

Naytahwaush Community Charter School

COVID-19

2020-21 Safe Learning Plan

- This document explains the Safe Learning Plan for the 2020-21 School Year and outlines resources and supports that are available for the upcoming school year. The following information is guidance on how Naytahwaush Community Charter School plans to respond to a safe return to learning during the COVID-19 pandemic. While reopening school buildings for in-person instruction is what we want for our students, the main priority must continue to be the health, safety and wellness of our students, staff and community.
- MDE's Safe Learning Plan Goals
 - Prioritize the safety of students and staff
 - Prioritize in-person learning, especially for younger learners
 - Consider infectiousness and transmission risk among different ages
 - Support planning, while permitting flexibility for districts
 - Take into account disease prevalence at a local level
- The District has developed 3-models of operation and educational instruction:
 - **In-Person Learning** - traditional face-to-face onsite instruction
 - **Hybrid Learning** - mixture of in-person and distance learning
 - **Distance Learning** - teacher led instruction outside the school building typically at the student's home via electronic delivery.
- The determination as to which model a school within the District will be under operation can change at any time and will be made based on guidance provided from local Mahnommen County Public Health, White Earth Public Health and Emergency Management, MDH and MDE. During this consultation process 14-day data from the local positive COVID case rates will be considered as well as other variables such as staffing availability, facility space and transportation. Families need to be prepared for a change in learning model within a short notice of just a few days.
- Families can choose to attend via school Distance Learning model. However, once your child is registered in distance learning, they will remain in distance learning until the end of the quarter.
- Director, Terri Anderson, will serve as the COVID-19 Coordinator.
- Rapid response team partners include: Mahnommen-Norman Public Health, White Earth Public Health, White Earth Emergency Management, White Earth Mental Health and Northwest Mental Health.
- Communications to families will go out via our electronic messaging system using a combination of District Website, Social Media, Text Message and Voice call. It is critical that the school have an active working phone number at all times for every student. Parents/Guardians please provide your school with a working phone number for emergency contacting.
- Website: <https://www.naytahwaush.org>

Health & Safety Procedures

- During In-Person and Hybrid Learning models some or all enrolled students and staff will be physically on-site for at least part of the instructional day. The majority of the following procedures are applicable for those situations and are put in place to protect the health and safety of those students and staff.
- **Facility Entrance:** Following guidance is the expected procedures to be followed by students and staff relating to school daily entrance while attending In-Person.

- Parents/Guardians are required to conduct a wellness screening of their child before sending them to school. Please keep sick children home.
 - Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
 - Sore throat;
 - Uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
 - Diarrhea, vomiting, or abdominal pain; or
 - Onset of severe headache, especially with a fever.

- Daily health screening will be conducted by the school for all students and staff prior to entering the school building.
 - Temperature check will be conducted
 - Anyone with an elevated temperature will be directed to an isolation area for additional screening.
 - Students and staff will remain in the isolation area until they are rescreened and either cleared to enter or they go home.
 - Students that are dropped off will enter through the main entrance.

- Non-essential visitors **will not** be allowed into the school building. Parent visits will need to be prearranged.

- Large group activities will be limited.

- Masks are required to be worn by all staff, students and any visitors while entering the building.
 - The school will provide students and staff with a couple of washable reusable masks. The school will have disposable masks on hand for emergency use.
 - Students and staff may choose to supply their own face covering provided it meets the COVID safety guidelines.
 - Exceptions apply to mask wearing during physical education or when eating/drinking.
 - **Bus Transportation:** Following guidance is the expected procedures to be followed by students and staff relating to school transportation by School Bus or Type 3 vehicle while under Hybrid Learning. The goal is to meet 50% capacity spacing.
 - No passengers in the seat directly behind the driver.
 - Assigned seating required.
 - Students sit in alternating rows leaving an empty row between riders.
 - Students either sit alone or as a household.
 - Students are required to remain in their assigned seats the whole route.
 - Bus loads back to front and unloads front to back.
 - Masks are required to be worn by staff and students while on the bus.
 - No eating or drinking while on the bus.
 - Use hand sanitizer upon entry.
 - Staff monitors will direct students to wear masks & stay in assigned seats.
 - Students are restricted to their assigned route only.
 - Containing students in pods reduces the risk of exposure.
 - Parents/Guardians will be responsible for alternative transportation arrangements.
 - Buses will be sanitized between routes.
 - **Classroom Safety:** Following guidance is the expected procedures to be followed by students and staff relating to classroom safety management while attending In-Person. These may change during the course of the year as we learn more about the spread of the virus.

- Desks will be spaced a minimum of 6 feet apart. Students will have assigned seats, facing the same direction.
- Use hand sanitizer upon entry into the room.
- Wash hands frequently for 20 seconds with soap & water.
- Teachers will sanitize frequently touched surfaces (desks, chairs, knobs).
- Masks are required to be worn by staff and students while in the school building and outdoors when 6 feet social distance cannot be maintained.
 - Students will be provided with a reusable cloth mask for use in school.
 - Student masks will be collected at the end of the day and washed for the next day. Masks will be marked with student names to ensure they receive the same mask.
 - A separate mask for elementary students will be used for bus transportation and the parent/guardian is responsible for washing it daily.
- Rooms will be cleaned and disinfected each evening.
- Student groups will stagger the times for transfers, bathroom breaks and recess to reduce mingling of student groups.
- Students are to follow social distancing while in school.
 - Remain 6 feet apart while in lines.
 - Follow directional marks while in hallways and the cafeteria.
 - Follow road like traffic flow while in the hallways, always staying to the right.
- Use of student lockers will be minimized to discourage congregating and will be used to store cold weather clothing. Students will be expected to bring all learning materials to class. Backpacks will be allowed.
- Physical education will take place outside whenever possible. PE teachers will pick up and drop off students to allow for the extra time necessary to get the kids outside.
- New PhyEd times are as follows:
 - 9:30 5th Grade
 - 10:15 6th Grade
 - 11:00 4th Grade
 - 12:15 3rd Grade
 - 1:00 1st Grade
 - 1:45 2nd Grade
 - 2:30 Kindergarten
- Ojibwe will be in the classroom and streamed to satellite classroom and distance learning students. New times are as follows:
 - 12:15 1st with Crystal
 - 12:15 6th with Kim
 - 1:00 2nd with Crystal
 - 1:00 4th with Kim
 - 1:45 Kindergarten with Crystal
 - 1:45 3rd with Kim
 - 2:30 5th with Kim
- **Facility Sanitation** - Following CDC guidance 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 minimum of twice daily and/or between new student groups.
- Signage related to COVID-19 health & safety has been posted.
 - Entrance doors, symptoms of illness and face masks are required.
 - Social distance & hand washing reminder signage is prevalent throughout the building.
- Flow and spacing indicators for social distancing placed on floors.
- **Facility** - Physical changes to facilities to follow to provide safety.
 - In-Door Air Quality - Honeywell has checked and approved air flow and filter recommendations.
 - Added an area for isolation near the building entrance.
 - Added safety shield barriers where needed.
- **Procedures for COVID-19 exposure scenarios of students and staff** - Isolation and re-admittance procedures for positive COVID case - following MDH procedures.
 - Parent/Guardian is responsible for reporting to the school of any symptoms in their students or possible COVID-19 exposure.
 - If the school is notified of a positive COVID case of a student or staff member this information will be shared with MDH.
 - Person's name and phone number. Date first developed symptoms.
 - If not symptomatic, the date they were tested and why they were tested.
 - Date the person last attended school.
 - MDH will use this information to determine any exposures (close contacts) that may have occurred in a school setting.
 - Close contact is anyone who was within 6 feet of the person who is sick while they were considered to be infectious, for 15 minutes or more (regardless of whether either person wore a cloth face covering or face shield).
 - Schools will notify all identified close contacts of their exposure to a confirmed case of COVID-19 while maintaining confidentiality in accordance with state and federal law. The MDH follow-up team will provide an exclusion letter and a fact sheet that the school will be asked to give to all close contacts.
 - MDH will evaluate next steps and provide guidance. The evaluation will take into account the information available, with a focus on those who might be considered close contacts if the person was onsite during their infectious period. MDH will consider the following to inform a recommended plan of action:
 - How long was the person on site while potentially infectious?
 - Whom did that person come in contact with?
 - Was that person with a closed group in one classroom?
 - Was that person or classroom mixing with other people or classrooms?
 - Was there intermixing between groups or classrooms?

- MDH recommendations depend on the extent of the exposure and what mitigation measures were in place at the time of exposure and **may** include:
 - Notifications sent to staff and families to alert them of a lab-confirmed case of COVID-19 in the school community.
 - Exclusion of close contacts, which involves requiring close contacts to stay home for 14 days.
 - Closing an entire classroom or school setting for 14 days. This will depend on the extent of exposure and whether there is the possibility of ongoing transmission.
 - Take no further action.
- If a **household member** of a child is diagnosed with COVID-19, the child will be considered a close contact and needs to be excluded from school, and needs to stay at home for 14 days from the date of their last exposure to the household member.
 - Children do not represent an exposure risk within your setting solely because their parent tested positive, as long as the child has not had any symptoms.
 - If you have been able to limit the amount of time the household member has been in your setting and there was limited interaction with others, there is a good chance no one would be considered a close contact, and therefore nothing needs to be done.
 - MDH doesn't require programs to send a general notification of a positive case in this situation.

Food Service

- Meal service will continue regardless of the learning model the school is in. Students in Distance Learning can select if they want school meals or they can opt out of school meals while at home.
- Distance and remote Hybrid learning students are eligible to receive meals.
 - District will deliver meals to the student's house.
- Students attending In-Person will receive breakfast and lunch daily.
 - Breakfast and lunch will now be served in the classroom.
 - Lunch delivery will be 11:30-12:15 with 11:45 being the main delivery time.

Instructional Learning Scenarios

- **Attendance** - Regardless of the scenario or model of instruction the student is in, compulsory attendance applies. Attendance will be tracked and truancy referrals made if a student is not in compliance. Distance learning students will follow a regular schedule during the school day. Teachers will connect with students through digital means during the day's lessons. Teachers will take daily attendance and the school will follow state attendance guidelines. Absenteeism will result in a referral to truancy the same as In-Person learning. If your student is ill or needs to be absent for the day, a call must be made to the school in order for it to be considered an excused absence. Distance learning students will be required to log on to google meets every day at 9:00 AM for daily attendance.
- **Instruction** - Based on the model of operation instruction will be provided In-Person on the days assigned students are onsite and remotely via live streaming or an electronic recording on the days students not scheduled onsite for Hybrid and/or Distance Learning models. Students will need reliable

access to internet services to view live lessons or retrieve recorded lessons, email with the instructors or classmates and to return electronic homework. For those students unable to access the internet, other arrangements may be made with the instructors and may include usb storage devices or paper materials. Hot Spots will be available in the school parking lot. Each student will have a school issued device (K-1 iPads and 2-6 chromebooks) and will be responsible for its care.

School Instructional Learning Models

Phase	Instructional Learning Model	Description
Scenario #1	In-Person	Traditional onsite instruction and learning for all students. Every school day of the week.
Scenario #2	Hybrid - In-Person Schedule*	Monday-Friday: Onsite instruction and learning for all students all 5-days of the school week. Some students may be in a satellite classroom where the teacher is live streamed to their classroom. They will still have a licensed teacher in their satellite classroom.
Scenario #3	Hybrid - Rotational Schedule	Rotation of onsite and remote instruction: Mondays & Wednesdays Group A onsite Group B remote learning Tuesdays & Thursdays Group B onsite Group A remote learning Fridays: Both Groups remote learning
Scenario #4	Distance Learning	All students in remote learning at home. Every school day of the week. Special Education students who meet eligibility criteria can be brought into the school for their service minutes with parent consent.

***Note: Hybrid Learning guideline is 50% occupancy rate per room (with 6-ft social distancing). It is not 50% enrollment. Based on classroom sizes and low in-person number of students it is possible to meet the 50% occupancy rate with all in-person students in attendance.**

For the start of the 2020-2021 School Year the base learning scenario is:

Naytahwaush Community Charter School	Scenario #1 In-Person Traditional onsite instruction and learning for all students. Every school day of the week.
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Elementary School

- **Scenario 1: Traditional In-Person Learning**
 - Students attend school, following additional safety precautions, including face coverings as mandated by state officials.
 - Students would attend school from 9:00-3:30.
 - Families would continue to have the option of distance learning at the beginning of each quarter throughout the academic year. Students choosing distance learning will remain in distance learning until the end of the quarter.
- **Scenario 2: Hybrid Learning**
 - Based on the district's max. capacities for room sized under CDC guidelines for Hybrid learning model, the district currently meets requirements for anticipated class size student numbers.
 - Students will be in-person and will maintain 6' distancing requirements.
 - Reduced transitions in the building.
 - Reduced student interactions outside of the homeroom classroom.
 - **Students will continue to remain in school 5-days per week.**
- **Scenario 3: Hybrid Rotational Schedule - if not able to meet occupancy/CDC guidelines**
 - Students will be split into two groups: Group A and Group B
 - Group A: In-person learning on Monday, Wednesday 8:30-3:15 with Distance Learning on Tuesday, Thursday and Friday
 - Group B: In-person learning on Tuesday, Thursday 8:30-3:15 with Distance Learning on Monday, Wednesday and Friday
- **Scenario 4: Distance Learning**
 - All academic work is completed at home.
 - Instruction is taught by a Naytahwaush Community Charter School teacher.
 - Instruction would follow the same schedule as the Hybrid Learning schedule.
 - On a daily basis, students can expect 3-4 hours of instruction, learning activities, daily interaction with teachers, additional student work time and grades/assessments would count toward overall grade.
 - Daily attendance would be required.
 - Students will be taught using google classroom.
- **Special Education** - Programming and services are based on the individual student's needs as determined by the individual education program (IEP) team and as documented in the IEP or 504 plan. Students with an Individual Education Plan (IEP) will have a Contingency Learning Plan (CLP) to address and individualize their IEP with considerations to: goals and objectives, special education and related services, service delivery methods, accommodations, modifications and least restrictive environment. Due to the individual nature of special education, this is not an exhaustive list of considerations for every student. This Contingency Learning Plan will consider and address all three models of instruction: In-Person, Hybrid and Distance Learning. These considerations are a comprehensive effort among the entire IEP team, which includes parent input. While in distance learning, Special Education students who meet eligibility criteria can be brought into the school for their service minutes with parent consent.

Technology

For Distance Learning and remote learning during Hybrid model there will be heavy reliance on electronic/digital instruction. This will be dependent on students having access to the Internet and digital devices to receive their instruction and assignments. The school will provide devices such as a chromebook or iPad for each student. NCCS will provide Hot Spots in the school parking lot.

Students will abide by the School's Acceptable Technology Use policy and the child is responsible for completing all classroom assignments and returning completed work on time, or their grades may be negatively affected as outlined in the school handbook. Parents/guardians will ensure academic integrity when students are attending remotely. During State-wide testing, students will need to come to the school building to complete testing, per guidelines by the Minnesota Department of Education.

Childcare

The state's executive order requires that school districts prioritize care for EC to age 12 students of Tier I critical workers for full-day child care on distance learning days. If and when it is announced that Naytahwaush Community Charter School is going to operate under a Scenario #4 Distance Learning model eligible families may register for child care by calling the office, if a parent/guardian's occupation falls in a Tier I critical worker category and no one is available at home to care for the student. Families searching for alternative child care resources are encouraged to visit mn.gov/childcare and those families that are struggling to pay for child care are encouraged to apply for the state's child care assistance program at www.mn.gov/mmb/childcare/families.