

Owatonna Public Schools

Safe Start Learning Plan

2020-21

STUDENT

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If you need help understanding this document or to have this information in Spanish/Somali, please contact...

- **SPANISH:** Si necesita ayuda para comprender este documento o si quiere obtener esta información en español, por favor comuníquese con: Antonieta Sanchez-Mendez asanchez-mendez@isd761.org or 507.444.8925.
- **SOMALI:** Hadii aad u baahan tahay in lagaa cawiyo fahmitaanka dukumiintigaan ama aad ku hesho macluumaadkaan Af somali, fadlan lasoo xiriir: Hussein Osman hosman1@isd761.org or 507.444.8857
- **OTHER LANGUAGES:** If you need help understanding this document or to have it translated into another language, please contact Martina Wagner at mwagner@isd761.org or 507.444.8634

August 2020

Dear Parents, Students, and District Staff Members,

As we all know, these unprecedented times have made us reconsider how we go about educating our students. The impressive levels of public participation show that we are, indeed, all in this together.

Throughout the entire school year, Owatonna Public Schools' Safe Start Plan will use guidance from state and local health department officials, local medical experts and Minnesota Department of Education to advise our practices. This year's return to school will come with some new protocols and procedures in order to keep everyone safe and healthy. While it will alter certain aspects of the school day, our goal is to maintain a normalized environment where students can learn and teachers can teach.

In addition, our plan includes information regarding health and safety, such as health screening information and symptoms to look for, face coverings/masks, cleaning/sanitizing procedures, transportation on school buses, safe food services, childcare and other helpful resources.

Our plan is based upon Minnesota's Safe Learning Plan, which prioritizes student/staff safety and health, data-driven decision-making and the importance of local school districts to make informed decisions that are in the best interest of their students, families and communities. We continue to work closely with local, county and state partners to educate, promote and encourage the community of Owatonna to help us reach our collective goal of returning our students to a safe and healthy learning environment.

Thank you for your patience and understanding as we continue to communicate with you throughout the school year. We look forward to our continued partnership with you to safely return our students to school.



Sincerely,

A handwritten signature in black ink that reads "Jeffrey S. Elstad".

Jeffrey S. Elstad
Superintendent
Owatonna Public Schools

Fall Planning 2020

As Owatonna Public Schools look ahead to the approaching 2020-21 school year in the context of the world-wide pandemic of the illness of COVID-19, we recognize that many families, district staff members and members of the community have concerns about the impact on our local education system. The COVID-19 pandemic is changing the face of education, and it's providing us an opportunity to rethink how we do school. Not only are we planning for the pandemic, we're also considering innovative ways we might leverage this opportunity to give our students and families a more flexible school experience that best fits their needs.

In June, a task force comprised of staff, administration and parents met for a series of 4 hour meetings to identify and work through the three scenarios presented below. They used spring stakeholder surveys to help guide their plans. In July, families, staff and students were asked to provide feedback via focus groups at each school on the three models below. The feedback gathered provided us with insight and direction as we move forward. This document contains recommendations and guidelines as we plan for the three scenarios for the 2020-21 school year. These three models will allow us flexibility in providing more or less in person learning based on local COVID-19 metrics. These recommendations must be flexible and allow for changes per guidance from MDE, MDH, and the CDC.



In Person Learning

Traditional, in-class face to face learning with modifications for social distancing and extra safety precautions



Hybrid Learning

A combination of in person and hybrid learning with creative space utilization to maximize in person attendance



Distance Learning

All students use online platform
Available to all students

Priorities Used to Develop the Models

The models incorporate the following priorities:

- Prioritize the safety of students and staff
- Prioritize in-person learning, especially for younger learners
- Consider infectiousness and transmission risk among different ages, taking into account disease prevalence at a local level
- Improve distance learning and prepare all students to learn remotely if necessary
- Provide a full-time distance learning option for students at all grades.

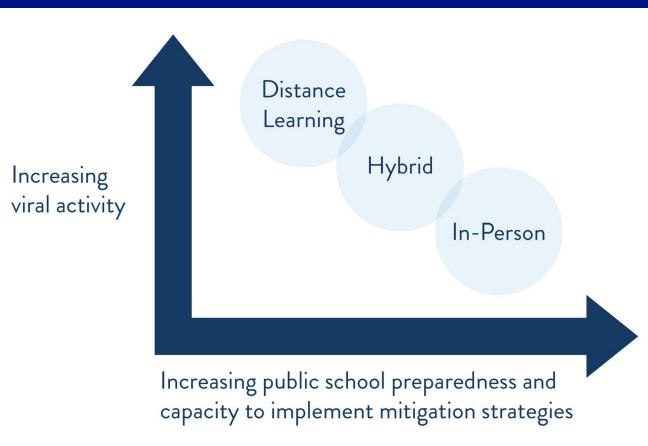
Guiding Principles

- All students and families will have access to quality educational materials and to the supports needed to successfully access those materials.
- Students will have access to meaningful/high-quality educational materials that align to State standards.
- Students and schools/teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students' contexts (their mindset, feelings, responsibilities, home considerations, etc.).
- Simplicity is best during this time—simplicity of the framework, communication structures, expectations.
- Support the whole child—their mental health, nutritional needs, and safety needs.
- Parents and other caregivers need access to clear information and ample resources.
- Teachers may need support, encouragement, and compassion to ensure their success and resilience.
- *Information in this plan is subject to change due to input from the Minnesota Department of Health and Minnesota Department of Education.*

Formula for Determining Number of Cases

$$\text{Total number of cases for last 14 days} \div \left(\frac{\text{County population}}{10,000} \right) = \text{14-day county case level rate per 10,000}$$

Decision Framework



How do schools determine their safe learning model?

- STEP 1** Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.
- STEP 2** Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.
- STEP 3** Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.
- STEP 4** Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*
- STEP 5** Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

SAFE LEARNING PLAN

COMMITMENT TO HEALTH AND SAFETY

The safety of our students and staff is a priority.

- Face covering requirements (provided to students and staff)
- Enhanced cleaning and sanitation protocols
- Social distancing measures in place
- Space modifications to maximize social distancing
- Breakfast and lunch adjustments for safe and sanitary meals at all schools
- Staff training in Center for Disease Control and Prevention protocols
- Soap and water or hand sanitizer available and frequently used throughout the school day



LEARNING MODELS AT A GLANCE



In Person Learning

Traditional, in-class face to face learning with modifications for social distancing and extra safety precautions



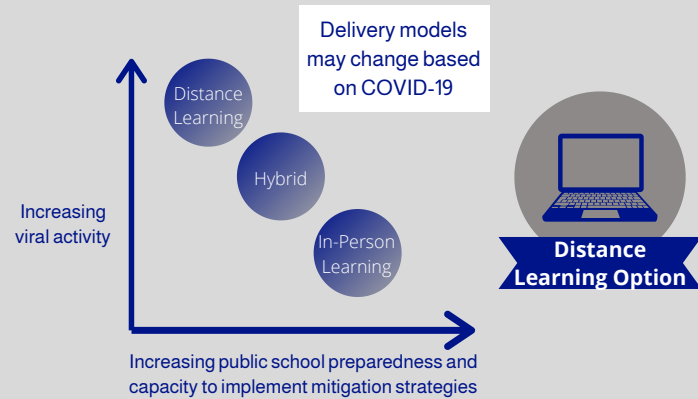
Hybrid Learning

A combination of in person and hybrid learning with creative space utilization to maximize in person attendance



Distance Learning

All students use online platform. Available to all students



STARTING MODEL SCHEDULES

Grades E-5 Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
 All E-5 students School in person	 All E-5 students School in person	 All E-5 students School in person	 All E-5 students School in person	 All E-5 students School in person






Grades 6-12 Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
 Group 1 School in person	 Group 1 School in person	 Group 1 & 2 Distance Learning & Academic Support Opportunity for students, staff and parents to connect and provide individual and small group support.	 Group 2 School in person	 Group 2 School in person
 Group 2 Distance Learning	 Group 2 Distance Learning		 Group 1 Distance Learning	 Group 1 Distance Learning



In Person Plan

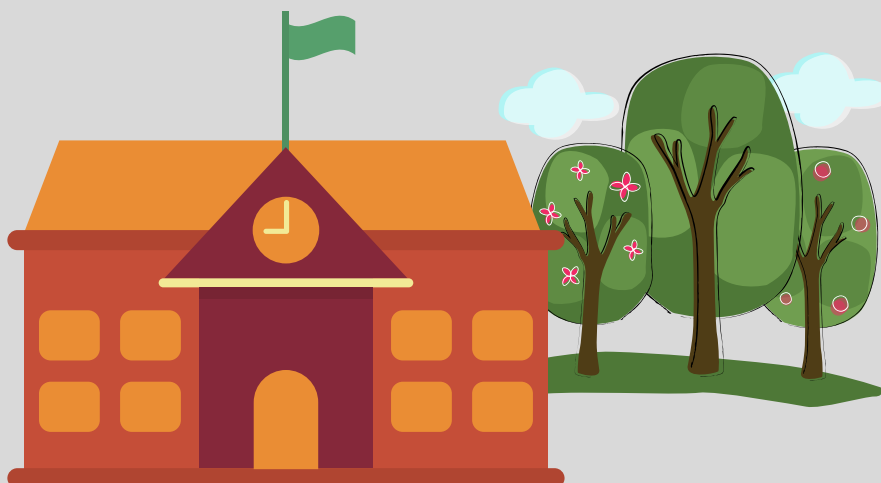
The In Person Plan includes all students attending school daily with modifications for social distancing, when feasible. This scenario may be implemented if state or local COVID-19 metrics continue to stabilize or improve.

Monday	Tuesday	Wednesday	Thursday	Friday
 School in person	 School in person	 School in person	 School in person	 School in person

*with creative utilization of space

What can families expect with the In Person Plan?






- Full Implementation of Owatonna Public Schools COVID-19 Preparedness Plan
- Complete daily health screener, prior to school each day
- Practice social distancing when feasible
- Face coverings are required at school and on the bus
- Frequent cleaning and disinfecting
- Enhanced daily cleaning, sanitation, and disinfection of high touch areas, classrooms and spaces will be conducted multiple times a day
- Practice proper hand washing and frequent hand sanitizing
- Lunch will be eaten in the cafeteria and other areas of the school as needed to allow for social distancing
- Limit non-essentials visitors, volunteers and activities
- Avoid community supplies, when possible
- Limited locker use
- Utilize a contactless drop off system for visitors and student supplies
- No field trips or large group gatherings
- Opportunity to build relationships with the classroom community





Hybrid Plan E-5

In the Hybrid Plan, E-5 students will attend school daily with strict social distancing and capacity guidelines in place. To create consistency in academic programming, elementary students will be placed in smaller class sizes and will remain with the same teacher regardless of the model. This scenario may be implemented if COVID-19 metrics worsen at the local, regional or state level or if a school experiences clusters of cases.










Grades E-5 Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
 All E-5 students with strict safety precautions	 All E-5 students with strict safety precautions	 All E-5 students with strict safety precautions	 All E-5 students with strict safety precautions	 All E-5 students with strict safety precautions
Creative space utilization to maximize in person attendance				

What can families expect with the Hybrid Plan?

- Full Implementation of Owatonna Public Schools COVID-19 Preparedness Plan
- Complete daily health screener, prior to school each day
- Strict 6 feet social distancing
- Face coverings are required at school and on the bus
- Frequent cleaning and disinfecting
- Enhanced daily cleaning, sanitization, and disinfection of high touch areas, classrooms and spaces will be conducted multiple times a day
- Practice proper hand washing and frequent hand sanitizing
- Lunch will be eaten in the classrooms, cafeteria and other areas of the school as needed to allow for social distancing
- Limit non-essentials visitors, volunteers and activities
- Avoid community supplies, when possible
- Limited locker use
- Utilize a contactless drop off system for visitors and student supplies
- Two tier busing to allow for social distancing
- No field trips or large group gatherings
- Placement of students in classes based on CDC recommendations on social distancing and room capacity
- May include reduced class sizes
- Opportunities to build relationships with the classroom community
- Consistency in academic programming
- Students will stay in their homeroom classroom with limited access to other students
- Students will have specialist classes, lunch and recess with their classroom, limiting contact with other students
- Specialists may push in and hold class in the students' homeroom classroom, gym or outdoors
- Students in grades K-1 will be issued an Ipad and students in grades 3-5 will be issued a Chromebook for the school year

Hybrid Plan 6-12

The 6-12 Hybrid Plan is a unique combination of both the Distance and In Person Plans. This model adheres to capacity limits to reduce the spread of illness. Students will attend school face-to-face two days per week and participate in distance learning three days per week. Teachers will be available for academic support on Wednesdays. Below is an example of what the Hybrid schedule will look like. This scenario may be implemented if COVID-19 metrics worsen at the local level or if a school experiences clusters of cases.

Grades 6-12 Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
 <p>Group 1 School in person</p>	 <p>Group 1 School in person</p>	 <p>Group 1 & 2 Distance Learning & Academic Support</p> <p>Opportunity for students, staff and parents to connect and provide individual and small group support.</p>	 <p>Group 2 School in person</p>	 <p>Group 2 School in person</p>
 <p>Group 2 Distance Learning</p>	 <p>Group 2 Distance Learning</p>		 <p>Group 1 Distance Learning</p>	 <p>Group 1 Distance Learning</p>






What can families expect with the Hybrid Plan?

- Full Implementation of Owatonna Public Schools COVID-19 Preparedness Plan
- Complete daily health screener, prior to school each day
- Strict 6 feet social distancing
- Face coverings are required at school and on the bus
- Frequent cleaning and disinfecting
- Enhanced daily cleaning, sanitization, and disinfection of high touch areas, classrooms and spaces will be conducted multiple times a day
- Practice proper hand washing and frequent hand sanitizing
- Meals will be eaten in the cafeteria and other areas of the school as needed to allow for social distancing
- Limit non-essentials visitors, volunteers and activities
- Avoid community supplies, when possible
- Limited locker use
- Utilize a contactless drop off system for visitors and student supplies
- Two tier busing to allow for social distancing
- No field trips or large group gatherings Placement of students in classes based on CDC recommendations on social distancing and room capacity
- All students will be issued a district owned Chromebook for the school year
- Grades 6-8 will utilize Google Classroom and Grades 9-12 will use Schoology as their learning management system
- Rigorous learning activities will be aligned to the academic standards for each subject area along with social/emotional support
- Breakfast/Lunch are available as a grab and go option for the days students are not in school



Distance Learning For All Students

The Minnesota Department of Education defines distance learning “as providing students with access to appropriate educational materials and ensuring they receive daily interaction with their licensed teacher(s).” Distance learning is intended to limit the loss of face-to-face instructional time, due to school cancellations. If the situation presents itself that students need to be away from school for an extended period of time, ISD 761 will provide appropriate materials to support distance learning. Distance Learning may apply to a single class, building, or entire district.

Monday	Tuesday	Wednesday	Thursday	Friday
 Learn from Home	 Learn from Home	 Learn from Home	 Learn from Home	 Learn from home

If distance learning is required due to health and safety concerns families can expect:

- All students learn from home
- All students will be issued a device (ipad K-1; Chromebook 2-12) and instructional materials to support their learning
- Students in grades K-8 will engage with content primarily through Google Classroom and students in grades 9-12 will engage with content through Schoology.
- Teachers will provide daily direct instruction, including a possible mix of live learning, recorded lessons and independent learning activities.
- Rigorous learning activities will be aligned to the academic standards for each subject area along with social/emotional support
- Attendance will be taken daily
- Counselors and social workers will be available to all students
- Breakfast / Lunch are available in a grab and go option at select sites
- Special education services may be adjusted
- Childcare available for students in grades K-5

Grades E - 5

If distance learning is required due to health and safety concerns, students in grades E-5 will log onto Google Classroom at the start of each school day to meet virtually face-to-face with their teachers and classmates. They may work throughout the day virtually with their teacher as a whole class, in small groups or independently. Students are expected to engage in all learning activities and to be in attendance at the beginning of each day.

Grades 6 - 12

If distance learning is required due to health and safety concerns, students in grades 6-12 will be expected to follow their regular/modified schedule. They will utilize Schoology (9-12) and Google Classroom (6-8) for each of their classes. Teachers will utilize a variety of instructional strategies to ensure students are meeting the rigorous academic standards. Learning may occur through a blend of live virtual sessions, pre-recorded video tutorials, and independent learning activities. Class attendance will be taken.



Distance Learning Option

The Owatonna Distance Learning Option is designed with students and families in mind. We recognize the decision to remain in a distance learning model is very personal to families and we commit to provide a rich learning experience for our students whether they attend ISD761 in the in-person or hybrid models or from a distance. Relationships are critical to the social and emotional well-being of all students and the success of any learning model. Distance Learning will rely heavily on communication and relationships among our students, families, and teachers. The overall design of the Distance Learning Option experience is in progress.

Enrollment and staffing are critical components of the model, and as the number of families that choose to enroll in the Distance Learning Option changes, we will reorganize staff to support this model. Enrollment in the Distance Learning Option will require a commitment of at least one full semester (through January 15).

Our mission to "Inspire Excellence; Every Learner, Every Day" does not change if a student chooses to enroll in the Distance Learning Option.

General Expectations

- This will be a district-wide program drawing from teachers across the school district
- Instruction will be a blend of live virtual sessions, pre-recorded video lessons, and independent learning activities.
- Rigorous learning activities will be aligned to the academic standards for each subject area.
- Students in grades K-8 will engage with content primarily through Google Classroom and students in grades 9-12 will engage with content through Schoology.
- All students in Distance Learning will be issued a device (ipad K-1; Chromebook 2-12) and instructional materials to support their learning.



Attendance

Students are expected to attend all of their scheduled classes each school day. Teachers will take daily attendance. State and School Board policies regarding attendance apply to students enrolled in this program. Attendance counts as daily engagement with the student in each class. This may include checking in on Google Classroom/Schoology, turning in an assignment, being present at live session, and/ or individual communication with each teacher. Students who are unable to attend school should notify the school of the absence.



Distance Learning Option

K-5 Instructional Program

Students at the elementary level will receive similar academic programming as their peers attending physical elementary schools, but through a virtual environment. Some specialist classes like physical education, art, and music may be modified in order to create virtual learning opportunities. Learning will occur through a blend of daily live virtual lessons, video tutorials, and independent activities that will be rooted in our State Standards and Essential Understandings. Students and teachers will engage in learning through the use of Google Classroom. Students will receive daily assignments and remote support from a highly qualified grade-level teacher, but will also require assistance from a parent or other responsible adult at home. The social emotional needs of students are an important component of any Owatonna Public Schools learning model. Activities, virtual connections with students will be included in our Distance Learning Option.

6-8 Instructional Program

Students at the middle level will receive similar academic programming as their peers physically attending middle school, but through a virtual environment. Not all elective classes may be offered due to the nature of the coursework. Some elective classes like physical education, art, and music may be modified in order to create virtual learning opportunities. Learning may occur through a blend of live virtual sessions, pre-recorded video tutorials, and independent learning activities. Students and teachers will engage in learning through the use of Google Classroom. Learning activities will be aligned to the academic standards for each subject area. Wednesdays are designated as an academic support day, where students may be scheduled into academic interventions, receive specialized support services, have access to additional live course supports, and engage in independent learning activities for each course.

9-12 Instructional Program

Students at the high school level will receive similar academic programming as their peers attending physical high school, but through a virtual environment. The high school programming will focus on core subject areas and graduation requirements. Not all elective classes may be offered, and some elective classes may be modified in order to create virtual learning opportunities.

Learning will occur through a blend of live virtual sessions, pre-recorded video tutorials, and independent learning activities. Students and teachers will engage in learning through the use of Schoology. Learning activities will be aligned to the academic standards for each subject area. The student schedule will run on an alternating block where students will attend live sessions with their teachers based on their daily schedule and complete independent work for non-scheduled classes. Wednesdays are designated as an academic support day where students may be scheduled into academic interventions, receive specialized support services, have access to additional live course requirement support, and have independent learning activities for each course.

[More Information](#)



Health and Wellness Procedures

All families are asked to perform health checks on students before coming to school each day. If a student has an elevated temperature or any other sign of potential illness, they should stay home. Parents and guardians will need to pick up from school any students found to have a fever or to be exhibiting signs of illness during the school day in a timely manner.

Daily Health Check Family Agreement Form

*must be signed electronically prior to the start of the school year

Daily Health Check At A Glance

Students should remain at home if they have new onset or worsening cough or shortness of breath or **TWO** of the following symptoms:

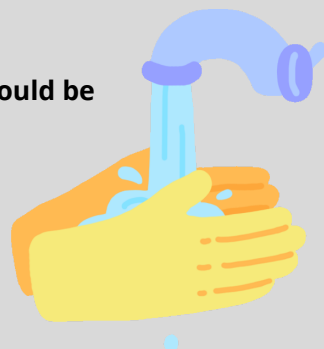
- Fever 100.4° or higher (verify temperature daily)
- Chills
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



***Should your child become ill while at school, he/she should be pick up within one hour of notification.**

Additional Resources

- [Health and Safety Protocols](#)
- [Identified Staff/Student](#)
- [COVID-19 Education Resources](#)
- [Reporting +Covid-19 in the workplace](#)



Cleaning and Disinfecting Guidelines

Regular housekeeping practices are currently in place, including routine cleaning and disinfecting of general areas of the school environment, classrooms, restrooms, break rooms, meeting rooms, etc.

School district employees will frequently clean and disinfect high-touch areas such as door handles, elevator panels, railings, phones, keyboards, touch screens, etc.

Employees are expected to wipe/disinfect their personal workspaces and electronics at least once a day. These areas will be cleaned using the provided disinfectant spray or alcohol-based wipes (as available). District maintenance and head custodians will train employees on the proper techniques and guidelines on cleaning disinfecting classrooms and work areas.

Public counter areas and other surface spaces should be regularly disinfected using the provided disinfectant spray throughout the day. The frequency will depend on the traffic and level of usage. Protocols may differ by department or area, but once implemented, should be followed at all times. Plexiglass partitions will be used where staff members interact with the public.



Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

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

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF) (www.health.state.mn.us/diseases/coronavirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test OR people with symptoms consistent with COVID-19 *without* a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with other diagnoses (e.g. norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members do not need to stay home.

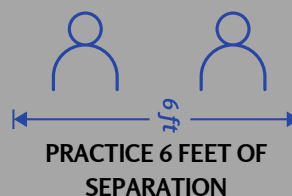




Health and Safety Guidelines

SOCIAL DISTANCING

to increase the distance between staff and students to minimize the spread of disease.



SAFE ENVIRONMENT



Includes at least 3' radius around each student, routine cleaning practices, frequent hand-washing,

- Refrain from intermixing groups
- Participate in outdoor activities, when possible
- Visual cues to practice social distancing
- Avoid large group gatherings (gyms, cafeteria, etc.)
- Breakfast & lunch adjusted for safe and sanitary meals at school

Students and staff members are expected to wear a face covering at all times.

FACE COVERINGS



SOCIAL DISTANCING INDOORS



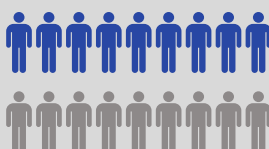
- One-way hallways
- Scheduled recess, restroom breaks
- Lunch in the classroom or spaced in cafeteria or other large spaces
- Creative space utilization
- Hold activities outdoors when possible
- Arrange seating to allow social distancing

- Families complete daily health screening
- Practice proper hand washing
- Routine cleaning and disinfecting
- Utilize hand sanitizing stations often throughout the day

HEALTH & WELLNESS



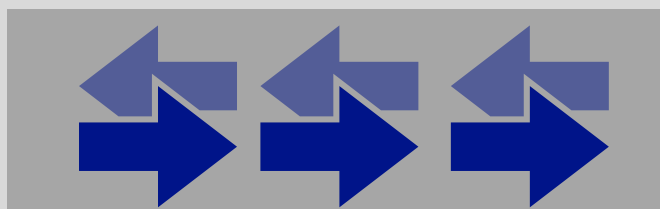
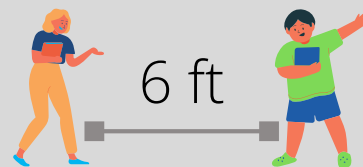
MINIMIZE CLASS MIXTURE



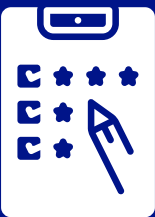
- Minimize crowding at drop off/pick up
- Limit non-essentials visitors, volunteers and activities
- Encourage refillable water bottles
- Avoid community supplies, when possible
- Same class gathers together,

Family Expectations

- Conduct Daily Health Check including temperature prior to sending a student to school. Students with a temperature over 100°F should stay home.
 - Need to be excluded until fever free without the use of medications (Tylenol, Advil) for 24 hours.
- Ensure that your student's contact information and medical information is updated through the online forms process within the Infinite Campus Parent Portal.
- Ensure that emergency contacts have been designated and pre-arranged.
- **Should your child become ill, he/she should be picked up within one hour from notification.**
- Per the Governor's Order all students K-12 are required to wear face covering while at school and on the bus.
 - OPS will provide a face coverings for all students.
 - Students may wear their own face coverings from home.
 - Face covering are required for all visitors, parents and guardians.
 - Support the district by reminding your child to follow the face covering mandate.
 - Take some time before school starts and practice with your students wearing a covering.
- Provide your student(s) with a water bottle (non-glass) as water fountains will not be available for use except for bottle fillers.
- Limit your visits to school as much as possible. If you do have to visit the school, conduct a personal health screening prior to coming to a school building and do not come if you have a fever higher than 100°F or showing other symptoms.
 - It is preferred if you can call the building and see if your question can be answered through the phone or by using a virtual platform like Google Meet.
- Follow the posted guidelines and read all signage whenever entering the building.
- Parents/Guardians will not be permitted to join their student(s) for lunch or participate in any classroom activities.
- Support the district in reminding your child to follow physical distancing recommendations.
- Read all communication from the District, Building Principal, and Teachers.
- Designating a specific space to work on distance learning activities.
- Setting sensible time limits for students' technology use.
- Discussing distance learning experiences and needs and communicating these with our staff.



**CONTROLLED
TRAFFIC
PATTERNS**



Student Expectations

Health & Safety

- Conduct a Daily Health Check including temperature prior to reporting for school.
 - Students with a temperature over 100°F must stay home.
- Bring and wear a face covering
 - OPS requires that all students (K-12) wear face masks/covering while at school.
 - OPS requires that all students (K-12) wear face masks/covering while on the bus.
 - OPS is requiring a face mask/covering for all visitors, parents and guardians.
 - Take some time before school starts and practice wearing a mask.
- Bring a water bottle as water fountains will not be available for use.
- Follow social distancing recommendations throughout most of the day.
- If feeling ill go to the nurses office for further evaluation.
- Wash their hands and use hand sanitizer numerous times throughout the day.

Entering and Exiting the Building

- Students will be required to stay outside of the building until the designated time to report to 1st period/homeroom.
 - No congregating at the entrances or in common areas.
 - Depending on the building there may be separate entrances for different grade levels.
- There will be a staggered release at the end of the school day.
- Follow the posted guidelines and read all signage whenever entering the building and throughout the building.

Hallways and Transitions

- Bell schedules and transition times may be altered; students need to follow the new schedules.
- Hallways will follow the strict six feet social distancing rule
- Students will not use hallway lockers and will be asked to carry a backpack with their belongings.
- Students are asked not to congregate in bathrooms. Scheduled bathroom breaks will take place at the elementary buildings.

Classrooms

- Students will be asked to follow physical distancing recommendations throughout the day.
- Students will be required to all face the same direction in classrooms when sitting at their desks.
- Students will not share supplies with other students.
 - If certain supplies/equipment must be shared, then it will be cleaned in between student uses.
- Students may be asked to help clean off desks between class changes.

Lunch/Cafeteria

- There will be a limited number of students allowed at each table in the cafeteria
- Students will need to sit in designated areas (additional new areas will be utilized in high schools)
- Lunch periods will be modified, allowing for additional lunch periods, reducing the number of students in the cafeteria at one time.
- More grab and go items will be available at some buildings, with limited choices
 - No self-service through the lines
 - Everything will be prepackaged.

Bus Expectations

- OPS requires that all students (K-12) wear face masks/covering while on the bus.
- There will be a seat capacity.
- Bus drivers will assign student seats in conjunction with students' assigned stop, that will allow for loading from back to front, and unloading from front to back.



Mental Health & Well Being

The mental health and well-being of our students and staff are of utmost importance.

- Social workers, counselors, and other mental health providers will provide support to address student mental and emotional wellness. This may occur face-to-face, distance or a combination of both.
- Staff trained in Life Space Crisis Intervention (LSCI) will be available to support students struggling to regulate and/or manage their mental health. Building Administrators are also trained in this intervention modality and trauma responsive approach.
- The district will provide consistent messaging through our web page addressing student and staff mental health and emotional wellness.
- The District will communicate with families about the availability of services and resources in all languages and in multiple formats.

Social Emotional Learning and Relationships

- Staff will develop an initial relationship with students and families to provide a sense of belonging and support through activities such as classroom meetings, letters/postcards, introduction videos, phone calls and emails home, interest surveys, calendar of activities, and virtual games and activities.
- Social workers and counselors will continue to partner with teachers to support the social, emotional, and mental health needs of students.
- Staff will provide students with instruction and support around successful practices such as time management, organization, mindset, and self-regulation. Students will be encouraged to practice regulation skills as part of their school day.
- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide consistent and predictable routines and schedules for students to assist with regulation.
- Students will be provided with instruction and resources for self-advocacy.

How should students/families contact their counselor?

OHS Counselors

OMS Counselors

School Social Workers

ECSE

Trina Kasper
(507) 444-8081
pkasper@isd761.org

Lincoln Elementary

Amanda Griswold
(507) 444-8115
agriswold@isd761.org

McKinley Elementary

Annette Warner
(507) 444-8215
awarner@isd761.org

Washington Elementary

Jill Fails
(507) 444-8315
jfails1@isd761.org

Wilson Elementary

Alisha Field
(507) 444-8415
afield@isd761.org

OMS

Carol Belmore
(507) 444-8715
cbelmore@isd761.org

Chely Flores
(507) 444-8719
sflores1@isd761.org

Sue Schroeder
(507) 444-8737
sschroeder@isd761.org

OHS

Casie DeVos
(507) 444-8859
cdevos@isd761.org

Nancy Williams
(507) 444-8825
nwilliams@isd761.org

ALC

Liz Morsching
(507) 444-8013
emorsching@isd761.org



Special Education

Special Education Case Managers will be working closely with families to determine individualized plans and services congruent with the guidance provided from Minnesota Department of Education, Center for Disease Control, and Minnesota Department of Health.

When you have questions or concerns, please reach out to your child's case manager, one of the Special Services Supervisors or Special Services Director listed on the right side. We will be happy to answer any questions you may have to best meet the needs of your child.

We are committed to focusing on the well-being and health of our children and families whether we are in person, hybrid or distance learning. Thank you for your continued support and partnership.

Danielle Theis
Director of Special Services
District Office
507-444-8604
dtheis@isd761.org

Shari Mensink
Special Services Supervisor
OMS, OHS and ALC
507-444-8864
smensink@isd761.org

Margaret Goldade
Special Services Supervisor
ECSE and Elementary
507-444-8041
mgoldade@isd761.org



Multilingual Learners

English Learner programs promote academic achievement of students who qualify for English Learner services through research-based instructional strategies, language-rich learning environments, and affirmation of student, family, and community assets. The Owatonna Public Schools Multilingual Programming Framework sets expectations for EL support and service for students depending on grade and WIDA level. During in person, hybrid, and distance learning students who qualify for EL services will be entitled to continuation of high quality language instruction.

Parents can receive more detailed information about EL support through in person, hybrid or distance learning for academic achievement and English Language Development from their students' EL teacher.

For specific English Language Development programming questions please contact:

Martina Wagner
Coordinator of Educational Equity and
English Language Learning
mwagner@isd761.org
(507) 444-8634



Multilingual Support

The role of the multilingual Success Coach is to serve as a liaison between multilingual families/students and school sites to help develop and sustain a trusting and supportive relationship that will benefit students, families, and the district.

Success Coaches Will:

- Develop relationships and work cooperatively with all staff on a team basis.
- Provide assistance to new families and students as they enroll in school.
- Collaborate with community resources to provide appropriate services for students and families.
- Acts an advocate for students and families to provide an equal learning opportunity; helps students to be successful in the learning environment.
- Translate and communicate school documents.
- Interpret during meetings and testing.
- Facilitate communication between students, parents, and school staff to ensure student achievement.
- Serve as a bridge between the schools and families and advocate for educational equity for all students and families.
- Work with building teams to assist in educational equity for all students.
- Establish and develop strong community relationships (resource agencies, religious, social services) to cultivate the possibilities to engage in and to provide our students and families with community resources.

Site	LatinX Success Coaches	Somali Success Coaches
District Wide <small>(includes: District Office, OEC, Lincoln & Washington)</small>	Antonieta Sanchez-Mendez asanchez-mendez@isd761.org (507) 444-8925	Muna Hersi mhersi@isd761.org (507) 444-8412
Owatonna High School Area Learning Center	Antonieta Sanchez-Mendez asanchez-mendez@isd761.org (507) 444-8925	Hussein Osman hosman1@isd761.org (507) 444-8857
Owatonna Middle School	Melina Caballero mcaballero@isd761.org (507) 444-8766	Khadra Muhidin kmuhidin@isd761.org (507) 444-8545
Wilson Elementary	Ana Alvarez aalvarez1@isd761.org (507) 444-8428	Muna Hersi mhersi@isd761.org (507) 444-8412
McKinley Elementary	Sylvia Zavala szavala@isd761.org (507) 444-8257	Nura Elmi nelmi@isd761.org (507) 444-8217



Technology

All students will be issued a district owned device.

- Students in grades K-1 will receive iPads
- Students in grades 2-12 will receive Chromebooks

K-5 student devices will be managed by the classroom teacher and will go home as needed. Students in grades 6-12 will be issued a device they will bring back and forth to school daily.

Google Classroom (Grades K-8) and **Schoology** (Grades 9-12) are online applications OPS will use to organize online learning options, make announcements, and facilitate communication . You and your child(ren) will be able to access these applications from any internet connected device, however it is recommended to use the district device provided. If you would like to learn more about these applications, please see the [Family Guide to Google Classroom](#) or [Family Guide to Schoology](#) for more.



Technology Support Hotline

If you need assistance with your district provided device or software applications being used on a district provided device, please call (507) 444-8630 for assistance from OPS Technology and Innovation Team. They will do their best to support you, knowing that internet issues will be questions for family internet providers.



What do families do if they do not have internet?

OPS has a limited number of internet hotspots available for families that do not have internet access. Our first priority is to take care of families that cannot get the internet from any local provider (such as Spectrum, CenturyLink, Jaguar, RadioLink, MN WiFi, Verizon, Sprint, T-Mobile, AT&T) at their location as well as those that are graduating from high school this school year. Here is a list of [local internet providers](#) and their contact information.



Transportation

In Person and Hybrid Plan

The district and the bus contractor will review and evaluate school transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distancing. The district will work with the bus contractor to consider reducing capacity or adding routes to allow for more physical space between riders when possible.

Requirements for School Transportation

- All persons riding or driving in a school transportation vehicle **must** wear a face covering
- Each vehicle will have face coverings available for riders and drivers
- Seating will be arranged to maintain 6 feet of distance between the driver and all riders, when feasible
- Vehicles will be cleaned and disinfected regularly between routes with heavy focus on frequently touched surfaces
- Doors and windows on the vehicle will be open when cleaning the vehicle and between trips when possible to let the vehicles thoroughly air out
- If a rider or driver is experiencing Covid-19 symptoms or has been exposed to someone positive for COVID-19, they must stay home and not board transportation
- If a student or driver becomes ill during the school day
 - The student will not be allowed to board a school vehicle to return home. The District will contact families to arrange transportation home
 - The driver will follow protocols outlined for people who are ill and will not be allowed to board a school vehicle.



Other Considerations

- Hand sanitizer will be provided to support the health and wellness of our riders and drivers
- Assigned seating may be used to assist with rapid contact tracing in the event that there is a positive case for a student who rode on school transportation while potentially infectious
- Windows will be kept open if appropriate and safe while the vehicle is in motion to help increase air circulation.

Additional Requirements for Hybrid Learning Transportation

- The district and bus contractor will limit the number of people on transportation to 50% maximum occupancy
- As much space as possible between riders will be created, recognizing that it is not always feasible to maintain 6 feet of social distancing. Household members may be seated in rows together.



Nutrition Services

In Person and Hybrid Plan

- Safety measures during meal preparation and distribution have been put in place to reduce the spread of COVID-19
- Food items will be individually packaged, whenever possible. When individual packaging is not possible, food and beverages will be served directly to students
- Point of service meal counting will be contactless, whenever possible. If contactless is not possible, hand sanitizer will be provided to students and PIN pads will be sanitized between each student.

Meal Service

- Early Education and Elementary Schools: Breakfast and lunch meals will be eaten in the classroom, cafeteria and other areas of the school to allow for social distancing
- Owatonna Middle School: Breakfast and lunch will be eaten in the cafeteria and other areas of the school as needed to allow for social distancing
- Owatonna High School: Breakfast will be available in the cafeteria and in the upper commons area for grab & go breakfast. Lunch will be available in the cafeteria. Meals will be eaten in the cafeteria and other areas of the school as needed to allow for social distancing
- Alternative Learning Center: Breakfast will be provided in the cafeteria for before school and 2nd chance breakfast. Lunch will be eaten in the cafeteria.

Additional Information for Hybrid Learning for Grades 6-12

Meal bundles will be available for students to take home on the last day they are attending school in-person each week. These meals are intended to be eaten on distance learning days. Meal bundles will be distributed at the end of the school day at a predetermined location at each school. Each meal bundle will contain breakfast meals and lunch meals based on the number of days they will be distance learning. Students will be charged for each meal based on their meal benefit eligibility at the point of service.

Students Electing to Participate in Distance Learning

Meal bundles will be available for pick up on Tuesdays and Thursdays from 9:00-9:30am at the following locations based on the student's grade:

- Early Education & Elementary: McKinley Elementary
- Grades 6-8: Owatonna Middle School at Door 13 (entrance accessible in parking lot)
- Grades 9-12: Owatonna High School at Door 16 (entrance accessible on School Street)

Families must pre-order meals to receive meal bundles for students electing to participate in distance learning. Sign up form and additional information is available at [isd761.org / District Services / Nutrition Services](https://isd761.org/District%20Services/Nutrition%20Services).



Nutrition Services

Distance Learning Plan

- Safety measures during meal preparation and distribution have been put in place to reduce the spread of COVID-19
- All food items will be individually packaged
- Point of service meal counting will be contactless, whenever possible. If contactless is not possible, hand sanitizer will be provided to students and PIN pads will be sanitized between each student
- Students will be charged for each meal based on their meal benefit eligibility at the point of service.

Families must pre-order meals to receive meal bundles for students electing to participate in distance learning. Sign up form and additional information is available at isd761.org / District Services / Nutrition Services.

Meal Distribution

Meals can be picked up at any location regardless of the student's enrollment at a specific school. However meals must be picked up at the location that was selected on the pre-order form. Meals will be available for pick up at the following:

Locations:

- Owatonna High School
- Owatonna Middle School
- Lincoln Elementary
- McKinley Elementary
- Wilson Elementary



Pick-Up Days

Tuesday - Meal bundle will contain breakfast and lunch for Tuesday and

Wednesday.Thursday - Meal bundle will contain breakfast and lunch for Thursday,

Friday, and Monday.

TIME: 11:30am - 12:30pm

Application for Free or Reduced Meal Benefits

Paper copies are also available to print and return to the District Office. Applications can be submitted at anytime throughout the year.

NEW- No student payments will be accepted by cashiers at the point of service.

Special Dietary Needs

Forms for Special Dietary Needs and Lactose Reduced Milk can be found on the Nutrition Services web page and need to be updated yearly. Please call 507-444-8629 with questions regarding special dietary needs.



Child Care

Owatonna Public School's School Age Care (SAC) Program, operated through the resources of the Community Education Department will be available during the 2020-2021 school year. Care is available on school days, non-school days and Spring Break. There is no Winter Break care provided.

General Child Care Information

- All child care options are available on a fee for service basis
- Children will be placed in consistent groupings, with a single group size not to exceed 15
- To the extent possible, all applicable CDC, MDH and MDE guidelines for providing child care during the COVID-19 Pandemic will be followed
- Physical distancing will be maintained to the extent possible and all children will wear masks during their time at the SAC site
- Outdoor play will be prioritized, weather permitting
- Staff will be trained on disinfecting procedures for group spaces, toys and strict, consistent hand washing will be followed
- Individual group spaces will not "share toys" or play materials without properly disinfecting them first
- Health and Wellness procedures practiced during the school day will also apply to the SAC site.

In Person Plan

School Age Care before and after school will be offered at each of the four elementary buildings for students in K-5. Please refer to the SAC web page for additional information, fees and registration. Care slots are available on a space available basis. Please note that SAC is unable to accept CCAP payments.

Hybrid Plan

Families will continue to have childcare available in each of the four elementary buildings before and after school. Priority will be given to families meeting Tier 1 definition for essential workers, followed by Tier 2 and existing SAC families with current contracts. Once registrations are received, they will be reviewed and accepted until capacity is met. Families who are Tier 1 or Tier 2 will need to verify their employment meets Tier 1 and Tier 2 definition. Directions for providing this verification will be available at the time of registration.

Distance Learning

Childcare during a period of distance learning will be provided at a centralized location to be determined. All district K-5 families impacted by distance learning will receive a direct communication about the location, registration information, including the available options for care contracts. Before School, School-Day and After School care contracts will be available. Students attending for the School-Day option will be provided time and staff support to complete distance learning assignments and participate in virtual class meetings. School breakfast and lunch will be provided to those children attending during the regular school day. An afternoon snack will be provided after 2:45 pm for those children participating in the after school care option.



Activities and Athletics

The Minnesota State High School League has announced the modified sports activities schedule for the 2020-21 school year. We are excited and grateful for the opportunity to provide fall activities, as well as provide an opportunity for our students to participate in all activities throughout this upcoming year, with Football, Volleyball & Fall Cheer having been moved to a spring season. We will work with our coaches and advisors to provide the best environments to keep our students safe, while providing an excellent educationally based activities experience. Fall schedules will be adjusted and are yet to be determined. Please continue to check the Owatonna Activities website for updates, as well as big9.org. We appreciate your patience and understanding as we make the required adjustments to our activities schedules and protocols.

Required health and safety protocols will be implemented by all activities and extracurricular activities. These practices are implemented to help mitigate the risks of exposure to COVID-19 for students, staff, and families. Please contact the Activities Director or program Head Coach/Advisor for safety protocols.

Fall Activities

Registration for Fall Activities is now open through Affinity. Directions to set up a parent account and register are located on the owatonna activities website, owatonnaactivities.com

Boys and Girls Cross Country, Boys and Girls Soccer, Girls Tennis, Girls Swim & Dive, Fall Drama, Math League and Jazz Band

**In order to abide by MDH, CDC, and MDE guidelines, we will not be holding our annual Fall Parent-Student/Athlete meeting on August 17th. Each fall program will hold an individual parent meeting. Dates, times and locations will be determined by our coaches/advisors and communicated to each family.*

Transportation

Practice: Yet to be determined by the bus company and the # of buses and drivers available. We are currently working on a plan to have site pick-ups for activity practices, if we are in a hybrid learning model. We are also planning to provide an activity shuttle to OMS from OHS and to OHS from OMS. Again, this is dependent upon bus and driver availability.

Competitions: Yet to be determined by the bus company and the # of buses and drivers available. Our hope is that all students will travel to contests on school buses. However, parents may have to transport some students to away events if we do not have the buses or drivers available. If so, they must fill out a Travel Release Form.

Eligibility

- Families that are enrolled in the Owatonna Public Schools are eligible to participate in school activities.
- Families that are enrolled in the Owatonna Public Schools and choose distance-learning through the Owatonna Public Schools, are eligible to participate in activities.
- Families that choose to Home School their children and live within Owatonna school boundaries, are eligible to participate in school activities. Please note that Home School families must register with MDE and the Owatonna School District as a Home School option. Please know that On-Line learning is not the same as a Home School option.
- Families that choose to enroll in a private On-Line Academy (not Owatonna Public Schools distance-learning) or Open Enroll in another school, are NOT eligible to participate in high school activities, as they will not be enrolled in Owatonna Public Schools. Any student that is not enrolled at the Owatonna Schools is ineligible to participate in high school activities. Students will be ineligible for one academic year from the date of re-enrollment, if they choose to re-enroll in the Owatonna Schools.

If you have additional questions regarding a specific activity, please contact the Activities Office at 507-444-8988.



Buildings and Contacts

Elementary

Lincoln Elementary

Mary Hawkins, Principal
747 Havana Road
(507) 444-8100
Attendance Line: 444-8105

McKinley Elementary

Justin Kiel, Principal
1050 22nd Street NE
(507) 444-8200
Attendance Line: 444-8205

Washington Elementary

Elizabeth Svenby, Principal
423 14th Street NE
(507) 444-8300
Attendance Line: 444-8305

Wilson Elementary

Mel Hoffner, Principal
325 Meadow Lane
(507) 444-8400
Attendance Line: 444-8405

Community Education & Early Childhood

Roosevelt Community School

Deb McDermott Johnson,
Director
122 McKinley Street E
(507) 444-7900

Owatonna Education Center

Maggie Goldade, ECSE
Supervisor
338 Main Street East
(507) 444-8041

Secondary

Owatonna Middle School

Julie Sullivan, Principal
500 15th Street NE
(507) 444-8700
Attendance Line: 444-8705

Owatonna Senior High

Kory Kath, Principal
333 School Street East
(507) 444-8800
Attendance Line: 444-8805

Area Learning Center

Brenton Shavers, Principal
338 Main Street East
(507) 444-8000
Attendance Line: 444-8005

District Administration

District Office

515 West Bridge St
(507) 444-8600



Departments/Services

Facilities & Infrastructure

Bob Olson
(507) 444-8606
bolson@isd761.org

Finance & Operations

Amanda Heilman
(507) 444-8605
aheilman@isd761.org

Human Resources

Chris Picha
(507) 444-8602
cpicha@isd761.org

Nutrition Services

Sarah Brooks
(507) 444-8607
sbrooks@isd761.org

Technology & Innovation

Mike Halverson
(507) 444-8609
mhalverson@isd761.org

Special Services

Danielle Theis
(507) 444-8604
dtheis@isd761.org

Superintendent

Jeff Elstad
(507) 444-8601
jelstad@isd761.org

Teaching & Learning

Michelle Krell
(507) 444-8603
mkrell@isd761.org

For more information, please refer to our website www.isd761.org > Safe Learning Plan