

Lincoln Elementary



In-Person/Hybrid Learning Plan

Dear Lincoln Elementary Students, Staff and Community,

Education as we know it changed dramatically in mid-March when Governor Walz decided to move all public schools to distance learning for the remainder of the 2019-2020 school year. I am incredibly proud of our staff and students for meeting this head-on and for doing such a great job.

The challenges for public schools continue as we move into the 2020-2021 school year. The Governor has indicated we must be ready to implement any of the following three scenarios for the 2020-2021 school year:

Scenario 1: All students return

Scenario 2: Hybrid

Scenario 3: Distance Learning

From our parent survey, we found it was imperative to the majority of our families that we bring all students back, every day, safely.

A task force convened to develop a plan for the following areas: transportation, nursing, nutrition, elementary procedures, secondary procedures, sanitation, and the front office. I am proud to announce, with the help of our task force, we have found a way to do just that; all students will attend school every day in scenarios 1 and 2. We will proceed while maintaining confidentiality under FERPA and all other state and federal laws.

I would like to ask for your patience as we implement the procedures found in this handbook. There is simply no way to make everyone happy, and some decisions will upset people. Using the information the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) provided to our district, the team made decisions that were in the best interest of our students and staff. This document will be fluid; meaning, changes will be made when necessary as new information is made available to us.

Finally, I want to thank all of you for your commitment and support. Together we can help our students achieve great success!

In partnership,

Dan Deitte, Superintendent of Schools

TASK FORCE

Dan Deitte, Superintendent
Heather Anderson, Elementary Principal/ COVID-19 Coordinator

Olivia Wermers, Elementary Teacher
Tami Moen, Elementary Paraprofessional
Amber Hopper, Technology Coordinator

Shannon Gossen, School Nurse

Nancy Blanchette, Elementary Administrative Assistant

Rebecca Johnson, Food Director
Lenny VanOverbeke, Head Custodian
Justin Knutson, 4.0 Manager

Arrival

- ❑ Lincoln Elementary students will be required to go straight from the bus/vehicle to their classrooms (or to breakfast). There can be no congregating in the hallways before or after school. (MDH Planning Guide, Page 5)
- ❑ We are required by the Minnesota Department of Health to: “Conduct symptom screening for any person entering the building. This includes staff, students...physically entering the school building.” (MDH Planning Guide, Page 1)
 - ❑ Students will be asked two questions:
 1. Are you feeling well today?
 2. Have you been exposed to someone with COVID-19?
- ❑ Students must have their masks on while in the line to be screened prior to entering the building
- ❑ We will use two entrances. Door 1 and 12. Bus 1 will drop off at DOOR 1. Bus 2 & 3 will drop off at DOOR 12. Students who walk or ride with a family member to school, will use DOOR 1.
- ❑ When students arrive, they will drop-off their items at their locker - go straight to their classrooms or to breakfast.
- ❑ After breakfast, they will go to the classroom wearing their mask.
- ❑ Because students aren't allowed to congregate in the hallways, the school will not be accessible until 8:05AM each day. At 8:05 AM, staff will begin screening students and will enable them to enter the building.

Departure

- ❑ We will have a staggered release at the end of the school day to lessen the number of students in the locker bays at a time.
- ❑ Dismissal Times (Times to go to locker)
 - ❑ PreK & K: 3:05PM
 - ❑ 1st & 2nd: 3:15PM
 - ❑ 3rd, 4th, 5th, & 6th: 3:20PM
- ❑ Grades PreK, 1st, 3rd, and 4th will dismiss out the main entrance (DOOR 1).
- ❑ Grades K, 2nd, 5th and 6th will dismiss out DOOR 12.
- ❑ If a parent/guardian is picking their child up from school at the conclusion of the day, they should wait on the sidewalk near the door their student will be exiting.

Classroom Setup

- ❑ Rugs will not be used in the classroom.
- ❑ Desks will be positioned at least 6' apart.

Sanitizing Classrooms

- ❑ Gloves, hand sanitizer, and masks (or face shields) will be provided to all teachers
- ❑ Students will use their own materials (pencils, scissors, etc.) which will be kept in their own case
- ❑ The teachers will provide a sanitized bin of pencils, etc. for students who are missing items along with a bin to deposit used items (teachers will sanitize those items or will designate a dependable student to do this)
- ❑ Classrooms should be sanitized at least 4 times/day. Once in the morning, once in the early afternoon, and at the end of the school day.
- ❑ If students go to a table for small group discussion, the table must be cleaned between each group.

Sanitizing

- ❑ Decals will be placed in the following locations:
 - ❑ At water fountains
 - ❑ In hallways

- Lunchroom
- Classrooms
 - Hand sanitizers will be in each classroom- use as exiting each period
- Gymnasiums
 - Competition Gym - students sweep following each class
- Water Fountains
 - Not allowed to use the mouthpiece (cover or mark to prevent use)
 - Purchase water bottles – add it to the classroom supply lists
 - Elementary Scheduled Filling Times
 - Wiped down hourly by Lenny & Greg
 - Install hand sanitizers near the fountains & signage to encourage use
- Restrooms
 - Every 2 hours wipe down by Custodians
 - Sinks
 - Door handles and locks
 - Flushers
 - Toilets
- Classroom Doors
 - Prop doors open (except when testing/quiz days or when showing a movie) to lessen the use of the door handle
 - Use hand sanitizer after touching a door knob
- Lockers
 - Students can only touch their own lockers
 - Before getting something out of their lockers, use hand sanitizer before exiting the classroom
- Hallways
 - Twice per day outside of the lockers
- Vestibules
 - Provide a table with hand sanitizer

Substitutes

- If a paraprofessional or teacher is ill, a substitute will be hired.
- COVID-19 guide will be shared with substitutes prior to the school year.
- If no substitute is available, Mrs. Anderson will substitute.

Library

- Mrs. Jillian Noble will go into the classrooms for read aloud time.
- Library will take place on **Wednesday** of each week and will occur via the Library Book Mobile.

- ❑ Mrs. Noble will visit individual classrooms with specific grade bins that students will choose books from.
- ❑ Students can request specific books via the form provided to classroom teachers. Mrs. Noble will do her best to accommodate requests.
- ❑ Each student will be allowed to check out **ONE** book each week. This change is to ensure that books are returned each week as well as the sanitization that needs to occur with each book.
- ❑ Books **HAVE** to be returned from the previous week in order to check out another book. Books can be renewed. Students are not allowed to have more than **TWO** books checked out under their name.
- ❑ Each classroom will be equipped with a **Book Quarantine Box**. When students return their books, they are to be placed in this box.
- ❑ Students are encouraged to use the **Ivanhoe Public Library** for additional book needs. Library cards are free and available to anyone. Please consider using their services as it is also connected to the Plum Creek Library system and can request books too.

We will try to provide the best experience possible for our students, but know that library services will look different than in previous years. Reading is an important part of a child's growth, so please continue reading with your child and use all of the resources provided to your family.

Music

- ❑ Music class will be held in the music room.
- ❑ Student chairs will be 8' apart.
- ❑ There will be no whole group band. There will, however, be individual band lessons.
- ❑ Students will have music class outside whenever possible.

Physical Education Class

- ❑ Preschool and kindergarten will have physical education class with their individual grades.
- ❑ 1st and 2nd grade will have physical education class together.
- ❑ 3rd and 4th grade will have physical education class together.
- ❑ 5th and 6th grade will have physical education class together.
- ❑ Participation Guidelines
 - ❑ Each grade will have their own set of equipment.
 - ❑ When not participating in the activity, students will maintain their 6' distance.

- ❑ Students will put on hand sanitizer before and after participating in the activity.

Food/Nutrition

- ❑ Meals will be served in the cafeteria.
- ❑ Self-service will not be allowed and strict social distancing during meals will be required.
- ❑ The cafeteria will be sanitized and labeled to assist students and staff with understanding how procedures will work. Decals will denote where students may sit on each table and where they should stand when dumping their trays.
- ❑ Kitchen staff will wear a face mask and gloves while preparing and serving.

BREAKFAST 8:05-8:20AM

- ❑ Lunch numbers will be told to the paraprofessional. Students will not type in their own number.
- ❑ Students will eat in the Cafeteria.
- ❑ A paraprofessional will monitor students leaving and sanitizing those open spots before a new student sits down.

LUNCH 11:40-12:35

- ❑ All students and staff will wear masks into the cafeteria to retrieve their food.
- ❑ There will be 2 students per round table. Students will sit with their grade only.
- ❑ Sanitizing Tables - Tables will be wiped using the pre-assigned rags and using the school-issued disinfectant.
- ❑ Sanitizing Seats - Students will wipe the seats using the anti-bacterial wipes.
- ❑ Students must remove masks completely before eating - not hanging around their necks.
- ❑ Paraprofessionals will sanitize the lunchroom tables.
- ❑ Staff are encouraged to eat in their own rooms, but if the commons is used, those staff will be required to sanitize the tables before and after.
- ❑ Families that choose distance learning, the only option for lunch will be a grab and go at the school. Pick up will be at the main entrance vestibule.
- ❑ Lunch dismissal will be staggered to try to limit the line length.
 - ❑ 11:40: 6th Grade
 - ❑ 11:43: 5th Grade
 - ❑ 11:45: 2nd Grade
 - ❑ 11:47: 1st Grade
 - ❑ 12:10: 4th Grade

- ❑ 12:12: 3rd Grade
- ❑ 12:14: Kindergarten
- ❑ 12:15: PreK
- ❑ Students will wash their hands prior to eating lunch.
 - ❑ First Lunch
 - ❑ 1st Grade: Downstairs bathrooms
 - ❑ 6th Grade: Downstairs bathrooms
 - ❑ 2nd Grade: Upstairs bathrooms
 - ❑ 5th Grade: Gym Bathrooms
 - ❑ Second Lunch:
 - ❑ PreK: Gym Bathrooms
 - ❑ Kindergarten: Downstairs Bathrooms
 - ❑ 3rd Grade: Gym Bathrooms
 - ❑ 4th Grade: Downstairs Bathrooms

Office Procedures

- ❑ Office procedures during 2020-2021 school year will be dramatically different to ensure that we are limiting the number of people who bring germs into the building. The safety of our students and staff are a top priority.
- ❑ Parents will no longer be allowed into the building unless there is a medical emergency with their child.
- ❑ All items brought to school during instructional hours must be dropped off in the main entrance vestibule in a drop box.
- ❑ If possible, call the school with questions that do not require an in-person visit.
- ❑ For all other interactions, please refer to the frequently asked questions:
 - ❑ **Will students be allowed in the office ever?**
 - ❑ To decrease the traffic through the main office, any tasks that can be completed over the phone or digitally should be done through this venue.
 - ❑ Student walk-ins (to the office) are no longer allowed.
 - ❑ Students who require medication throughout the school day, will be required to wait outside the main office door at a designated time. Nancy Blanchette will exit the office and give the student his/her medication.
 - ❑ **How will I check my child in/out for appointments during the day?**
 - ❑ Parents will need to notify the school prior to their child checking in or out.
 - ❑ The check in/out sheet will be in the main entrance vestibule. Parents/guardians will need to ring the bell and Nancy

Blanchette will bring the student to the vestibule with his/her items if they are leaving.

- If the student is arriving for the first time, a screening will be conducted (temperature taken and questions posed) before entry into the building will be permitted.
- Students who were checked in previously sometime during the day will not be screened again.
- How should my child deliver lunch money to the school?**
 - A secure locked box will be placed in an easily accessible area. All checks and money may be deposited into the box, and Nancy Blanchette will collect the money two times per day. PLEASE LABEL THE ENVELOPE WITH YOUR FAMILY NAME IF YOU SEND CASH.
 - If your child brings money or forms to school, he/she may give the money to the teacher. The teacher will place the items in the class folder and deliver them to the office.
- What procedures should we follow with teachers' mailboxes?**
 - Students may not retrieve teachers' mail from the office.
 - Teachers and paraprofessionals are the only ones allowed into the office to pick up their items.
 - We encourage teachers to empty their mailboxes either before or after school.
 - Work that is timely will not be in the mailboxes. It will be emailed or delivered to the classroom.
- How will my student receive a message?**
 - Messages will be emailed to the classroom teacher. If the information needs to be delivered in a timely fashion, Nancy Blanchette will call the teacher's classroom.
- Any student who comes to the office in crisis will not be turned away.

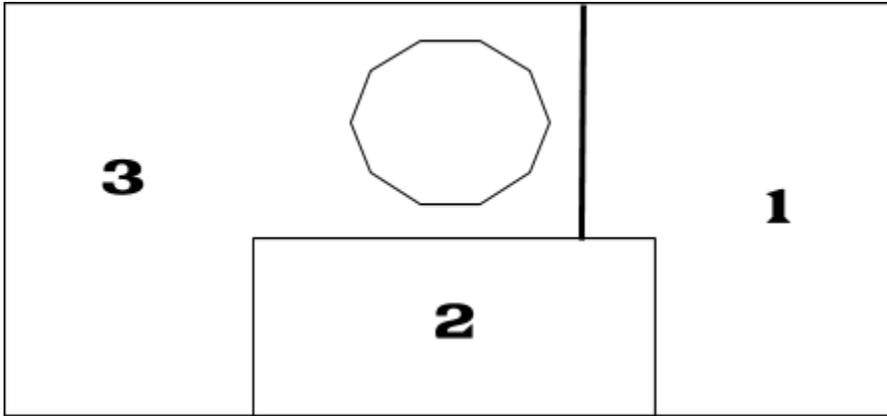
Face Coverings

- All students in Kindergarten through 6th grade and staff are required to wear face coverings per the [Emergency Executive Order 20-81](#).
- It is not mandatory for preschool students to wear a face mask.
- Types of allowable face coverings:
 - Paper/disposable mask
 - Cloth face mask
 - Scarf
 - Bandanna
 - Religious face covering

- ❑ The covering should cover the nose and mouth completely, should not be overly tight or restrictive and should feel comfortable to wear.
- ❑ Face masks should not be worn if it has a valve or other openings.
- ❑ Face masks/face shields may be temporarily removed in the following situations:
 - ❑ Engaging in indoor physical activity (gym, recess, after school sports)
 - ❑ Eating or drinking.
- ❑ If a student forgets his/her face mask, the school will provide the student with a disposable mask.
- ❑ The state has provided each student and staff member with a cloth face mask and three disposable face masks.
- ❑ Each staff member will be provided with two face shields. The school and the state purchased one for each staff member.

Recess

- ❑ The playground will be divided into four quadrants. Each grade will be assigned a different quadrant.
- ❑ Each grade will have their own playground equipment bin assigned to them.
- ❑ Hand sanitizer will be used when students enter the school building after recess.



☐ Recess #1 Schedule Rotation

Grade	Mon	Tue s	We d	Thurs	Fri
PreK 3's	X	2	X	1	X
PreK 4's	2	X	1	X	4
1st Grade	1	3	2	4	3
3rd Grade	3	4	3	2	1
4th Grade	4	1	4	3	2

☐ Recess #2 Schedule Rotation

Grade	Mon	Tue s	Wed	Thurs	Fri
Kindergarten	1	2	4	2	2
2nd Grade	2	3	2	4	1

5th Grade	3	4	3	1	3
6th Grade	4	1	3	3	4

- ❑ Recess #1 Monitors
 - ❑ Tami: 4
 - ❑ Allie: 1-3
 - ❑ Shannon: 1-3
- ❑ Recess #2 Monitors
 - ❑ Tami: 4
 - ❑ Carol: 1-3
 - ❑ Jenn: 1-3

Nurse Procedures

Lincoln Elementary is committed to implementing provisions that encourage the health and safety of our students and staff. To assist with keeping our learning environment safe, we have developed a plan to cover the topics listed below.

If you have any questions or concerns regarding any of these topics, please feel free to contact Heather Anderson.

- ❑ **Training**
 - ❑ Proper training is essential to curtail the spread of COVID-19. The school nurse will provide the Lincoln Elementary staff and students with proper procedures for the following tasks:
 - ❑ Hand washing
 - ❑ Putting on and taking off a mask
 - ❑ Covering a sneeze or a cough
 - ❑ Sanitizing tables, desks, and chairs
 - ❑ Identifying symptoms in students
 - ❑ Signage regarding symptoms that would prevent entry into the building, correct social distancing, and appropriate practices for limiting exposure to droplets will be displayed at the school's main entrances.
 - ❑ Please adhere to the circles that will be displayed around the building which indicate where to stand to follow correct social distancing guidelines.
- ❑ **Screenings - Entry into the Building**
 - ❑ The students and staff who attend and work at Lincoln Elementary must be healthy to attend and work in the building.
 - ❑ Any student or staff member who is waiting on results for COVID-19 testing must email Heather Anderson to inform the school.

- ❑ **STAFF**
 - ❑ Staff entering the building must complete the google form to confirm they are fever free, feeling healthy, and have not been exposed to someone who is ill.
 - ❑ Substitute teachers / other visitors must complete a formal screening (temperature taken and survey questions answered) with Nancy Blanchette in the front vestibule.
- ❑ **STUDENTS**
 - ❑ As students enter the building, a staff member will screen their temperature and pose the following questions:
 1. Are you feeling well today?
 2. Have you been exposed to someone who has COVID-19?
 - ❑ If inclement weather prevents students from standing 6 feet apart outside, the bus will hold students and dismiss them 1-3 at a time.
 - ❑ Any students who arrive late (after 8:20 AM) will need to be screened in the main entrance vestibule.
 - ❑ Students who refuse to wear a mask in the hallways will be sent home, and the day will be counted as an unexcused absence.
- ❑ **Health Care Plans**
 - ❑ The school nurse will review and make appropriate adjustments for any students who currently have a health care plan. Parents of high-risk students will be contacted to prepare for the start of the school year.
 - ❑ If your child is at a high risk for illness, please inform Heather Anderson to allow for alternative learning arrangements to be made.
- ❑ **Nurse Office Visits**
 - ❑ To ensure the spread of COVID-19 is mitigated, any students who are sent to the nurse's office with symptoms that align with the virus, the following procedures must be followed:
 - ❑ The teacher will call or text Nancy Blanchette and Heather Anderson regarding the specific symptoms the student has. Keep the phone call private for the student.
 - ❑ An adult (Paraprofessional, Mrs. Anderson or Nancy Blanchette) will escort the student directly to the COVID nurse's office.
 - ❑ The student is not to leave the designated area once he/she arrives.
 - ❑ Parents will pick up the child using the west entrance (near the custodian's office).
 - ❑ The student's school items will be gathered (when the child is picked up from the classroom) and brought to the nurse's office.
- ❑ **Positive COVID-19 Case who was on school grounds:**
 - ❑ Families and staff will be informed through email.

- ❑ The MDH will be notified, and they will provide the school with guidelines regarding how to proceed.
- ❑ Teachers who are in a mandated quarantine (due to a family member who is ill) will teach from home whenever possible.

Transportation

- ❑ All 4.0 drivers will be wearing masks on all routes and all buses. Seat sanitation will occur before and after routes are run.
- ❑ All students riding in a school transportation vehicle must wear a face covering.
- ❑ Buses will be filled to 50% occupancy.
- ❑ Seating on the school bus will be assigned.
- ❑ Family members will be seated together.
- ❑ Riders will sit 6' from the driver.
- ❑ No at will pick ups will be allowed.
- ❑ No bus passes will be administered. Students are only allowed to ride the bus they are assigned. If there is a family emergency where the student would need to be dropped off at a different location (requiring student to ride a different route), then we can accommodate.

Water Fountains

- ❑ The mouthpiece on the water fountain will not be used. (The mouthpiece will be disassembled)
- ❑ The school has purchased each student a Gatorade water bottle. We ask that each student bring \$4 to school in order to help cover the cost.
- ❑ Students may fill their water bottles with the water bottle portion of the drinking fountain as that is contactless.
- ❑ Water bottles will be washed in the cafeteria dishwasher weekly.
- ❑ There are scheduled times for filling water bottles so not all grades will be at the water fountain at the same time.
- ❑ Our custodians will disinfect the water fountain every hour.
- ❑ There will be hand sanitizer near the fountains & signage to encourage use.

Mental Health

- ❑ 24 Hour Mental health Crisis information:
 1. Western Mental Health Mobile Crisis 1-800-658-2429

2. Crisis Text Line 741741

3. National Suicide Hotline 1-800-273-8255

- ❑ [Supporting Mental Wellbeing During COVID-19](#)
- ❑ [Mental Health Support](#)
- ❑ [Tips and Resources for Children and Parents During COVID-19](#)
- ❑ [Helping Children Cope](#)
- ❑ Mrs. Jerzak our school counselor will also be visiting classrooms once a week with a focus on social and emotional learning.

Family Choice Distance Learning

- ❑ All families may opt for distance learning during the 2020-2021 school year while the pandemic continues. If a family chooses distance learning, they will fill out the Lincoln Elementary Distance Learning Request Form. Family choice distance learning will be different than state-required distance learning.
- ❑ Once a decision is made to have instruction via distance learning, the student will learn in that mode until the end of the quarter. Families who are distance learning will only be permitted to change to in-person instruction or from in-person to distance learning at the start of a new quarter. The only exception to this would be students who are required to quarantine due to COVID-19 exposure or diagnosis.
- ❑ Students in distance learning will adhere to the Lincoln Elementary handbook.
- ❑ Teachers will provide a schedule for when students must be logged in to Google Meet to receive instruction.
- ❑ Attendance:
 - ❑ Attendance will be recorded during ALL assigned live instruction. Failure to attend a live session will result in an unexcused absence.
 - ❑ Parents/Guardians must notify the school by 8:00AM if a student is ill and will not be able to log in live.
 - ❑ Lincoln Elementary attendance policies will be followed.
- ❑ Assessments:
 - ❑ All Lincoln Elementary students are required to take the NWEA. Families who choose to distance learn will have to schedule a time for the student to come into the school building and complete these assessments. They will work in a private room with only one staff member present. The room will be sanitized before the students arrive. Students and staff will wear protective equipment.
- ❑ Special Education:
 - ❑ Special education services and support are included in Lincoln Elementary's Distance Learning Plan. Mrs. Peterson will work with

families to create an individual distance learning plan that will support the student while distance learning is active. When students return to the school building, special education services will return to match the original individualized education plan.

- ❑ Mrs. Peterson will provide direct minutes, and supporting work will be sent home based on student needs. Paraprofessionals will still be available to assist students throughout the day.
- ❑ Please email Mrs. Peterson with any questions.
kristy.peterson@ivanhoeschools.org
- ❑ English as a Second Language:
 - ❑ EL students get core instruction from the classroom teacher. The EL teacher will hold virtual Google Meet sessions twice a week with students to provide oral language development. Support will be available to assist teachers in creating accessible distance-learning activities for EL students.
- ❑ Counseling/Mental Health
 - ❑ School counseling and mental health services will be available to students.
 - ❑ Staff will be available to help with social, emotional, mental health, and academic needs during this time.
 - ❑ Please contact Mrs. Natalie Jerzak.
natalie.jerzak@ivanhoeschools.org