

Swanville Schools August 18, 2021

# *Swanville Schools*

## ***Back to School 21/22 Plan***



## Introduction

The Spring of 2020 brought unprecedented changes and challenges to Swanville Schools and our society. Following the Executive Order of Governor Walz, we closed our schools in March and delivered instruction and programming through a distance learning model. Recognizing the importance of our school to the community and the impact of this distance learning model on the academic, social and emotional well-being of our students and families, we have been working diligently to develop more effective and efficient plans for the 2021-2022 school year. The COVID-19 pandemic has caused disruption to many facets of our lives and we anticipate that it will continue to impact our school and community throughout the 2021-2022 school year. The expectation that the pandemic will continue into the upcoming school year has presented us with an unprecedented set of challenges that we are striving to resolve. Rest assured, in all of our plans, we will keep the health and safety of our students, staff and families as our top priority.

At this point, the plan is for all students to begin the year in-person. At some point, we may have to quarantine some or all students, and so may be offering distance learning at those times. Currently, the *Swanville Back to School 2021/202* is a working document that includes information that we are aware of as of August 18, 2021. We expect that, as new information becomes available, our plans will be revised and adapted. We will continue to update the *Swanville Back to School 21/22* over the course of the school year based on new guidance from county, state, and federal agencies.

The *Swanville Back to School 21/22* is based on current information from MDE and MDH along with public health recommendations from the CDC. Currently, these recommendations include:

- Offering and promoting COVID-19 vaccination
- Wearing of masks indoors for **all** students, visitors and school staff grades K-12 regardless of vaccination status (this is still required on school buses as they are considered public transportation)
- Important to layer prevention strategies, as informed by regular monitoring of community transmission levels, vaccination coverage levels, screening testing results, and the occurrence of outbreaks
- Social distancing whenever feasible
- Screening of symptoms of COVID-19

- Staying home when sick and getting tested
- Contact tracing in combination with isolation and quarantine
- Cleaning and disinfection
- Ventilation
- Practicing good hygiene protocols including hand washing/sanitizing, cleaning and disinfecting
- Planning for short-term school changes should there be a suspected or confirmed COVID-19 case
- Required to report cases of COVID-19 to MDH

### Swanville Schools Values

Throughout this planning document, we have integrated the *Bulldog Heart values for Swanville Public Schools* in order to continue promoting these values in our school community. The *Bulldog Heart values* identifies the values that we want to instill in our students and staff as representatives of Swanville Schools and our community. The *Bulldog Heart values* include:

H-Helping

E- Everyone

A-Achieve

R-Responsibility

T- Together

*Bulldog Heart Values* will be evident in our plans and will be reinforced throughout the *Swanville Back to School 21/22*.

### Swanville Back to School 21/22

Future updates to the *Swanville Back to School 21/22 Updates* will be published as additional guidance is received. We remain conscious of the fact that families need to develop plans in order to be prepared. The *Swanville Back to School 21/22* will continue to be revised and updated throughout the 2021-2022 school year. Students, staff, and families will receive notice whenever the *Swanville Back to School 21/22* is revised.

Guidance from the MN Department of Health and the MN Department of Education now recommends using not only county case rate data to make learning model decisions, but also local community data, i.e., how many new cases are being reported in the local community. The third piece of data is how is the school itself being affected, i.e. how many students and/or staff are testing positive and/or quarantining because of close contact, is there an outbreak in the school among students and/or staff, and can we continue to find enough staff to run the building safely and effectively. All three of these data points need to be considered before changing.

### [Mental Health and Wellness](#)

The COVID-19 pandemic has had a dramatic impact on the social and emotional wellness of our staff, students and families causing stress, anxiety and fear. Recognizing the importance of mental health and wellness to the academic success of our students, Swanville Schools will provide staff, students (age-appropriate) and families with information on how to access resources and support for mental health and wellness.

### [Snow Days/E-Learning Days](#)

Swanville Schools has purchased many electronic devices with COVID-19 relief funds. These have now been distributed. Since students now should have devices, and should be taking them home every night, and bringing them back to school each day, we may choose to have distance e-learning days on days when the weather is too bad for students and staff to attend school in person. Schools are allowed to use up to 5 e-learning days per year. Students, staff and parents will be notified by the normal communication methods listed below.

Our e-learning plan includes:

- If at all possible, parents and students will be notified the night before or even before students leave for the day if there is a possibility of an e-learning day for the following day. At a minimum, parents and students will be notified two hours before school starts in the morning. We may still have regular snow days if there is not time to give sufficient notice.
- Students without sufficient access to the internet are encouraged to sign up for one of the district-sponsored hot-spots. Devices are available for students with the appropriate software such as Google classroom or Seesaw.
- Students under an IEP or 504 plan will have accommodations built into their IEP and/or 504 plans if deemed necessary by the education team.

- Teachers will be accessible by phone and/or internet during normal school hours.
- Communication of such changes will be through multiple methods which include but are not limited to:
  - Email and inbox messages through Infinite Campus
  - Web Page Announcements
  - Social Media Postings
  - Television and Radio Postings

This plan has been approved by the Swanville School Board on August 18, 2021, and will be posted on the district website.

### Communication

Leadership Team: Swanville Schools has formed a Response Team to develop and implement the specific plans for each scenario that will be implemented during the 2021-2022 school year. This team includes the following Swanville staff members:

#### **Team Member Title**

Gene Harthan, Superintendent

Sheryl Johnson 7-12 Principal, Technology Coordinator

Margaret Muhlenkamp Transportation Representative

Lizz Schafer, School Nurse

Aaron Gapinski, Activities Director

Bill Zupko, Head Custodian

Deb Hollermann, Food Service Coordinator

Diane Schleicher, Elementary Teacher

Brittni Davis, Elementary Teacher

Jason Lee, High School Teacher

Chantelle Frie, High School Teacher/SEA President

Neal Weisz, Elementary Dean of Students

Molly Gerads, School Board Member

Chris Kircher, School Board Member

In addition to the team members identified above, we will be including consultants from Climate Makers (HVAC), Hillyard (cleaning, sanitizing and disinfecting), MacNeil Environmental (Health and Safety) in the development of our plans. Gene Harthan, Superintendent, will be the primary point of contact for all COVID-19 related matters, and has been designated as the COVID -19 Program Coordinator. Contact information will be included in all communications. Feedback from students and families will be important during the implementation of our plans and we will solicit this feedback throughout the school year.

### Communication Methods

Communication is a key component of any organization's success. With this in mind, Swanville administration will strive to provide regular communication to students, staff, and families through multiple methods. These methods include but are not limited to:

- Email and inbox messages through Infinite Campus
- Web Page Announcements
- Social Media Postings
- Meeting with students, staff, and families (as necessary)
- Surveys

Families may be asked to complete surveys throughout the school year. This will continue to help us plan. We will continue to use the District web page and Infinite Campus as the primary means of updating students, staff, and families as well as the community. Written documentation of all communications will be available in the District office upon request.

Immediate updates will be sent out via the Infinite Campus messaging system. Students, staff and family members should be sure to provide the appropriate contact information to the District office to receive these messages.

Posters and signs will be prominently displayed throughout Swanville School facilities including the following locations:

- All restrooms and hand washing stations as a reminder to practice good hand hygiene.
- All classrooms to remind individuals about proper hygiene and social distancing practices
- All entry doors to allow for self-screening of COVID-19 symptoms

### Template Messaging

Message templates will be created for the following circumstances:

- Letter that will be used should school cancellations need to occur due to a known or suspected case of COVID-19 in the district
- Summary letter provided to staff, students and families that outlines any changes that will take place to learning plans based on MDE announcements/recommendations regarding transitions to other scenarios
- Letter notifying staff, students and families of changes to any co-curricular activities and/or events

Letters will be distributed to all parties via the communication methods outlined above and will be posted on the COVID-19 page of school web site at <https://www.swanville.k12.mn.us/covid-19-resources>

### Monitoring and Reporting of Illness

Regular screening and continual monitoring for COVID-19 symptoms will enable us to quickly identify signs of illness and reduce the risk of exposure to others. Staff and students will be informed of the COVID-19 symptoms to look for and will be encouraged to self-monitor throughout the school day when present in the building. Students will be screened upon getting on the bus by a temperature check.

**If a student has a temperature of 100 degrees or higher they will not be allowed on the bus. Please plan for this accordingly.**

Students and other visitors arriving to the school either by own transportation or

dropped off will be screened before entry to the building.

**If a person entering the building has a temperature of 100 degrees or higher they will not be allowed in. Parents must wait, if dropping off, until temperature checks have been done. Please plan for this accordingly. Parents need to have a plan for picking up students if the student becomes ill during school. The building will not be open for students until 7:50 a.m. daily. Please do not drop off your students before that, they will not be allowed in.**

Any staff member or student who exhibits COVID-19 symptoms must notify the District office immediately. Swanville Public Schools is also requesting that staff, students and families notify the District office regarding a positive COVID-19 test result or close contact with a person who has a confirmed case of COVID-19.

### [Training and Education](#)

The following staff training may be provided to prepare for implementation of the *Swanville Back to School 21/22* during the 2021-2022 school year. Records of these trainings will be maintained in the District office.

#### **Maintenance and Custodial Staff**

- Currently known COVID-19 facts
- Cleaning methods and schedules
- Employee Right-to-Know
- PPE use
- Identifying symptomatic students
- How to screen yourself/what to screen for

#### **Transportation Staff**

- Currently known COVID-19 facts
- Cleaning methods and schedules
- Employee Right-to-Know
- PPE use
- Identifying symptomatic students
- How to screen yourself/what to screen for

#### **All Other Staff**



- Currently known COVID-19 facts
- Cleaning methods and schedules
- Employee Right-to-Know
- PPE use
- Receiving items from home
- Identifying symptomatic students
- How to screen yourself/what to screen for

### **Parents and Families**

- Currently known COVID-19 facts
- Transferring items from home to school
- Identifying symptomatic students
- How to screen/what to screen for
- Use of technology

### **Students (Age-Appropriate)**

- Currently known COVID-19 facts
- Proper hand hygiene practices
- Proper use of PPE (if choosing to use)
- Transferring items to and from school
- How to screen yourself/what to screen for
- Use of technology

### [Cross Training and Absence Planning](#)

Swanville is preparing for absences of essential staff members by creating redundancies in our operations and programming. Backup staff members will be identified in critical areas to fill-in for staff members that may become ill or are required to self-quarantine for an extended period of time. Creating these redundant operational plans will enable the District to continue to function efficiently in the event of a COVID-19 outbreak.

In addition, Swanville Schools will develop plans to provide for substitute teachers and paraprofessionals as needed in order to maintain the continuity of learning while being

conscious of the need to limit exposure to students and other staff members. Planning for substitutes will involve the use of District staff as much as possible and limit the number of non-staff substitutes that enter the building.

## Facilities

**Social Distancing:** Wherever feasible, the District will implement social distancing practices to comply with the requirements. Programming may be modified in order to accommodate the appropriate social distancing practices.

**Heating and Ventilation (HVAC):** HVAC systems throughout the facility will be adjusted and monitored to promote the circulation of fresh air in accordance with MDH recommendations and the appropriate compliance standards. For example, filters will be changed more often. Staff will be encouraged to open windows to let in fresh air when possible. The District leadership team will consult with HVAC professionals along with MacNeil Environmental consultants and provide the proper training to maintenance staff in order to establish appropriate protocols for indoor air quality.

**Physical Space Changes:** The utilization of the physical space within the school building will be important to successful implementation of the *Swanville Back to School 21/22*. Physical spaces may be modified to reflect the best practices required/ recommended in each scenarios as follows:

- Cleaning and disinfecting of student desks and tables will take place after each class period.
- Drinking Fountains - Drinking fountains will not be used by students and staff members. Bottle filling stations will be operational and students/staff are encouraged to utilize their own water bottles in order to stay hydrated throughout the school day, and not to share water bottles, cups, etc. Touchless bottle filling stations are located throughout the school building.
- Restroom- Restroom breaks will be controlled and staggered in order to limit the number of students using the restroom at any given time. Routine cleaning and disinfections of the restrooms will take place throughout the school day.
- Lunchroom: Lunches will be split and tables spread apart with fewer students per table to allow for social distancing.
- Hand hygiene - Students and staff will implement hand washing/sanitizing routines as part of the classroom setting. Students will be taught proper hand washing and hand sanitizing techniques. Proper hand hygiene practices are expected to be a regular part of the school day. Hand sanitizing stations have

been installed throughout the building to facilitate proper hand hygiene practices.

- Cleaning/Sanitizing/Disinfecting - Effective immediately Swanville Schools maintenance and custodial staff will be implementing enhanced cleaning/sanitizing/disinfection protocols throughout the facility. Cleaning schedules will be developed as appropriate to ensure all areas of the building are properly cleaned and disinfected, with special considerations given to high-touch areas. Additional equipment and supplies have been purchased to aid in the cleaning process. More specific plans will be developed as we receive additional guidance from MDH/MDE and our cleaning consultants.
- Other facility spaces - Other facility spaces in the District will be adapted to meet the requirements and/or recommendations. Physical spaces adaptations and cleaning/disinfecting protocols will be in compliance with the guidance set forth by MDE/MDH.

### Transportation

Transportation will continue to be provided for students to and from school as needed and will comply with the requirements set forth by MDE/MDH.

- Buses will be cleaned and disinfected regularly.
- Buses will be supplied with hand sanitizer, gloves, masks, wipes, and thermometers.
- Windows will be kept open when cleaning vehicles, and between trips to let the vehicles thoroughly air out.

### Child Care

During the school closure period of the Spring of 2020 we were asked to provide child care for school-age children of critical workers while implementing our distance learning plans. We expect that will continue if we have to go into distance learning.

### Food Service

During the Spring 2020 school closure period, Swanville provided meals for students who requested food service. We anticipate a similar requirement for the 2021-2022 school year when students are not attending school in-person. We are waiting for additional guidance from MDE regarding food service before developing specific plans. We will include more details in future revisions of this plan. Families will not be charged for meals again for 2021-2022, but are still encouraged to fill out the free/reduced lunch forms. Any family that fills out the form will have one \$30 technology fee waived per

family.

## Technology

Technology will be an integral component of the 2021-2022 school year. All K-12 students will be using school-issued devices throughout the school day, beginning with the first day of school. We will be acquiring additional devices so that more students will be able to have access to a school device for their coursework. Recognizing that internet connectivity at home may be a challenge also, we have been exploring a number of possible solutions to solve this issue. Hot-spots are available through the school. As we receive additional information, we will provide more details about technology availability and usage.

## Special Education

**Students Receiving Special Education Services** Students who receive services through an Individualized Education Plan will continue to receive services. The primary goal of the District is to maintain the level of services provided to each student regardless of the scenario the District is implementing. Case managers will frequently communicate with students and parents/guardians regarding the IEP services and how they are being implemented. If there are components of an IEP that will be difficult to implement due to distance learning, case managers will work in collaboration with students and parents/guardians to develop functional solutions to meet the needs of the student. Due process obligations will be adhered to throughout the school year and the implementation of the student's IEP. We will be incorporating a number of practices to ensure that we implement every IEP with fidelity. These practices will include, but are not limited to:

- Developing individual distance learning plans for all students with an IEP that will be implemented when the student is not receiving in-person learning.
- Maintaining IEP meeting timelines. IEP meetings will be conducted in person when possible, or may be conducted remotely by phone or video conference if meeting in-person is not feasible.
- All individual evaluations and re-evaluations will be conducted.
- Services may be provided virtually through video conference (if appropriate) as part of the distance learning plan.

**Students Receiving 504 Plan Services** Students who are receiving supports through 504 Plan services will continue to receive these supports as feasible. If there are supports that cannot be provided due to a distance learning format, alternative

accommodations and modifications may need to be made. Accommodations and modifications to the 504 plan will be individualized and completed on a case-by-case basis.

504 Plan evaluations and planning meetings will be conducted in-person when possible, or remotely by phone or video conferencing if meeting in-person is not feasible.

## Preschool

School is planning on in-person learning for preschool. In preschool, we are set up for In-Person Learning. If things change (local infection rates increase) and we must switch to distance learning only, we will take all we have learned and offer distance learning.

### Highlights of In-Person for Preschool

- Small Class Sizes
- Increased cleaning of toys/manipulatives and surfaces
- Personalization of supplies/materials as appropriate
- Everyone will practice frequent handwashing

### Highlights of Distance Learning for Preschool (IF necessary)

- Families will be notified by school/staff if this switch is required
- Families will be notified if there is an exposure in the school
- Learning materials would be sent home and teachers would connect virtually

IF your learning needs have changed since registration, please don't hesitate to reach out - we are honored to work with you to serve the needs of your child during these amazing times.

Please don't hesitate to connect with ANY questions or concerns - more information will continue to come your way in the coming days and weeks!

Contact:

Beka Swisher, 320-631-2509, bswisher@midstate.k12.mn.us

## District Survey

Collaboration enables our school district to operate in the best interests of all stakeholders. Keeping this in mind, Swanville Schools will be soliciting feedback from stakeholders groups throughout the upcoming school year in multiple ways which will

include surveys, focus groups, and in-person meetings.

### Learning Management System

A learning management system provides a digital learning environment that is organized and supports a blended learning environment (a learning environment that is part in-person and part virtual). This system will provide all the information and resources to engage learners and support their learning while maintaining the continuity of learning if we are in a hybrid or distance learning scenario. As we prepare for the possibility of some form of distance learning this school year, we have determined that having a consistent learning management system for all courses/grade levels will lead to increased success with distance learning. We have identified **Google Classroom** as the platform that we will be using for all distance learning applications for grades 3-12. Kindergarten through grade two will be using **SeeSaw**. This will lead to consistency across the curriculum and enable us to maintain the continuity of learning in all 3 learning scenarios.

### Learning Scenarios

A key component of our mission is to personalize the educational experiences of every student and empower them to become lifelong learners. Our learning plans will reflect this mission throughout the 2021-2022 school year and enable us to maintain our culture of excellence.

### In-Person Learning Scenario

Overview: In this scenario, all students and staff return to school for in-person learning, while increasing space between students, not being required to adhere to strict social distancing. In-person learning will provide an opportunity for every student to attend school every school day. Using the requirements and recommendations established by MDH/MDE, we would implement appropriate health and safety guidelines including social distancing as feasible.

Instructional Delivery In-person learning will provide for face-to-face interaction in all classrooms at all grade levels every school day. Social distancing will occur in each classroom/instructional area as feasible. The daily schedules will remain the same, however, some modifications may be made based on the requirements and recommendations of MDE/ MDH.

## Distance Learning Scenario

Overview: If the COVID-19 pandemic statistics determine that it is not safe for students to attend school in-person in any manner, a distance learning scenario may be implemented at a local, regional, or statewide level. Based on feedback we received regarding distance learning in the Spring of 2020, we are aware of the importance that connections and relationships play in the academic success and mental health of our students. Our goal is to ensure that all students remain connected to their teachers and classmates for the duration of the distance learning period.

Instructional Delivery Our distance learning plans will be developed to provide flexibility for learning and also promote a high degree of academic success and engagement. Students will receive virtual learning lessons (age-appropriate) in order to maintain the continuity of learning throughout the distance learning period. Lessons will be delivered in an age-appropriate manner and frequent feedback from teachers will be provided. Virtual lessons will be developed to provide students with a personalized learning experience. Teachers will collaborate with students in the development of virtual lessons and activities, as feasible, in order to pursue student interests and promote engagement. Instructional delivery will involve the following tools and protocols:

- Google Classroom-Teachers will use Google Classroom as the primary learning management system for grades 3-12. K-2 teachers will be using SeeSaw as the primary learning management system for students in those grades.
- Virtual lessons will be delivered each week. Pre-recorded lessons may be delivered as well.
- Virtual class schedule-Each class/grade level will follow a weekly schedule for distance learning. Students will be present in the learning each day.
- Classes will be monitored and a process for attendance will be communicated.
- Advisors/Classroom teachers/Administrators will check-in with students on a regular basis to monitor progress and engagement.
- Teachers will set deadlines for when assignments are due for their classes just as they would with in-person learning.

As we receive additional information and guidance, more details will be included in this scenario. We recognize that distance learning is not an optimal learning scenario for the needs of our students and we will make every effort to ensure that students experience the best possible learning environment if we are required to deliver this learning scenario.