



2020-21 Return to Learning Plan

Willmar Public Schools ISD #347

Willmar Senior High School

Hello to our students, families, and community members,

Welcome to the start of the 2020-21 school year! Since March of 2020, we have not experienced “normal” school operations. Distance Learning was a new and unexpected experience. Teachers quickly learned how to provide education outside of a brick-and-mortar building, parents/guardians learned how to support their child’s remote learning, and students learned how to access and engage through virtual instruction. Navigating distance learning had its challenges and we eagerly looked forward to fall. Now that summer is ending, we are ready for the new school year, however, we are not yet back to operating as “normal.” While school may look different, we are confident all students will have the opportunity to learn safely and at a high level.

Per the Department of Education and Department of Health, we have established plans for each of 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 an outline for each of the three different plans. Each plan includes the requirements we are called to adhere to as a school system to ensure your child is safe while receiving their 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.

As of the writing of this letter -August 19th, 2020 - Willmar Senior High will be in Scenario 2 -The Hybrid Model. Note that these plans are in place with the understanding that at any point the dial will turn from one Scenario to another. By having these plans in place, we can 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 your continued support and partnership. Together we are Cardinal Strong!

Paul Schmitz
Willmar Senior High School Principal

Key Information all WSH Students and Families Must Know:

1. COVID-19 Coordinator: Every district building must have a COVID-19 Coordinator.
 - a. The WSH COVID-19 Coordinator is **Paul Schmitz**.
2. Communication: Parent(s)/Guardian(s) will be a crucial partner as we navigate this year.
 - a. We are committed to on-going communication and will be sharing information regularly through videos and newsletters.
3. Attendance:
 - a. **ALL** students are expected to engage in their education **EVERY** day whether on-site, hybrid or in a distance learning model.
 - b. Attendance will be reported daily.
 - c. Attendance will be synchronous for in-person and distance learners. (All students will be present in class virtually and in the physical classroom at the same time.)
4. Grading:
 - a. The high school letter grade scale will be used as outlined in the WSH Student Handbook.
5. Face covering expectations:
 - a. Face coverings will be required by all at all times, except when consuming food or drink, or when outside and social distancing can occur. (See District Policy)
6. Building visitor restrictions:
 - a. 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.
 - b. Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.
 - c. All visitors will be met at the main entrance.
7. Daily health checks:
 - a. Qualtrics will be used by all students and staff district-wide. All students and staff must complete an individual health screening in the Qualtrics app before arriving at school.
8. Cleaning the school and teaching stations processes:
 - a. Teachers will clean frequently used surfaces in the classroom during the school day
 - b. Custodians will deep clean in the evenings
 - c. Custodians will deep clean all surfaces on Wednesdays

9. Social distancing definitions:

- a. We will follow the social distancing protocol as outlined by MDE/MDH. For example, all students and staff will be expected to maintain 6 feet of distance while in the building when following the Hybrid model.

10. Instructional Platforms:

- a. Schoology, Zoom, and/or Google Meet will be utilized in all three models to support smooth transitions as needed during the school year.

11. Daily Schedule:

- a. All students will follow their assigned course schedules.
- b. Students will be assigned either an A or B schedule. All students will attend classes according to the AADBB schedule. All students will have distance learning on Wednesday.
- c. Students are expected to attend class during their scheduled class time whether distance, hybrid or in-person.

WSH DAILY HYBRID SCHEDULE 2020-21					
DAY GROUP	Monday <u>A</u> Group	Tuesday <u>A</u> Group	Wednesday <u>D</u>ISTANCE	Thursday <u>B</u> Group	Friday <u>B</u> Group
SCHEDULE	REGULAR "A" SCHEDULE	REGULAR "A" SCHEDULE	LATE START RAMP-UP DAY	REGULAR "B" SCHEDULE	REGULAR "B" SCHEDULE
RAMP-UP (Wed. only)			RAMP-UP 9:00-9:25		
BLOCK 1: (Includes breakfast)	8:00-9:40 (100 min.)	8:00-9:40 (100 min.)	9:30-10:25	8:00-9:40 (100 min.)	8:00-9:40 (100 min.)
BLOCK 2:	9:45-11:15 (90 min.)	9:45-11:15 (90 min.)	10:30-11:25	9:45-11:15 (90 min.)	9:45-11:15 (90 min.)
BLOCK 3: (Rotating Lunches)	11:20-1:10 (90 min. + lunch)	11:20-1:10 (90 min. + lunch)	11:30-12:25	11:20-1:10 (90 min. + lunch)	11:20-1:10 (90 min. + lunch)
LUNCH (Wed. At-Risk Intervention)	Rotating Lunches	Rotating Lunches	12:30-1:40 Lunch & Intervention	Rotating Lunches	Rotating Lunches

BLOCK 4:	1:15-2:45 (90 min.)	1:15-2:45 (90 min.)	1:45-2:45	1:15-2:45 (90 min.)	1:15-2:45 (90 min.)
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12. Breakfast and Lunch:

- a. Breakfast will be delivered to classrooms during Block 1 class. Breakfast will be free to everyone on site for the 2020-2021 school year.
- b. Lunch will be served in the cafeteria following social distancing guidelines.
- c. Students who do not qualify for free/reduced lunch will be charged the regular meal rate.

Scenario 1: In-Person Learning Processes and Expectations:

- a. Health screening expectations:
 - Parents and staff are required and responsible for daily screening of COVID-19 symptoms using the Qualtrics system and agree to keep their child (or self) home if they are ill.
- b. Face coverings expectations:
 - Face coverings will be required by all at all times. (See District Policy).
- c. Building Visitor Restrictions:
 - 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.
 - Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.
 - All visitors will be met at the main entrance.
- d. Hygiene:
 - Students will be encouraged to wash their hands
 - Sanitizer stations will be provided.
- e. Managing students with Covid symptoms while on-site:
 - Students who present with COVID symptoms during the school day will report to the nurse. They will be checked for the symptom criteria and the nurse will determine if the student needs to be sent home. The parent will be called and the student will wait in the designated area until the parent/guardian arrives.
- f. Transportation:
 - School bussing will be provided to those students who meet the district criteria.
- g. Mental Health and Social-Emotional Resources:
 - On-site counselors and the school social worker will be available to address student mental health needs both in person and via Zoom, phone, or email. They will provide information about local agencies as needed.
- h. Curriculum:
 - Teachers will use Schoology for in-person instruction.
 - Online schooling will be available for those who choose to continue with Distance learning.

- i. Attendance expectations:
 - **ALL** students are expected to engage in their education **EVERY** day whether on-site, hybrid or in a distance learning model.
 - Attendance will be reported daily.
 - Attendance will be synchronous for in-person and distance learners. (All students will be present in class whether virtually or in the physical classroom at the same time.)

- j. Grading:
 - The high school letter grade scale will be used as outlined in the WSH Student Handbook.

- k. Technology:
 - All students will have a district-provided iPad to use both in and out of the school building.
 - Internet access is provided on-site at the high school.
 - Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.

- l. Breakfast and Lunch:
 - Breakfast is provided free of cost for the 2020-21 school year.
 - Lunch will be provided on-site at cost and/or free and reduced.
 - Distance learners will have the option to pick up lunch at the high school.

- m. Distance Learning Plan:
 - All families will have the option of choosing Distance Learning if there are safety concerns.

Scenario 2- Hybrid Learning Processes and Expectations:

- a. Health screening expectations:
 - Parents and staff are required and responsible for daily screening of COVID-19 symptoms using the Qualtrics system and agree to keep their child (or self) home if they are ill.
- b. Face covering expectations:
 - Face coverings will be required by all at all times. (See District Policy)
- c. Building visitor restrictions:
 - 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.
 - Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.
 - All visitors will be met at the main entrance.
- d. Hygiene:
 - Students will be encouraged to wash their hands
 - Sanitizer stations will be provided.
- e. Social Distancing for arrival, departure, and transitions: :
 - Students and staff are required to maintain 6 feet of distance.
 - Students arriving before 7:45 will need to social distance in the cafeteria and commons area.
 - Students will arrive at school and report directly to their 1st Block classroom beginning at 7:40am. Transitions and the end-of-day departure will be staggered to limit student contact.
 - Students will only be allowed to move from space to space at the high school in a clockwise direction. Signage will direct students to the appropriate stairwells and hallways for one-way traffic.
 - Passing time between classes will be shortened as students travel directly from one class to the next. Restroom use and water breaks will take place during class time.
 - Water fountains will be shut off, however, the refillable bottle feature will be available.
- f. Managing students with Covid-19 symptoms on-site:
 - Students who present with COVID symptoms during the school day will report to a designated space. They will be checked for the symptom criteria

and the nurse will determine if the student needs to be sent home. The parent will be called and the student will wait in the designated area until the parent/guardian arrives.

g. Transportation:

- School bussing will be provided to those students who meet the district criteria. Bussing will be limited to 50% capacity.

h. Mental health and social-emotional resources availability:

- On-site counselors and the school social worker will be available to address student mental health needs. They will provide information about local agencies as needed.
- Counselors and the school social worker are available to meet over Zoom or Google Meet to support student mental health needs.

i. Curriculum:

- Teachers will use Schoology in conjunction with Zoom and Google Meet.

j. Attendance Expectations:

- **ALL** students are expected to engage in their education **EVERY** day.
- Attendance will be reported daily.
- Attendance will be synchronous for in-person and distance learners. (All students will be present for class at the same time whether virtually or in the physical classroom.)

k. Grading:

- The high school letter grade scale will be used as outlined in the WSH Student Handbook.

l. Technology:

- All students will have a district-provided iPad to use both in and out of the school building.
- Internet access is provided on-site at the high school.
- Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.

m. Breakfast and Lunch:

- Breakfast will be delivered to classrooms during Block 1 class. Breakfast will be free to everyone on site for the 2020-2021 school year.
- Lunch will be served in the cafeteria following social distancing guidelines.
- Students who do not qualify for free/reduced lunch will be charged the regular meal rate.

- n. Distance Learning Plan for families choosing this option:
 - Students who choose Distance Learning will be meeting with their teachers for synchronous learning daily. Students will follow the expectations of individual teachers while utilizing Schoology and Zoom to attend class each block.

Scenario 3- Distance Learning Processes and Expectations

- a. Building visitor restrictions:
 - Nonessential visitors, volunteers, and activities involving external groups or organizations are not allowed in the buildings.
 - Students/Parents will be able to pick up essential items by meeting with staff at the main entrance.
- b. Attendance and engagement expectations:
 - Daily attendance is required.
 - Students will be expected to check-in with teachers daily.
- c. Grading:
 - The high school letter grade scale will be used as outlined in the WSH Student Handbook.
- d. Mental health and social-emotional resources availability:
 - Counselors and the school social worker will be available to meet with students virtually and/or via phone or email.
- e. Curriculum:
 - Teachers will continue to use Schoology in conjunction with Zoom and/or Google Meet.
- f. Technology:
 - All students will have a district-provided iPad to use during distance learning.
 - Internet access is available in the parking lots of all WPS buildings.
 - Students without internet access should email Jason Hulstein at hulsteinj@willmar.k12.mn.us or call 320-231-8545 for assistance.
- g. Breakfast and Lunch:
 - District busses will transport meals to identified bus stop sites throughout the district to ensure all students who need meals are able to obtain them.