



2020-21 Return to Learning Plan

Willmar Public Schools ISD #347

Alternative Programs

Willmar Public Schools Alternative Programs 2020-2021 COVID-19 Operational Plans

Willmar Area Learning Center
Middle School ALC
Prairie Lakes Education Center
Lake Park School
Willmar Lakeview School
Greater Minnesota Education Center

*Inspiring and preparing all
learners for their future in our
community and the world!*



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Note to Stakeholders

Hello, valued stakeholders,

Since March of the 2019-2020 school year, we have not seen school operating as “normal.” We were thrust into uncharted waters when we were called to provide Distance-Learning. Teachers had to learn how to provide education outside of a classroom normally filled with students, parents/guardians had to learn how to become teachers by supporting their child(ren)s learning, and students had to learn how to take education through a virtual/distance platform. We know that this transition took a toll on many families and created hardships all around. As we embark upon the 2020-2021 school year, we know that we will not be back to “business as usual.” However, we do feel confident that student safety and learning will be met at a high level!

Per the Department of Education and Department of Health, we are called to have plans in place for the following three scenarios:

Scenario 1: In-Person learning for all students

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

Scenario 3: Distance Learning Only

In this document, you can find the different plans for each respective Alternative Site. The plans include the requirements we are called to adhere to as a school system to ensure your child is safe while receiving a high-quality education. The school district will be utilizing the Minnesota Department of Education, Minnesota Department of Health, and CDC guidelines, as well as local COVID-19 data, to make all decisions. The guidelines, similar to the COVID-19 pandemic, are ever-changing, so please know that this document will also be adjusted as the school year progresses to keep everyone current.

Per Governor Walz’s Executive Order 20-82, local districts will utilize a data metric to determine the number of cases over a 14-day period to guide suggested learning scenarios with counties. Within this Executive Order, local districts can also choose a more restrictive model if it is deemed appropriate.

We know that this will not be easy, but through open communication, support, education, and grit, we can get through this! Please know that these plans are in place with the understanding that at any point the dial will turn from one Scenario to another in a quick manner. By having these plans in place, we can hopefully transition with minimal disruption to your child’s education. In addition, if your child has an underlying health concern or you have safety concerns with your child attending school in-person, the district will be providing a distance learning option for the entirety of the COVID-19 pandemic.

Thank you for all your support and partnership through this difficult and challenging time!

Nick Clasemann
Principal of Alternative Programs

The ALC “Must-Knows”

1. **ALL** students will be expected to engage in their education **EVERY** day whether on-site, hybrid or in a distance learning model.
2. Parent(s)/Guardian(s) will be a crucial partner as we navigate this year.
3. ALL students **MUST** wear masks while on campus at ALL times, except when consuming food or drink, and outside when social-distancing can occur.
4. There will be **NO** outside visitors allowed on-site.
5. A digital platform will be utilized in all three models to support smooth transitions as needed during the school year.
6. Students on-site will remain in their advisement classroom for the duration of the school day while their teachers rotate from classroom-to-classroom.
7. Increased cleaning and disinfecting precautions will be taken every day to ensure staff and students are safe.
8. Health checks will be completed each day through QUALTRICS before students arrive at school. This will be critical in ensuring everyone is safe to be in the physical school building. More directions to come.
9. Breakfast and Lunch will be served in advisement classrooms every day. Students who do not qualify for free/reduced lunch will be charged the regular meal rate.
 - a. Breakfast will be free to everyone for the 2020-2021 school year.

Willmar Area Learning Center

Scenario 1: In-Person Learning for all students

1. *COVID-19 Program Coordinator - Betty Dawson*
 - a. *COVID-19 Staff member - TBD*
2. *Families will be asked to monitor health symptoms*
 - a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
 - b. Families will receive an email or text message each morning to be completed prior to their child being sent to school. The link will inform the parent(s)/guardian(s) if the child should stay home or come to school.
 - i. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.
3. *Face Coverings and Social Distancing*
 - a. Students and Staff will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
 - b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
 - c. Student desks will be placed 6 feet apart in each classroom.
 - d. Students will be assigned to one Advisement classroom when they are on-site. Teachers will rotate during the first 4 classes of the day and students will then access their teachers via Google Meet.
 - e. Meals will be provided in classrooms to reduce larger congregations of people in the cafeteria.
 - f. Staff will have windows open whenever possible to help with airflow when safe.
 - g. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classrooms will be washed down mid-day by staff members.
 - i. Door handles and Light Switches will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to our designated COVID-19 space in our outbuilding by our support staff.
- b. Families and health officials will be contacted by the support staff on next steps for supporting the student(s).

7. *Water and Ventilation Systems*

- a. Water Bottles will be required for drinking fountain use. Students will not be able to drink directly from the fountain.
- b. Drinking fountains will be sanitized during mid-day cleaning and in the evening when the school day has ended.

8. *Transportation*

- a. Students who would regularly qualify for bus services will have this service available Monday-Thursday.
- b. Families who are within 2 miles of the ALC and paid for bus services will not have bussing available due to optimum space being needed to transport at a 50% capacity limit.

9. *Support Mental Health and Wellness*

- a. The ALC Counselor and Site Coordinator will be available as usual for these supports. Social Distancing and Masks will be utilized when meeting in an office space.
 - i. The ALC Counselor will utilize outdoor space to meet with students when weather permits to allow for the removal of facemasks. Social Distancing will continue to be exercised.

10. *Attendance*

- a. The teacher will record attendance as usual through the Student Information System (Infinite Campus) for both students on campus and through distance learning.
 - i. Students must complete a short checkpoint “assignment”/”activity” to account for their attendance. Focus will be placed on this when in-person to establish strong expectations for transitions between learning models.

11. Grading

- a. We will continue to utilize a Pass/Fail grading scale.
- b. Student progress and work completion will be the determining factor in students’ academic success and growth.

12. Curriculum

- a. All course materials will be available through Schoology in a digital format. Students will work with staff to identify the learning that must take place to meet the Priority Standards for the credit they are working on.
 - i. This approach is necessary to allow fluidity between the three scenarios.
- b. Students will have access to the teacher every day of the week whether on- or off-campus via a Google Meet link. All students will be in an assigned classroom, so teachers of record will monitor students in their classroom while attending to questions from students accessing them with questions.

13. Multi-Tiered Systems of Supports (MTSS) Process

- a. In an effort to support student success, staff will monitor student attendance, academic progress, and social-emotional needs. If any of these criteria become a concern, the following steps will take place:
 - i. The Classroom teacher will reach out to families
 - ii. If no change/improvement, the Classroom teacher will reach out to families in partnership with the Program Coordinator.
 - 1. During this meeting, staff will partner with the student, parent/guardian/teacher to devise a plan of action to support the area of concern.
 - a. Student progress will be monitored closely after this meeting.
 - b. If concerns continue, next steps will take place:
 - i. Attendance Concern: Filing for truancy
 - ii. Academic Concern: Student Success Team will develop an intervention plan.
 - iii. Social-Emotional: Develop regular visits with School Counselor and/or School Social Worker. Further resources will be provided as needed.

14. Technology

- a. All students will be provided with a school-issued iPad that will be utilized for learning and communication with school staff.
- b. A pair of headphones will also be available for each student to use.

15. Digital Platforms

- a. Schoology
 - i. All course materials will be accessible through each course the student is enrolled in.
 - ii. Staff will utilize Schoology as a communication tool with students.
- b. Remind
 - i. Staff will utilize Remind as a way of sending out reminder messages to students to increase the accessibility of student communication.
 - ii. An ALC school Remind account will be created to share important messages with families.
- c. Google Meet/Hangouts
 - i. Google Meet will be utilized for formal class periods set up by teachers.
 - ii. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.

16. Meal Options

- a. On-Campus
 - i. Students will have breakfast and lunch brought to their Advisement classrooms to ensure social distancing can be maintained.
 - ii. Breakfast will be a free service provided for the 2020-2021 School year.
- b. Distance Learners
 - i. Breakfast and lunch will be available at the ALC for pickup. More details will be available on the school website.

17. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Any meetings that need to take place will be conducted through a Google Meet platform.

18. Dropping Off Items

- a. If your child(ren) needs an item(s) dropped off, please call ahead or buzz at the door and a staff member will meet you at the door. Please place the item(s) into the bin the staff member is holding.

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

1. *COVID-19 Program Coordinator - Betty Dawson*
 - a. *COVID-19 Staff member - TBD*
 2. *Families will be asked to monitor health symptoms*
 - a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
 - b. Students will answer questions and have their temperature checked at the entrance door. Families will receive an email or text message each morning to be completed prior to their child being sent to school. The link will inform the parent(s)/guardian(s) if the child should stay home or come to school.
 - i. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.
3. *Face Coverings and Social Distancing*
 - a. Students and Staff will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
 - b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
 - c. Student desks will be placed 6 feet apart in each classroom.
 - d. Students will be assigned to one Advisement classroom when they are on-site. Teachers will rotate during the first 4 classes of the day and students will then access their teachers via Google Meet.
 - e. Meals will be provided in classrooms to reduce larger congregations of people in the cafeteria.
 - f. Staff will have windows open whenever possible to help with airflow when safe.
 - g. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. Hygiene Practices

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classrooms will be washed down mid-day by staff members.
 - i. Door handles and Light Switches will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to our designated COVID-19 space in our outbuilding by our support staff.
- b. Families and health officials will be contacted by the support staff.

7. *Water and Ventilation Systems*

- a. Water Bottles/Cups will be required for drinking fountain use. Students will not be able to drink directly from the fountain.
- b. Drinking fountains will be sanitized during mid-day cleaning and in the evening when the school day has ended.

8. *Support Mental Health and Wellness*

- a. The ALC Counselor and Site Coordinator will be available as usual for these supports. Social Distancing and Masks will be utilized when meeting in an office space.
 - i. The ALC Counselor will utilize outdoor space to meet with students when weather permits to allow for the removal of facemasks. Social Distancing will continue to be exercised.

9. *Attendance*

- a. On-Campus Days
 - i. The teacher will record attendance as usual through the Student Information System (Infinite Campus)
- b. Off-Campus Days
 - i. Students will be required to complete a checkpoint assignment or access a synchronous Google Meet session with their teachers.

10. *Curriculum*

- a. All course materials will be available through Schoology in a digital format. Students will work with staff to identify the learning that must take place to meet the Priority Standards for the credit they are working on.
 - i. This approach is necessary to allow fluidity between the three scenarios.
- b. Students will have access to the teacher every day of the week whether on- or off-campus via a Google Meet link. All students will be in an assigned classroom, so teachers of record will monitor students in their classroom while attending to questions from students accessing them with questions.

11. Grading

- a. A Pass/Fail grading scale will be utilized.
- b. Student progress and work completion will be the determining factor to students academic success and growth.

12. Technology

- a. All students will be provided with a school-issued iPad.
- b. Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.

13. Multi-Tiered Systems of Supports (MTSS) Process

- a. *The MTSS for Scenario 2 will mirror Scenario 1 as described above.*

14. Digital Platforms

- a. Schoology
 - i. All course materials will be accessible through each course the student is enrolled in.
 - ii. Staff will utilize Schoology as a communication tool with students.
- b. Remind
 - i. Staff will utilize Remind as a way of sending out reminder messages to students to increase the accessibility of student communication.
 - ii. An ALC school Remind account will be created to share important messages with families.
- c. Google Meet/Hangouts
 - i. Google Meet will be utilized for formal class periods set up by teachers.
 - ii. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.

15. Transportation

- a. Students who would regularly qualify for bus services will have this service available Monday-Thursday.

- b. Families who were within 2 miles of the ALC and paid for bus services will not have bussing available due to optimum space being needed to transport at a 50% capacity limit.

16. Meal Options

- a. On-Campus
 - i. Students will have breakfast and lunch brought to their advisement classrooms to ensure social distancing can be maintained.
 - ii. Breakfast will be a free service provided for the 2020-2021 School year.
- b. Distance Learners
 - i. Breakfast and lunch will be available at the ALC for pickup. More details will be available on the school website.

17. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Any meetings that need to take place will be conducted through a Google Meet platform.

18. Dropping Off Items

- a. If your child(ren) needs an item(s) dropped off, please call ahead or buzz at the door and a staff member will meet you at the door. Please place the item(s) into the bin the staff member is holding.

Scenario 3: Distance Learning Only

1. Attendance

- a. Students will be responsible for completing checkpoints or check-ins with their advisement teacher everyday.

2. Work Completion

- a. Students who are not making academic progress will be shared at weekly meetings. Site Coordinator, School Counselor, and other school staff will develop a plan for contacting parents.
- b. If students are not making any progress, meetings will be arranged to identify barriers and help students through them. Teaching staff will be involved in this conversation if the student is struggling in their respective class.
- c. Students who are struggling with the workload may develop a plan to focus on one class at a time with the understanding that the course needs to be completed on an accelerated timeline.

3. Mental Health Support

- a. The School Counselor and Site Coordinator will both have cellphones that students can call or text when they need support.
- b. Google Meets/Hangouts will be arranged with the respective individuals above to develop a plan.

4. *Technology*

- a. All students will be provided with a school-issued iPad.
- b. Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.

5. *Digital Platforms*

- a. Schoology
 - i. All course materials will be accessible through each course the student is enrolled in.
 - ii. Staff will utilize Schoology as a communication tool with students.
- b. Remind
 - i. Staff will utilize Remind as a way of sending out reminder messages to students to increase the accessibility of student communication.
 - ii. An ALC school Remind account will be created to share important messages with families.
- c. Google Meet/Hangouts
 - i. Google Meet will be utilized for formal class periods set up by teachers.
 - ii. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.

6. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. *The MTSS for Scenario 3 will mirror Scenario 1 as described above.*

7. *Meal Options*

- a. Meals will be available at the front door of the ALC from 11:00-1:30 Monday-Thursday. All other school sites will be open for meal pickup during this same time on Fridays.
- b. Meals will also be available via bus routes. These routes can be found on the Willmar Public School website. (willmar.k12.mn.us)

The Middle School ALC “Must-Knows”

1. **ALL** students will be expected to engage in their education **EVERY** day whether on-site, hybrid or in a distance learning model.
2. Due to the low number of students in the MS ALC program, students will be fully on-site in both the hybrid and in-person models.
3. The beginning of the year will be utilized to build relationships, understanding of how learning will take place at the MS ALC, and how distance learning will take place if the dial is turned to distance-learning.
4. Parent(s)/Guardian(s) will be a crucial partner as we navigate this year.
5. ALL students **MUST** wear masks while on campus at ALL times, except when consuming food or drink, and outside when social-distancing can occur.
6. There will be **NO** outside visitors allowed on-site.
7. When on-site, students will be given specific learning spaces in the classroom that will allow for 6-feet of social distancing at all times. These spaces must be adhered to for the safety of everyone in the classroom.
8. Increased cleaning and disinfecting precautions will be taken every day to ensure staff and students are safe.
9. Health checks will be completed each day through QUALTRICS before students arrive at school. This will be critical in ensuring everyone is safe to be in the physical school building. More directions to come.
10. Breakfast and Lunch will be served in the classroom every day. Students who do not qualify for free/reduced lunch will be charged the regular meal rate.
 - a. Breakfast will be free to everyone for the 2020-2021 school year.

Middle School ALC

Scenario 1: In-Person Learning for all students

1. *COVID-19 Program Coordinator - Scott Wallner*
 - a. *COVID-19 Staff member - TBD*

2. *Families will be asked to monitor health symptoms*
 - a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
 - b. Families will receive an email or text message each morning to be completed prior to their child being sent to school. The link will inform the parent(s)/guardian(s) if the child should stay home or come to school.
 - i. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.
 - c.

3. *Face Coverings and Social Distancing*
 - a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
 - b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
 - c. Student desks will be placed 6 feet apart in each classroom.
 - d. Meals will be provided in classrooms to reduce larger congregations of people in the cafeteria. The paraprofessional/teacher in the classroom will hand out the meals.
 - e. Staff will have windows open whenever possible to help with airflow when safe.
 - f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. Hygiene Practices

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classrooms will be washed down mid-day by staff members.
 - i. Door handles and Light Switches will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to our designated COVID-19 space at the Jefferson Learning Center by designated COVID staff at Jefferson Learning Center.
- b. Families and health officials will be contacted by the staff at Jefferson Learning Center.

7. *Water and Ventilation Systems*

- a. Water Bottles will be utilized for water consumption.

8. *Meal Options*

- a. On-Campus
 - i. Students will have breakfast and lunch brought to their classrooms to ensure social distancing can be maintained.
 - ii. Breakfast will be a free service provided for the 2020-2021 School year.
- b. Distance Learners
 - i. Breakfast and lunch will be available at the ALC for pickup. More details will be available on the school website.

9. *Transportation*

- a. Students who would regularly qualify for bus services will have this service available Monday-Thursday.
- b. Families who were within 2 miles of the MS ALC and paid for bus services will not have bussing available due to optimum space being needed to transport at a 50% capacity limit.

10. *Support Mental Health and Wellness*

- a. Students will have access to the ALC Counselor as needed.

- b. The ALC Counselor will utilize outdoor space to meet with students when weather permits to allow for the removal of facemasks. Social Distancing will continue to be exercised.

11. Attendance

- a. On-Campus Days
 - i. The teacher will record attendance as usual through the Student Information System (Infinite Campus)
- b. Off-Campus Days
 - i. Students will be required to complete a video chat or message with the teacher at the beginning and end of the day to review the daily plan and work completion.

12. Multi-Tiered Systems of Supports (MTSS) Process

- a. In an effort to support student success, staff will monitor student attendance, academic progress, and social-emotional needs. If any of these criteria become a concern, the following steps will take place:
 - i. The Classroom teacher will reach out to families
 - ii. If no change/improvement, the Classroom teacher will reach out to families in partnership with the Program Coordinator and/or School Counselor.
 - 1. During this meeting, staff will partner with the student, parent/guardian/teacher to devise a plan of action to support the area of concern.
 - a. Student progress will be monitored closely after this meeting.
 - b. If concerns continue, the next steps will take place:
 - i. Attendance Concern: Filing for truancy
 - ii. Academic Concern: Student Success Team will develop an intervention plan.
 - iii. Social-Emotional: Develop regular visits with the School Counselor and/or School Social Worker. Further resources will be provided as needed.

13. Grading

- a. A Pass/Fail grading scale will be utilized per usual grading practices at the MS ALC.
- b. Student progress and work completion will be the determining factor to students academic success and growth.

14. Curriculum

- a. Students will be given a schedule with specific assignments from the teacher for each content area. The assignments will be planned in a way that allows students to keep positive progress in their learning.
- b. Students will use the Acellus learning platform for their math instruction.
- c. All physical materials will be kept in a bin that students can utilize in the classroom and manage taking materials home as need during their off-campus days.

15. Technology

- a. All students will be provided with a school-issued iPad that will be utilized for learning and communication with school staff.

16. Digital Platforms

- a. Hangouts
 - i. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.
 - ii. Students will utilize this Digital Platform for their morning and afternoon check-ins.
- b. Acellus
 - i. Students will utilize the Acellus platform for their math course, as well as additional enrichment opportunities as determined by the teacher.

17. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.

18. Dropping Off Items

- a. The Teacher or Paraprofessional will meet parents at the front door at Jefferson with a bin to have items placed into. Once they have retrieved the items, they will deliver them to the specified student.

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

1. COVID-19 Program Coordinator - Scott Wallner

- a. *COVID-19 Staff member - TBD*

2. Families will be asked to monitor health symptoms

- a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.

These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

- b. Families will receive an email or text message each morning to be completed prior to their child being sent to school. The link will inform the parent(s)/guardian(s) if the child should stay home or come to school.
 - i. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. *Face Coverings and Social Distancing*

- a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
- b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
- c. Student desks will be placed 6 feet apart in each classroom.
- d. Meals will be provided in classrooms to reduce larger congregations of people in the cafeteria. The paraprofessional/teacher in the classroom will hand out the meals.
- e. Staff will have windows open whenever possible to help with airflow when safe.
- f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classrooms will be washed down mid-day by staff members.
 - i. Door handles and Light Switches will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to our designated COVID-19 space at the Jefferson Learning Center by designated COVID staff at Jefferson Learning Center.

- b. Families and health officials will be contacted by the staff at Jefferson Learning Center.

7. *Water and Ventilation Systems*

- a. Water Bottles will be utilized for water consumption.

8. *Meal Options*

a. *Meal Options*

i. On-Campus

- 1. Students will have breakfast and lunch brought to their classrooms to ensure social distancing can be maintained.
- 2. Breakfast will be a free service provided for the 2020-2021 School year.

ii. Distance Learners

- 1. Breakfast and lunch will be available at the ALC for pickup. More details will be available on the school website.

9. *Transportation*

- a. Students who would regularly qualify for bus services will have this service available Monday-Thursday.
- b. Families who were within 2 miles of the MS ALC and paid for bus services will not have bussing available due to optimum space being needed to transport at a 50% capacity limit.

10. *Support Mental Health and Wellness*

- a. Students will have access to the ALC Counselor as needed.
- b. The ALC Counselor will utilize outdoor space to meet with students when weather permits to allow for the removal of facemasks. Social Distancing will continue to be exercised.

11. *Attendance*

a. On-Campus Days

- i. The teacher will record attendance as usual through the Student Information System (Infinite Campus)

b. Off-Campus Days

- i. Students will be required to complete a video chat or message with the teacher at the beginning and end of the day to review the daily plan and work completion.

12. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS for Scenario 2 will mirror Scenario 1 as described above.

13. Grading

- a. A Pass/Fail grading scale will be utilized per usual grading practices at the MS ALC.
- b. Student progress and work completion will be the determining factor to students academic success and growth.

14. Curriculum

- a. Students will be given a schedule with specific assignments from the teacher for each content area. The assignments will be planned in a way that allows students to keep positive progress in their learning.
- b. Students will use the Acellus learning platform for their math instruction.
- c. All physical materials will be kept in a bin that students can utilize in the classroom and manage taking materials home as need during their off-campus days.

15. Technology

- a. All students will be provided with a school-issued iPad that will be utilized for learning and communication with school staff.
- b. Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.

16. Digital Platforms

- a. Google Hangouts
 - i. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.
 - ii. Students will utilize this Digital Platform for their morning and afternoon check-ins.
- b. Acellus
 - i. Students will utilize the Acellus platform for their math course, as well as additional enrichment opportunities as determined by the teacher.

17. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.

18. Dropping Off Items

- a. The Teacher or Paraprofessional will meet parents at the front door at Jefferson with a bin to have items placed into. Once they have retrieved the items, they will deliver them to the specified student.

Scenario 3: Distance Learning Only

1. Attendance

- a. Each MS ALC student will be required to contact the teacher via Google Hangout at the beginning and end of each day. Their attendance will be marked when these meetings are completed.

2. Work Completion

- a. Students will discuss their academic progress with the teacher when they call in via Google Hangout. If students are not making progress or needing to accelerate, the teacher will work with them on alternative plans.
- b. The teacher will request parents to be a part of initial meetings to ensure parents are aware of expectations for their child.

3. Mental Health Support

- a. The School Counselor and Site Coordinator will both have cellphones that students can call or text when they need support.
- b. Google Meets/Hangouts will be arranged with the respective individuals above to develop a plan.

4. Technology

- a. All students will be provided with a school-issued iPad.
- b. If your family does not have internet access please call Jason Hulstein at 320-231-8545.

5. Digital Platforms

- a. Google Meet/Hangouts
 - i. Google Meet will be utilized for formal class periods set up by teachers.
 - ii. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.
 - iii. Acellus will be utilized for Math and other courses as assigned by the classroom teacher.
- b. Acellus
 - i. Students will utilize the Acellus platform for their math course, as well as additional enrichment opportunities as determined by the teacher.

6. Distance Learners

- a. Breakfast and lunch will be available at the ALC for pickup. More details will be available on the school website.

7. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS for Scenario 3 will mirror Scenario 1 as described above.

8. *Grading*

- a. A Pass/Fail grading scale will be utilized per usual grading practices at the MS ALC.
- b. Student progress and work completion will be the determining factor to students academic success and growth.

The PLEC/LPS “Must-Knows”

1. **ALL** students will be expected to engage in their education **EVERY** day whether on-site, hybrid or in a distance learning model to meet attendance requirements.
2. Due to the low number of students in the PLEC/PLS programs, students will be fully on-site in both the hybrid and in-person models. Except for the Boy’s and Girl’s Group Homes which will rotate on a weekly basis. When not on-site, students will continue to work through the virtual platform utilized during Spring and Summer programming.
3. PLYP staff will continue to be a crucial partner as we navigate this year.
4. ALL students **MUST** wear masks while on campus at ALL times.
5. When on-site, students will be given specific learning spaces in the classroom that will allow for 6-feet of social distancing at all times. These spaces must be adhered to for the safety of everyone in the classroom.
6. Increased cleaning and disinfecting precautions will be taken every day to ensure staff and students are safe.
7. Health checks will be completed each day by PLYP staff prior to students coming to the education building. If students who symptoms, they will go through protocol in the PLYP COVID-19 plan.
8. Student learning will be managed through the Acellus Student Learning System based on current progress towards graduation.

Prairie Lakes Education

Center/Lake Park School

Scenario 1: In-Person Learning for all students

In this Scenario, Group A, Group B, Non-Secure, and Group Homes will be fully On-Site.

- Group A will be in the North West (Math) classroom
- Group B will be in the South East (English) classroom
- Non-Secure will be in the South East classroom in the basement
- Group Homes will be in the South West classroom in the basement
-

In this Scenario, the Boys and Girls Group Homes will be on-site on a weekly rotating basis. For example:

Week 1: Boys group home on-site in the South West Basement classroom

Girls Group Home off-site at the group home w/staff synchronously teaching via Google hangout. PLYP staff will monitor the education room at the respective site.

Week 2: Girls group home on-site in the South West Basement classroom

Boys Group Home off-site at the group home w/staff synchronously teaching via Google hangout. PLYP staff will monitor the education room at the respective site.

1. COVID-19 Program Coordinator - Nick Clasemann

a. COVID-19 Staff member - PLYP Staff

2. Health Checks

a. Health checks at the respective sites will be conducted prior to students coming to the education building each day.

b. According to The Department of Health:

- i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

c. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. Face Coverings and Social Distancing

- a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
- b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
- c. Student desks will be placed 6 feet apart in each classroom.
- d. Students will be assigned to one classroom and staff will rotate to each group during assigned class periods.
- e. Staff will have windows open whenever possible to help with airflow when safe.
- f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. Hygiene Practices

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. Cleaning Protocol

- a. Classrooms will be washed down mid-day by staff members when students leave for their lunch hour.
 - i. Restroom door handles, light switch, and faucet handles will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. Handling Suspected or Confirmed Positive Cases of COVID-19

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to the designated COVID-19 room at the respective site for Non-Secure, Group A, Group B, and Detention. Group Home students will be moved to a location on the second floor of the education building and PLYP COVID-19 protocol will be utilized. The protocol outlined in the PLYP COVID Plan for contacting the Carris Health Triage Nurse will be used at this time for supporting this student.
- b. Families and health officials will be contacted by the support staff.

7. Water and Ventilation Systems

- a. Water Bottles/Cups will be required for drinking fountain use. Students will not be able to drink directly from the fountain.
- b. Drinking fountains will be sanitized in the evenings when the school day has ended.

8. *Transportation*

- a. Students transported from Group Homes will be done in the same way as normal. No change.

9. *Support Mental Health and Wellness*

- a. PLYP will help to support the Mental Health and Wellness.
- b. The PLEC Site Coordinator will also support working with students on their academic progress and plans.

10. *Curriculum*

- a. Staff will continue to utilize Acellus as the primary platform for student learning so the transition between each scenario can be seamless.

11. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. PLEC staff will meet once a week to review student academic progress and academic motivation. The following steps will be taken during these meetings:
 - i. If students are not making progress in specific classes, classroom teachers will have a one-on-one conversation with the student to devise a plan.
 - ii. If concerns continue, the Program Coordinator will pull together a meeting with the respective PLYP staff to discuss the academic plan.
 - 1. An academic plan will be developed with the student to help their academic progress.
 - iii. If further steps are needed, parent/guardian/social worker will also be pulled into a virtual meeting

12. *Grading*

- a. Will be A-F based on progress in their Acellus courses.

13. *Technology*

- a. All students will be provided with a Goldbook that is locked into Acellus to remove concerns with outside access due to student placement.
- b. Group Homes will utilize iPads when on-site to reduce technology being transferred back-and-forth from the residence to the school building.

14. *Visitors*

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Social Worker/IEP/etc meetings will be conducted through a Google Meet or Zoom platform.

15. *Dropping Off Items*

- a. PLYP staff will facilitate any transfer of items necessary.

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

In this Scenario, Group A, Group B, Non-Secure, and will be fully On-Site.

- Group A will be in the North West (Math) classroom
- Group B will be in the South East (English) classroom
- Non-Secure will be in the South East classroom in the basement
- Group Homes will be in the South West classroom in the basement

In this Scenario, the Boys and Girls Group Homes will be on-site on a weekly rotating basis. For example:

Week 1: Boys group home on-site in the South West Basement classroom

Girls Group Home off-site at the group home w/staff synchronously teaching via Google hangout. PLYP staff will monitor the education room at the respective site.

Week 2: Girls group home on-site in the South West Basement classroom

Boys Group Home off-site at the group home w/staff synchronously teaching via Google hangout. PLYP staff will monitor the education room at the respective site.

1. COVID-19 Program Coordinator - Nick Clasemann

- a. COVID-19 Staff member - PLYP Staff

2. Health Checks

- a. Health checks at the respective sites will be conducted prior to students coming to the education building each day.
- b. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- c. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. Face Coverings and Social Distancing

- a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)

- ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
- b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
- c. Student desks will be placed 6 feet apart in each classroom.
- d. Students will be assigned to one classroom and staff will rotate to each group during assigned class periods.
- e. Staff will have windows open whenever possible to help with airflow when safe.
- f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. Hygiene Practices

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. Cleaning Protocol

- a. Classrooms will be washed down mid-day by staff members when students leave for their lunch hour.
 - i. Restroom door handles, light switch, and faucet handles will be included.
- b. Sanitizing will take place each evening after students have left the school building.

6. Handling Suspected or Confirmed Positive Cases of COVID-19

- a. Students who come to the school building with symptoms or develop symptoms during the school day will be moved to the designated COVID-19 room at the respective site for Non-Secure, Group A, Group B, and Detention. Group Home students will be moved to a location on the second floor of the education building and PLYP COVID-19 protocol will be utilized. The protocol outlined in the PLYP COVID Plan for contacting the Carris Health Triage Nurse will be used at this time for supporting this student.
- b. Families and health officials will be contacted by the support staff.

7. Water and Ventilation Systems

- a. Water Bottles/Cups will be required for drinking fountain use. Students will not be able to drink directly from the fountain.
- b. Drinking fountains will be sanitized in the evenings when the school day has ended.

8. Transportation

- a. Students transported from the two Group Homes will continue to be done so by PLYP staff. No change.

9. Support Mental Health and Wellness

- a. PLYP will help to support the Mental Health and Wellness.
- b. The PLEC Site Coordinator will also support working with students on their academic progress and plans.

10. Curriculum

- a. Staff will continue to utilize Acellus as the primary platform for student learning so the transition between each scenario can be seamless.

11. Multi-Tiered Systems of Supports (MTSS) Process

- a. The MTSS for Scenario 2 will mirror Scenario 1 as described above.

12. Grading

- a. Will be A-F based on progress in their Acellus courses.

13. Technology

- a. All students will be provided with a Goldbook that is locked into Acellus to remove concerns with outside access due to student placement.
- b. Each PLYP group will be provided with 2 iPads to facilitate the synchronous call to the Group Homes.

14. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Social Worker/IEP/etc meetings will be conducted through a Google Meet or Zoom platform.

15. Dropping Off Items

- a. PLYP staff will facilitate any transfer of items necessary.

Scenario 3: Distance Learning Only

In this scenario, staff will call into each respective group via Google Hangout and support student learning as the Acellus platform is being utilized. The Fall plan will mirror the Spring plan in this setting.

1. Attendance

- a. Staff will take attendance through the Student Information System (Infinite Campus) as usual through their synchronous meeting.

2. *Work Completion*

- a. Staff will monitor student progress in their Acellus questions.
- b. Meetings will take place with students if progress is not occurring.

3. *Mental Health Support*

- a. PLYP will help to support the Mental Health and Wellness.
- b. The PLEC Site Coordinator will also support working with students on their academic progress and plans.

4. *Digital Platforms*

- a. Staff will utilize the Acellus platform for the entirety of the 2020-2021 school year to ensure ease of transitions.

5. *Meal Options*

- a. Provided through Prairie Lakes Youth Programs

6. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS for Scenario 3 will mirror Scenario 1 as described above.

Specific Resource:

[Current PLYP COVID-19 Protocol](#)

The Lakeview School “Must-Knows”

1. Lakeview School will be offered through a Distance Learning Model to ensure safety of students and staff.
2. The licensed school teacher will be synchronously teaching students during the two education blocks of time at CABHS via Google Meet/Zoom.
3. The licensed school teacher will work closely with CABHS staff to provide necessary materials on-site to support student learning.
4. WPS will provide 4 student iPads for student use and 1 iPad to be utilized for the synchronous live stream.
5. Students will have health screeners completed by CABHS staff according to their current COVID-19 plan.

Willmar Lakeview School

Scenario 1: In-Person Learning for all students

1. COVID-19 Program Coordinator - Nick Clasemann in partnership with Danielle Buchal from CABHS

a. COVID-19 Staff member - CABHS Staff

2. Health Checks

a. Health checks at the Child and Adolescent Behavioral Health Services will be conducted per their COVID-19 Plan.

i. Temperatures will be taken daily

ii. Health Questions will be completed

b. According to The Department of Health:

i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

c. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. Face Coverings

a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.

i. Reference the [808 - COVID-19 Face Covering Policy](#)

ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.

b. The teacher and secretary on site will be required to wear face coverings during the transition time and/or when working with students.

i. The secretary will be able to remove her mask when working alone in the education room.

c. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.

d. Student desks will be placed 6 feet apart in each learning space.

e. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classroom spaces will be washed down by staff members when student groups are completed with their education time.
- b. Sanitizing will take place according to the COVID-19 plan developed by CABHS.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. The protocol developed by CABHS will be utilized in these situations.

7. *Water and Ventilation Systems*

- a. The protocol developed by CABHS will be utilized in these situations.

8. *Transportation*

- a. No transportation is needed at this site.

9. *Support Mental Health and Wellness*

- a. CABHS staff will help to support the Mental Health and Wellness of students in partnership with the Lakeview teacher.

10. *Curriculum*

- a. The teacher will continue to develop individualized learning plans based on student needs.
- b. The teacher will have access to Acellus and Dreambox as learning platforms to support learning.

11. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. In an effort to support student success, the teacher will monitor student attendance, academic progress, and social-emotional needs. If any of these criteria become a concern, the following steps will take place:
 - i. The teacher will address academic concerns with the student and establish expectations for improved productivity.
 - ii. If student concerns continue, the teacher will communicate concerns with CABHS staff and will collaboratively develop a whole-child plan.
 - iii. If academic concerns persist, revisiting a student's individualized learning plan and/or IEP will follow to ensure student success.

12. Grading

- a. Will remain the same as normal operations. The teacher will write progress reports and determine the number of hours students were in attendance.
- b. Students taking courses on Acellus will generate grades that will be reflected in the progress report and on their transcript.

13. Technology

- a. All students will be provided with a school-issued iPad.

14. Digital Platforms

- a. The teacher will utilize Dreambox, Acellus, and other technology as needed for individualized learning plans.

15. Meal Options

- a. Provided through CABHS.

16. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.

17. Dropping Off Items

- a. Any items being dropped off will be handled by CABHS staff through their COVID-19 protocol.

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

1. COVID-19 Program Coordinator - Nick Clasemann in partnership with Danielle Buchal from CABHS

- a. COVID-19 Staff member - CABHS Staff

2. Health Checks

- a. Health checks at the Child and Adolescent Behavioral Health Services will be conducted per their COVID-19 Plan.
 - i. Temperatures will be taken daily
 - ii. Health Questions will be completed
- b. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea,

vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

- c. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. *Face Coverings*

- a. Students will be required to wear masks when in the school building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
- b. The teacher and secretary on site will be required to wear face coverings during the transition time and/or when working with students.
 - i. The secretary will be able to remove her mask when
- c. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
- d. Student desks will be placed 6 feet apart in each learning space.
- e. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. Classroom spaces will be washed down by staff members when student groups are completed with their education time.
- b. Sanitizing will take place according to the COVID-19 plan developed by CABHS

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. The protocol developed by CABHS will be utilized in these situations.

7. *Water and Ventilation Systems*

- a. The protocol developed by CABHS will be utilized in these situations.

8. *Transportation*

- a. No transportation is needed at this site.

9. *Support Mental Health and Wellness*

- a. CABHS staff will help to support the Mental Health and Wellness of students in partnership with the Lakeview teacher.

10. *Curriculum*

- a. The teacher will continue to develop individualized learning plans based on student needs.
- b. The teacher will have access to Acellus and Dreambox as learning platforms to support learning.

11. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS for Scenario 2 will mirror Scenario 1 as described above.

12. *Grading*

- a. Will remain the same as normal operations. The teacher will write progress reports and determine the number of hours students were in attendance.
- b. Students taking courses on Acellus will generate grades that will be reflected in the progress report and on their transcript.

13. *Technology*

- a. All students will be provided with a school-issued iPad.

14. *Digital Platforms*

- a. The teacher will utilize Dreambox, Acellus, and other technology as needed for individualized learning plans.

15. *Meal Options*

- a. Provided through CABHS.

16. *Visitors*

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.

17. *Dropping Off Items*

- a. Any items being dropped off will be handled by CABHS staff through their COVID-19 protocol.

Scenario 3: Distance Learning Only

1. *Attendance*

- a. The Lakeview teacher will communicate with the CABHS staff to determine attendance each day.
 - b. The teacher will record attendance into the Student Information System (Infinite Campus)
2. *Work Completion*
- a. Staff will monitor student progress on each student's individual learning plan
 - b. Meetings will take place with students if progress is not occurring.
3. *Mental Health Support*
- a. CABHS will help to support the Mental Health and Wellness.
4. *Digital Platforms*
- a. The teacher will utilize either Zoom or Google Hangout to connect with CABHS staff and students during education times.
5. *Meal Options*
- a. Provided through CABHS
6. *Multi-Tiered Systems of Supports (MTSS) Process*
- a. The MTSS for Scenario 3 will mirror Scenario 1 as described above.

Specific Resource:

[Current CABHS COVID-19 Protocol](#)

Greater Minnesota Education Center

Scenario 1: In-Person Learning for all students

1. *COVID-19 Program Coordinator - Nick Clasemann in Partnership with Shelly Hanson and Deb Dubie from GMFSC*
 - a. *COVID-19 Staff member - GMFSC Staff*

2. *Families will be asked to monitor health symptoms*
 - a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
 - b. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. *Face Coverings and Social Distancing*
 - a. Students and Staff will be required to wear masks when in the education building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
 - b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
 - c. Student desks will be placed 6 feet apart in each classroom.
 - d. Meals will be provided in the learning classrooms.
 - e. Staff will have windows open whenever possible to help with airflow when safe.
 - f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*
 - a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.

- i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. School staff will have cleaning supplies to wipe down the learning areas midday when breaking for lunch.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. We will follow the protocols as set forth by Greater Minnesota Family Shelter Care.
- b. Students who show symptoms will remain at the residence.
- c. Students who develop symptoms during the school day will be moved to the upstairs living space or one of the counseling offices that is not being utilized.

7. *Water and Ventilation Systems*

- a. Students will have a water bottle on-site with them.

8. *Transportation*

- a. GMFSC will continue to transport students from the residence to the 801 learning location utilizing their vehicles.

9. *Support Mental Health and Wellness*

- a. The school staff on-site will work with GMFSC staff to support mental health and wellness in students enrolled at GMEC.

10. *Attendance*

- a. The school staff will record attendance as usual through the Student Information System (Infinite Campus)

11. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS Process for GMEC will be completed through a partnership with the paraprofessional and the MVS teacher.
 - i. If further evaluation is determined for MVS, the paraprofessional will reach out to the Principal of Alternative Program who will partner with the Director of Special Education, when necessary.

12. *Grading*

- a. Grading will be based on course completion through MVS and will be reported weekly through progress reports.
- b. Final grades will be on an A, B, C, D, and/or F basis.

13. *Curriculum*

- a. The curriculum is determined and carried out by MVS.

14. Technology

- a. Students will be provided with a Chromebook that will remain at the 513 location.

15. Digital Platforms

- a. The blackboard learning platform as used by MVS.

16. Meal Options

- a. Breakfast and Lunch will be delivered as usual and the school staff will bring the meal to the learning classroom.

17. Visitors

- a. In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.

18. Dropping Off Items

- a. Any items being dropped off will be handled by GMFSC staff through their COVID-19 protocol.

Scenario 2: Hybrid Learning with strict Social Distancing and Capacity Limits

1. *COVID-19 Program Coordinator - Nick Clasemann in Partnership with Shelly Hanson and Deb Dubie from GMFSC*
 - a. *COVID-19 Staff member - GMFSC Staff*

2. *Families will be asked to monitor health symptoms*

- a. According to The Department of Health:
 - i. Symptoms of COVID-19 can include cough, shortness of breath, fever, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- b. If symptoms appear, the following [Decision Tree for People with COVID-19 symptoms](#) will be utilized.

3. *Face Coverings and Social Distancing*

- a. Students and Staff will be required to wear masks when in the education building. Students may remove masks during meal times.
 - i. Reference the [808 - COVID-19 Face Covering Policy](#)
 - ii. Per the Safe Learning Plan of 2020-2021, all staff and students will be provided with one cloth face covering for the 2020-2021 school year.
- b. Students and Staff will need to keep 6-feet of social distancing with their peers and staff.
- c. Student desks will be placed 6 feet apart in each classroom.
- d. Meals will be provided in the learning classrooms.
- e. Staff will have windows open whenever possible to help with airflow when safe.
- f. Students and Staff will be able to remove their face masks when engaging in outdoor activities where social distancing can be maintained.

4. *Hygiene Practices*

- a. Proper health hygiene behaviors will be revisited and monitored throughout the school day.
 - i. Soap, hand sanitizer, paper towels, tissues, and disinfectant wipes will be readily available to support this practice.

5. *Cleaning Protocol*

- a. School staff will have cleaning supplies to wipe down the learning area midday when breaking for lunch.

6. *Handling Suspected or Confirmed Positive Cases of COVID-19*

- a. We will follow the protocols as set forth by Greater Minnesota Family Shelter Care.
- b. Students who show symptoms will remain at the residence.
- c. Students who develop symptoms during the school day will be moved to the upstairs living space or one of the counseling offices that is not being utilized.

7. *Water and Ventilation Systems*

- a. Students will have a water bottle on-site with them.

8. *Transportation*

- a. GMFSC will continue to transport students from the residence to the 801 learning location utilizing their vehicles.

9. *Support Mental Health and Wellness*

- a. The school staff on-site will work with GMFSC staff to support mental health and wellness in students enrolled at GMEC.

10. *Attendance*

- a. The school staff will record attendance as usual through the Student Information System (Infinite Campus)

11. *Multi-Tiered Systems of Supports (MTSS) Process*

- a. The MTSS for Scenario 2 will mirror Scenario 1 as described above.

12. *Grading*

- a. Grading will be based on course completion through MVS and will be reported weekly through progress reports.
- b. Final grades will be on an A, B, C, D, and/or F basis.

13. *Curriculum*

- a. The curriculum is determined and carried out by MVS.

14. *Technology*

- a. Students will be provided with a Chromebook that will remain at the 513 location.

15. *Digital Platforms*

- a. The blackboard learning platform as used by MVS.

16. *Meal Options*

- a. Breakfast and Lunch will be delivered as usual and the school staff will bring the meal to the learning classroom.

17. *Visitors*

- a. *In an effort to keep staff and students as safe as possible, we will not be allowing any visitors into the building. Parent/Guardian meetings will be conducted through a Google Meet or Zoom platform.*

18. *Dropping Off Items*

- a. *Any items being dropped off will be handled by GMFSC staff through their COVID-19 protocol.*

Scenario 3: Distance Learning Only

1. Students will continue to access their online learning from the location as determined by GMFSC.
 - a. Either at the 531 building or the GMFSC residence.
2. *Multi-Tiered Systems of Supports (MTSS) Process*
 - a. The MTSS for Scenario 3 will mirror Scenario 1 as described above.

3. The Paraprofessional for GMEC will make contact with students enrolled through MVS via Google Hangout on a school-provided iPad. Staff at GMFSC will need to facilitate the location and supervision for distance learning and access to the school-issued iPad.

Specific Resource:

[Current Greater Minnesota COVID-19 Protocol](#)

Special Education

Across the Alternative Sites, and the Willmar Public School District, all Special Education students who have an Individualized Education Plan will have a Contingency Plan for all 3-Scenarios in anticipation for the movement between each of the scenarios. The Case Manager for each student will have these plans developed and parents will be notified and will be able to sign off. Our intention is to identify plans so that students who have an IEP will have greater access to their teachers and case manager during the week.

Resources

For further clarification, please see the [2020-2021 Planning Guide for School](#) document from the Department of Health.

[Decision Tree fo People with COVID-19 symptoms](#)

- The list of symptoms and appropriate steps can be found on this document.

[Executive Order 20-82](#)

- Per Governor Walz

Willmar Public Schools Face Mask Policy

Adopted: 8-10-2020

808 COVID-19 FACE COVERING POLICY

[Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;

2. Cloth face mask;
3. Scarf;
4. Neck gaiter;
5. Bandana;
6. Religious face covering; and
7. Medical-grade masks and respirators

B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A 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.

C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

A. Face coverings should not be placed on anyone under age 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 a developmental, medical, or behavioral health condition.

B. A face shield may be used as an alternative to a face covering in the following situations:

1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:

1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
3. During activities, such as swimming or showering, where the face covering will get wet;

4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
7. 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, though people participating in these activities should maintain six feet of distance to the extent possible;
8. When required by school staff for the purposes of identification;
9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. 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, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide 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 covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable

accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
 Emergency Executive Order 20-82
 Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
 Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
 MSBA/MASA Model Policy 504 (Student Dress and Appearance)