



2020-21 Return to Learning Plan

Willmar Public Schools ISD #347

Kennedy, Lakeland and Roosevelt Elementary

Dear Kennedy, Lakeland and Roosevelt Families,

The adults in our buildings are excited to welcome your children back to school. We recognize that we have all had challenges in this journey and we are very thankful to partner with you. We know that each of you have questions and concerns about what school will look like when we return. We have tried to outline the protocols and procedures we have put in place to help safeguard the health of the students and staff. Please know that changes seem to occur daily or weekly and we may be updating our procedures accordingly. The district receives direction from the Minnesota Department of Health and Minnesota Department of Education in regard to what model of instruction we may use based upon a formula of confirmed COVID cases in Kandiyohi County over 14 days, per 10,000 people by the date of specimen collection. Further information is located on the [Minnesota Department of Health's website](#). If our delivery model changes during the course of the year, the Superintendent will send information to all families through Campus Messenger informing them of the change.

If at any time you have questions or concerns regarding Covid-19 please contact the building principal. During this pandemic building principals are the acting building Covid-19 Coordinator and will be collaborating with both county and district level teams.

As you read through the document you may have additional questions. Feel free to either reach out to our office or email us at any time.

Kristin Dresler, Kennedy Elementary Principal

Gretechen Baumgarn, Lakeland Elementary Principal

Lori Lockhart, Roosevelt Elementary Principal

Table of Contents

I. General guidelines and definitions

II. Back to school events

III. Arrival

- A. Expectations
- B. Students arriving by bus
- C. Students arriving by car
- D. Students arriving on foot or by bicycle

IV. Late arrival/early departure

V. Classroom

- A. Spacing and cleaning procedures
- B. Supplies
- C. Circle time/on the floor/partner learning
- D. Partner learning
- E. Small group learning
- F. Grading
- G. Attendance
- H. Technology
- I. Curriculum: Google Classroom, Social Emotional

VI. Related arts

- A. Overview
- B. Art
- C. Music
- D. Physical Education
- E. Computer
- F. Library

VII. Visitors and volunteers

- A. Background check
- B. Lunch
- C. Temperature check
- D. Approval
- E. Requirements for classroom volunteers

VIII. Food Service

- A. Overview
- B. Hand washing
- C. Seating
- D. Visitors

IX. Restroom and hallway procedures

- A. Hallways
- B. Restrooms

X. Recess

- A. Overview
- B. Social distancing

XI. Water

XII. Parent/Teacher conferences

XIII. Nurse

- A. Daily Health Checks
- B. COVID-19 Support

XIV. Large group gatherings and field trips -

- A. Performances
- B. Field trips
- C. Lyceums
- D. Celebrations

XV. Dismissal

A. Overview

1. Lakeland Elementary
2. Roosevelt Elementary
3. Kennedy Elementary

Guide for Elementary Education

Definitions of Learning Models:

In Person:

Students will attend school every day, with additional safety precautions (masks, hand washing) including practicing social distancing where possible.

Hybrid:

Students will learn through a combination of learning at-home and in-person learning at school, with strict social distancing and capacity limits. Because of the need for social distancing, every child cannot be at school at the same time. To reduce the number of students in the school building at any time, students will be assigned to either Group A or Group B. Group A will attend school in person on Monday and Tuesday; Group B will attend school in person on Thursday and Friday. Groups will be designed to keep families/households on the same schedule. Buses will need to run at 50% capacity during the hybrid model.

Distance learning:

Students will learn at-home and receive daily live interaction with a licensed teacher(s). Distance Learning will be used full time if students and staff are not allowed to be in buildings, as directed under the MN Safe Learning Plan. Elementary students will be using Google Classroom.

At the beginning of the school year, families were given the opportunity to choose between distance learning and in person learning. In the event that a student's needs change, parents are asked to contact the building principal. Together, we will determine how the transition will be completed to support learning and student needs.

I. General guidelines

- A. Enhanced cleaning protocols will be implemented in all schools.
- B. Students and staff must be fever-free for 72 hours without the use of fever-reducing medication before returning to school. Daily health checks will need to be completed by parent/guardian using Qualtrics.
- C. All students and staff are required to have a face mask with them at all times. Please see the district Policy.
- D. Hand washing and hand sanitizing will be required throughout the day.
- E. Whenever possible, students and staff are asked to maintain the recommended six-foot social distancing guidelines.
- G. Students will be allowed to carry water bottles. All water fountains will be used only for the purpose of filling water bottles.
- H. Families must screen their children before sending them to school and keep them home if they are ill. Daily check in with Qualtrics is mandatory for all staff and students. Students with symptoms related to COVID will be isolated and required to be picked up immediately.

II. Back to School events

- A. All buildings will schedule a face to face meeting time to go over iPad applications, classroom expectations, and attendance policy.
- B. Open House will not be scheduled and buildings will have individual meetings with students and families. Please only bring elementary students to the meeting and masks must be worn.

III. Arrival:

The doors to the school will open at 8:15 this school year and class will start at 8:30. This will allow for social distancing and safety. All students will be expected to walk directly to their classrooms and find their seat in the classroom with their coat/school bag, etc.

A. Expectations: All students are expected to wear face masks upon arrival and continue to do so unless directed by an adult to remove their face mask (meal times, outdoor physical education, etc).

B. Students arriving by bus:

1. When students arrive via the bus, they may enter the building at the assigned door and proceed to their classroom. Once all students are present, the teacher will direct them to begin their day. Breakfast will be served in the classroom and will be free for all students for the 2020-2021 year.

C. Students arriving by car:

1. When students arrive by car, they may enter the building at the closest door to their classroom. They should then proceed directly to their classroom. **Students are not allowed into the building until 8:15.** Once all students are present, the teacher will direct them to begin their day. Breakfast will be served in the classroom.

D. Students arriving on foot or by bicycle:

1. When students arrive by foot or bicycle, they may enter through the closest door to their classroom. They should then proceed directly to their classroom. **Students are not allowed into the building until 8:15.** Once all students are present, the teacher will direct them to begin their day. Breakfast will be served in the classroom.

IV. Late arrival/early departure

A. Arriving late:

1. When a student arrives late they will need to enter through the main doors and be screened prior to being released to their classroom.

B. Leaving early:

1. When a student must leave the building before the end of the school day, the parent must contact the office to make arrangements. This should be done, at a minimum, 2 hours prior to the student needing to be ready.

V. Classrooms and Academics

A. Spacing: Changes have been made to classrooms in order to create more personal space. These changes include removing

furniture, spreading out desks, and placing student desks in rows facing the same direction as much as possible.

B. Supplies: The sharing of supplies will be limited as much as possible. When students must share supplies, students will wash/sanitize their hands before and after use. Students will be given a small bag to keep personal learning items in.

C. Circle time/on the floor/partner learning: Learning on the carpet must occur with students wearing face masks and distanced as much as possible.

D. Partner learning: When working with a peer, students must wear a face mask and be at or near one of the student's desks. If the partner work includes sharing materials (i.e. dice or spinners), each student will sanitize their hands prior to and after working together.

E. Small group learning: If meeting with the teacher at the table, the table will be sanitized between each student group. Students and teachers will wear face masks during this instructional period. Student groups will remain as consistent as possible. Student groups will also remain throughout the day (i.e. specials class and lunch).

F. Grading: Student progress will be reported to parents/guardians at the conclusion each term for grades K-5.

G. Attendance: Daily attendance will be taken in each of the learning models. If in person or hybrid on the days students are in school, this will be done by the classroom teacher. If we are in a distance learning model, students/parents will mark attendance online through Campus.

H. Social Emotional Learning: Students will receive direct instruction daily during morning meetings and weekly with a social emotional curriculum. Mental Health supports are available to students from school social workers and other trained staff.

I. Technology:

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

I. Digital Platforms

i. Remind

1. Staff will utilize Remind as a way of sending out reminder messages to families to increase the accessibility of parent communication.

ii. Google Classroom

1. Google Meet will be utilized for formal class periods set up by teachers.
2. Google Hangout will be utilized for one-on-one or small group meetings between staff and students.

VI. Allied Arts

A. **Overview:** Allied arts classes will meet as regularly scheduled.

B. Art

1. Students will have art class in their homeroom.
2. Students will be expected to wear face masks during art class.
3. Students will wash their hands/use hand sanitizer at the start and conclusion of class.
4. When possible, art supplies should only be used by one student per day or sanitized when sharing is not possible. Students should use their personal materials whenever possible.

C. Music

1. Students will have music class in their homeroom.
2. Students will be expected to wear face masks during music class.
3. Students in music class will need to be spread throughout the room.
4. When possible students should not share instruments or materials.
5. Dancing and movement activities cannot have any physical contact.

D. Physical Education

1. Physical education will be utilizing both indoor and, preferably, outdoor facilities.
2. Students will be expected to wear face masks to PE class. Masks may be removed during specified times by the PE teacher.
3. Games and activities will not include any physical contact.
4. If materials must be shared, students should wash their hands/use hand sanitizer at the start and conclusion of class.

VII. Visitors and volunteers

Per the WPS Return to Learning Plan: Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted and in most cases, non-staff are not allowed in the buildings.

A. Background check: As we have always done, any volunteers must have a background check on file.

B. Lunch: Visitors will not be allowed into the building to eat lunch with students. We need to use the space to distance our students as much as we are able.

C. Approval: The use of a classroom volunteer or visitor must be approved by the building Principal and it is very unlikely to be allowed due to safety.

VIII. Food service

A. Overview: Students will be eating breakfast, lunch and snacks in their classrooms.

B. Hand washing: Students will wash their hands prior to lunch and will wash/sanitize their hands after lunch.

C. Seating: Students will eat in their classrooms at their desk to allow for social distancing.

D. Visitors: No visitors will be allowed to join us during lunch.

IX. Restroom and hallway procedures

A. Hallways

1. Masks must be worn in the hallways at all times.
2. Hallway traffic patterns will follow social distancing guidelines.
3. Students must have a pass to be in the hallway.
4. Teachers will limit hallway use of individual students to no more than one student at a time when possible.

B. Restrooms

1. Individual classes will be assigned restroom breaks to maintain appropriate social distancing near restrooms.
2. Teachers will monitor use of the bathroom to promote social distancing as best possible. Teachers will ensure proper student handwashing within the appropriate guidelines for time.

X. Recess

A. Overview: Prior to recess, students will use hand sanitizer. Students will wash their hands after recess.

B. Social distancing: Classrooms will be assigned to specific play zones during recess. A recess activity rotation will be established. Students will be encouraged to social distance during play (play games and use equipment without touching another person).

XI. Water

Students are encouraged to use a water bottle. At the beginning of the year one will be provided to them and they will be allowed to use their own from home. Students will be able to refill water bottles at filling stations.

XII. Parent/Teacher conferences

Buildings will be having individual conferences with families at the beginning of the school year. This will provide information to families on safety, schedules, technology, and other key details to a safe return to school. Winter conferences will be determined at a later date.

XIII. Nurse

Due to the COVID-19 pandemic, the number of students in the nurse's office will be limited to only those needing immediate treatment. To help limit visits to the nursing office, Parents are asked to provide lotion and chapstick to stay with their child's personal belongings for use in the classroom. We are also asking you to remember to include a change of clothes to be kept in your child's backpack in the event their clothing becomes wet or soiled during the school day; this will also help to limit visits to the nursing office.

Health Screening:

Parents will need to screen their child(ren) before sending them to school using the Qualtrics system. You will be advised at the end of the screening whether or not it is safe to send your child to school that day. Please DO NOT send your child if the system indicates it is not safe; if you do, you will be contacted and asked to pick your child(ren) up immediately. DO NOT send your child to school if an over-the-counter medication is needed to reduce a fever or mask symptoms.

Student exhibits symptoms of COVID-19:

If a student exhibits symptoms of COVID-19 at school, they will be sent to the nurse's office and the Minnesota Department of Health Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs will be followed. Students found to have potential symptoms of COVID-19 will be supervised in a designated isolation area (outside of the nurse's office) until the student can be picked up by a parent/guardian. We cannot stress the importance enough of having multiple approved contacts with working phone numbers of people available to pick up your child within 30 minutes of being notified. Willmar Public Schools will be working closely with the Minnesota Department of Health with all COVID-19 related concerns.

XIV. Large group gatherings and field trips

A. Performances: At this time school performances will be suspended and will be re-evaluated in the future.

B. Field trips: Field trips will be suspended and will be re-evaluated in the future.

XV. Dismissal

A. Overview: All students will wear their face masks for dismissal and for the duration of their bus ride. If you are changing the end of the day procedure for your student please call the main office 2 hours prior to 3:20. Parents/Guardians will not be allowed in the building at the end of the day.

B. Lakeland Elementary Procedures:

Parent Pick-Up: Parents will be given a student sign to place in their car window. Students will be called to the front sidewalk as their ride arrives and will meet their parents in the front of the building. Students will continue to wear face masks at parent pick up and follow social distancing. Students will wait outside as weather permits.

Bus: Students will be walked out to the bus in small groups to allow for social distancing.

Walkers: Walkers will be dismissed from door

After School Care: Students will be dismissed in small groups while practicing social distancing to the gym where they will meet with Cardinal Place or the YMCA.

C. Kennedy:

Parent Pick-Up: Parents are asked to be timely and use the pick up loop and parking lot at the South end of the building. Students will continue to wear face masks at parent pick up and follow social distancing. Students will wait outside as weather permits.

Bus: Students will be released from their classrooms to the bus in small groups to allow for social distancing.

Walkers: Walkers will be dismissed from classroom door

After School Care: Students will be dismissed in small groups while practicing social distancing to the gym where they will meet with Cardinal Place or the YMCA.

D. Roosevelt:

Parent Pick-Up: Parents are asked to be timely in pick up. Students will be dismissed outside per building procedures and should walk directly to the vehicle that is picking them up. Gathering of students is prohibited. Students are encouraged to stay masked if they are in close proximity to each other outside.

Bus: Students will be walked out to the bus in small groups to allow for social distancing.

Walkers: Walkers will be dismissed from door

After School Care: Students will be dismissed in small groups while practicing social distancing to the gym/designated area where they will meet with Cardinal Place or the YMCA.

