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.

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## **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 ISD 518 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 families with technical issues that may be encountered with distance learning. ISD 518 encourages students, staff, 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. 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.

## **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.

### **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.



## **ACTIVITIES AND ATHLETICS**

### **MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL), CDC, AND MDH GUIDANCE**

ISD 518 will continue to follow all guidance issued by MSHSL, the Center for Disease Control (CDC), and the Minnesota Department of Health (MDH) concerning student activities and athletics. Each athlete's involvement in extra-curricular activities is voluntary and is a decision made by the athlete and their family. The MSHSL and District 518 will be implementing guidelines for each activity to provide the safest environment possible.

The recent actions taken by MSHSL are unprecedented in the history of the league. District 518 appreciates your patience, understanding, and cooperation as the district continues to work with MSHSL to provide a meaningful and safe experience in all activities during the 2020-2021 school year.

### **FALL 2020 ATHLETICS SEASONS**

On Tuesday, August 4th, the Minnesota State High School League (MSHSL) made the decision to move forward with the fall sports season for girls and boys soccer, girls and boys cross country, and girls tennis. Football and volleyball competition seasons have been moved to mid-spring, creating a fourth sports season.

All fall season activities will have a reduced season in number of weeks and contests. Practices this fall for football and volleyball will be allowed with a start date that is yet to be determined. New schedules for soccer, cross country, and girl's tennis will be released in the near future. District 518 is looking into the possibility of holding middle school intermural volleyball and football seasons.

### **SPORT PHYSICALS**

The MSHSL extended expiring physicals to the end of the 2020-2021 season. District 518, however, recommends all students with expiring physicals to update their sports physicals. All athletes who do not have a physical on file or have underlying health issues must receive a physical to be allowed to compete in events or practice.

### **PARTICIPATION FORMS**

All athletes must complete a participation form before they are allowed to compete in events or practice. This form can be found on the ISD 518 web site. Participation forms can be turned into the middle school or high school office.

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## **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.