

## **Return to Learn Operational Plan – Nevis School District 2021-2022**

### **Updated 9-8-2021**

Re-opening school buildings for in-person instruction is what we want for our students and the main priority must continue to be the health, safety, and wellness of our students, staff, and community.

This plan will be reviewed and revised as necessary but no less than every six months to take into consideration significant changes to CDC and Public Health guidance. The District encourages input from the public on provisions in this plan and any considerations or revisions. Comments can be submitted by phone at 218-652-3500 or email at: [supt308@nevis308.org](mailto:supt308@nevis308.org)

Upon request by a parent who is an individual with a disability as defined by the ADA, the District will provide this plan in an alternate format accessible to that parent.

**Nevis School is committed to offering a safe and healthy learning environment for all students. Although we cannot eliminate all risks for all students and staff, the goal is to minimize risks and make Nevis School the best learning environment it can be for everyone. This plan prioritizes safe learning for all Nevis School students**

- Health and safety recommendations may change during the school year as new best practices develop and may vary between school districts.
- Nevis School is aware that community infection rates could result in closure during the year, in which case instructional models must be able to accommodate shifts between in-person and virtual learning. It is for this reason, the district must be able to move between the four levels at any given time.

**It is not possible to account for every scenario that Nevis School may encounter over the course of a school year. The scope and duration of transitions between learning models will depend on many factors and will be made using the most up-to-date information about COVID-19 and the specific cases in the community during the consultative process.**

#### **Safe Learning Plan Goals**

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for districts
5. Take into account disease prevalence at a local level.

**Return to School – School Board approved Level 1 as the way to start the 2021-2022 school year on Monday, August 23, 2021.**

The following plan is a working document.

#### COVID Management Team Members

- Superintendent Gregg Parks – District COVID-19 Program Coordinator
  - Principal – Brian Michaelson
  - School Nurse – Jenny Rittgers
  - Special Education Coordinator – Leslie Sagen
  - Transportation Coordinator – Dan Stacey
  - Facility Maintenance Coordinator – Dustin Wroolie
  - Community Education Coordinator – Katelyn Rittgers
  - County Health Services – Marlee Morrison
  - Activities Director and Dean of Students – Bryan Wormley
  - Elementary Dean of Students – Shawn Klimek
  - Social Worker – Heidi Wormley
  - Community Member – Jen McNamee
  - School Board Members – Andrew Lindow and Karrin Lindow
  - Union President – Paul Schroeder/Melinda Crimmins
  - Office Staff – Lynne Gustafson
  - Community Member – Adam Chunn

The following is a guideline for school districts. The chart is not a rule, it is one piece of information for districts to use when deciding which learning model to use. Factors which are included in the decision making process:

- Current case rate in the county
- Current cases in the school
- School staff availability
- Other factors as they develop

#### Levels:

Nevis School is prepared to operate using one of four levels. Nevis School plans to begin the school year operating at Level 1. Parents should make plans for each level. In each level, students will be attending school Monday through Friday. When the need arises, Nevis School District will notify parents of a change in a level via School Messenger. The District will inform parents as quickly as possible about a change in a level. The goal is to remain in a level for an extended period of time and not change levels on a daily basis. However, everyone must understand changes may happen quickly due to varying circumstances in the district and community.

- **Level 1** – All students in-person learning in the school building,
  - Full-time Return: Monday, Tuesday, Wednesday, Thursday, and Friday.
  - Recommended continued social distancing and masking in the school building.
  - Masks required on school buses.
  - Students eat breakfast and lunch in the cafeteria, go to music and library, and elementary recess is open for students to play together.
  
- **Level 2** – Students are in-person learning.
  - Full-time Return: Monday, Tuesday, Wednesday, Thursday, and Friday.
  - Masking required in the school building and on the buses.
  - Students eat breakfast in the classroom
  - Students eat lunch in the cafeteria at assigned tables – no mixing of cohorts
  - Elementary recess divided by class on the playground
  - Music classes divided by cohorts
  - Events allowed with Event Plan
  
- **Level 3** – Students are in-person learning
  - Full-time Return: Monday, Tuesday, Wednesday, Thursday, and Friday.
  - Masking required in the school building and on the buses.
  - Students eat breakfast in the classroom
  - Students eat lunch in the cafeteria at assigned tables – no mixing of cohorts
  - Elementary recess divided by class on the playground
  - Music classes divided by cohorts
  - Contact tracing and quarantining
  - Events allowed with Event Plan – no concessions
  
- **Level 4** – Full time distance learning. Students and staff are at home using distance learning.
  - Staff are to develop and require as many synchronous opportunities as possible
  - Full-time virtual classes: Monday, Tuesday, Wednesday, Thursday, and Friday.
  - In-person extracurricular activities discontinued. Virtual activities may continue. Coaches and advisors are encouraged to maintain contact with the participants. Workouts, virtual practices, and check-ins can all occur. If the events are virtual (i.e. knowledge bowl meets, math league meets, etc.) those events can still occur.
  - In general, implementation of a distance learning model will occur for a minimum of one incubation period (two weeks) when there is evidence of substantial, uncontrolled community transmission or significant levels of illness in the school setting.

## Lockers

- Elementary students will be using their lockers for their backpacks, boots, coats, jackets, etc.
  - Students may need to share a locker
- High School students will be using their lockers
  - Students will go to their lockers before school, during lunch, and after school
  - Students will be able to carry their backpacks during the school day to allow for carrying materials for morning and afternoon classes.
- Locker rooms will be available for student use, both for PE and for extra-curricular activities when operating in Levels 1 and 2. Locker rooms are closed at Level 3.

## Media Center

- Level 1 - Students will be allowed to use the Media Center. There will be a posted schedule.
- At Level 2 – Media Center open with restrictions
  - Elementary library classes held in the Media Center
  - High School students will order books online to be delivered
- At Level 3 - Media Center closed.
  - Library will be held in the individual classrooms for elementary
  - High School students will order books online to be delivered
- At Level 4 – Media Center closed

## Face Coverings/Shields

- In the 2021-2022 school year, Nevis School strongly recommend unvaccinated people wear a face covering, according to current CDC guidance. Any students or staff members who wish to wear a face covering are encouraged to do so.
  - Level 2/3 – All students and staff required to wear a face covering in the building
- Bus Transportation - The following guidance is the expected procedures to be followed by students and staff relating to school transportation by School Bus or Type 3 vehicle.
  - Students are required to remain in their assigned seats the whole route.
  - No eating or drinking while on the bus.
  - No bus passes will be given out. Students are restricted to their assigned route only.
  - Buses should be sanitized between routes.

## Classroom Instruction - Zooming

If required to use Level 4, Nevis School staff will develop and require as many synchronous opportunities as possible, with opportunities for student-to-student interaction for students of all ages. It is important for students to have interactions with their peers and teachers. As a result, some Nevis School teachers require students to Zoom synchronously. The benefits of synchronous learning include: students are able to interact with their peers and teacher, students can ask questions, and teachers can gauge student learning and make necessary adjustments.

Nevis School also acknowledges there are instances when students are unable to Zoom synchronously. As a result, recorded lessons will be posted for students in Google Classroom, allowing all students asynchronous access to the material. The recordings also serve as a way for students to review material.

- High School Zoom schedules will be posted in students' "Class of" Google Classroom.
- Synchronous learning is when the student and teacher are together at the same time, simultaneously. The teacher delivers the material while the student watches and interacts.
- Asynchronous learning is when the teacher records the lessons and the student watches the recording at any time they are available. This means the teacher can record the lesson at 8:00 a.m. and the student can watch the lesson at 7:00 p.m.

## Elementary Teachers

- Teachers will be expected to be in their first hour classroom by 8:10 to welcome/supervise students as they arrive.
- Teachers will be expected to help sanitize rooms.
  - Expected to clean high touch surfaces. The surfaces should be sanitized multiple times during the day.
  - Expected to clean the SmartBoard
  - Expected to clean door handles upon entering the room and during bathroom breaks
- At the end of the day, teachers will be expected to have students clean up the room. Books placed as directed by custodial staff - to allow for custodial staff to clean and sanitize.

## High School Teachers

- Teachers will be expected to be in their first hour classroom by 8:10 to welcome/supervise students as they arrive.
- Laptops – each teacher will be issued a laptop
  - Teachers can record their lessons to be posted for those students using distance learning.
  - Each room has a camera showing the SmartBoard to allow for recording of lessons
  - When Zooming is required - Teachers will wear a mic which is wireless and connected to the laptop. The mic will also be connected to speakers in the room, allowing for students to be able to hear better.
- Teachers will be expected to help sanitize rooms.
  - Expected to clean high touch surfaces should be sanitized multiple times during the day.
  - Expected to clean the SmartBoard
  - Expected to clean door handles upon entering the room and during bathroom breaks
- Last hour teachers will be expected to have students clean up the room.

## Conferences

- Levels 1 and 2 – Conferences may be held virtually or in-person
- Levels 3 and 4 – Conferences will be held virtually
- Parent-Teacher conferences.
  - Scheduled in October and March
  - Scheduled every 15 minutes.
  - Parents will be able to sign up for a time via Synergy to Zoom or meet with each teacher
- 504 Meetings – scheduled annually or by parent request
- IEP Meetings
  - Scheduled annually or by parent request
  - For in-person meetings
    - Family members will go directly to the meeting room only
    - Nevis School staff will not be participating in home visits.

### Elementary First Week of School

- Meet and Greet - Tuesday and Wednesday, September 7 and 8, 12-7:30 p.m. each day
  - Students and parents sign up for a time using Synergy Conference Scheduler:
    - Meet with the teacher, turn in paperwork, learn how to do the logins
    - School pictures taken – small gym
    - Hearing and vision screening – music rooms
    - Height and weight – small gym
- Thursday, September 9 will be the first day of school for students to be in the classrooms

### High School Open House

- Open House, Wednesday, September 1, 2021
  - Students and parents can tour the building, meet the teachers, and find their locker assignments.

### High School First Week of School

- First Day of School, Tuesday, September 7
  - High School Class meetings during 1<sup>st</sup> hour
  - School Pictures will be taken on Tuesday or Wednesday, the first two days of school in the small gym

### School Pictures

- School pictures taken Tuesday and Wednesday, September 7 and 8 from 11-7:30 in the small gym
- Elementary students would come in with parent for their “Meet and Greet”
- High School students, classes will be assigned a time to have pictures taken

### Vulnerable Populations

- Develop individual plans to accommodate the needs of children and families at risk for serious illness from COVID-19 (504 or IEP).
- Identify families who may have concerns about their children attending school due to underlying medical conditions of those in their home.

## Water Fountains

- Hallway water fountains turned off for students drinking out of the fountains.
- Students are encouraged to bring their own labeled water bottle or cup to fill with water.
- Five water bottle filler locations
  - Tiger Arena
  - High School Hall
  - Cafeteria
  - Boys' Locker Room
  - Elementary East End
  - Each elementary classroom has a drinking fountain to fill bottles

## Testing

- STAR360 testing will be conducted on a trial basis during the school year
- MCA – statewide assessments will be conducted in spring 2022 for grades 3-8 and 10 reading, 3-8 and 11 math, and 5,8,10 for science
- ACT – Nevis will be offering an ACT test in March 2022
- STAR Reading – Administered three times per year in grades K-6
- NWEA – administered fall and spring for grades 3-6 and administered fall, winter, spring for grades K-2
- VPK fall and spring testing

**Visitors-** All visitors and vendors at the school will follow all district-defined safety and personal hygiene procedures and protocols.

- Level 1 – Limited visits to essential operations and activities
  - Parent-Teacher conferences, IEP meetings, and 504 meetings allowed in-person
  - Reading Buddies, College Representatives, Military Recruiters all allowed into the building
- Level 2 –
  - Parent-Teacher conferences, IEP meetings, and 504 meetings allowed in-person
  - Reading Buddies, College Representatives, Military Recruiters restricted
- Level 3 –
  - Parent-Teacher conferences, IEP meetings, and 504 meetings held virtually
  - Reading Buddies, College Representatives, Military Recruiters restricted
- Level 4 – No Visitors



## Learning Platforms

- K-5 SeeSaw – nice for sharing with parents (snippets for the day – Facebook for parents)
- K-12 Google Classroom – all assignments in one place
- Zoom - video conferencing with students and parents
- College Classes allowed to use their own platform

## Parent Communication

- Staff are encouraged to communicate frequently with parents
- Staff can email families via Synergy, to ensure all family members receives the information

## Student Attendance while Distance Learning

- Taking Attendance
  - Teachers must take attendance daily (elementary) or hourly (high school) every day
  - A student is considered in attendance on the distance learning day by checking in via Google form (preferred) or a record of teacher contact e.g. phone, text, email, etc. Must make teacher contact some way.
  - High School
    - Students must check in for attendance every hour, every day.
    - Check-in must be completed by 3:30 so teachers can update their attendance before they leave each day.
    - Check-in for all teachers will be done using a Google form.
- Excessive absences - Deans of Students will monitor attendance
- Dropping Students - Students who are absent 15 consecutive days must be withdrawn

## Student Arrival at School

- Students will be entering through ECFE, elementary or high school doors
- Students arrive after 8:10a.m., unless with School Age Care which will be located in the community education building
- Breakfast
  - Level 1 – Students eat in the cafeteria
  - Levels 2 and 3 – Students eat in the classrooms
- Students can enter classrooms starting at 8:10 a.m.

## Grading Plan

- Nevis School will use letter grading of A-F Nevis School understands that the 2021-2022 school year may be challenging academically, mentally, and physically for students, families, teachers and staff. As a result, the goal is to promote student learning and engagement without causing a lasting harmful effect

## Technology

- Students grades K-5 will be assigned an iPad.
- Students grades 6-12 will have Chromebooks available in the classrooms. If Nevis School must use Level 4, first hour teachers will assign devices to students.

## Food Service

- Bar Codes – Staff and students grades 6-12 will use bar codes to go through the al-a-carte line.
- Milk – Elementary students can still purchase extra milk for snack time
- School Levels
  - All meals for students are free all year.
  - Level 1 – Students eat breakfast and lunch in the cafeteria
  - Level 2
    - Students eat breakfast in the classroom
    - Students eat lunch at assigned tables in the cafeteria
  - Level 3
    - Students eat breakfast in the classroom
    - Students eat lunch at assigned tables in the cafeteria
  - Level 4
    - Meals can be picked up at the school or may be delivered
  - When either the high school and/or elementary school is in distance learning model, meals may be delivered via the bus routes Mondays through Thursdays in the morning from approximately 9:00-10:30, or parents can opt to pick up meals from the East Cafeteria door (#10) Mondays-Thursdays from 10:00 a.m. until 1:00 p.m.

## Health Services

### Prevention of Illness

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow. Sneeze into mask, if wearing one, rather than removing mask before sneezing. Change mask after sneezing into it.
- Wear a face mask at all times while on the bus and in school buildings

### Students and Staff with Symptoms of Illness

1. If a student becomes ill while at school: the student will report to the health office. The student will be isolated. Students will be able to rest while waiting to be picked-up
2. School will contact the student's parent/guardian to pick up the student as soon as possible.
3. A staff person will stay with the student while awaiting parent/guardian's arrival.
4. Students will not be allowed to ride the bus home.

When notified of a confirmed case of COVID-19 involving staff or children in school, schools may need to gather the following information to share with the MDH follow-up team when we contact them:

1. Person's name and phone number, so that MDH can conduct the case investigation in a timely manner.
2. Date the person first developed symptoms.
3. If they did not have symptoms, what date were they tested and why were they tested?
4. Date(s) the person last worked/attended school.

NOTE: MDH considers the person to be infectious beginning two days (48 hours) prior to symptoms developing, or starting on the date of the test without symptoms through 10 days after symptoms first developed. Ideally, a person who is symptomatic would not be working/attending, so MDH generally needs to look only at the two days prior to symptoms developing (or date of test) and possibly the day symptoms developed.

### People Entering the School

- Nevis Public School will have limited interactions from outside of the school.
- Potential visitors, including substitute teachers, families or caregivers, should self-screen prior to entry for fever or symptoms of COVID-19.
- Individuals with COVID-19 symptoms are not permitted to enter the facility.
- Families picking up their child should wait outside or in their car for the student to be dismissed. Staff members can escort younger children out of the building.
- Visitors that are permitted inside, Nevis School strongly recommends that unvaccinated people wear a face covering, according to current CDC guidance. Any students or staff members who wish to wear a face covering are encouraged to do so.

When someone with a confirmed case of COVID -19 enters the school, regardless of community transmission, CDC recommends the following procedures regardless of the level of community spread:

- When a confirmed case of COVID-19 is identified in a school community, it is important for Nevis School District to work closely with local public health and MDH officials through the Regional Support Teams to identify whether the person who is ill was present on school grounds while infectious and whether that resulted in any close contact exposures among students or staff.
- Because of the potential for asymptomatic and pre-symptomatic transmission of COVID-19, it is important that close contacts of students or staff with COVID-19 are quickly identified, informed of the need to quarantine at home, and encouraged to seek testing even if they are not showing any symptoms.
- Nevis School will notify families and they will seek out testing individually through an appointment with their clinic or access a testing site. Educators, school staff, and asymptomatic individuals who have been identified as close contacts of a positive case in schools are a prioritized group in state testing guidance to health care providers.
- In general, testing of close contacts should not occur until either a person becomes symptomatic OR at least 5 to 7 days have passed since their last exposure to the confirmed case to guard against a false negative test result, which can occur when a person is tested too early in the incubation period.
- Consideration of dismissing students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- Close contacts are defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated testing is recommended for all close contacts of confirmed COVID-19 cases.

Nevis School will follow the MDH Decision Tree for People with COVID-19 Symptoms.

### Transportation Services

- Students and drivers (everyone on the bus) will be required to wear masks while on the bus. Students not wearing a mask will not be allowed on the bus.
- Students riding the buses will be entering the school through main high school and elementary doors
- When weather permits, the windows will be opened to allow for increased ventilation
- After each route, the mister will be used to sanitize the bus

## School Age Care

- Levels
  - Levels 1,2,3 – School Age Care will be available before school 7-8:10 and after school until 5:30
  - School-wide Level 4 – School Age Care will be available every day, all day 7-5:30
- Cost - Nevis School District will be offering School Age Care for children under 12
  - Before and After School Care Costs
    - \$5 per hour normal
  - Distance Learning Days
    - \$26 for a full day
- Community Education Building – the program will be held in the Community Ed Building
- Registration – all students must be registered prior to arrival to ensure adequate staffing is available.
  - Nevis School will try to meet everyone’s needs
  - Maximum numbers will determined based on space and staffing constraints
- Expectations
  - Students can be dismissed due to behavior
  - Parents will pick up their students on time

## Building

Facility Sanitation: Following CDC guidance for sanitation is the expected procedures to be followed by staff relating to facility safety management while attending In-Person.

- Extra sanitizing in bathrooms and communal areas will occur during the day.
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Guidelines for classroom sanitation procedures by teachers and staff.
- Desk tops, door & sink handles and other frequently used surfaces are to be sanitized frequently throughout the day and/or between new student groups.
  - After evening cleaning rooms will be disinfected by fogging each evening.
- COVID Signage
  - Post signs in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
    - hand washing, cover your cough
    - “Stop the Spread of Germs”
    - Signage if people do not feel well, they should stay home

# COVID Levels at Nevis Public Schools

The levels listed below will be changed in consultation with the District COVID Management Team (CMT). This team is comprised of representatives from Nevis Schools, community, and county health services. Data points considered by the team will include current case rate for the county, current cases in the school, school staff availability, and other factors as they develop.

	Level 1	Level 2	Level 3	Level 4
Learning Model	In-Person	In-Person	In-Person	Distance Learning
Masking	Recommended	Required	Required	N/A
Visitors	Limited	Very Limited – essential visitors only	None-all school business virtual	None-all school business virtual
Contact Tracing	General Notification	General Notification	Contact Tracing and Quarantining	N/A
Events	Allowed	Events Allowed with Event Plan	Events Allowed with Event Plan – no concessions	No Events – virtual “practices” only
P-T Conferences	Virtual or In-Person	Virtual or In-Person	Virtual	Virtual
Meals Location – Classroom	Cafeteria open to all students	Breakfast-classroom  Lunch-assigned tables in cafeteria	Breakfast-classroom  Lunch-assigned tables in cafeteria	N/A – Meals delivered or picked-up
Recess	Playground open to all students	Playground divided by class	Playground divided by class	N/A
Music	No restrictions	Cohort groups	Cohort groups	Virtual
Locker Rooms	Open	Open	Closed	N/A
Media Center	Open to students and staff	Open to assigned students and staff only.  Elementary library in the Media Center.	Open for assigned students and staff only.  Elementary library in the classroom	N/A

## WORKING TOGETHER TO MINIMIZE THE SPREAD

Nevis Public School Mitigation Planning Goals:

- Make decisions locally by monitoring and using data to implement a measured response.

- Understand that the local situation will require us to be flexible and agile to meet the current health threat.
- Keep our students and staff in an In-Person Learning Model when practicable.
- Collaborate with Public Health and MDE.

The COVID-19 Management Levels may be changed by the administration in consultation with the COVID Management Team and the School Board. Data points to consider will include county data (14-day case rate, community transmission, and location of community cases) and school community data (positive staff and student numbers, counts by cohort, and staff outages). Levels may be identified by school or grade level. The district will identify and communicate through regular updates, the level of which they are operating.

Level	Criteria
Level 1	<ul style="list-style-type: none"> <li>• Rates are minimal/10,000 based on county <a href="#">COVID Dashboard</a>.</li> <li>• No positive COVID cases identified within the school community over a 14-day period.</li> <li>• No transmission identified in the school community.</li> <li>• Positive compliance with <a href="#">MDH Decision Tree</a> for keeping child(ren) home if presenting symptoms of illness related to COVID and/or fulfilling quarantine guidance.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Rates are less than 50/10,000 based on <a href="#">COVID Dashboard</a>.</li> <li>• Less than 5% positive COVID cases identified within the school community over a 14-day period.</li> <li>• No transmission identified in the school community.</li> <li>• Increasing lack of compliance with <a href="#">MDH Decision Tree</a> for keeping child(ren) home if presenting symptoms of illness related to COVID and/or fulfilling quarantine guidance.</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Rates are greater than 50/10,000 based on <a href="#">COVID Dashboard</a>.</li> <li>• 5% or more of the total school enrollment is positive with Covid and/or 3 students from any one classroom/cohort are diagnosed in a 14- day window.</li> <li>• Transmission identified within the high school or elementary.</li> <li>• Lack of compliance with <a href="#">MDH Decision Tree</a> for keeping child(ren) home if presenting symptoms of illness related to COVID and/or fulfilling quarantine guidance.</li> </ul>
Level 4	School Board has made a determination that the school cannot continue to sustain the educational environment due to staff and/or student absences which will require a period to reset.