BACK to SCHOOL GUIDE

2020-21
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Dear District 742 Families:

We find ourselves in unusual, uncertain times, and the start to our school year will be like no other. Over the past months, we’ve gathered input from our families, students and staff on what’s important in our return-to-school plans. We’ve also partnered with local and state health experts to ensure that we prioritize the health and safety of our school communities.

On July 30, Governor Tim Walz issued an Emergency Executive Order for all public schools to “provide a safe and effective learning environment” for Minnesota students during the 20-21 school year. We know there will be some disagreement on what “safe and effective learning environments” look like, and our return-to-school plans may or may not be what you hoped for.

Our promise to you is that throughout all our planning, we made the health and safety of this learning community our top priority and focused on how we can provide a consistent, rigorous academic experience for all of our students. Our hope is that through the various options we’ve provided, you will find a choice that fits your family.

As our public health realities change, we may make adjustments to our plans to best fit our community. We will keep you informed and up-to-date throughout the school year and will continue to seek your feedback. With good fortune, community health concerns will be resolved in the coming months, and we will be able to use the valuable lessons learned during these experiences to make a full return to school for all students an even better learning experience. Until then, stay well, and thank you for your continued partnership and support.

Willie L. Jett II
Superintendent
INTRODUCTION

The health and safety of our staff, students and families is our highest priority. As part of that commitment, St. Cloud Area School District 742 is closely monitoring the progress of COVID-19, in partnership with Minnesota Department of Health (MDH) and local public health authorities, CentraCare Health Systems and Stearns County Public Health. The district will need to adapt its plans according to evolving health conditions and local needs. Planning for reopening schools creates the unique opportunity to strengthen partnerships and our commitment to work together as a community with the shared goal of improving outcomes for all students.

The following principles were developed through the input of our stakeholders and guided our planning process:

- Ensure the health and safety of each member of our school community
- Provide quality instruction that leads to high academic achievement
- Prioritize our commitment to equity
- Engage with staff, students and families
- Engage with community partners to meet the needs of our school and greater communities.

USING THIS GUIDE

This document is intended to assist District 742 families and students to understand what to expect during the 2020-21 school year and will be updated as information about the COVID-19 risk in our area becomes available. Information is organized by topic and displayed in alphabetical order.

Understanding that COVID-19 will continue to impact our schools and communities in the months ahead, we created three plans for learning in accordance with the Minnesota Department of Health (MDH) and the Minnesota Department of Education’s (MDE) guidance: in-person, hybrid and distance learning. A fourth option, a year-long Distance Learning Academy, is also available to our students and families this year.

ACTIVITIES

District 742 recognizes the value of participating in activities and will strive to provide full access to these opportunities. We will follow the guidance provided by the Minnesota State High School League.

If our 6-12 schools are using the hybrid learning model, students will need to find their own transportation to participate in activities on the days they are not attending school in-person.

If our 6-12 schools are using the Distance Learning 2.0 model, activities will not be held in person.
ASSESSMENTS

District 742 uses data from formative and summative assessments to monitor student progress and inform instructional planning. If instruction is being delivered through a hybrid model, students will be administered benchmark, progress monitoring and/or standardized state assessments on days that they attend school in person. If instruction is delivered through a distance learning format students will complete benchmark and progress monitoring assessments remotely. Additional information regarding district assessments is available in the 2020-21 District Testing Calendar.

CHILDCARE FOR EMPLOYEES

If instruction is being delivered through the hybrid or distance learning models, District 742 will be partnering with the Boys & Girls Clubs of Central Minnesota to provide KIDSTOP childcare for school-aged children up to age 12 for workers who are deemed Tier 1 by the Governor’s order. District staff are considered Tier 1 workers and will have access to childcare under these models. Location and details of the childcare services will be available at the time of model being determined. Normal fees will apply.

CLEANING & DISINFECTION

Building and grounds, health and safety, and custodial staff have been working closely together to ensure the safety of our students, staff and public. As a result, and based on guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC), District 742 implements a four-tiered cleaning response to COVID-19 reports.

TIER 1: INCREASED DAILY DISINFECTING
Custodial staff has increased disinfectant procedures throughout the buildings. District 742 has prioritized high-touch areas such as doorknobs and handles, door push plates, light switches, door frames, desks, tables, countertops, chairs, dispensers (soap and towel), faucets, keyboards and mice. In addition, District 742 shall provide wipes (when available), disinfectants and sanitizers. Nutritional Services will be disinfecting the kitchens throughout the food service day.

TIER 2: BUILDING WIDE DISINFECTION WITH A SUSPECTED COVID-19 CASE
If a student or staff member is suspected of having COVID-19 related symptoms, the following response will be implemented:

The impacted area where the student or staff member has been will receive disinfection including the prioritization of cleaning of bathrooms, hallways, drinking fountains, cafeterias, kitchens and health offices.

High-touch areas will also be prioritized, including, but not limited to, door knobs and handles, door push plates, light switches, door frames, desks, tables, countertops, chairs, dispensers (soap and towel), faucets, keyboards and mice, bleachers, exercise equipment, lockers, restrooms and more.

TIER 3: POSITIVE COVID-19 IMMEDIATE CLEAN & DISINFECTION
In the event a positive case of COVID-19 has been identified in a student, staff or public in attendance at that building, the affected area will be closed off and a cleaning team shall be deployed to thoroughly disinfect the entire affected area and any other common spaces that the individual may have occupied. Building and grounds will provide cleaning sprays, disinfectant sprays, spray bottles, PPE (masks, gloves, shields) and Protexus sprayers to disinfect large areas quickly.

TIER 4: MULTIPLE POSITIVE COVID-19 & POTENTIAL BUILDING WIDE
In the event that multiple positive cases of COVID-19 have been identified in students, staff or public in attendance at that building, a cleaning team shall be deployed to thoroughly disinfect the entire building in accordance with District 742 cleaning and disinfecting standards and in consultation with, and following guidance from, the Minnesota Department of Health.
COMMUNICATION

Because of the rapidly evolving nature of COVID-19, current information and protocols concerning our community and school sites will be updated regularly on the District 742 website. As appropriate, families will be notified of positive cases within a school site and of actions taken. Depending on the circumstances, the risk to others may range from low to high, and protocols will vary accordingly.

Each school site will have a designated nurse serving as the COVID-19 Coordinator for that building to track and report daily any suspected COVID-19 infections. The District 742 COVID-19 Response Team will meet daily, or as needed, to determine appropriate action and communication regarding positive cases. Per the governor’s directive, District 742 will collaborate with an assigned regional support team to ensure efficient communication from the school and district level to the state level in the event of a confirmed case of COVID-19 in a school building. In the event of a school closure, families will be notified immediately.

All staff and students should self-screen at home prior to entering a District 742 building. If you present symptoms, you should stay home and seek medical attention. In addition, all staff and students will be temperature screened before entering any building.

If you present symptoms, you will be escorted to a Care Room to await a ride or be asked to leave the building immediately. People who present symptoms should be tested. For more information, see the state’s Safe Learning Plan.

FAMILY SUPPORT HOTLINES

Family support hotlines will be available in English, Spanish and Somali. These hotlines will operate during District 742 typical business hours and will be staffed by members of the Welcome Center and equity services department. Staff will be available to provide families support with general questions, as well as questions related to technology device issues and access to portals and platforms (e.g., Skyward, Schoology, Seesaw).

English: 320-370-8000
Somali: 320-370-8118
Spanish: 320-370-8117

COMMUNITY EDUCATION

Community education is creating innovative opportunities for class experiences with enhanced health and safety procedures. While our programs this fall will look different than in years past, we are committed to providing the best experience possible. Community education is following the guidance from the CDC, MDH and MDE. The health and safety of our community is our top priority. Connections, community and learning experiences are what keeps us inspired.

We invite you to stay up-to-date with all that we are offering by following us on Facebook, Twitter or on our website.

To view our current class offerings, go to our registration website.

If you have questions, please call 320-370-8200.

ENROLLMENT/REGISTRATION

Families are welcome to complete K-12 enrollment applications online or in person at the Welcome Center. If students have address changes or families need to update contact information, they should contact the Welcome Center for the appropriate paperwork.

English: 320-370-8116
Somali: 320-370-8118
Spanish: 320-370-8117
GRADING

K-5 INFORMATION
Given the uncertainties facing all members of our learning community, we will continue to provide accountability with flexibility and compassion. Elementary students will receive a “Meets” or “Does Not Meet” for all subject areas and work habits. If a standard is not graded during the trimester, students will receive an NA for “Not Assessed”.

6-12 INFORMATION
Regardless of the learning model, families will have the choice of grading options each trimester: A-D letter grades/COVID No Credit (CNC) or Pass/COVID No Credit (P/CNC). Families and students will be able to view their final grades before making a selection.

GRADUATION

Graduation is an important milestone in our students’ and families’ lives and a time to celebrate their hard work. We are committed to recognizing our students’ accomplishments, and our graduation ceremonies will be held in accordance with safety regulations set by the CDC, MDH and MDE.

HEALTH & SAFETY PROTOCOLS

SCREENING AT HOME
Families are encouraged to take temperatures each morning before school. Anyone with a temperature of 100.4 or higher should not go to a school site.

Students and adults should screen for symptoms using the At Home Screening Checklist. Families are encouraged to refer to the Exposure Decision Tree and Symptoms/Sick Decision Tree for additional guidance.

ARRIVING AT SCHOOL
• Adults and students will be required to wear protective masks.
• Students will be required to masks before entering the bus.
• Students will have their temperatures taken as they exit the bus or their vehicles, or before entering the school building.
• Arrival and dismissal times may be staggered to avoid large gatherings of people.
• Multiple entrances may be designated for screening.
• Parents and visitors will have limited access to the school campus.
• An employee who is unable to wear a mask or must wear a mask with exhalation valves for health reasons should make an accommodation request to human resources.
• A student who is unable to wear a mask or must wear a mask with exhalation valves for health reasons should make an accommodation request to student services.
GENERAL SAFETY PRECAUTIONS THROUGHOUT THE DAY

• Schools will follow daily cleaning and disinfecting protocols per (MDH) and local public health guidelines, including classrooms, common areas, labs, gyms and playgrounds.
• Drinking fountains will be disabled but water bottle refilling stations will be operational.
• All students and staff will be encouraged to wash/sanitize their hands regularly.
• Availability of hand sanitizer dispensers will be available throughout schools.
• Physical barriers may be used where social distancing is not possible.
• Shared materials will be discouraged, but when unavoidable they will be cleaned and disinfected between uses.
• Signs will be posted marking 6' distances and traffic flow.
• Some room furniture may be removed to provide for increased space to accommodate social distancing.
• Student traffic flow may be redirected to minimize student gathering.
• Instructional space may be expanded to common areas to provide for social distancing.
• Increased circulation of outside air.

OTHER SAFETY CONSIDERATIONS

• Masks will be worn by all staff, students and guests while on district property. Exceptions are made only for those with documented medical exemptions that have been reviewed and approved by District 742 administration.
• Gloves are not required for students and staff with the exception of those conducting the duties of cleaning, first aid or food service.
• Large group gatherings will be prohibited as determined by CDC and MDH guidance.
LEARNING MODELS

MDH and MDE require school districts to be prepared to fluidly transition between in-person, hybrid and distance learning plans. School districts are also required to provide instruction through distance learning to any family that keeps their children at home due to health or other concerns. We will rely on three methods of learning this year: asynchronous, face-to-face and synchronous.

PK-5 students and teachers will use Seesaw as the common learning platform. Teachers will work with students at the beginning of the year to help students learn the tools in Seesaw and establish routines to help students continue learning while at home.

Regardless of learning model, for students in grades 6-12, Schoology will be our learning and teaching platform. All syllabi, daily agendas, course materials and assignments will be available through Schoology. Course layout and workflow will be aligned across secondary to create consistency for students and families.

• Asynchronous Instruction is learning that happens separate from the teacher. In this model, the teacher provides reading materials, prerecorded instruction, assignments and exams through an online platform and students complete them independently. The student has the ability to access and complete requirements within a flexible time frame.
• Face-to-face learning happens when students and staff are physically in the same space.
• Synchronous Instruction is virtual learning that happens in real time. Teachers and students interact in a specific virtual location through an online platform at a set time.

IN-PERSON LEARNING MODEL

In-person learning means that our students and staff will return to our school facilities and follow their typical daily and hourly schedules. Learning and teaching happens in the classroom and through assigned independent homework. Safety protocols such as wearing masks and symptom screening will be in place. However, a return to in-person learning means that our buses and classrooms will be at full capacity and opportunities for social distancing will be limited.
HYBRID LEARNING MODEL

Hybrid learning provides a combination of in-person and distance learning designed to address health and safety concerns. Implementation of hybrid learning would be based on the level of infection in our community or state. Per MDH and MDE, hybrid learning limits capacity to no more than 50% of that available on a bus, classroom, cafeteria, school or other district facility. Sufficient social distancing of at least 6’ will be in place. If distancing cannot be achieved in a space or transportation vehicle, the number of occupants will be reduced. In this plan, movement around the school and student interaction will be limited to prevent the spread of COVID-19 and allow for contact tracing.

In the hybrid learning model, students will receive instruction from content teachers and support staff, collaborate with students, conduct hands-on learning and build relationships. Most students will attend school in-person two days weekly and three days online. Based on their last name, students will be assigned to attend on Monday and Wednesday OR Tuesday and Thursday.

Some students with special learning needs, such as beginning multilingual learners, students with Individualized Education Plans or 504 Plans, or students with transitional or migrant status, may attend school in-person four days each week.

Each Friday will be designated a distance learning day and no students will attend school in-person. This day provides opportunities for all students to work independently or synchronously with their teacher or peers to complete assignments and assessments. It also allows time for a deep cleaning of our buses and facilities. On Fridays, instruction from their assigned teachers will take place through Seesaw or Schoology and the in-person days would be used for support, collaboration and enrichment.

Social distancing of 6’ will help limit the spread of the virus. Schools will implement strategies to maintain smaller groups of students in shared spaces when implementing the hybrid learning model. These strategies include:

- 50% capacity of students in classrooms, buses and other spaces
- Modified schedules
- Meals served to small groups and individualized, as feasible
- Common areas such as cafeterias and media centers may be used as classrooms
- Spacing between students, optimally at 6’
- Limited transitions and movement around the school
- Staggered lunches, recesses, passing times
- Large gatherings such as assemblies or dances will be prohibited
- Classroom and learning materials will not be shared between students until they are sanitized
- A Care Room for students feeling ill
- Courses such as music and physical education may be implemented differently than in past years

6 ft
CONTROLLED TRAFFIC PATTERNS
**PK-5 INFORMATION FOR HYBRID MODEL**

The elementary hybrid model structures learning so that students receive direct instruction while in person and engage in activities that will enhance their learning while at home. All grade level standards will be covered throughout the school year.

When District 742 is operating in a hybrid learning model, the goal would be for kindergarten through grade 2 students to attend school in-person Monday-Thursday, depending on local health data, and building and bus capacity for enrolled students. Fridays would be a distance learning day, as described above.

In-person learning days for grades 3-5 students will provide additional lessons in literacy and math while also preparing for and processing at home learning. Interactive, hands-on and collaborative activities that can be done safely will be prioritized. On in-person days students will also have time with a specialist (art, music, or physical education) every day.

On at-home learning days, grades 3-5 students will log into Seesaw and join the teacher and classmates at a designated time each day for a morning meeting. This will allow the students to see their teacher each day as well as set the day up for success. Following the meeting they will complete assignments and activities through Seesaw or through activities their teacher has assigned during the in-person days. Students may be asked to log in at one other designated time each day for either another activity or a closing meeting.

Whether at school or at home, students are expected to engage in all learning activities and to be in attendance at the beginning of each day.

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**6-12 INFORMATION FOR HYBRID MODEL**

We know that the fewer transitions during the day, the less opportunity for exposure to and spread of COVID-19. We also learned during the spring that many students struggled with managing six or seven classes while online. Because the hybrid model is a mix of face-to-face and online instruction, we are limiting the number of classes students take each day and providing an extended period of time spent in class.

This year, grades 6-12 students will attend three classes daily. Classes will last approximately 120 minutes with a 30-minute lunch. Passing time between classes will be carefully managed to reduce opportunities for hallway congestion and student gatherings.

When attending school in person, students will receive instruction from their teachers, collaborate with peers, do hands-on learning activities and get individualized support. On the days students are learning at home, students will complete assignments and activities through Schoology. Some teachers may require students to log in to Schoology and Google Meet at the start of each class period to meet virtually face-to-face with their teachers and classmates who are physically present in the classroom. Regardless of whether students are at home or in person, students must follow their daily schedules and be present, virtually or physically, at the start of each class. Period attendance will be taken and students are expected to be on time and present for each class.

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**GRADES K-2**

- **In-Person Learning:** Monday-Thursday
- **Distance Learning:** Friday

**GRADES 3-5**

- **In-Person Lessons in Math, Literacy, Art, Music & Physical Education 2 Days a Week**
- **Distance Learning:** 3 Days a Week: Seesaw & Morning Meetings

**GRADES 6-12**

- **In-Person 3 Daily Classes of 120 Minutes Each 2 Days a Week**
- **Distance Learning:** 3 Days a Week: Schoology
DISTANCE LEARNING ACADEMY

This year, we are providing students with a fully online learning opportunity through our Distance Learning Academy. St. Cloud Area Schools is proud to offer a 100% Distance Learning option for students. Families with students in PreK-12 who prefer the option of distance learning throughout the entire 2020-21 school year should register for this program. This option is available to families with children who are four years old through 12th grade regardless of District 742’s decision to return to school in an in-person, hybrid or distance learning scenario. Language Immersion programs will be offered through the St. Cloud Area Schools Distance Learning Academy. Advanced Placement (AP) and College In the Schools (CIS) courses may be available.

We recognize the challenges the COVID-19 pandemic brings for students, staff and families, and are designing the St. Cloud Area Schools Distance Learning Academy to provide a rigorous, engaging alternative to physically attending school.

In alignment with MDE guidelines, our programming will provide students learning in all required state standards, English Learner (EL) and special education services, elective opportunities and more.

Just like the in-person and hybrid learning models, students in grades PreK-5 will complete lessons in Seesaw and students in grades 6-12 will complete lessons in Schoology. Students will use the suite of District 742 digital tools and available apps. The social-emotional needs of students are an important component of any District 742 learning model. Activities, virtual student connections and virtual individual teacher check-ins will be part of this program.
All students will receive:

1. Instructional Design Model: All students in grades K-5 will complete lessons in Seesaw and students in grades 6-12 will complete lessons in Schoology. Instruction will include virtual face-to-face interactions between teachers and students and within the online classroom. Additionally, individualized, offline instructional activities will be provided.

2. Extracurricular Activities: All students can engage in extracurricular activities at their school of enrollment when/if extracurricular activities become available.

3. Student Supports: All students will continue to receive qualifying services such as special education, English language services, social work and counseling.

4. Health & Safety: Regardless of the educational environment, programs will follow state and federal health and safety guidelines.

STUDENTS WITH DISABILITIES will continue to have individualized learning plans. Our goal is to provide consistency and connection for all students.

Students with disabilities, along with all students, have the opportunity to choose between following the District 742 Back to School Plan or remaining in distance learning.

Case managers will contact families to create a flexible Individualized Education Plan for the 2020-21 school year.

IEP teams will consult with families to determine how IEP goals and objectives will be addressed on-site, in hybrid, or in distance learning.

The team will also determine accommodations and modifications, including the type of personal protective equipment (PPE) the student will need during on-site learning.

NUTRITION

Meal service will continue regardless of the learning model.

- Breakfast and lunch will be served at school within the in-person and hybrid models. Meals will be delivered to families when in the distance learning model.
- Meals may be served in classrooms and individualized as feasible.
- Nutritional staff will wear masks and gloves in the preparation and serving of meals.
- Students will wash hands before and after lunch.
PRIVATE MEDICAL DATA

Please know that an employee’s or a student’s medical information is private data under the Minnesota Government Data Practices Act and/or FERPA, and may only be shared with those that have a need to know that information. During this time, we know that medical concerns will be top of mind for families and staff, but we urge all to understand and protect the privacy of medical information. If you are in a position where you need to know information about an exposure in a school or district building, you will be notified directly of that information. We appreciate your support in protecting this sensitive medical data.

SCHOOL SCHEDULES

The start and end times for some secondary students shifted slightly this year to allow time for sanitizing buses between tiers. Alternative programs (Riverwoods, Roosevelt, Journey, InStep and CO2) will NOT be changing their start/end times. The following changes will take place for the 2020-21 school year:

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<th>SCHOOL</th>
<th>STUDENT START TIME</th>
<th>STUDENT END TIME</th>
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<tbody>
<tr>
<td>Alternative Programs</td>
<td>Same</td>
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</tr>
<tr>
<td>Apollo</td>
<td>9:00 a.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>McKinley-ALC</td>
<td>9:00 a.m.</td>
<td>3:25 p.m.</td>
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<tr>
<td>North</td>
<td>9:00 a.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>South</td>
<td>9:00 a.m.</td>
<td>3:45 p.m.</td>
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<tr>
<td>Tech</td>
<td>9:00 a.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Westwood</td>
<td>8:40 a.m.</td>
<td>3:10 p.m.</td>
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REPORTING SYMPTOMS AND/OR EXPOSURE

Students who feel they have COVID-19 symptoms, or who think they may have been exposed, should report immediately to the school nurse for assessment. A reporting protocol will be communicated to families before the start of the school year.
SOCIAL EMOTIONAL LEARNING/ MENTAL HEALTH & WELLNESS

PK-12 social-emotional learning will be a priority for the 2020-21 school year throughout all three school models; In-Person, Hybrid, Distance Learning.

PK-5 lessons will focus on the CASEL SEL competencies.

6-12 lessons will focus on mental health, suicide awareness and chemical health.

All students will receive check-ins from teachers and various school support staff. The purpose of these check-ins is to monitor academic progress and social-emotional needs. Please encourage your child to engage in on-going communication with trusted staff at their school. If you or your child have any concerns, please don’t hesitate to reach out to your child’s school counselor or building principal.

All students from early childhood through grade 12 will be asked to engage in social-emotional learning. For elementary students this will include lessons around self-awareness, self-management and responsible decision-making. For secondary students this will include mental health and suicide awareness education. Please encourage your child to participate as the lessons were carefully selected to help all students cope with the changes and stress they are experiencing.

Students receiving additional services in school through a school social worker, chemical health counselor, school counselor or behavioral support staff will continue those connections during this school year. If your child is in distance learning, these services will be offered through Google Meet.

SUPPORT TEAMS

All students will be assigned to one staff member who facilitates their learning experiences throughout the school year. The staff member will check in weekly with students, whether face-to-face or virtually, to answer questions and review progress. Families will be encouraged to communicate with this staff member to answer any questions that may arise during the year. To the extent possible, students and families needing additional support will be assigned to a bilingual communication support specialist or case manager.

TECHNOLOGY

Each student will be provided with a 1:1 device. Hot-spots are available for families with unreliable internet access or without access. Students and families needing tech support can gain assistance by reaching out to their school media specialist.

Videos in English, Somali and Spanish will be available at the start of the school year to show families how to access and use Schoology, Seesaw and Skyward.

More information about technology for students and families is available online as well as technology support contact information.
TRANSPORTATION

Information regarding times and locations of specific bus routes will be forthcoming. These schedules are subject to change depending upon the learning model. Please note the following changes in ridership protocol:

- MDE/MDH will determine the number of students per bus.
- Students from the same household may be required to sit together.
- Students will load the bus from back to front and unload the bus front to back.
- Masks will be required on buses.
- Buses will be disinfected in between routes.
- Additional ventilation may be used by partially opening windows and/or utilizing the roof hatches.

TRAINING

All employees will receive training on health and safety protocols for the 2020-21 school year consistent with this guide. All schools will provide training and education for students on health and safety protocols for school buildings.

TRAVEL FOR EMPLOYEES

Non-essential business travel is not advised through at least December 31, 2020.