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# Ellsworth Public School

— 2020-2021 School Learning Plan —

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# Priorities for Planning

- **Health and Safety Measures for all Students and Staff**
- **Educational Options for Families**
- **A return to normalcy including social interaction and building relationships**

# Priorities for Instruction

- **Coherence:** Planning is uniformed and clear which will promote consistency as we move between learning scenarios. (In Person, Blended, Hybrid, Distance Learning)
- **Equity:** Planning will address the need for equitable approaches that will meet the needs of all learners.

# Plans to Reopen

- Regardless of which plan Ellsworth Schools is using during the school year, The Minnesota Department of Education is **requiring all students to meet the hours of instruction set forth by the State.**
- All students will need to attend classes either face to face or online face to face at the times listed on the master class schedule regardless of which model we are operating under.
- Normal attendance and truancy policies will be followed at all times throughout the school year. Only exception is if MDE, MDH, CDC or Governor Walz directs the state/schools otherwise.

# Plans to Reopen

- Ellsworth School will continue to evaluate the County Covid Numbers and evaluate and adjust our plan accordingly.

# School Health

Please do not come to school if feeling ill including please do not send your student to school for a half day, because they are now feeling better. Please Keep Them Home

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have Covid 19:

- Fever or Chills
- Cough
- Shortness of Breath or difficulty of breathing
- Fatigue
- Muscle or Body Aches
- Headache
- Recent loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

# School Health

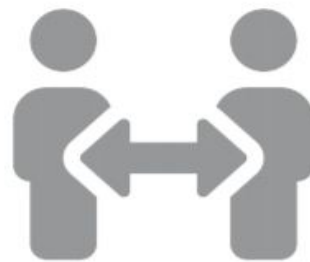
## Help slow the spread



**Wear a  
mask**



**Wash or  
sanitize your  
hands often**



**Stay 6 feet  
from others**

# Hand Washing / Sanitizer

- Hand sanitizer stations will be placed in each classroom. Students and staff will sanitize their hands before entering and leaving the classroom. Wash hands as often as possible.



# School Health

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

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

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

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

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

For people who received a laboratory test for COVID-19

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

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

Siblings and household members also stay home for 14 days.

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

Siblings and household members also stay home for 14 days.

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

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

Siblings and household members also stay home for 14 days.



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

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

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

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

# School Health

- **During the Day Illness:** If a student has a temperature of 100 or greater during the day or has symptoms, the parents will be called immediately and the student will be placed in a room separated from all others until picked up. The student will be placed in a room on the stage and the siblings of that student will also be placed in that room awaiting pickup from parent.

# Social Emotional Wellbeing

- Students' Social-Emotional Learning is extremely important and we want to provide parent and student support throughout the school year.
- Teachers will be checking in with students daily/weekly to continue making connections and building relationships.
- Mrs. Heidi Suah our school social worker will be available for online meetings, emails or phone calls. These meetings will take place one-on-one. You can also email Mrs. Suah directly at [heidi.suah@ellsworth.mntm.org](mailto:heidi.suah@ellsworth.mntm.org). Staff will also be available for support and conversation.
- Want to text instead? Crisis Hotline: Text MN to 741741 for help.

# Technology Services and Support

## **Need for Internet Access**

We are partnering with local internet providers in an effort to provide internet access to any family that doesn't currently have access. Please make sure the school office is aware that you do not have internet access. They will relay this information to our technology staff as they work closely with local internet providers. In the event that we are not able to coordinate internet access, your child will receive an alternative means for participating and learning.

## **Need for Technology Support**

We understand that our students may need additional technology support as we begin distance learning. Our technology office is available and ready to help with these and other technology needs. If you have technology issues or cannot access the internet please call the school office.

# Face Covering for Staff, Students, Parents & Visitors

All people entering the school buildings are **required to wear a mask or face shield and will need to social distance** as mandated by Governor Walz executive order 20-81.

A face covering must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a scarf or bandanna, a neck gaiter, or a religious face covering. A full face shield is also acceptable.

If you have a medical condition that excuses you from wearing a mask, you will need to wear a face shield. Please bring a written doctor's order to the school office or email [darcey.groen@ellsworth.mntm.org](mailto:darcey.groen@ellsworth.mntm.org). The doctor's note does not need to state what your condition is, only that you cannot wear a mask or face shield.

# Face Coverings

- Five years old and under do not have to wear face coverings.
- Kindergarten - 12 grade students will be required to wear face coverings
- Face coverings are not required to be worn when they are unable to tolerate wearing a face covering because of a **medical condition**, **mental health condition**, or a **disability**.
- Students can remove when eating or drinking, participating in a sport/PE/music/public speaking.
- Staff may remove their face coverings when in their classroom when alone.

# Face Coverings

- Wearing face coverings is not a substitute for frequent handwashing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.

# Reopening Plan

- This plan is designed to help students, parents and staff see the vision of what Ellsworth School will look like for the 2020-2021 school year. This also gives greater detail for what instruction will look like, what safety precautions the school is taking, and what the expectations are for students, staff and parents.
- The plan will outline three different models in which the district may need to move towards as the school year moves forward.



# Status Levels

## In-Person Model:

- Provide in-person instruction for all students as much as possible
- Provide an online option for students as needed
- Prepare to shift between delivery models at any time due to Covid-19
- Create rational procedures for use of facilities, transportation, student nutrition, student activities.
- We will continue to follow guidance by MDH, MDE, OHSAA and our Local Health Department

# Attendance - In Person Model

- Daily attendance is recorded each day on JMC and will be monitored in the same way as a traditional school day.
- Please contact the office at 507-967-2242 to report an absence.
- Students who have the Distance Learning option, attendance will be recorded and monitored on a daily basis by contacting the classroom teacher through Zoom or Google Meet.
- Distant Learning students are expected to join an “in-person” class and participate with other students and the classroom teacher.
- Students will be referred to the School Social Worker or principal if they do not check in. See Attendance Policy in Student Handbook.

# Special Services Support - In Person Model

**Special Education:** Mrs. Hawes and Mrs. Kordahl will provide in-person IEP services to students while social distancing. The staff wants to ensure individualized instruction is provided, thus the special education staff will be contacting each family to discuss individualized distant learning plans and services for each student and their family. Families will be provided special education teacher contact information for distant learning. As our staff are provided more guidelines regarding due process and paperwork during this time, we will be notifying families. You can contact staff at the following emails with any questions you may have: [kathy.hawes@ellsworth.mntm.org](mailto:kathy.hawes@ellsworth.mntm.org) or [hope.kordahl@ellsworth.mntm.org](mailto:hope.kordahl@ellsworth.mntm.org)

**Speech Therapy:** Staff may be meeting with students in person while social distancing. They may also use Zoom or Google Meet, paper copies, and email/phone calls to communicate with parents and students. As our staff are provided with more guidelines regarding due process and paperwork during this time, we will be notifying families.

**Occupational Therapy:** Each student receiving direct occupational therapy services while social distancing. As our staff are provided with more guidelines regarding due process and paperwork during this time, we will be notifying families.

# Parent Expectations - In Person Model

- Conduct a student wellness check: check temp, monitor symptoms. Students with a temperature over 100 degrees F should stay home. Need to be excluded until fever free without the use of medications for 24 hours.
- Provide a face mask for students. Governor Waltz has ordered all people indoors to wear a facemask
- Only exemptions: Medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. Ellsworth is requiring anyone riding district transportation to wear a mask
- Parents and Guardians will not be allowed into the school building unless an emergency has occurred or if picking up student/s during the school day. Parents/Guardians may be asked to wait outside by the north door entrance to maintain social distancing.
- Parents/Guardians will be required to wear a face mask if entering the building.
- The district will provide 1 cloth face mask and 3 disposable masks. We ask that the student take home the cloth mask home and wash it each night. The disposable mask should be left at school in case they forget the cloth mask. Dispose of disposable mask if used.

# Parent Expectations - In Person Model

- Limit your visits to school as much as possible. If you do have to visit the school, conduct a personal health screening prior to coming to a school building and do not come if you have a fever higher than 100°F or showing other symptoms.
- Provide students with water bottles (non-glass), as the drinking fountains will not be used.
- Parents/Guardians will not be permitted to join their student(s) for breakfast or lunch.
- Follow the posted procedures when around the building
- Ensure that your students contact information and medical information is updated in JMC.
- Ensure that emergency contacts have been designated and pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Support the district in reminding your child to follow physical distancing recommendations
- Read all communication from the District, Principal and Teachers.

# Student Expectations

All students will attend class every day (Face to Face or Online). Students who are medically fragile or do not feel comfortable returning to school due to COVID-19 concerns will be able to chose full distance learning for their students.

Students who wish to change from full distance learning to the model the school is currently operating under may do so on a two week schedule. Exemptions will be if a students is exposed or contracts COVID-19.

# Student Expectations

- Students will need to bring and wear a face covering when in the school building or when riding a school vehicle. If a student forgets their face covering they will need to get one from the school office or the bus driver (if they are riding)
- Face coverings can be removed temporarily when students and staff are exercising (including recess), eating, drinking, singing, public speaking, playing a musical instrument and receiving personal or medical care.
- Face coverings are strongly recommended outdoors when social distancing cannot be maintained.
- Students will not be allowed to have visitors during the day.

# Student Expectations

- Students will be required to report to their 1st hour class after they stop at their locker to get their materials for their first 5 classes.
- No congregating at the entrances or hallways.
- Students will need to social distance and wear face coverings in the hallways. Adults will be in the hallways to help supervise.
- Students are asked to limit the use of their lockers. Students may go to their lockers at the beginning of the day, lunch and end of the day.
- Locker access at other times will be on a case by case basis at teacher discretion.
- Students are asked not to congregate bathrooms, locker areas, hallways or other common areas.



# Student Expectations

## Classrooms:

- Students will be asked to follow social distancing recommendations throughout the day.
- Students will be required to all face the same direction in classrooms when sitting at their desk.
- Students are asked not to share supplies with other students.
- If certain supplies/equipment must be shared, then it will be cleaned between student use.

# Student Expectations

## PE:

- Students may remove their face covering during PE once class starts.
- Students will not change out of normal clothing for PE - Locker rooms will be closed.
- If a student needs to change clothes accommodations will be made.
- PE Class will be held outside as much as possible

## Choir

- Choir will have a minimum of 6 feet of distancing at all times. Students will be able to remove their face coverings once class starts. All students will be facing the same direction when singing. Choir may be held outside weather permitting.

# Student Expectations

## Band

- Band will be a minimum of 6 feet apart at all times. Students may remove their face coverings to play their instrument. Band may be held outside weather permitting.

# Student Expectations - In Person Model

## Health and Safety

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

# Student Expectations - In Person Model

## Entering and Exiting the Building

- Students will be allowed to enter/exit the building through designated doors. Students will go directly to classrooms when arriving at school. Please do not drop your child off before 8:00 a.m. to help ensure their health and safety.
- **Busing - All buses will drop off/pick up as normal**
  - Transportation- families sit together from back to front on bus. Take temp on bus entry and send the entire family home if one student has temp of 100 or greater.
- **Parent Pick-Up/Drop Off -**
  - Drop off only at the north and south doors. Temperatures will be taken there for kids who don't ride the bus.
  - Students will be able to enter the building at 8:00 a.m., and directly report to their classroom teacher once inside the building. Breakfast will be delivered to classrooms.

# Student Expectations - In Person Model

## Hallways and Transitions

- Students will be asked to limit the use of lockers or cubbies.
- Locker access may be limited throughout the day.
- Students are asked not to congregate in bathrooms or hallways.

## Classrooms

- Students will be asked to follow physical distancing recommendations throughout the day.
- Students will be required to all face the same direction in classrooms when sitting at their desks.
- Students are asked not to share supplies with other students.
  - If certain supplies/equipment must be shared, then it will be cleaned in between student uses.

# Student Expectations - In Person Model

## **Breakfast/Lunch**

- Breakfast will be delivered to the classroom.
- Lunch will be served and pre-packaged in the Lunchroom. Lunch will then be taken to the lunchroom or stage area depending on distance requirements.

# Teacher Expectations - In All Models

Teachers will have their course descriptions posted on Google Classroom which will include class expectations.

Teachers will post daily on Google Classroom:

- Lessons that will be covered that day
- Record and post the Google Meet video of direct instruction. Staff may not have a direct instruction video every day depending on the lesson being covered for the day.
- Upload assignments and any material or information needed for class



# Teacher Expectations - In All Models

Teachers will respond to emails within 24 hours on school days.

Teachers will take attendance each period and record it on JMC.

Teachers will help supervise the hallways at the end of each class.

# Status Level

## Hybrid Model:

- Provide in-person instruction for all students as much as possible
- Provide an online option for students as needed
- 6 ft. social distancing at all times
- 50% classroom capacity
- Prepare to shift between delivery models at any time due to COVID-19
- Create rational procedures for use of facilities, transportation, child nutrition, and student activities
- We will continue to follow guidance by MDE, MDH, and CDC departments
- All students and families will have access to quality educational materials that align to Minnesota state standards and the supports and equipment needed to successfully access those materials

# Status Level

## Distance Learning Model:

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

# Status Level - Distance Learning

- All students must be logged in prior to class starting through Google Meet / Zoom for all scheduled classes according to the master schedule time.
- Please make sure your Microphone is muted.
- Students are required to have their video button active during the entire class period.
- Contact teacher with any questions. Teachers will respond to emails and questions within 24 hours on school days when we are in session.
- Check google classroom for information for each class at least once per day.
- Complete all assignments and activities by assigned deadlines.
- Students will turn in assignments through google classroom and other platforms
- Students will have instruction five days a week and follow the master class schedule.
- Students who elect to Virtual/Distance Learn will log into Google Meets and get content delivered on a synchronous schedule as if they attended school in-person. This way they get the interaction with their peers.

# Ellsworth will start the Year with In Person Model

- Daily attendance is recorded each day on JMC and will be monitored in the same way as a traditional school day.
- Please contact office at 507-967-2242 to report an absence.
- Students who have the Distance Learning option, attendance will be recorded and monitored on a daily basis by contacting the classroom teacher through Zoom or Google Meet.
- Distant Learning students are expected to join an “in-person” class and participate with other students and the classroom teacher.
- Students will be referred to the School Social Worker or principal if they do not check in. See Attendance Policy in Student Handbook.