

SPRINGFIELD SCHOOL DISTRICT

2020-2021 SCHOOL YEAR

Return to Learn Plan



Safely Educating Students attending the Springfield School District
While Addressing the Community Challenges from COVID 19

August 12, 2020 (board approved) REV: 9.1.2020

Dear Springfield Tiger Students, Staff, Families, and School Community,

Education as we know it changed dramatically in mid-March when Governor Walz decided to move public schools to distance learning for the remainder of the 2019-2020 school year. I am incredibly proud of our staff and students for meeting this head-on and doing such a great job.

The challenges for public schools continue as we move into the 2020-2021 school year. The Governor has indicated we must be ready to implement any of the following three scenarios for the 2020-2021 school year:

Scenario 1: All students return

Scenario 2: Hybrid Learning

Scenario 3: Distance Learning

From our parent survey, we found that 93 percent of our families want to bring all students back, every day, safely.

The District has convened several planning sessions and deep review of guidance to develop a plan for the following areas: transportation, nursing, nutrition, elementary procedures, secondary procedures, office procedure, and cleaning procedures. I am proud to announce that, through collaboration and planning, we have found a way to do just this; all students will attend school every day in Scenarios 1 and 2. We are taking advantage of our enrollment and every classroom and space available on campus to meet the occupancy guidance.

I would like to ask for your patience as we implement the procedures found in this handbook. There is simply no way to make everyone happy, and some decisions will upset people. Using the information, the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) provided to our district, these plans were made in the best interest of our students and staff. This document will be fluid; meaning, changes may be made when necessary as new information is made available to us.

This document focuses primarily on Scenarios 1 and 2. If the MDE decides to implement Scenario 3 (Distance Learning), as occurred last year, a separate plan will be shared and uploaded to the district website. In Scenario 3, daily meals (breakfast and lunch) will be made available, and school age care will be provided to students who range from preschool through age 12 for parents who are Tier 1 critical workers.

Working collaboratively, we are stronger and more effective in accomplishing our main goal of student achievement.

With appreciation,

Keith Kottke
Superintendent

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SPRINGFIELD SCHOOL DISTRICT BELIEFS

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff, and community

THREE KEY AREAS OF FOCUS

SAFETY

The Springfield School District has designed our safety plan with consideration for preventative and responsive measures for both home and school. We constructed this plan through collaboration with local and state health officials, in alignment with CDC guidelines. The plan is explicit in determining action steps if stakeholders are exposed to or infected with COVID 19. We will continue to enhance this plan to support the safety and wellbeing of all.

ESSENTIAL LEARNING

The Springfield School District elementary and secondary leadership teams are continually monitoring and improving our curriculum - what we teach and how we teach it. Our focus is on research-based instruction and best practices. The standards provided by the state are not a curriculum, but provide a target for our district to utilize as we determine the resources that we implement and use to educate our youth.

SOCIAL AND EMOTIONAL WELLBEING

In periods of uncertainty, services focusing on social emotional learning become a priority and relationships are the primary focus of SEL development for students we serve. We know that school closures can cause chaos, unpredictability, and fear. A child who has experienced this trauma might feel unsure of what to expect when things change. Predictability and routine can help children who have experienced traumatic events adapt to transitions in the classroom a little easier so that they feel safe and ready to learn.

2020-2021 STATE PRESCRIBED LEARNING MODELS

The State of Minnesota Formula to Determine School Learning Models

TOTAL # OF CASES FOR 14 DAYS ÷ [COUNTY POPULATION / 10,000] = 14 DAY CASE RATE PER 10,000.

Learning Model Parameters

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

2020-2021 Springfield School District Learning Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. Students will start the year in a model pending the State of Minnesota Safe Learning Plan. During any in-person learning, teachers will reinforce student technology competencies necessary to complete at home distance learning demands.

IN-PERSON LEARNING- WITH SAFETY PROTOCOLS

All instruction is delivered onsite with some building and group modifications. Daily modifications and procedures will facilitate a school environment consistent with the hybrid learning guidance such as maximizing room capacity, staggered lunch time, and school dismissal. This allows the district to move quickly between the two and is least disruptive for families.

Teachers and students maintain a normal daily schedule.

Safety precautions are implemented to enhance staff and student safety.

HYBRID LEARNING- WITH ADDED SAFETY PROTOCOLS

For Springfield School District, all students will report to school. Due to room capacity students may need to flex into different learning spaces to receive their instruction. All instruction is delivered onsite with building and group modifications. Due to room capacity limits students may need to flex into a different space and will receive their instruction by an online or alternate delivery model, but onsite. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs for certain courses through a variety of delivery models.

Teachers and students maintain a normal daily schedule.

Safety precautions are implemented to enhance staff and student safety

Required for In-Person and Hybrid Learning

- ☐ Masking Policy
- ☐ PPE for direct support student services
- ☐ Build routines of hygiene education & practices
- ☐ Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- ☐ Building level COVID-19 program coordinator, with optional student counterpart
- ☐ Limiting nonessential visitors/volunteers/external groups
- ☐ Discontinue large gatherings/activities that do not allow for social distancing
- ☐ Monitoring and excluding for illness

Required for Hybrid Learning

- ☐ Social distancing of 6 feet at all times in school buildings
- ☐ School facilities at 50% capacity
- ☐ Transportation at 50% capacity
- ☐ Sufficient staffing levels to meet the requirements of the model

DISTANCE LEARNING – Improved Version 2.0

All instruction is provided off-campus through the use of distance learning resources. Classroom teachers will identify a schedule syncing distance learning students with in-person classroom activities and daily class routines. Student work could be completed electronically, paper, pencil, or a combination pending on course type and student age.

FAMILY CHOICE-DISTANCE LEARNING ONLY

Students will start the year in a model pending the State of Minnesota Safe Learning Plan. Parents may elect to have their child(ren) participate in a Distance Learning only platform. Since the Distance Learning Plan would be in sync with classroom learning parents could have their child switch to in-person learning. For planning purposes, we ask that the switch occurs at mid-term or semester breaks. If a family elects this option, we ask that they complete a Distance Learning Only registration form.

Although students will not attend school physically, they will still be assigned a class schedule (secondary students) and a classroom teacher (elementary students). To participate in teacher lessons, teachers will have a schedule posted on their website or Schoology syncing at home learners with in-person classroom activities. Students may attend via Google Meet. Lessons will be recorded and posted, if for some reason your child cannot attend their virtual lesson. This option helps preserve relationships between your child and school staff.

VIRTUAL LEARNING ACADEMY

The District will offer a new Springfield Virtual Learning Academy for delivering instruction to any K-12 Springfield student's home (or where they can connect to the internet) during the 2020-2021 school year. This academy would be certified by the State of MN and accredited.

The teacher would be a MN licensed teacher provided by the academy (not your school's regular classroom teacher). However, your child would still be a Springfield Tiger for the purpose of receiving a Springfield High School diploma and will be able to participate in our extra-curricular activities.

For K-5th grade students, a supervising adult is required by the Virtual Learning Academy to help facilitate student learning. If a family elects this option, we ask that they complete a Virtual Learning Academy registration form. Registration in this academy is a semester by semester commitment.



SAMPLE 7TH THROUGH 12TH GRADE STUDENT INPERSON/DISTANCE LEARNING SCHEDULE

SYNCHING IN-PERSON LEARNING WITH DISTANCE LEARNING STUDENTS OR FOR THOSE WHO MAY HAVE A PROLONGED ILLNESS/COVID ISOLATION OR QUARANTINE.

Specific Class Schedule is TBD

50 minute class period mock schedule (Grades 7 - 12)

Teacher A: Daily is available from X:XX to Y:YY and W:WW to Z:ZZ for questions via email or at 507-723-428X ext xxx
Other times may be available by a scheuled appointment

		In-person	At Home Distance Learning or Ill Students
8:10 - 9:00			
	Minutes		
8:10	1-5	Bell ringer & Class Administrative Items	Available to "At Home" students live via google meet
	6-7	Go over bell ringer	Teacher will need to specify if students need to connect for bell ringer activity
	8-10	check homework/review previous learning target(s)	
8:20	11-26	introduce new learning target either live via google meet or pre-recording	"At Home" students must connect at this time be ready by 8:15 a.m.
	27-35	modeling/ guided practice new learning target	Available to "At Home" students live via google meet Materials on Schoology
8:45	35-47	practice new learning independently	Available to "At Home" students live via google meet Materials on Schoology. Complete & submit to Schoology
8:48	47-48	review new learning target identify tomorrow's learning target	Available to "At Home" students live via google meet
8:50	48-50	pack up, clean & dismiss	

	Breakfast 7-12	7:55-8:10	grab and go from cafeteria
1st Hour		8:10 - 9:00	
2nd Hour		9:04-9:54	
3rd Hour		9:58-10:48	
4th Hour		10:52 - 11:42	
5th Hour		11:42 - 1:04	Lunch 1 11:42 -12:12 Lunch 2 12:08-12:38 Lunch 3 12:34 - 1:04
6th Hour		1:08-1:53	MWF
		1:08 - 2:15	TR
7th Hour		2:15-3:05	Staggered Student Dismissal

SAMPLE

SAMPLE ELEMENTARY DAILY INPERSON/DISTANCE LEARNING SCHEDULE

SYNCHING IN-PERSON LEARNING WITH DISTANCE LEARNING STUDENTS OR FOR THOSE WHO MAY HAVE A PROLONGED ILLNESS/COVID ISOLATION OR QUARANTINE.

SPECIFIC SCHEDULE OF ACTIVITIES IS TBD-to be determined.

Elementary mock schedule		
Teacher A: Daily is available from X:XX to Y:YY and W:WW to Z:ZZ for questions via email or at 507-723-428X ext xxx Other times may be available by a scheuled appointment		
In-person Schedule	At Home Schedule	
8:10	Greeting Ritual/Breakfast	
	Morning Meeting	"At Home" students must connect at this time
	Student Check in/Class Meeting	
	Calendar Math	Available to "At Home" students live via google meet
	Weather	
TBD	Language Arts Workshop	
	Reading	
	Whole Group Activities	"At Home" students must connect at this time
	Direct Instruction on new learning target	Materials on Schoology
	Modeling/Guided Practice	Materials on Schoology. Complete & submit to Schoology
	Independent Practice	
	Shared Reading or Writing	Available to "At Home" students live via google meet
	Small Group Activities/Centers & Independent Practice (If at all)	
	Guided Reading	
	Read Aloud w/ reading strategy integrated	
	Flexible Reading Groups/Individual Reading/Silent Reading	
	<i>Brain Break/In classroom or outside movement/ Social Emotional Feel Good Activity</i>	
TBD	Writing	
	Whole Group Activities	
	Direct Instruction on new learning target	"At Home" students must connect at this time
	Modeling/Guided Practice	Materials on Schoology
	Independent Practice	Materials on Schoology. Complete & submit to Schoology
	Shared Reading or Writing	Available to "At Home" students live via google meet
	Small Group Activities/Centers & Independent Practice (If at all)	
TBD	Math Workshop	
	Whole Group Activities	
	Direct Instruction on new learning target	"At Home" students must connect at this time
	Modeling/Guided Practice	Materials on Schoology
	Independent Practice	Materials on Schoology. Complete & submit to Schoology
	Small Group Activities/Centers & Independent Practice (If at all)	
	<i>Brain Break/In classroom or outside movement/ Social Emotional Feel Good Activity</i>	
TBD	Science/Social (non-fiction reading strategy instruction)	
	Whole Group Activities	
	Direct Instruction on new learning target	"At Home" students must connect at this time
	Modeling/Guided Practice	Materials on Schoology
	Independent Practice	Materials on Schoology. Complete & submit to Schoology
	Shared Reading	
	Specials Circuit-Art, Music, Gym, Global	We will need to embed specialist schedule here
	Intervention & RIP Time	
TBD	End of Day Reflection/Pack Up and Dismissal	Available to "At Home" students live via google meet
	Daily Reflection: What did we learn? What went well? What do we need to work on?	
	Set up next day: What will happen tomorrow? Tune in because it is going to be great	
	Pack for home, clean, and dismiss	

PRESCREENING FOR ANY INPERSON LEARNING DAY

AT HOME HEALTH AND SAFETY PROTOCOLS

Temperature - Students

Families are encouraged to take their child's temperature before sending them to school. Students with a fever of 100.4 F or higher should not go to school. If your child has a fever, you need to consider him or her contagious. Please do not give your child medicine to reduce their fever and then send him/her to school. Students must be free of fever without medicine for 24 HOURS before returning to school.

Temperature - Staff

Staff will be required to complete daily self-reporting to verify they are asymptomatic when entering the school building. Employees with a fever of 100.4 F or higher should not return or enter their worksite. Staff are also informed to not take medicine to reduce their fever in order to come to school.

PRESCREENING - Students and Staff

We ask that families and staff conduct the daily health screening below.

AT HOME PRESCREENING QUESTIONNAIRE

Parents are asked to review this daily health screener with their child before sending their child to school. If your child has medical conditions that assimilate these symptoms, please document on your child's health questionnaire and contact the school nurse. [MDH Exclusion Guidance \(8.31.2020\)](#)

(Parents do not need to send the questionnaire to school)

HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS SINCE THE LAST TIME YOU WERE AT SCHOOL THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?

MORE COMMON

- Fever of 100.4
- New onset and/or worsening cough
- Difficulty breathing
- New loss of taste and/or smell



If **YES to (1)** one more common symptoms **STOP!**
Do not send your child to school. Inform the school of your child's absence. Families may consult your healthcare provider. see [MDH Exclusion Guidance](#)



Or

LESS COMMON

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue
- New onset of severe headache
- New onset of nasal congestion/runny nose



If **YES to (2)** two less common symptoms **STOP!**
Do not send your child to school. Inform the school of your child's absence. Families may consult your healthcare provider.



Can you attribute a new symptom to a pre-existing health condition or current known illness. If not, MDH recommends staying home and consult your healthcare provider. see [MDH Exclusion Guidance \(8.31.2020\)](#)

Exclusion Guidance [MDH Exclusion Guidance \(8.31.2020\)](#)

For people (students or staff) who have a positive laboratory test for COVID-19, OR people with a negative test result but have symptoms with no other diagnosis, OR people with a COVID-19 diagnosis without a lab test (this is rare as providers are now testing all symptomatic people), OR people with symptoms of COVID-19 without a medical evaluation:

Stay home at least 10 days since symptoms first appeared AND no fever for at least 24 hours without medication AND improvement of symptoms.

Siblings and household members stay home for 14 days.



For people with other diagnoses (such as 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 and follow return guidance from the health care provider or the Infectious Diseases in Childcare Settings and Schools Manual. Siblings and household members do not need to stay home.

At School Screenings

Springfield students will be required to go straight from the bus/vehicle to their classrooms (or to breakfast) and vice versa. There is to be no congregating in the hallways before or after school. (*MDH Planning Guide, Page 5*)

We are required by the Minnesota Department of Health to: “Conduct symptom screening for any person entering the building. This includes staff, students...physically entering the school building.” (*MDH Planning Guide, Page 1*)

Staff:

- All staff entering the building will complete a screening to confirm they are fever-free and feeling healthy, and were not exposed to someone who is ill.
- Substitute teachers must complete a formal screening (temperature taken and survey questions verbally administered) with the administrative assistants in Elementary, High School, or District Office.
- All staff must wear a mask once they enter the building per Executive Order 20-81.

Students:

Two questions will be posed to each student as he/she completes the health screening:

1. *Are you feeling well today?*
2. *Have you been exposed to someone with Covid-19?*

- Each student will have his/her temperature taken. A fever is defined as 100.4 or higher.
- If a student is symptomatic (registering a fever of 100.4 or higher) for COVID-19, he/she will be brought to the isolation room by the district office and sent home.
- All students must wear a mask while they wait to be screened.

Handling of Suspected or Confirmed Cases (updated 8.20.2020)

To ensure the spread of COVID-19 is mitigated, if a student is experiencing COVID like symptoms upon arrival or begins experiencing these symptoms during the school day, they are to take the following steps:

- a) Call the office staff regarding the specific symptoms the student has. Phone call must be private for the student. We have two wellness/temperature checkers at the school doors, if a student has a high temperature or symptoms, one of the checkers will escort the child to the isolation room.
- b) Ensure the student is wearing a mask
- c) Have the student gather their own school items or they will need to be gathered and brought to the isolation room (including iPad). Staff should use gloves and hand wash if they handle a possible sick child's belongings.
- d) An adult is to escort the student directly to the isolation room (by district office) and communicate symptoms. There will be a check in sheet for Isolation Room supervisor.
- e) Remind the student they are not to leave the designated area once they arrive.
- f) Parents will pick up the child using the district office entrance (Door E1). Parents will receive an informational sheet identifying their child's symptoms.

Please note, parents will be called and asked to pick up their child immediately. Other students from the same family are expected to do the same if COVID symptoms are present. If a staff member or a student has a new symptom with no other diagnosis to explain it, they should stay home and consider talking to their health care provider about testing for COVID-19.

Any student or staff member who is waiting on results from a COVID-19 test must email the school nurse, as well as an administrator, to inform the school. To ensure that staff and students remain healthy, it will be imperative that those who are waiting for test results be open with their communication and stay at home.

Nurse: nurses@springfield.mntm.org

Elementary Principal: jeff.kuehn@springfield.mntm.org

HS Principal: pat.moriarty@springfield.mntm.org

Superintendent: keith.kottke@springfield.mntm.org

Positive COVID-19 Case Who was on School Grounds

If there is a COVID-19 case in school, MDH or County Public Health will notify the school. If a school is made aware of a COVID-19 case before being contacted by the MDH, they are asked to report the case to the MDH and County Public Health. The confirmed case of COVID-19 must be excluded (isolation period) from school for ten days after onset of symptoms (if no symptoms, then exclusion is ten days after collection date of test) and be fever free for 24 hours (without the use of fever reducing medications) and have improvement of symptoms, whichever is longest. Public Health will provide guidance to the school and the case or case's parents/guardians. Families and staff will be informed through email. Teachers who are in mandated quarantine (due to a family member who is ill) will teach from home whenever possible.

Continuous Monitoring of COVID Cases and Developments:

In cooperation with Brown County Public Health, The Springfield School District will closely monitor any developments related to COVID cases, exposures, or other scenarios that may enact change to the school's operation. In the event there is an increase in cases impacting the school, the District will coordinate with BCH to implement the health and safety protocols to ensure the safety of the school population. This may include the closure of school facilities until they are deemed safe to reopen. It may also require an adjustment in instructional delivery.

STUDENT ARRIVAL AND DEPARTURE

Students Entering and Exiting the Building:

Students should use assigned doors for **ENTERING** and **EXITING** the school:

PreSchool: District Office Door E1 report to room

Kindergarten-Grade 3: Elementary Door S1

Grades 4-6: Playground Doors E14

Grade 7-12 Bus Riders: Cafeteria Doors W5

Grade 7-12 Walkers/Drop Off: High School Door E1, E3 OR W5

Grade 10 Drivers: Cafeteria Doors W5 (prefer they park in West Parking Lot)

Grade 11 Drivers: High School Doors E3 (Prefer they park in East Parking Lot)

Grade 12 Drivers: High School Doors E3 (Prefer they park in East Parking Lot)

Until further notice we ask that parents do not to enter the building after school to meet their child in the hallway when school is dismissed.

Students Who May Arrive After 8:10 a.m.

- ❖ If an elementary student arrives after 8:10 AM, they will enter door S1 and will be screened in at the elementary office or teacher's classroom.
- ❖ If a high school student arrives after 8:10 AM, they will enter door E1 and should go immediately to be screened in the high school office.

Limiting Congregation of Students

Because students aren't allowed to congregate in the hallways, the school **will not** be accessible until 7:45 AM each day. At 7:45 AM, staff will begin screening students and will enable them to enter the building. Students may stop at their lockers to drop off coats/backpacks, but then need to report directly to their first hour classroom.

If a parent chooses to transport his/her child and drops him/her off before 7:45 AM, the student will not have any supervision.

Health screenings to enter the building may cause students to wait in line outside (masked). There may be a need to use umbrellas if it's raining. Please dress for the weather.

At the conclusion of the school day, students will go to their lockers (only if necessary) and exit the building the same way they entered. All students and staff must wear a mask once they enter the building per Governor Walz's Executive Order 20-81.

Breakfast/Lunch Procedures

Students may continue to take breakfast at school. All breakfast served will be “grab and go.” Students will not be required to wear a mask when they are eating or drinking.

Kindergarten - 6th Grade Breakfast

Kindergartners - Grade 6 Free Student Breakfast Program (NEW). Students in grades K through 6th grade will be served a free breakfast daily. Breakfast will be “grab and go” served and eaten in each classroom. With the addition of the Free elementary breakfast program, there will no longer be an afternoon snack program.

Kindergarten - 6th Grade Lunch

School lunch for students in grades kindergarten through 6th grade will be served “grab and go” and eaten in their classrooms. This will increase lunch time spacing opportunities for students in grades 7-12 and will allow more flexible recess times for elementary students. Specific elementary lunch and recess times will be coordinated by the teachers and elementary principal.

7th – 12th Grade Breakfast

For 7th -12th grade students, “grab and go” breakfast will be served from 7:45 a.m. - 8:00 a.m. Student seating in the lunchroom will be marked by a Tiger logo. The logos will be spaced out to allow for social distancing. Breakfast will be free for 7th – 12th grade students who qualify for free or reduced lunch. For other 7-12 students, daily breakfast will cost \$1.60.

7th – 12th Grade Lunch

For 7th -12th grade students, students will not self-serve their food. All vegetables, fruit, condiments, and entrees will be placed on the students’ trays by kitchen staff. Student seating in the lunchroom and alternate lunch areas will be marked by a Tiger logo. The logos will be spaced out to allow for social distancing.

Daily Lunchroom Expectations

The kitchen staff will wear masks and gloves while preparing and serving food. The kitchen staff will sanitize the tables when breakfast ends, and all students have exited.

The cafeteria will be labeled to assist students and staff with understanding how procedures will work. Decals will denote where students may sit at each table and where they should stand when waiting to empty their trays.

***Families who choose distance learning will be provided opportunity to get a “grab and go” lunch. Lunch pick-up will be at the West Cafeteria Door W6. Lunches will not be delivered to homes. A pick up time between 11:00 a.m. and 12:30 p.m. will need to be coordinated with food service.**

High School Lunch Procedures

Lunch dismissal will be staggered (as we have done in the past) to try to limit the line length.

1. The lunch tables will be marked with Tiger Logos, which signifies a spot where a student may sit. The logos will be spaced out to allow for social distancing.
2. Masks **are required** in the hallways as well as while waiting in the lunch line.
Masks **are not required** once students are seated at the lunch table.
3. Students will be required to maintain social distancing while eating and socializing.
4. There will be no a la carte or salad bar to start the school year.
5. Masks will be required when students go to empty trays.
6. The kitchen staff will sanitize the lunchroom tables at the end of the lunch period.

Distance Learning-Secondary Students Only Breakfast/Lunch Procedure

If only the secondary students (Grades 7-12) are Distance Learning, then lunch will have to be “grab and go” from the school cafeteria.

It is yet to be determined if these meals would be free to all students as it was in the Spring and Summer of 2020 or if it will follow our normal school lunch guidelines where full pay students pay the daily meal rate. Students that are eligible for free/reduced lunch will always receive a free lunch and breakfast regardless.



Transportation

All Superior Transportation drivers and students will be wearing masks on all routes and all buses. Seat sanitation will occur before and after routes are run.

Springfield School District will temporarily suspend all field trips. If sports/activities are allowed by the MSHSL, additional vehicles may be driven by coaches to allow for distancing on buses.

Students are encouraged to ride bikes or walk to school if they live within the city limits of Springfield.

Scenario 1: In-person Learning

- Buses do not need to run at a reduced capacity, however assigned seating by families and maximize spacing will occur.
- Families are encouraged to drive their children to and from school whenever possible
- Children from the same daycare that ride the bus will be treated as a family.

Scenario 2: Hybrid Learning

- Buses are to run at 50% capacity. Example a 77 passenger bus = 38 passengers.
- Families are encouraged to drive their children to and from school whenever possible
- Seating will be assigned and allow for family members to sit next to one another.
- We won't be able to honor any at will (last minute) requests. Children who share housing between two parents must have their transportation coordinated by the parents.
- Bus passes for sleepovers or birthday parties will not be administered to students who ride on a different route. Bus passes will be allowed solely for emergencies.
- Children from the same daycare that ride the bus will be treated as a family.

Scenario 3: Distance Learning

- Transport daily for noon meal delivery at certain sites and times.

Other Scenarios: Secondary Student (grades 7-12) Distance Learning, Elementary is Hybrid Learning.

- Bus will still follow hybrid model and will bus only PreK through 6th graders.

NURSING

The District is committed to implementing practices that positively affect the health and safety of our students and staff.

Training - Proper training will be essential to curtail the spread of COVID-19. The nursing department will provide staff and students with appropriate procedures on the following:

- Hand washing
- Putting on and taking off a mask
- Covering a sneeze or a cough
- Sanitizing tables, desks, and chairs
- Identifying symptoms in students

Signage - regarding symptoms that would prevent entry into the building, correct social distancing, and appropriate practices for limiting exposure to droplets will be displayed at the school's main entrances and throughout the building.

Please adhere to the circles or feet markings that will be displayed around the building and waiting areas, which indicate where to stand to follow correct social distancing guidelines.

Health Care Plans

The school nurses will review and make appropriate adjustments for any students who currently have a health care plan.

Parents of high-risk students and the school will need to coordinate to prepare a health care plan for the start of the school year. The plan may also allow for alternative learning arrangements. If your child is at high risk for illness, please inform the nursing staff as well as a school administrator to allow for alternative learning arrangements to be made.

Nurse Office Visits

The nurse's office will still be where students will receive daily care (medication dispensing, diabetes blood test check, etc.). Any suspected COVID cases will be referred to an isolation room that is separate of the nurse's office.

TECHNOLOGY

- Springfield School District 1:1 device initiative where every student has an iPad and are able to take home with them in the event that school needs to move to a different mode of instruction due to COVID cases within our area.
- A list of households without internet connectivity will be compiled and any connectivity issues will work to be resolved prior to the start of the school year.
- Technology support will be available for all students and parents. Contact Roseanne Kaseforth or Elizabeth Madsen for assistance.

OFFICE PROCEDURES

Office procedures in 2020-2021 will be modified to ensure that we are limiting the number of people who enter the building. The safety of our students and staff is a top priority.

Subsequently, visitors to the school are to be limited (per MDH guidance page 5.) We ask that parents do not to enter the building after school to meet their child in the hallway when school is dismissed until further notice. Parents may enter the building upon appointment or a medical emergency and will need to complete a health screening.

All items brought to school during instructional hours must be dropped off in the elementary or district office main entrance. This will allow our administrative assistants to deliver items in a way that limits contact.

Whenever possible, call the school with questions that do not require an in-person visit. For all other interactions, please refer to the frequently asked questions:

Will students be allowed in the office?

Several steps will be taken to decrease the traffic through the main offices. Students may make appointments with the school counselor or high school principal, but walk-ins should be on a needs basis. The principal and counselor will also coordinate meetings with students when needed. **Any student that comes to the office looking for help will not be turned away.**

How will I check my child in/out for appointments during the day?

For students in grades K-6, please coordinate with the elementary office and they can be ready at the vestibule in door S1. For 7th – 12th graders, please coordinate with the high school office and students can be ready for you to pick them up by door E1. Parents will need to notify the school of the reason for the absence before checking their child in or out.

If the student is checking in for the first time, a screening will be conducted (temperature taken and questions posed) before entry into the building will be permitted. Students who were previously screened will be allowed in without a re-screening.

May my child make change at school?

To eliminate hand-to-hand contact with items that typically carry a lot of germs and viruses, we will no longer make change for students or staff during the day.

How should my child deliver lunch money to the school?

All checks and money may be given to any administrative office. PLEASE LABEL THE ENVELOPE WITH YOUR FAMILY NAME IF YOU SEND CASH. *The school is working on the option for families to pay for lunch and school fees, etc. online.*

MASKS

As of July 25, 2020, per the [Governor's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, unless alone.

The District understands that wearing a mask all day will be difficult. However, school districts must follow the mandate handed down by the Governor.

Consistent with the governor's executive order students, families, and staff will be required to arrive to school with their own mask or they will be issued a mask upon arrival. A mask is defined as a cloth reusable/washable or manufactured disposable mask covering that covers both the nose and mouth. Masks now must be considered part of any school district's dress code. Neck gaiters and kerchiefs can also be used as a mask.

Masks will be required within the school building and on school buses.

Further guidance is being developed for PE, music, and some other specialty courses. For settings that require more close human contact, additional PPE will be provided and may include face shields, gloves and gowns. Need for equipment will be monitored and adjusted on a case by case basis.

All students will be required to wear masks. Exceptions will be made for those with a doctor certified medical exemption or certain special needs which may include wearing a face shield.

The use of masks is most beneficial when done in conjunction with other CDC recommendations, including hand washing and physical distancing.

HYGIENE

Healthy hygiene practices are the first line of defense in protecting staff and students against COVID-19 and other illnesses. The following procedures will be enforced in order to uphold good hygiene and prevent the transmission of illness.

Frequent hand washing will be done throughout the school day. Students and staff will be asked to wash their hands for at least 20 seconds and correct hand washing procedures will be taught and practiced. Students will be asked to wash hands especially after blowing one's nose, coughing, or sneezing. Hand washing will also be required before eating. If soap and water are not available, sanitizer with at least a 60% alcohol content will be provided to staff and students.

CLEANING AND DISENFECTION

Thorough cleaning and disinfecting measures will be taken to maintain that all physical spaces, equipment, and materials that staff and students come into contact with are sanitized and safe for use. Classroom doors should be propped open (except when testing/quiz days or when showing a movie) to lessen the use of door handles. Restroom doors only where appropriate.

Daily sanitizing will especially be implemented in high traffic/touch areas including but not limited to doorknobs, handles, fixtures, etc. All areas will be cleaned with an approved sanitizing solution. A schedule will be created to ensure more frequent cleaning of restrooms throughout the building due to high usage during the school day.

The district has purchased electrostatic sanitation sprayers and UV sanitizers for use on surfaces such as keyboards, soft touch items in preschool and kindergarten classrooms, books, balls, playground, physical education, science laboratory, shop, art, and FACS equipment.

WATER AND VENTILATION SYSTEMS

Students and staff will be prohibited from drinking directly from the water fountains. They will however be encouraged to bring their own water bottles to be filled by the no-touch water bottle filling stations.

The District will ensure our ventilation systems increase circulation of outdoor air as much as possible. Dampers allowing external air into the building will be set to bring in the maximum amount of fresh outdoor air while maintaining proper operation of the heating and cooling portions of the system. The District has also been in contact with our ventilations systems vendors to ensure we are using the highest grade filters possible for our system.

SOCIAL DISTANCING PROTOCOLS

The District will implement social distancing strategies when possible to help reduce contact between individuals. Under the in-person instructional model, there is leeway from this standard. Adjustments will be made to seating arrangements within classrooms as well as on school buses to distance students as much as possible. Signs will be posted to remind both staff and students to maintain a 6 ft distance. Floor markings will be used for a visual reminder.

Under the in-person instructional model co-mingling between groups will be minimized when possible. Students will eat meals in the classrooms when possible and mixing of groups will be done only when necessary. These are general precautions and practices.

Other social distancing precautions include designating entrances based on transportation, staggered arrival and dismissal times, traffic patterns within the school building will include same as on the road (staying to the right), and making the scheduling of student and staff groupings as static as possible.

To minimize the risk of transmission, permission for volunteers and visitors to be admitted into the building will be limited.

PROTECTING VULNERABLE POPULATIONS

As communicated by the Center for Disease Control and Prevention, additional precautions need to be taken for select populations in order to protect against infection. As a result, the District will offer a full time distance learning option for students who need to take extra precautions due to medical or other potential risk factors. A video conferencing platform will be used to allow these students to tune into and participate in classroom lessons via Google Meet. Lessons will be recorded and posted if your child is unable to attend. Work completion will be monitored by the teacher and assignments will be submitted digitally. A distance learning designation form will be provided in the registration packets. If your family is choosing this option, we ask that you fill out and return the form with your enrollment packet. You have the right to opt in or out of the distance learning option however to allow for a smoother transition for staff and students, we ask that it be done after midterm or semester breaks.

Teaching staff will post on their website a schedule that allows for distance learners or ill students to synch with their corresponding classroom instruction and activities.



ELEMENTARY PRACTICES

The District realizes there is much to learn procedurally for the start of the school year. With the support of the nursing staff, teachers and paraprofessionals will be expected to instruct students on these new practices. With repetition, patience and coaching along the way, we are confident everyone will learn and retain this information well.

As some families have expressed concern about their children returning to school and about wearing masks, choosing to distance learn is an option. (See Family Choice - Distance Learning, p. 5 for more information).

The following information is a comprehensive guide for teachers, parents, students, and staff. It is not an exhaustive list, however. We acknowledge that there may be some activities throughout the day that were not addressed in this plan. We will address those as needed.

Classroom Procedures

- Gloves, sanitizer, masks and a face shields will be provided to all teachers
- Classroom teachers will facilitate learning of multiple subjects to limit students changing rooms and promote student cohorts (one room school house learning). If students do change rooms, they will wipe down the desktops and chairs.
- Students will use their own materials (pencils, scissors, etc.) which will be kept in a case that closes or their backpack.
- The teachers will provide a sanitized bin of pencils, etc. for students who are missing items along with a bin to deposit 'contaminated' items (teachers will sanitize at the end of the day)
- Within hybrid-strict distancing of 6 feet occurs where some students in certain classrooms will alternate receiving their instruction in a flex room. Instruction will be online, but on campus, with a para aid in that room. Flexed students will be rotated fairly. Similar to how school age care functioned with last year's distance learning plan.

Drills (Fire, Active Shooter, Bus Safety and Tornado)

- If a real fire, active shooter, or tornado occurred, all students and staff would follow previously established procedures and policies.
- Drills will be presented during whole-group instruction with a single-student demonstration within the classroom.
- Bus safety will be presented via video or through an in-person presentation.

Lockers

- Students are to utilize backpacks daily
- Student lockers will be issued as they may need to be utilized for winter attire
- Students may only touch their own lockers

Specialists & Assemblies

- Elementary specialists will be delivered in a space that best fits the cohort size and preserves the cohort of students.
- Assemblies for homecoming, end of quarter recognition, pep fests, and lyceums have been temporarily placed on hold.

Technology

- Each student will be issued a school device (iPad).
- Student devices will be used solely by the student to whom it is assigned
- Students will place their devices in the charger station on a rotating basis

Hallway Procedures -

Grades 2 through 6 elementary classrooms will have a defined bathroom break time to eliminate congestion in the main elementary bathroom. Handwashing is a standard at each bathroom break. Handwashing stations are also available in each elementary classroom.

Recess Times and Locations – Recess times will be staggered and coordinated between the elementary principal and grade level teachers. Recess locations may need to rotate each day between Brown’s Park, Sticker Field, and the elementary playground. Preschool will remain on the early childhood playground. Recess staff may organize and coordinate types of play.

- Playground
- Brown’s Park
- Sticker Field and Softball Diamonds
- East Lawn/Sidewalk

Due to the lack of classroom transitions, teachers may coordinate added recess breaks throughout the school day as coordinated by their teacher and administration to improve need for student movement and physical fitness.

Library - Students will be allowed to check out books. If a para is available, the number of students checking out books can be cut in half by sending small portions of the class to the library. Classrooms need to select a book bin for returning books (all returned books must sit for three days to allow for viruses to die off), or students will be asked to wipe them down before putting them into the bin.

Assessments

Benchmark assessments that will be taken in the fall, winter, and spring of the school year as well as any formative assessment that are used as evidence of student learning should be taken at school or arranged with the classroom teacher. Distance Learning students should schedule a time where they can take their benchmark assessment with their classroom teacher.

SECONDARY GRADES 7-12 DAILY PRACTICES

The District realizes there is much to learn procedurally for the start of the school year. With the support of the nursing staff, teachers and paraprofessionals will be expected to instruct students on these new practices. With repetition, patience, and coaching along the way, we are confident everyone will learn and retain this information well.

As some families have expressed concern about their children returning to school and about wearing masks, choosing to distance learn is an option. (See Family Choice - Distance Learning, p. 5 for more information).

The following information is a comprehensive guide for teachers, parents, students, and staff. It is not an exhaustive list, however. We acknowledge that there may be some activities throughout the day that were not addressed in this plan. We will address those as needed.

Classroom/Hallway Procedures

- Gloves, sanitizer, and masks will be provided to all teachers. Certain teachers will be issued UV sanitizers to sanitize soft touch or harder to clean items (keyboards).
- Students may be required to sanitize their desks at the end of each period. This will help stagger release times and make the hall less crowded.
- Students will wear masks at all times in the hallway. Classrooms will follow masking MDH school masking guidance.
- Lockers will be used to store primarily winter clothes or duffel bags. Backpacks should be used throughout the day.
- Lockers will be assigned every other locker to the greatest extent.
- Students will use their own materials.
- The teachers will provide a sanitized bin of pencils, etc. for students who are missing items along with a bin to deposit used items (teachers will sanitize as needed)
- Classroom seating has been set up to allow for social distancing.
- Within hybrid-strict distancing of 6 feet occurs. Teachers will deliver instruction in assigned rooms that can meet this criteria or students will need to be flexed into an alternate learning space where they will receive their instruction online, but on campus. Flexed students will be rotated fairly.
- Passing Time - Due to the added time needed to sanitize classrooms at the end of each class period, the final 'start of class' bell will no longer sound. Adults (teachers, paras, custodians, administrators, etc.) in the hallways will assist with encouraging students to move along from class to class in a timely manner. Attendance will still be taken at the start of each class period, but tardies (from class to class) will not be counted the first several weeks of school. An 'end of class' bell will continue to sound throughout the day.

Drills (Fire, Active Shooter, Bus Safety and Tornado)

- If an actual fire, active shooter, or tornado would happen, all students and staff will follow previously established procedures.
- Drills will be presented in a whole-group instruction with a single student demonstrating procedures.
- Bus safety will be presented via video or through an in-person presentation.

Band/Choir

- Full Band and Choir will alternate days in the auditorium, choir room, band room or a gymnasium.
- If conditions allow, Band/Choir should go outside.

Phy-Ed

- Locker rooms will be available solely for the purpose of changing clothes only.
- Students must store their clothes in their duffel bags, as lockers (and showers) will not be available.
- PE teachers have been instructed to teach units that have minimal student contact.
- Locker Room Procedures for high school sports will be determined at a later date.

Homecoming

Due to MSHSL changes, Homecoming is TBD. It may be rescheduled, and it may not. Details will be released at a later date. Efforts will be made to have some sort of Homecoming.

Athletics/Home Events

At this time the MSHSL has moved Football and Volleyball to the Spring of 2021.

Library

The library may be used as a classroom for the majority of the day. High School students may still be able to checkout library books.

Lockers

- Students may only touch their own lockers
- Before getting something from their lockers, the school recommends the use of hand washing before and after exiting the classroom
- High School lockers will be alphabetized to reduce socializing in between classes and to keep family members nearby one another.

Secondary Assessments and Grading

- Assessments and grading will be consistent for all students if they are in person or distance learning.
- Academic eligibility policy will be followed, whether in-person or distance learning.
- Assessments will be completed at the same time as their peers in school.

Support Services during Distance Learning

Special Education

Special education services and support are included with the Family Choice - Distance Learning Plan. Each special education teacher will work with their families to create an individual Distance Learning Plan that will support the student while Distance Learning is active. When students return to the school building, special education services will return to match the original Individualized Education Plan.

Teachers will provide direct minutes, and supporting work will be sent home based on student needs. Paraprofessionals will still be available to assist students throughout the day.

Questions on special education or services can be directed to your child's case manager or school administrator.

English as a Second Language (ESL Programming)

EL students get core instruction from the classroom and content teachers. The EL teacher will hold virtual zoom meetings at least twice a week with all students to provide oral language development. Support will be available to assist teachers in creating accessible distance-learning activities for ELs.

Title 1 and Reading/Math Corps

If you opt to distance learn through Family Choice, these services will not be available.

School Age Care Services (Provided When Elementary Distance Learning Only)

School age care services will be available to certain populations of students during the distance learning model. Age range is preschoolers through 12 years old.

- In order to utilize the school age care services provided by the District, one or more of the following criteria must be met:
 - Students must be from the family of a critical worker (verification is required)
 - Students having trouble completing distance learning assignments in the home setting recommended by the child's teacher
 - Students receiving IEP or EL services
- School age care provided by the school will be used to help facilitate work completion for these populations of students during distance learning days.
 - Rooms with work stations will be set up for students to work on distance learning assignments.
 - Work stations will maintain the 6 foot social distancing requirements.
 - Lunch and break times will be provided to students utilizing school age care services.
- Childcare will be available between from 7:00 AM to 4:30 PM for qualified individuals and for days dictated in the board approved school calendar.

Contact the school if you feel your child should be added to the childcare list.

Mental Health Services

- The counselor and social workers will be available daily for students or families that have needs. Please contact Gigi DeBerg, school counselor, or Kami Castleman, school social worker.

Here are resources for supporting mental health and wellness.

♣ Supporting Mental Wellbeing During COVID-19
(www.health.state.mn.us/communities/mentalhealth/support.html)

♣ Mental Health Support
(www.mn.gov/covid19/for-minnesotans/get-help/mental-health.jsp)

♣ Tips and Resources for Children and Parents During COVID-19
(www.health.state.mn.us/communities/mentalhealth/children)

♣ Helping Children Cope
(www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html)

School linked mental health services through Sioux Trails will continue to students through in-home and/or telehealth options. If you are currently receiving these services, contact Brad Vanover at bvanover@siouxtrails.org or 507-534-3181 ext. 132.

COVID-19 Coordinator

The Minnesota planning guidance requires each site to identify a COVID-19 Coordinator. Each lead COVID-19 Coordinator will be the building level administrator. The school nurse will serve as backup and/ or assistant to this role. The school superintendent shall work in conjunction with building administrators.

Future guidance

This document offers broad guidance to support scenario-based planning. Supplemental guidance and tools will be updated and released within accordance of MDH and MDE guidelines/requirements as more is learned from experiences in Minnesota and as directed by the CDC.