

Tri-County Schools

Independent School District 2358

ADMINISTRATION

Ryan Baron Superintendent & Principal
Heidi Hanson Dean of Students
Gary Taylor Activities Director
Kristina Hagen Business Manager
Tara Larson Payroll & Human Resources
Jennifer Johnston Administrative Assistant

Ph: 218-436-2261

Fax: 218-436-2263

303 Pembina Trail - P.O. Box 178

Karlstad, MN 56732

www.tricounty.k12.mn.us

BOARD OF EDUCATION

Holly Burkel Chairperson
Jenalea Duray Vice Chairperson
Mark Koland Clerk
Denise Sollund Treasurer
Stephen Murray Director
Raeya Hanson Director
Jenna Caldwell Director

Scenario 1: In-Person Learning

Tri-County School is committed to ensuring the continuity of learning for students under exceptional circumstances that may require full closure, partial closure or in-person social distancing learning models for our school. Regardless of the model the district is in, it is our priority to provide students with high-quality instruction to ensure the continuity of their educational program to meet the learning expectations in a distance learning or in person environment. Each of Tri-County School's learning platforms align equally in their expectations for learning.

This document will outline the roles and responsibilities for students, teachers, parents and leaders to ensure the ongoing delivery and success of high-quality instruction and assessment. The success of our In-Person Learning Plan is a partnership and is dependent on careful planning by our dedicated staff, appropriate student motivation and engagement, and strong parent support for this mode of instruction.

Tri-County School's Social Distancing In-Person Learning Plan will:

- Provide students access to educational programming to ensure continuous learning.
- Detail the expectations required of all members of the learning community for the successful continuation of learning.
- Provide plans that will deliver developmentally appropriate and meaningful learning experiences.
- Provide plans that will provide a safe learning environment for students and staff.

Introduction

On Wednesday, March 25, 2020, Governor Tim Walz ordered schools in Minnesota to remain closed from March 30, 2020 to May 4, 2020 due to the COVID-19 pandemic. In June 2020, the Department of Education mandated that districts devise three learning plan options for the 2020-21 school year. This document serves as the In-Person Learning Plan.

Expectations

In-Person Social Distancing and faculty/student/family collaboration is key to ensure a quality student learning experience when planning and delivering both in-person and (potentially) remotely. It must include support from all stakeholders including:

District Administrative Team:

- Create and distribute a safe In-Person Learning Plan.
- Establish clear channels of communications between faculty, staff, families and students in the event of this plan being activated.
- Support faculty and students/families shifting to an In-Person learning environment.
- Help teachers implement this plan and ensure high-quality learning experience for all students.

Teachers will:

- Develop high-quality student learning experiences.
- Goals will be developed and instructional plans will be made to meet the desired learning goals of **all** students, including those with IEPs and 504 plans.
- Collaborate with other members of your team or department to design learning experiences for your students in accordance with divisional plans.
- Communicate regularly with your students and, as needed, with their parents.
- Provide timely feedback to support your students' learning.
- Track student attendance through various forms of communication and learning activity submissions.
- Be available to answer questions from 7:45 a.m. to 3:45 p.m. each learning day.
- Make accommodations for students without access to the internet, such as alternative assignments, hands-on learning, or other learning tools.

Students will:

- Check for daily assignments.
- Complete all assignments by due dates.
- Communicate questions and/or concerns to the teacher through in person, text, email, or other forms approved by administration.

Families will:

- Support students learning to the best of their ability by monitoring and participating in communication from the teacher and school. Families are asked to address questions, concerns and ideas regularly with school staff and administration.
- Provide daily learning work times for those who opt for At-Home Learning. Time requirements should adequately address the need for students to complete the same rigor as In-Person learning.

Prescreening

Tri-County School is asking that parents/guardians be diligent about prescreening their students. Any individuals with a temperature of 100.4°F or higher need to stay home. Also, any individuals exhibiting the symptoms of COVID-19 should stay home. These symptoms include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Lastly, anyone who has been in contact with a confirmed case of COVID-19 is asked to contact medical personnel for direction on self-quarantine requirements. Parents are asked to diligently prescreen their students before coming to school or riding on school transportation. Please see the attached Decision Tree to help make medical and quarantine determinations.

Format

Tri-County School's In-Person Learning Plan will follow the school calendar included with this plan. School will be in session every scheduled day. However, in an effort to allow staff to properly clean and provide a comprehensive at-home learning experience, Tri-County School will designate ½ day each week (typically Friday afternoon) as Distance Learning Time. This is time where In-Person students will be dismissed at 12:30 pm. Staff will use this time to communicate with At-Home learners and for staff to prepare high-quality lessons, materials and videos for ALL our students. In-Person students will be provided with learning material for the three hours they are not in school.

During the Distance Learning Time, childcare will be provided for any students PreK-6 who may need it due to family work schedules. This care will be supervised by school staff and will be of no cost to families. Regular MASH will run on the other days of the week as normal.

Face Coverings

In accordance with Executive Order 20-81, Section 12, part b, ***“all students, staff, and other persons present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. This does not apply to child care, pre-kindergarten or preschool programs on school premises, which are subject to the requirements of paragraph 12a.*** Prekindergarten students are exempt from the requirement but are asked to highly consider wearing a face covering. K-12 students may be exempt from the face covering requirement with a Medical Exemption Form. This form may be obtained from the District Office and must be signed by a physician or physician’s assistant.

Times of physical exertion (ie. Physical Education and Recess), when eating or drinking, when singing and when playing an instrument are exempt from face covering requirements, per Executive Order 20-81, Section 12, part b. However, it is highly encouraged that students wear face coverings when possible during any of these activities.

In accordance with Executive Order 20-81, face shields may be used as an alternative for students in grades K-8 when wearing a mask is problematic. Face shields should extend below the chin and wrap around the ears laterally and be cleaned frequently. Families are responsible for providing their students with face shields.

Bussing

Tri-County School will run 4 routes. Seating on busses will be marked appropriately to allow for social distancing. Families will sit together. Bus drivers will screen students for COVID symptoms as they get on the bus. Any students who have a temperature of 100.4°F or higher are asked to stay home. Drivers will radio the district office immediately and inform the office if a student presents COVID symptoms.

Busses will arrive in the morning and students will be released in a staggered manner as follows:

Lisa – approximately 8:00
Bert – approximately 8:03
Shawn – approximately 8:06
Mike – approximately 8:09

Elementary students are to go to their classrooms immediately after removing outside clothes and backpacks. High School students may proceed to breakfast.

Entrances – Mornings & During class time

All students will be screened as they enter the building. From 7:45-8:30, two entrances will be available – Main Entrance 1 and South Entrance 14. Temperatures and screening questions will be taken by school staff. Any individual with a temperature of 100.4°F or higher will be asked to go to the Medical Room while waiting for family to come pick them up. Their temperature

will be documented and office staff will contact a parent/guardian. All individuals with a temp of 100.4°F or higher must go home.

Parents/guardians are asked to drop their students off at the screening point and not to go down to their child’s room. Parents/guardians are asked to wear masks when bringing students to the door. Parents/guardians are asked to avoid bringing students before 8:00 am if possible.

Parents/guardians who are coming to pick up their student for an appointment or to take them out of the building must either send a note with the student or call the district office and have the time arranged. Office staff will contact the teacher and arrange for the student to be released at the appropriate time at Main Entrance 1. Parents/guardians are asked to refrain from entering the building.

Parents/guardians of Head Start, VPK and School Readiness students may escort their child(ren) to their classroom for the first two weeks of class (through Thursday, September 24). All individuals entering the building will be screened and must wear a face covering.

Entrances – End of Day

Students in grades 6-12 are to exit through either South Entrance #14 or Band Entrance #16. Elementary students are to exit the building through Main Entrance #1

Dismissal will be staggered as follows:

	<u>Hallway</u>	<u>Bus</u>
PreK –	2:45	3:00
K –	2:52	3:02
1 st –	2:58	3:04
2 nd –	2:56	3:05
3 rd –	2:54	3:03
4 th –	PE	3:05
5 th –	2:58	3:04
6 th –	3:00	3:05
7-12 -	3:06	3:06

Two staff members will be outside and available to assist students in getting to their vehicle. For the safety of families and students alike, parents/guardians are asked to refrain from coming into the building to pick up their students at the end of the day. Parents/Guardians are asked to wait by their vehicle at the appropriate time listed.

Breakfast

This will take place in the lunch room, PC computer lab, and concession area. High School students will eat breakfast as soon as they arrive. Seats available to sit at will be marked. Students are asked to eat and remove themselves to their first period classroom as soon as possible.

VPK/SR	in classroom
HS/Gr 6	7:45 – 8:25
K-2	8:25 – 8:45
3-5	8:45 – 9:05

Paraprofessionals will provide supervision. Custodial staff will be available to do cleaning in as students leave.

Lunch

Lunch will be eaten in the cafeteria and PC lab. Available seats will be marked as to provide social distancing. Lunches will be ½ hour and staggered as follows:

VPK/SR		in classroom
K-2	54	11:30-12:00
3-4	50	12:30-1:00
7-9	40	11:07-11:34
5,6, 10-12	47	12:00-12:27

Tables will be cleaned by custodial staff after every lunch session. Elementary teachers will supervise their classes during lunch with the exception of early-out days. Administration and assigned paraprofessionals will supervise all lunches on early-out days.

Grades 11 & 12 that are eligible for open lunch will be able to utilize this privilege as normal. Face coverings are required for students in public buildings.

Medical Room

Tri-County’s Medical Room will be Room 225. This room will serve as a location for students to be in if they are ill and waiting to go home. The room will be cleaned and sanitized regularly.

Barriers

Classrooms with tables will have plexiglass (or similar) barriers as needed.

Water Fountains

Contactless bottle filling will be available. Traditional fountains will not be available. Students are encouraged to bring a water bottle and to ensure it is cleaned on a regular basis. There will be four contactless bottle filling stations in the building.

Passing Time

Students in grades 7-12 must wear masks during passing time. In an effort to reduce hallway congestion, students in grades 7-9 will conduct their passing time 3 minutes before the bell.

Those students are to be in their next class (or at the door if the classroom is occupied) at the first bell.

Recess

Recess will be staggered into three sessions:

K-2

3-4

5-6

The times will be determined based on availability of staff and when it best fits student schedules.

Students returning from recess will enter back into school through Main Entrance 1. Students going out for recess will leave through Elementary Entrance 2.

Paras will help supervise. Additionally, grades will be separated among the grass, the playground, and the basketball court.

Scheduling of Mixed Classes

There are a select number of classes that involve mixed grades (7-8 grade phy ed, 9-10 grade phy ed, 7-8 Academic Success, 5-6 phy ed). These courses will be scheduled as normal, however, they will be separated with the classroom teacher supervising one grade and an assistant paraprofessional supervising the other grade. Phy Eds with mixed classes will be separated by grade and a paraprofessional will work with one group of students in ½ of the gym and the teacher will work with the other group. The classroom teacher will be responsible for providing the paraprofessional with instructional material.

Study Hall for grades 9-12 will be split approximately in half and a paraprofessional will supervise one of the groups. The room they will be in is to be determined.

Band, Choir, Elementary Music

Band, Choir and Elementary Music will take place in the Small Gym. Social distancing measures will be adhered to.

Students with an IEP

Students will continue their special education services as written in their IEP.

Handwashing

All students will be given a session with the school nurse, as soon as possible, on how to appropriately wash hands. Teachers will reinforce the importance of washing hands with their

students. Students will have many times throughout the course of the day to where they are asked to wash their hands.

Cleaning & Sanitizing

Bathrooms ELEM

Main – Cleaned and sanitized after first set of bathroom breaks (time tbd -approx 10:30), after lunch (approx. 1:00) and after school.

Preschool – VPK staff will clean and sanitize the bathroom in the VPK room on a regular basis.

Head Start – Head Start staff will clean and sanitize the bathroom in the head start room on a regular basis.

Bathrooms HS

Science Wing – Twice a day. Staff will sporadically sanitize during the day.

Upstairs – Twice a day. Staff will sporadically sanitize during the day.

Lunch Room – After breakfast & after each lunch session

Community Bathroom - 12:30 & after school

Staff Bathrooms – Staff will sanitize the bathroom after each respective use. (wipes needed)

Locker Rooms – Any time before 9:00 am and anytime between 12:30 and 3:00pm

Lunchroom – Custodial staff will clean and sanitize the lunchroom and all tables after each breakfast session & each lunch session

Doors

Main Entrance #1 – after 8:30 and after 3:30

Elementary Doors #2 – after 8:30 and after each recess

South Entrance #14 – Before 7:30, after 8:30 and at 3:15.

East Entrance #16 – After 3:15

Education during Quarantine and/or Illness

For students who are quarantined, diagnosed with COVID-19 or in a situation where advised to not be in school by a medical professional, make up work will be made available. The student's teacher will communicate with families about the material and expectations.

Attendance Policy

At Tri-County School, we believe that student learning needs are best met with consistent attendance and engagement. However, due to the extenuating circumstances, traditional attendance guidelines may not be appropriate. Tri-County School is asking that parents/guardians keep any students home who are sick or experiencing any symptoms of COVID-19.

Tri-County School is taking appropriate measures to keep students safe and healthy. Tri-County School asks that parents follow the Decision Tree (included below) guidelines when making decisions for their child(ren) on attendance. Families are also encouraged to consult with a medical professional to help in the decision-making process.

Families are asked to call the District Office by 8:25 am to let staff know of their child(ren)'s attendance.

Teachers and Administration will address with families any concerning attendance patterns or unsatisfactory performance due to attendance on a case by case basis.

Tri-County Decision Tree

Tri-County
School

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

Students or staff who have symptoms consistent with COVID-19 should STAY HOME or GO HOME.
UNLESS they meet exclusion criteria below.

COVID-19 Exclusion Criteria	Positive COVID-19 Test	Negative or NO COVID-19 Test WITH symptoms	Negative COVID-19 Test NO symptoms or close contact	Close Contact of Suspected or Confirmed COVID-19 POSITIVE individual	Other Diagnoses that explain symptoms or if connected to a pre-existing condition
INDIVIDUAL	ISOLATE STAY HOME at least: <ul style="list-style-type: none"> • 14 days since symptoms first appeared AND • no fever for at least 24 hours (without medication) AND • improvement of other symptoms. <i>If NO SYMPTOMS, 14 days from test date.</i>	ISOLATE STAY HOME at least: <ul style="list-style-type: none"> • 14 days since symptoms first appeared AND • no fever for at least 24 hours (without medication) AND • improvement of other symptoms. 	NO REQUIREMENTS	QUARANTINE STAY HOME at least 14 days.	STAY HOME until symptoms have improved. FOLLOW your healthcare provider's direction. <i>Please provide a note from the healthcare provider upon return.</i>
HOUSEHOLD	QUARANTINE STAY HOME at least 14 days.	QUARANTINE STAY HOME at least 14 days.	NO REQUIREMENTS	QUARANTINE STAY HOME at least 14 days. <i>UNLESS individual can QUARANTINE away from others.</i>	NO REQUIREMENTS

When you **ISOLATE**, you separate **SICK** people from people who are not sick.
QUARANTINE separates **WELL** people who were exposed to see if they become sick.

IF YOU HAVE QUESTIONS, please call the school at 218-436-2261.
PLEASE REPORT ABSENCES by calling us at 218-436-2261 or emailing attendance@tricity.k12.mn.us

Confirmed cases and/or exposure

In any event of a confirmed COVID-19 case among a staff member or student (or multiple) or in the event of a likely exposure of any sort, Tri-County School will immediately contact our Regional Support Team. This team is a partnership between the Minnesota Department of Health, Minnesota Department of Education, local public health and the Northwest Service Cooperative to support school districts in navigating any impacts or cases of COVID-19. The Support Team will work in collaboration with Tri-County School to determine what measures must be taken, actions required to mitigate spread and what notifications need to be made. The Support Team will look at the following criteria when making decisions on such incidents:

- How many cases there are, and are they close in time together, or spread out over several weeks?
- Are the new cases traceable to the school community or are they likely the result of a different exposure?
- Where are the cases occurring, and do they have any common themes?
- How many close contacts does each case have?
- Are students, parents, and staff forthcoming about close contacts?
- Is there other significant COVID-19 transmission in the surrounding community that will likely impact families and staff?

The Regional Support Team will also help the school district to determine if what learning model is appropriate for the current situation.

At-Home Learning Option

While in-person attendance is encouraged for all students, Tri-County School will offer an At-Home Learning option for students who express a legitimate need. The At-Home Learning option will require the same rigor as In-Person Learning. The learning platforms will be primarily *Google Classroom, Google Chat, Google Meet, Zoom* and Tri-County School Email. For grades PreK-5, packets will also be utilized in addition to the online platforms. Packets will be delivered and picked up Mondays or on the first day of a new week. If a student is in need of technology for At-Home Learning, they are asked to contact the District Office.

Meals will be offered as grab-and-go from a designated area of the school. Meal charges will be billed to the student's account. Meals are free for any students who qualify for free & reduced meals.

Evacuations Drills & Lockdown Drills

In the event of an evacuation, recommended social distancing may not be an option. When possible, students and staff will be asked to wear face coverings as they evacuate the building. Once outside, appropriate efforts to socially distance will be made.

Lockdown Drills are an unfortunate necessity for the safety of students. Tri-County School will minimize the number of drills and will ask students to practice appropriate social distancing measure during any lockdown drills. In a real emergency, social distancing would likely not be an option.

School Readiness/VPK

School Readiness and Voluntary Pre-Kindergarten (SR and VPK, respectively) will hold classes as scheduled.

Meals -will be eaten in the SR/VPK room.

Recess – SR and VPK staff will arrange for a time or times for appropriate recess activities.

Distance Learning Option – SR and VPK will offer a distance learning option. The instructor will use Friday as a planning day. Packets will be delivered or emailed.

Face Coverings – In accordance with Executive Order 20-81, Section 12, part b, *“all students, staff, and other persons present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. This does not apply to child care, pre-kindergarten or preschool programs on school premises, which are subject to the requirements of paragraph 12a.”* Prekindergarten students are exempt from the requirement but are asked to highly consider wearing a face covering.

Parents/Guardians – Parents/guardians of Head Start, VPK and School Readiness students may escort their child(ren) to their classroom for the first two weeks of class (through Thursday, September 24). All individuals entering the building will be screened and must wear a face covering.

MASH – My After School Headquarter - Childcare

After school childcare will be provided as normal from 3:15-5:30. All safety guidelines implemented during the regular school day will be applied to this program. During Distance Learning Time, MASH students will be blended in with the other childcare.

District Communications

Tri-County School will communicate information by School Messenger. Families are asked to verify that their contact information is up-to-date on Synergy (School Messenger uses Synergy contact information). Other individual communications may occur by phone call, email or postal mail.

Updates

Tri-County In-Person Learning Plan will go into as mandated by the State or local School Board. Substantial updates to the plan will be communicated to staff, students and families by School Messenger and/or postal mail.

In-Person Learning Plan

Effective

Tri-County
Schools