

Mountain Lake Public School

Return to Learn Plan for School Year 2020-2021

Returning to school will look different than it did in March 2020. The Mountain Lake Public School District has developed a plan that we believe serves education and the health of our students, staff, and citizens; and abides by recommendations from the Minnesota Department of Health, Minnesota Department of Education and the executive orders from Governor Walz. However, we remain committed to the goal of providing a high quality education.

This document covers the planning, expectations and learning plans for the Mountain Lake Public School for the 2020-2021 school year. Normal attendance and truancy policies will be followed at all times throughout the school year unless MDE, MDH, CDC, or Governor Walz state otherwise.

Delivery Models

In-Person Learning Model	This includes both In-Person (hybrid / blended) models. <ul style="list-style-type: none">● All students expected to attend school● Maintain strict social distancing throughout the building● 50% room capacity in classrooms, cafeteria, common spaces, buses, and school vans● Parent-Choice Distance Learning for families who choose● Enhanced health safety and cleaning
District-Directed Distance Learning	<ul style="list-style-type: none">● Use of both synchronous (same time) and asynchronous (not at the same time) instructional strategies● Use of Google Classroom for learning platform● Utilization of online assessments● Daily attendance

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Kindergarten - Sixth Grade Entrance Conferences Thursday, September 10, 2020

Entrance Conferences will be held with your student's classroom teacher. The elementary conferences will be scheduled from 7:30-11:30 a.m. and 3:00-7:00 p.m. Parents will be notified of their conference time via email.

Due to MDH requirements, students may bring (1) parent/guardian to the conference. When entering the building please go directly to your child's classroom. We respectfully ask you to leave the building immediately after your conferences.

All people entering the school buildings are **required to wear a face covering or face shield and will need to social distance** as mandated by Governor Walz. If you have a medical condition that excuses you from wearing a face covering, you will need to wear a face shield. Please bring a written doctor's order to Lana Sander, School Nurse - 507-427-2325 ext. 145 or lsander@mountainlake.k12.mn.us. The doctor's note does not need to state what your condition is, only that you cannot wear a face covering/face shield. If you are unable to attend, please contact your classroom teacher to receive information.

If you **do not wear a cover or face shield**, you will not be able to attend the entrance conferences.

7-12 Back to School Information Sessions Thursday, September 10, 2020

Five (5) High School Back to School Information Sessions will be held. Sessions will be held at 12:00, 2:00, 3:30, 5:00, and 6:30 p.m. Students from the same family should attend the same session along with one parent. Only students in grades 7-12 and their parents should attend. Families can register for a session by calling the school office (427-2325) or emailing anesmoe@mountainlake.k12.mn.us. Each session has a capacity limit. The sessions will be one hour in length and the building will be cleared between sessions.

All people entering the school buildings are **required to wear a face covering or face shield and will need to social distance** as mandated by Governor Walz. If you have a medical condition that excuses you from wearing a mask, you will need to wear a face shield. Please bring a written doctor's order to Lana Sander, School Nurse - 507-427-2325 ext. 145 or lsander@mountainlake.k12.mn.us. The doctor's note does not need to state what your condition is, only that you cannot wear a mask/face shield. If you are unable to attend, please contact your classroom teacher to receive information.

If you **do not wear a cover or face shield**, you will not be able to attend the high school information session.

Health Information

- Parents need to conduct a screening each day before their child attends school.
- Do not come to school if you are feeling ill.
- Do not send your student to school for a half a day, because they are now feeling better. Keep them home! Symptoms may appear 2-14 days after exposure to the virus.
- People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

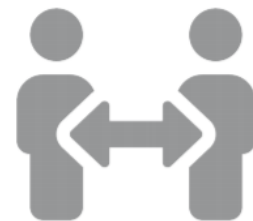
Help slow the spread



**Wear a
mask**



**Wash or
sanitize your
hands often**



**Stay 6 feet
from others**

We do have state guidelines we will follow if there is an exposure to COVID. PLEASE communicate and isolate if your student has a direct exposure to COVID. All those involved will be aware while respecting all privacy rights.

Face Coverings/Shields

All students and staff are **required to wear a face covering or face shield in the school building** as mandated by Governor Walz.

- **Face coverings** are considered to be: a paper or disposable mask, cloth face mask, scarf, or bandanna. They are required to cover the nose and mouth completely.
- A face covering is not a substitute for social distancing.
- If a student or staff member has a medical condition that excuses (a written doctor's order) the person from wearing a face covering, the person will need to wear a face shield.
- A student or staff member might also have a medical condition that excuses (a written doctor's order) the person from wearing a face shield.

Face Covers & Doctor's Written Order/Excusal

- The written doctor's order for students needs to be submitted to Lana Sander, School Nurse - 507-427-2325 ext. 145 or lsander@mountainlake.k12.mn.us.
- Staff must submit a written doctor's order to the district office.
- The doctor's note does not need to state what your condition is, only that you cannot wear a face covering and/or face shield.

Face Coverings & Transportation

- Face coverings will be required in order for students to ride the bus. Unless they have a documented doctor's exemption to face covering they will not be allowed to ride on the bus.

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

[What to do if you're waiting for COVID-19 test results \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/waiting.pdf)
(www.health.state.mn.us/diseases/coronavirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](https://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



Social Emotional Well-being

- Students' social emotional well-being is extremely important and we want to provide parent and student support throughout the school year.
- Teachers will be checking in with students daily/weekly to continue making connections and building relationships.
- Mrs. Hartzler, School Social Worker, and Mrs. Lepp, School Counselor, will be available for individual meetings, emails or phone calls. Contact them through the school office or email them directly at ahartzler@mountainlake.k12.mn.us or jlepp@mountainlake.k12.mn.us
- If you are in need of immediate assistance, call **CRISIS(**274747) or text MN to 741741 for help.

Technology Services and Support

The District will continue to analyze the technology needs of students and staff for both the In-Person Learning Model & the District-Directed Distance Learning Model, with a particular focus on strategies helpful to implement the District-Directed Distance Learning Model.

While school is being conducted in an In-Person Learning Model, the District will assign each student a device which will eliminate the need for sharing. Grades K -1 will have iPads. Grades 2- 12 will have chromebooks.

Grades 7-12 will be responsible for their chromebook and charger and ensuring that it is charged for classes each day. Students can take their chromebook home or store it in their locker. Each student grades 7-12 must purchase a device protection plan from the school or provide documentation of coverage from their insurance company.

Grades K-6 will leave their device at the school during the In-Person Learning Model. The device will go home during District-Directed Distance Learning.

For students in the Parent-Choice Distance Learning, the District will provide a device.

For technology support, contact your classroom teacher or advisor. This staff person will coordinate additional tech support through our Technology Coordinator Jon Harder.

NOTE: If you cannot access the internet, please call your classroom teacher and/or the school office.

In-Person Learning Plan

Guiding Principles

- Provide In-Person instruction for all students
- Provide an online option for students as requested (Parent-Choice Distance Learning)
- 6 ft. social distancing
- 50% classroom capacity
- Prepare to shift between delivery models at any time due to COVID-19
- Create procedures for use of facilities, transportation, child nutrition, and student activities
- We will continue to follow guidance by MDE, MDH, and CDC departments

- All students and families will have access to quality educational materials that align to Minnesota state standards and the supports and equipment needed to successfully access those materials

Attendance - In-Person Learning Model

- Daily attendance is recorded each day on JMC and will be monitored in the same way as a traditional school day.
- Please contact Gail Erickson at for elementary attendance or Alyssa Nesmoe for high school attendance to report an absence. Please dial 427-2325.
- Students who have chosen the Parent-Choice Distance Learning Model, attendance will be recorded and monitored on a daily basis through the online curriculum use log.
- Attendance and truancy policies from the student handbook will be followed.

Parent/Guardian Expectations - In-Person Learning Model

- Conduct a student wellness check: check temp, monitor symptoms. Students with a temperature over 100 degrees F should stay home.
 - Need to be excluded until fever free without the use of medications for 24 hours.
- Provide a face covering for students
 - Governor Waltz has ordered all people indoors to wear a face covering.
 - Only exemptions: Medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering
 - Documentation from a medical professional is required for any exemptions
 - MLPS requires anyone riding district transportation to wear a face covering.
- Parents/Guardians will not be allowed into the school building unless an emergency has occurred or if picking up student/s during the school day. Parents/Guardians will be asked to wait in the high school and elementary secure door entrance foyers.
- Parents/Guardians will be required to wear a face covering if entering the building.
- Limit your visits to school as much as possible. If you do have to visit the school, conduct a personal health screening prior to coming to a school building and do not come if you have a fever higher than 100°F or showing other symptoms.
- Provide students with water bottles (non-glass), as the drinking fountains will not be used.
- Parents/Guardians will not be permitted to join their student(s) for breakfast or lunch.
- Ensure that your student's contact information and medical information is updated in the JMC Parent Portal.
- Ensure that emergency contacts have been designated and pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Support the district in reminding your child to follow physical distancing recommendations
- Read all communication from the District, Building Principal and Teachers.

Student Expectations - In-Person Learning Model

Health and Safety

- Parents will provide wellness checks and monitor symptoms for Covid-19
 - Students with a temperature over 100 degrees F must stay home until fever free for 24 hours without medications
- Bring and wear a face covering to school, on the bus and in school.
 - Students required to wear a face covering in school
 - Students required to wear a face covering on the district school bus
- Students need to bring their own water bottle to school as water fountains will not be available for use.
- Students will be asked to follow social distancing recommendations throughout the day.
- Classrooms will be at 50% capacity.
- Students will be asked to wash their hands and use hand sanitizer within classrooms numerous times throughout the day.
- If students feel ill or are showing symptoms they will be asked to go to the quarantine area for further evaluation by school staff
- Follow the posted guidelines and read all the signage whenever entering the building and throughout the building.

Arrival/Entering the Building

- Students will be required to stay outside of the building until 7:45 a.m. Please do not drop your child off before 7:45 a.m. to help ensure their health and safety.
- Students will be allowed to enter the building through designated doors.
- **Elementary:**
 - **Preschool:** Parent/Guardian will enter through the main entrance and take the child to the classroom.
 - **Kindergarten:** students will go to the cafeteria if they eat breakfast. Those not eating will go directly to the elementary gym.
 - **Grades 1-6:**
 - Eating Breakfast: grades 1-6 students enter the building, go to cafeteria, proceed with tray to designated area
 - NOT Eating Breakfast: grades 1-6 students go directly to the playground. Students will be allowed to play in their designated area by grade level.
 - During inclement weather students will go directly to breakfast or to their designated hall instead of the playground
 - Walkers can enter through Elem. Library entrance or main entrance to eat breakfast.
- **High School:**
 - Bus riders: Enter through Flexible Learning Area door or door by elevator
 - Walkers/Drivers: Enter through HS Entrance (Bell door)
 - Parent drop off: HS Entrance (Bell door)

- Students go to their locker and/or to the Flexible Learning Area to pick up a grab-n-go breakfast.
- Proceed to their 1st hour class. Breakfast will be eaten in the first hour class.

Parent Pick-Up during the school day will be done at the main elementary or high school entrance.

Dismissal/Exiting the Building at end of day

- There will be a staggered dismissal in the afternoon.
- **Elementary:**
 - 2:55 K main entrance/3rd door east of band room
 - 2:57 1st main entrance/ 4th door east of band room
 - 2:59 2nd main entrance/5th door east of band room
 - 3:01 6th grade main entrance
 - Walkers who live north of the school may exit at the Elem. Library.
 - Cafeteria will be used for those awaiting HS siblings
 - Students being picked up will wait outside
 - Teachers/staff will walk their grade to bus
- **High School:**
 - 3:00 Study halls grades 9-12
 - 3:02 Classes grades 7 and 8
 - 3:04 Classes grades 9-12
 - Bus riders: exit through flexible learning area door, or elevator door
 - All others exit through Bell door or Superintendents door

Hallways and Transitions

- Hallways will have traffic flow direction designated.
- Students will walk single file in hallways and stairwells.
- Students will be asked to limit the use of lockers or cubbies.
- Locker access will be limited throughout the day.
- High School students will be assigned lockers so that students in the same grade are not next to each other.

Restrooms

- Capacity limits will be posted outside the restroom.
- Each teacher will have multiple disposable restroom passes.
- Students will hang a restroom pass outside the restroom on a hook.
- When hooks are full of passes, the restroom is at capacity.
- High Schools students will be discouraged from using the restroom during passing time.

Classrooms

- Students will be asked to follow physical distancing recommendations throughout the day.
- Desks will face the same direction in classrooms to the greatest extent possible.
- Students are asked not to share supplies with other students.

- If certain supplies/equipment must be shared, then it will be cleaned in between student uses.
- Students may be asked to help clean off desks/materials

Breakfast/Lunch

- Breakfast
 - K-2 students eat in the cafeteria.
 - 3-6 students eat in the old gym.
 - High School students pick up grab-n-go breakfast from Flexible Learning Area and eat in their 1st hour classroom.
- Lunch
 - Elementary
 - Kindergarten will eat in the cafeteria from 10:50-11:15.
 - Third grade will eat in the cafeteria from 11:17-11:45.
 - All other grades will go to the cafeteria to get their tray and bring it to their classrooms to eat.
 - All students will have a 30 minute recess before or after their lunch.
 - High School
 - Lunch hour will be 39 minutes long.
 - Eating areas are cafeteria, old gym, and Flexible Learning Area
 - Students will sit 6 ft apart.
 - Grades 10-12 will eat in the first half of lunch hour while grades 7-9 have free time outdoors or in the auditorium.
 - Grades 7-9 will eat in the second half while grades 10-12 have free time.
 - 4th Hour will have a staggered end time and 5th Hour will have a staggered start time.

Special Services and Support - In-Person Learning Model

Speech Therapy: Mrs. Olfert will provide services to students and communicate with parents. As she is provided with more guidelines from our service coop regarding due process and paperwork during this time, she will notify families of the service method. You can contact Mrs. Olfert at amy.olfert@swsc.org with any questions you may have.

Special Education: Our special education teachers will continue to provide IEP services to students. If a student with an IEP chooses distance learning, the case manager will ensure the IEP is followed. Families will be provided special education teacher contact information. As our staff are provided more guidelines regarding due process and paperwork during this time, we will be notifying families.

Physical and Occupational Therapy: Parents will receive information regarding types of services from their regular provider.

English Language Learners: Each English Language Learner will be receiving English Language support. You can contact Mrs. Larson (grades 7-12) or Mrs. Rolling (grades K-6) with any questions at or 507-427-2325.

Online Parent-Choice Distance Learning Option *during* In-Person Learning

- This option is offered to families who choose not to send their student to school due to COVID. This is available for students K-12.
- An online curriculum and online teachers will be provided through Educere.
- Parents who choose this option are responsible for monitoring and working with their child.
- The District will provide a chromebook for each student.
- Parents who choose this option must commit to this option for an entire quarter.

Distance Learning

Guiding Principles

- Provide District-Directed Distance Learning instruction for all PK - 12 students
- Prepare to shift between delivery models at any time due to COVID-19
- Create procedures for use of facilities, transportation, child nutrition, and student activities
- We will continue to follow guidance by MDE, MDH, and CDC departments
- All students and families will have access to quality educational materials that align to Minnesota state standards and the supports and equipment needed to successfully access those materials

Attendance

- **Daily attendance is recorded by student contact with their classroom teacher using Google Classroom or Meet.** Attendance is recorded each day on JMC and will be monitored in the same way as a traditional school day.
- Elementary: Students are expected to join an “In-Person” class and participate with other students and the classroom teacher during set times during the school day (schedule provided by classroom teacher).
- High School students will be required to follow their regular school day and participate each hour with their normal teacher. A shortened schedule may be followed.

- Students will be referred to the counselor and principal if students do not check in. See Attendance Policy in the Student Handbook.

Parent/Guardian Expectations - Parent-Choice Distance Learning

- Parents and Guardians will not be allowed into the school building.
- Ensure that your students contact information and medical information is updated in JMC Parent Portal.
- Ensure that emergency contacts have been designated and pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Read all communication from the District, Building Principal and Teachers.
- Understand how to access the materials your student needs for Parent-Choice Distance Learning.
- Understand how your student's teacher is going to communicate during Parent-Choice Distance Learning.
- Support your student by contacting their teacher with any questions about the coursework.
- Understand the ways to request technology support if your student's device or other login information is not working.
- Contact the school if you do not have internet and/or WiFi access at home.
- Talk with your student about any outstanding work they have from the Parent-Choice Distance Learning.
- Parent(s)/Guardian(s) are encouraged to check in with their learners and monitor their progress. We suggest parent(s)/guardian(s) encourage your learners, and help them as best you can.
- Help your learners develop a daily schedule.
- Attendance is taken daily.
 - Elementary students must check in **daily** with their classroom teacher on Google Meet.
 - Grades 7-12 students must check in **daily** with each classroom teacher on Google Meet or Classroom every day according to their schedule.
- Contact teachers with questions and encourage students to do the same.

Student Expectations - Parent-Choice Distance Learning

- **Definition of Student Contact:** Learners are expected to contact/check in with their classroom teacher each day via Google Meet. This will count as attendance.
- Google Classroom is our main learning platform. This includes the use of Google Meet.
- Elementary: Students will need to join their “class” at scheduled times provided by the classroom teacher to fulfill their student contact hours through Google Meet.
- High School: Students will follow their regular schedule and join their class for a portion of the class hour. High School may follow a shortened daily schedule.
- Staff Office Hours are for all students to make contact, ask questions, get help, and have conversations. Teachers/staff are available even if students have questions outside the teacher/staff’s subject area.
- Students are responsible for checking Google Classroom for assignments and due dates.
- Students will complete their assignments by the due dates created by their individual teachers.
- Students are expected to turn in work on time. It is suggested that parents help students make a schedule for the day/week.
- Assignments will be graded through JMC.

Special Services and Support - Distance Learning

Speech Therapy: Mrs. Olfert will provide teleservices to students and communicate with parents. As our staff are provided with more guidelines regarding due process and paperwork during this time, we will be notifying families. You can contact Mrs. Olfert at amy.olfert@swsc.org with any questions you may have.

Special Education: Our special education teachers will continue to provide IEP services to students. The staff wants to ensure individualized instruction is provided, thus the special education staff will be contacting each family to discuss individualized distant learning plans and services for each student and their family. Families will be provided special education teacher contact information for distant learning. As our staff are provided more guidelines regarding due process and paperwork during this time, we will be notifying families.

Physical and Occupational Therapy: Parents will receive information regarding types of services from their regular provider.

English Language Learners: Each English Language Learner will be receiving English Language support. You can contact Mrs. Larson (grades 7-12) or Mrs. Rolling (grades K-6) with any questions at or 507-427-2325.

Google Meet Etiquette - Distance Learning

- Etiquette: A code of how to behave in certain social situations.
- Students are expected to act as if they are in class when in a Google Meet call.
- When you first log into a meeting you will be muted. If you have questions use the chat box to raise your hand.
- Students need to use school acceptable language, acceptable clothing, take turns asking questions, and practice active listening skills.
- Students should keep their microphones muted, when not talking to the group, to keep background noise down in the call. Too many microphones on will create feedback.
- Students can chat with the group and the teacher but not have individual chats with each other in the chat feature.
 - Learners should use school appropriate language in the chat feature.
- Students and teachers will make sure they have appropriate backgrounds when in the video call.
- Students can choose to keep their cameras off if they don't want to be seen in the call.
- Students need to be respectful to all involved in the Google Meet call.
 - Students should NOT be taking screenshots, making memes, or do anything disrespectful with the images of the people in the calls.
- Students/Parents/Guardians should check the video guide and the written instruction guide to troubleshoot Google Meet first, then contact a staff member for help.
- Consequences if learners do not follow expectations will depend on the severity of the action. Consequences are as listed but not limited to:
 - A conversation with the learner and the teacher about expectations and appropriate behavior in this new learning environment.
 - Parent(s)/guardian(s) phone call/email.
 - A conversation with School principal
 - Alternative method for participating in school