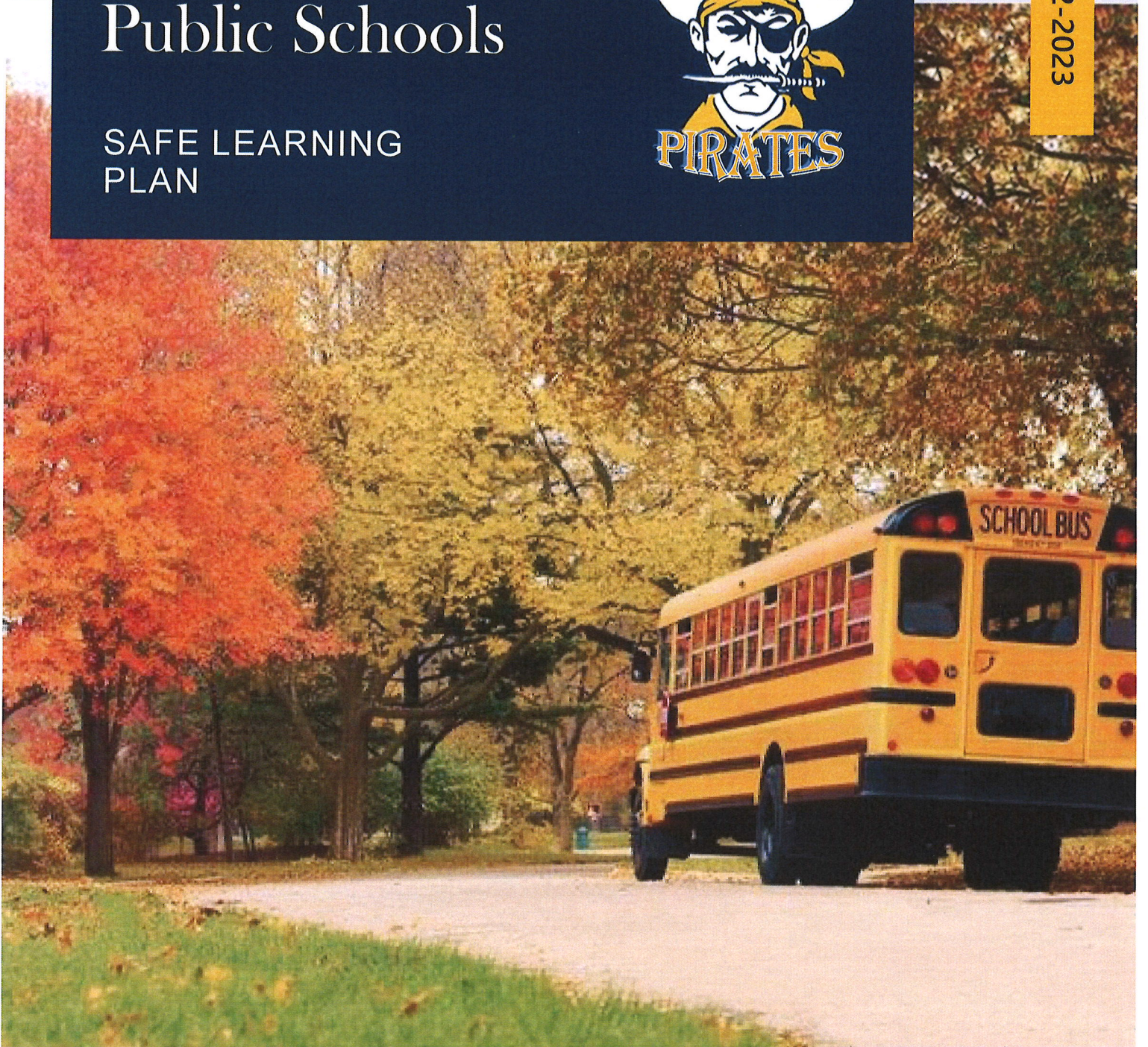


Crookston Public Schools

SAFE LEARNING PLAN



2022-2023



IMPORTANT SCHOOL CONTACTS

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Stacey Grunewald, School Nurse

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Washington Elementary School

Denice Oliver, Principal
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Highland Elementary School

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Table of Contents

Message to Crookston School District Families	3
Safe Learning Models Overview -- 2022-23 School Year	4
Learning Model 1: In-Person Learning Plan	4
General Description	4
Instructional Delivery Considerations	4
Food Service Considerations	4
Transportation Considerations	4
Activities/Athletics	5
Social Distancing Considerations	5
Infrastructure Considerations	8
Learning Model 2: Distance Learning Plan	6
General Description	6
Instructional Delivery Considerations	6
Crookston Elementary/Preschool:	6
Crookston Secondary (7-12):	6
For Students...	7
For Parents/Guardians...	7
Special Education and Section 504:	8
Students Receiving Special Education Services:	8
Students Receiving Services and Supports through 504 Plans:	8
Food Service Delivery Considerations	9
Social Distancing Considerations	9
Infrastructure Considerations	9
Activities/Athletics	9
Equity	10
Face Coverings	10
Reporting Symptoms and Exposure	11
Building and Classroom Use	12
Visitors	12
Student Support & Engagement	12
Parent/Guardian Responsibilities	13
Resources	14

Message to Crookston District Families:

Greetings to our Crookston Parents, Guardians and Students as we prepare for our upcoming school year. Schools are a critical component of communities and have a tremendous impact on the health, well-being, growth, and development of students and families. As we plan for the 2022-23 school year, in compliance with the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) guidance, our focus is to create an educational delivery system that will keep ALL of our students, staff and families healthy and safe, knowing that the delivery system may possibly need to be adjusted throughout the school year based on certain conditions present in our schools, community or state.

The Crookston School District strongly acknowledges that students learn better in person, especially if the learning environment is safe, welcoming and engaging. The Crookston School District plans to return to typical school operations and programming for the 2022-23 school year. The following plan was developed with the safety, social, economic, financial, and political impact on students, staff and community in mind.

We will continue to have our two learning plans/scenarios for the school year that are detailed in this document. The goal is to have our school ready for whatever the public health situation may require. It is the intent of the school district to be ready to switch between the learning models outlined in this document if/when we are required to do so based on the current public health conditions in our school, our community and our county. Each of the learning models in our Safe Learning Plan provides families a framework that instills safety for students, families, and staff while providing structure for consistency in instruction, student and family expectations, and flexibility for students and families so that all children can reach their fullest potential if challenging circumstances were to arise again. Regardless of which learning model our school is in, it is our mission to conduct each model with fidelity; ensuring that all of our students make growth in the areas of academics, the arts, and their social emotional well being. Our number one priority is to establish a system of instruction that meets the needs of every learner regardless of their situation and doing so in a safe and caring learning environment.

Our Safe Learning Plan includes the following goals that are also part of the State's Plan: 1) Prioritize the safety of students and staff; 2) Prioritize in-person learning; 3) Consider infectiousness and transmission risk among different ages; 4) Support planning, while permitting flexibility; and 5) Take into account disease prevalence at a local and county level. This document will outline the two learning models/educational delivery scenarios for the Crookston School District that follow the requirements and/or recommendations of MDH and MDE.

Continuing to keep school buildings open for in-person instruction in a healthy and safe manner is our main priority for our students, staff and community. More information and updates to this plan will be shared as necessary. We thank you for your continued patience, trust and support as we follow our Safe Learning Plan.

Respectfully,

Dave Kuehn, Superintendent

Matt Torgerson, 7-12 Principal

Denice Oliver, Washington Elem. Principal

Chris Trostad, Highland Elem. Principal

Kathy Stronstad, Special Services Director

Safe Learning Models Overview -- 2022-23 School Year

Learning Model 1: In-Person Learning Plan

General Description

- In this learning model, students attend school, following additional safety precautions. The wearing of face masks is encouraged, but not required for students and staff when in the school building or when traveling on one of our school buses or vans.
- Students would attend school with normal hours and classroom settings.
- Students and staff will create as much space between one another as is feasible during the day, but will not be held strictly to enforcing three feet of social distancing during primary instructional time in the classroom.
- This scenario may be implemented assuming state COVID-19 metrics continue to stabilize and/or improve.

Instructional Delivery Considerations

- During the In-Person Learning Plan, in class teaching and learning will take place.
- Distance learning options will be available on a case by case basis for students requiring alternative school schedules.

Food Service Considerations

- Students will eat breakfast and lunch as they normally do when attending school in person.
- Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building.
- Students will be spread out in the lunchroom to accommodate appropriate social distancing, wherever possible.
- Lunch schedules will be adjusted to reduce the number of students in the lunchroom at one time, when possible.
- As always, ensure the safety of children with food allergies.
- Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building.

Transportation Considerations

- School buses will run their regular route each day social distancing taking place when possible on each bus.
- The wearing of face masks is encouraged, but not required for students and staff when in the school building or when traveling on one of our school buses or vans.
- Students from the same household are encouraged to sit together.
- ABSOLUTELY NO SHARED FOOD or DRINKS on the bus.
- Each bus will be disinfected after each route.
- Seats, driver area, entry handrail and entry door area should be cleaned frequently.

- Students and parents/guardians should contact the school district's transportation director, Rick Niemela, to arrange for transportation or to have any questions answered. Please contact Rick Niemela at rickniemela@isd593.org or at (218) 281-5444.

Note: The Department of Transportation (DOT) will not allow seats to be removed or barriers to be installed on the bus.

Activities/Athletics

Activities and extracurricular programming will continue to follow the guidelines from the Minnesota Department of Health (MDH), the Minnesota State High School League (MSHSL) and the COVID-19 Sports Guidance for Youth and Adults. Students participating in full-time distance learning during the In-Person Learning Model are still allowed to participate in school activities.

Social Distancing Considerations

The school district will work to socially distance students as much as possible but cannot guarantee a minimum of 6 feet at all times. Staff will minimize "group" activities and those activities where close proximity to each other can be avoided.

Other considerations:

- Systematically 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.
- Systematically review and evaluate classroom capacity with the goal of creating as much space between people as possible, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom.
- Consider reducing class sizes or using alternative spaces with greater capacity to allow for more physical space between people.
- Have staff monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, and vice versa.
- Nonessential visitors, volunteers, and activities involving external groups or organizations should be restricted. Discontinue self-service food or beverage distribution in the cafeteria.

Infrastructure Considerations

- Heating Venting and Air Conditioning (HVAC)
 - The district will alter as many settings as possible to promote the intake and circulation of fresh air in the school building while maintaining all code and ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) standards that apply to public schools.
- Physical Space Changes
 - Restrooms - Staff will work to stagger restroom breaks for students to limit the number of occupants at any given time.
 - Hand Washing/Sanitizing - Students and staff will implement hand washing procedures within the classroom setting. All individuals are expected to wash their hands regularly.
- Building Cleaning/Sanitation Procedures
 - The school district's custodial department will implement additional sanitization procedures to ensure the building is ready for students each day.

- All chemicals used will support sanitizing of surfaces.
- These chemicals will be those normally used in the school setting.
- Extra attention will be given to shared spaces, door handles, etc when time allows.

Learning Model 2: Distance Learning Plan

General Description

- In this learning model, all academic work is completed at home.
- Daily online attendance will be required for all students learning from home.
- Instruction would follow the same daily schedule used in the In-Person Learning Model. On a daily basis, students can expect 2-4 hours of learning time (depending upon grade level) consisting of the following: teacher instruction, planned learning activities, independent student work time, and daily interaction with teachers.
- Teacher planned assessments would count towards an overall grade.
- This learning model may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of all in-person learning.

Distance Learning defined – Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their teacher(s). It is important to note that distance learning does not always mean e-learning or online learning. Crookston School District students will have full access to appropriate educational materials either in paper-pencil (packet), online via the internet, or both.

Instructional Delivery Considerations

Parents/guardians are encouraged to keep in contact with your child's teacher(s) on a regular and routine basis to solidify a partnership between school and home. Below is the instructional delivery plan for Distance Learning.

Crookston Elementary/Preschool (Washington & Highland):

- Elementary & Preschool teachers will prepare Home Learning Plans (HLP) for continuity of the instruction during distance learning.
- Lessons will be delivered either via take home packets or electronically. Any necessary books and/or learning activities will be delivered to students or can be picked up at school.
- Teachers will be contacting students and parents/guardians on a regular basis to check in and support their ongoing learning.
- The school district encourages parents/guardians, if possible, to develop a daily schedule for students to complete their Home Learning Plans.

Crookston Secondary (7-12):

- Students in grades 7-12 will follow their normal class schedule on days that Distance Learning is taking place.
- Students should make plans to get their assignments via the learning management system Google Classroom.
- This means teachers will be posting assignments on Google Classroom and collecting assignments this way as well.

- It is the expectation of the school district that students will work to complete these assignments by the due dates established by their teachers.
- Grades 7-12 staff members will be assigned an "Advisory Group" of students to check in with and support their ongoing learning.
- These staff members will serve as their point of contact to address any questions or concerns.
- Teachers will be contacting their assigned group of students on a daily basis to check in and support their ongoing learning.
- Student attendance will be determined by the connections made from staff members and students on a regular and routine basis.

For Students...

- Online attendance is required for any students in any Distance Learning Model.
- During distance learning days, you may be invited to join a live session with your teacher using Google Meet or Zoom.
- All online interaction is an extension of the physical classroom, and expectations of your behavior online are the same as what we would expect in the classroom.
- If at home, all video connections must be placed from a "common" area of your home.
- When joining a session, after you join the meeting, you should have your microphone muted.
- If you would like to speak, we ask that you use the built in chat messaging to request to unmute. This will assist your teacher in facilitating the session, and give you and your fellow students the best learning experience possible.
- Also, if you would prefer to join only by audio, you can place tape on your Webcam, or choose not to activate your camera when you join the meeting.
- Recommend that students wear headphones to eliminate background noise going back through the computer microphone

For Parents/Guardians...

- Online attendance is required for any students in any Distance Learning Model.
- During our extended distance learning days, your child's teacher may offer "live" webinar sessions using Google Meet or Zoom.
- This will be a chance for your child to connect with the teacher, ask questions and see classmates.
- We see this as a valuable tool to allow your child and teacher the ability to maintain their relationship and enhance learning.
- The sessions may be recorded by the teacher and posted to Google Classroom, so that if a student in the class is unable to attend the session, they could view it at a later time.
- If you do not want your child's image to be displayed during these sessions, your child can either place tape on their Webcam, turn off the Webcam when joining the session or join using the provided phone number.
- Please have students connect from a "common" area of your home and not a private space such as a bedroom.

Special Education and Section 504:

- In the event of extended school closures, the school district remains responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or those with disabilities who qualify for a 504 Plan.

- Districts must plan how they will continue to meet the requirements of Part B (3- 21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C, and Section 504 of the Rehabilitation Act of 1973.

Students Receiving Special Education Services:

- Students with disabilities who receive special education services through an Individualized Education Program (IEP) or Individualized Family Services Plan (IFSP) will continue to receive special education services and support during distance learning.
- The goal is to maintain as many of the IEP/IFSP services as possible, however not all current parts of an IEP/IFSP may be relevant or possible during distance learning.
- Case managers will reach out to parents/guardians to discuss how each child’s special education services will be provided during distance learning.
- Each student with an IEP/IFSP will have an Individualized Distance Learning Plan (IDLDP) based on their current IEP/IFSP.
- The IDLP will be developed by members of the IEP/IFSP team, including the parent/guardian, and will outline the services and support each student will receive through distance learning.
- In addition to developing IDLPs, the district will be implementing several procedures to ensure it is meeting due process obligations, including upholding timelines and holding IEP/IFSP team meetings.
- As a general principle, during this unprecedented national emergency, school districts are encouraged to work with parents/guardians to reach mutually agreeable extensions of time, as appropriate.

Throughout the course of any distance learning period, the district will meet due process obligations as follows:

- IEP meetings will be held, though timelines may be impacted by complete school closures
- IEP meetings will not be conducted in person at school buildings, but instead will be held virtually via any of the following methods:
 - Phone conference
 - Video conference - Google Meet or Zoom
- Initial evaluations and reevaluations will be conducted. However, for activities that are not reasonable to carry out if students are not physically at school (i.e., standardized face-to-face assessments), those activities could be delayed until building-based instruction resumes.

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and supports through special education (IEPs) should contact either of the following special services administrator: Kathy Stronstad, Director of Special Education at kathrynstronstad@isd593.org 218-281-5313 ext. 2101.

Students Receiving Services and Supports through 504 Plans:

- Students with physical or mental impairments who receive services and support through a Section 504 Plan will continue to receive those services and supports during distance learning.
- The goal is to maintain as much of the 504 Plan as possible, however not all current parts of a 504 Plan may be relevant or possible to implement during distance learning.
- 504 case managers will be reaching out to parents/guardians to discuss how each child’s 504 Plan will be implemented during distance learning, including the consideration for any needed changes.
- If it is determined that changes to the 504 Plan are necessary for distance learning, those changes will be incorporated into the plan, sent home to parents/guardians and communicated with each child’s teacher(s).

- 504 evaluations and planning meetings will continue to occur during any distance learning period, however, meetings will not occur in-person in any school building. Instead, one of the following virtual methods will be used:
 - Phone conference
 - Video conference - Google Meet or Zoom
- Questions or concerns regarding how the district is meeting the needs of 504 students, should contact ?? 218-826-6101.

Food Service Delivery Considerations

- We know many of our students depend on our school food service program so it is important we provide ongoing meals for our students during times of distance learning.
- Our food service department will provide breakfast and lunches to students by preparing unitized meals.
- When the entire district or an entire school is in a period of distance learning, meals will be available for pickup at the student's school of enrollment on every regular school day during the distance learning period. Meals will include breakfast and lunch.
- If individual classrooms are in a period of distance learning, requests for unitized meals should be made through the food service department directly.
- **Student lunch accounts will be charged according to the school rates set for these meals.**

Social Distancing Considerations

School buildings and grounds may be closed depending on the severity of the COVID-10 spread.

Infrastructure Considerations

- Masks
 - The wearing of face masks is encouraged, but not required for students and staff when in the school building or when traveling on one of our school buses or vans.
- Heating Venting and Air Conditioning (HVAC)
 - The district will alter as many settings as possible to promote the intake and circulation of fresh air in the school building while maintaining all code and ASHRAE standards that apply to public schools.
- Building Cleaning/Sanitation Procedures
 - Effective immediately, the school district's custodial department will implement additional sanitization procedures to ensure the building is ready for staff each day. All chemicals used will support sanitizing of surfaces. These chemicals will be those normally used in the school setting. Extra attention will be given to shared spaces, door handles, etc.

Activities/Athletics

All extra-curricular activities are postponed until further notice if the entire school is in the Distance Learning Model.

Equity

Minnesota defines educational equity as the condition of justness, fairness and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potential. Equity is a priority to reach all children, especially children of color, indigenous children, immigrant children, low-income families and communities, and people who have disabilities must continue to be prioritized. Further, access to mental health services and support, hands-on student education and support, broadband and devices, and consistent instructional expectations continue to be concerns for many students. The educators of the Crookston School District stand ready to meet this need. Safely providing opportunities for in-school learning and other activities will provide engagement, support, and access for our students, families and communities.

Broadband Access: A challenging issue with any form of distance learning is the lack of access to quality broadband internet access. It isn't enough to simply have internet access at home. Quality upload and download speeds are necessary to conduct distance learning appropriately. In response to this ongoing issue, the Crookston School District will be working to establish alternative procedures for students to access learning online. A limited number of "Hotspots" are available for families that have cellular service but no access to broadband.

Synchronous (real-time) video can be difficult for some families given issues of access and other family circumstances. Students without internet access, when no electronic solution can be found, will be provided paper copies of instructional materials. These materials will be delivered to students via the bus routes or picked up at school.

Face Coverings

- The use of face coverings at this time are encouraged, but not required in the Crookston Public School District buildings and on school buses and school vans.
- Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when breathing, talking, sneezing or coughing.
- Students and staff may choose to supply their own face covering meeting the following guidelines:
 - Face coverings should comply with the Minnesota Department of Health guidelines, covering the nose and mouth and fitting snugly against the sides of the face.
 - The face covering is appropriate in terms of following school district policy and the appropriate student handbook.
- For those with medical exemptions, additional precautions may be used, including the use of an alternative shield or barrier.
- Cloth face coverings should be washed frequently, and disposable coverings should only be used once.

Reporting Symptoms and Exposure

- Parents will be responsible for reporting daily to the school the presence of any symptoms in students, or possible COVID-19 exposure.
- If your child tests positive for COVID-19, they will need to isolate for 5 days from the start of symptoms. If your child is fever free for 24 hours without using fever-reducing medication and symptoms are improving, your child can return to school (Day 6) and wear a mask through Day 10.
- No quarantining will be in place, except in high-risk congregate settings.
- COVID-19 Symptoms include:
 - Fever of a 100.4 F or greater or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If your child has two or more of these symptoms, COVID testing is strongly encouraged
- In an effort to protect both children and staff entering our school building, the Crookston School District is asking parents/guardians to check their child(ren)'s temperature prior to dropping them off for school every morning or prior to sending them to the bus.
- If your child has even mild symptoms of fever (temperature of 100.4+), cough, shortness of breath or other respiratory symptoms, they need to be kept home. Please contact the office if your child has these symptoms and is kept home.
- Your child will not be able to return to school until they have been fever free for 24 hours without the use of medication and their symptoms are improving.
- If your child becomes sick during the school day, parents/guardians will be contacted immediately and will be expected to pick up their children as soon as possible. Students will be immediately separated from other students while awaiting pick up.
- If the school district receives confirmation of a positive case of a student or staff member, the Minnesota Department of Health and Polk County Public Health may be contacted for direction on how the school district handles the COVID-19 case.
- Additional information regarding reporting and quarantine requirements will be provided on an ongoing basis in coordination with the state and local health departments.

Building and Classroom Use

- Staggered release/start times for changes/transitions of 7-12 classes during in-person learning.
- Hand Sanitizing stations in each classroom and throughout the building (entrance areas, lunchroom, office, etc.).
- ABSOLUTELY NO SHARED FOOD OR DRINKS in the classroom.
- Outdoor classes and activities will be held whenever possible.
- Students will be given handwashing opportunities during the day.
- Transparent (plexiglass) barriers may be used in the office and in some classrooms.
- We encourage students to bring their own labeled water bottle as drinking fountains will only be used to refill a water bottle or cup.

Visitors

- Only students and staff should be present inside school buildings or on school buses and vans during school hours.
- Visitors to any of our buildings need to work through each respective building admin/office staff to ensure access to the school building during school hours.
- Transparent (plexiglass) barriers may be used in the office to provide additional protection.
- While indoors, face coverings are encouraged, but not required. All persons entering the building will be required to verify that they are free of COVID-19 symptoms.
- Any communication/engagement that can be conducted outside (weather permitting), through electronic communication or phone, should be done to limit the number of individuals inside the school building.

Student Support & Engagement

Families can expect that throughout the school year, the Crookston School District will have in place the learning model/scenario that meets the current health conditions of the school and county, and that meets all of the guidelines and requirements prescribed by the Minnesota Department of Health and the Minnesota Department of Education. It is our hope that through the possible different transitions between learning models that could take place that students and families are able to maintain a high level of support. Clear communication with thoughtful and organized planning from the school will make these transitions smoother. Regardless of the learning model in place, our focus will continue to be on the following areas:

Transitional Supports: The Crookston School District staff will focus on transitions that occur daily throughout the school year. Welcoming practices, on-going support and proactive transition support for students, family and staff. All practices will help increase a sense of belonging and will foster positive, supportive relationships between students and teachers.

Community Partnership: Focus on recruiting and collaborating with a wide range of community and county resources, with special attention to:

- Establishing mechanisms for outreach and collaboration
- Weaving together school and community/county resources as one

Specialized Services for Students & Families: Focus on ensuring the needs are met of every student and family through:

- Referral to services
- Provide support as soon as a need is recognized
- Monitor and manage the support
- Evaluate the outcomes

Crisis Prevention and Response:

Crookston staff will focus on identifying what can be prevented and taking effective action, via establishing best practices for school-wide prevention strategies and through developing and implementing a well-designed system for crisis response and follow up.

Parent/Guardian Responsibilities

- In an effort to protect both children and staff entering our school building, the Crookston Public School District is asking parents/guardians to check their child(ren)'s temperature prior to dropping them off for school every morning or prior to sending them to the bus.
- If your child has even mild symptoms of fever (temperature of 100.4+), cough, shortness of breath or other respiratory symptoms, they need to be kept home. Please contact the office if your child has these symptoms and is kept home.
- If your child becomes sick during the school day, parents/guardians will be contacted immediately and will be expected to pick up their children as soon as possible. Students will be immediately separated from other students while awaiting pick up.
 - If your child is sick at home or becomes sick at school AND the sickness is non-COVID-19 related, **your child will need to remain home for 24 hours (1 day) and be fever/symptom free before returning to school.**
 - If the sickness has COVID-19 related symptoms (fever, cough, sore throat, shortness of breath, muscle aches, headaches, new loss of taste or smell, nausea, vomiting) **testing will be recommended. Your child will need to remain home until there has been no fever (100.4+) for at least 24 hours without using medication to lower fever AND Cough or breathing problems have gotten better.** If the school district receives confirmation of a positive case of a student or staff member, the Minnesota Department of

Health and Polk County Public Health are contacted for direction on how the school district handles the COVID-19 case.

- Parents/guardians will communicate if their child has contracted COVID-19 by contacting Crookston School District's Student Healthcare Nurse, Stacey Grunewald, at staceygrunewald@isd593.org 218-281-2144 ext. 2237
- Contact our school counselors, Tara Klein (7-12) or Kris MacGregor (K-6), if your child is experiencing mental health concerns. Tara's contact information is taraklein@isd593.org or at 218-281-2144 ext. 451 and Kris' contact information is krismacgregor@isd593.org or at 218-281-5600 ext. ??
- If parents/guardians have questions or want share ideas/input on how to help us improve our plan, please contact either Dave Kuehn, Superintendent at davekuehn@isd593.org or Stacey Grunewald at staceygrunewald@isd593.org
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Resources

The following resources were used in the creation of this plan:

[Minnesota Department of Health](#)
[Center for Disease Control](#)
[Minnesota Department of Education](#)
[Polk County Health Department](#)
[State's Safe Learning Plan](#)

Plan Updated 9/1/2022