



2020-21 MSA Fall Planning Guide

August 10, 2020

Introduction:

This spring brought unprecedented changes to society and our MSA community. As we plan for the 2020-21 school year, MSA is following information from the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) to monitor the COVID-19 pandemic and determine how to keep our students, families, and staff healthy and safe. We have developed plans for three scenarios for the school year, detailed in this document. MSA has planned for all three scenarios, each consider MDH planning guidance, so our school can be ready for whatever the public health situation may require. On August 6th, 2020, the MSA School Board approved opening the school in a distance learning (scenario 3) for the first semester for all students. MSA will offer distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person or hybrid learning should these options become available second semester. Regardless of the scenario that MSA conducts, we will be following a block schedule in all three scenarios with a period day on Fridays when we have 5 class days in a week. Teachers will be utilizing the Google Learning Management System platform.

MSA will monitor the following five key factors to determine if a change in scenario is warranted at the end of the first semester:

1. Meet all MDE and MDH safety requirements for the scenario.
2. Providing transportation for students.
3. Sufficient IT supports are present.
4. Adequate staffing is available.
5. Budgetary considerations.

MSA will adjust this plan as needed to reflect current changes in MDE and MDH guidelines and requirements. These changes will be communicated to the MSA community via Skyward, through our daily announcements, and on the MSA website.

Purpose: Ensure that every MSA student receives an equitable education and has equal access to learning and instruction during the 2020-2021 school year while staying true to our Mission and Vision.

August 10, 2020 Plan

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Three Scenarios for the 2020-2021 School Year:

In-person learning for all students (Scenario 1).

This scenario requires that MSA create as much space between students and teachers as is feasible during the day. Activities and extracurricular programming will continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines.

Hybrid learning with strict social distancing and capacity limits (Scenario 2).

In this scenario, MSA will limit the overall number of people in school facilities to 50% maximum occupancy. Sufficient social distancing with 6 feet between people must occur with contactless pick up and/or delivery of school materials for days that students and staff are not in the school building. This scenario may be implemented if COVID-19 metrics worsen. Scenario 2 may also be implemented if clusters of cases within a classroom or the school develop. This scenario is used to describe classes in which some traditional face-to-face instruction has been replaced by distance learning activities. A hybrid class is designed to integrate face-to-face and distance learning activities so that they reinforce, complement, and elaborate on one another. During this scenario, the goal is to offer students the opportunity to have some in-person classroom instruction every week. On days a student is not on campus, they will join the classroom virtually while off campus. Activities and extracurricular programming will continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines and may be reduced as needed.

Distance learning only (Scenario 3).

This scenario may be implemented if COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. In this scenario students are engaging in distance learning and have access to appropriate educational materials while receiving daily interaction with their licensed teacher. This interaction consists of both synchronous and asynchronous methods based on teacher discretion for the curriculum content being covered. MSA students participating in distance learning will have full access to appropriate educational materials. Activities and extracurricular programming will continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines and will be reduced as warranted by health and safety concerns.

MSA 2020-21 Semester One Calendar

Distance Learning

Distance learning meet days and class periods

Monday	Day 1	Periods 1, 3, 5, 7	Lunch: 12:15-12:50	85 minute classes
Tuesday	Day 2	Periods 2, 4, 6, 8	Lunch: 12:15-12:50	85 minute classes
Wednesday	Day 3	Periods 1, 3, 5, 7	Lunch: 12:15-12:50	85 minute classes
Thursday	Day 4	Periods 2, 4, 6, 8	Lunch: 12:15-12:50	85 minute classes
Friday	Day 5	Periods 1-7	Lunch: 11:56-12:20	47 minute classes

Shaded dates – follow class schedule due to a shortened week.

	Monday <i>Day 1, Per 1, 3, 5, 7 unless otherwise specified</i>	Tuesday <i>Day 2, Per 2, 4, 6, 8 unless otherwise specified</i>	Wednesday <i>Day 3, Per 1, 3, 5, 7 unless otherwise specified</i>	Thursday <i>Day 4, Per 2, 4, 6, 8 unless otherwise specified</i>	Friday <i>Day 5, Per 1-7 unless otherwise specified</i>
September	31	1	2	3	4 No school
	7 No school	8	9	10	11 Per 1, 3, 5, 7
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	1	2
October	5	6	7	8	9
	12	13	14 No school	15 No school	16 No school
	19	20	21	22	23
	26	27	28	29	30
November	2 Per 1, 3, 5, 7	3 No school	4 Per 2, 4, 6, 8	5 Per 1, 3, 5, 7	6 Per 2, 4, 6, 8
	9	10	11	12	13
	16	17	18	19	20
	23	24	25 No school	26 No school	27 No school
December	30	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21 No school	22 No school	23 No school	24 No school	25 No school
	28 No school	29 No school	30 No school	31 No school	1 No school
January	4	5	6	7	8
	11	12	13	14	15
	18 No school	19	20	21	22 Per 1, 3, 5, 7
	25	26	27	28	29
February	1	2	3	4	5
	8 No school	9 No school	10	11	12
	15 No school	16	17	18	19 Per 1, 3, 5, 7
March	22	23	24	25	26
	1	2	3	4	5
	8 No school	9 No school	10 No school	11 No school	12 No school
	15 No school	16	17	18	19 Per 1, 3, 5, 7
	22	23	24	25	26
April	29	30	31	1	2 No school
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26 No school	27	28	29	30 Per 1, 3, 5, 7
May and June	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31 No school	1	2	3	4 Per 1, 3, 5, 7

Student Group Assignments

For teacher planning purposes, students have been placed in either Group 01-Maroon or Group 02-Silver

Students will need to know which group they are assigned to as they may be asked by their teachers. To find out what group a student is assigned to, click on any course in Family Access. The course code will show up. If the course begins with a 01, the student is in the maroon group. If the course begins with a 02, the student is in the silver group.

WEEKLY CLASS SCHEDULE

Monday and Wednesday

Periods 1, 3, 5, 7

Period	Class time	Break time
1	9:20-10:45	10:45-10:50
3	10:50-12:15	
Lunch	12:15-12:50	
5	12:50-2:15	2:15-2:20
7	2:20-3:50	

Tuesday and Thursday

Periods 2, 4, 6, 8

Period	Class time	Break time
2	9:20-10:45	10:45-10:50
4	10:50-12:15	
Lunch	12:15-12:50	
6	12:50-2:15	2:15-2:20
8	2:20-3:50	

Friday

Periods 1-7

Period	Class time	Break time
1	9:20-10:07	10:07-10:12
2	10:12-10:59	10:59-11:04
3	11:04-11:51	11:51-11:56
LUNCH	11:56-12:22	12:22-12:27
4	12:27-1:14	1:14-1:19
5	1:19-2:06	2:06-2:11
6	2:11-2:58	2:58-3:03
7	3:03-3:50	

Public Health and Safety

Scenario 1

- Point of contact for COVID-19 is the Director
 - Assistant Directors will act as their grade level collaborator
- School Health Official contact will be the school contracted nurse and in her absence, the Director.
- Social distancing floor markings of 6-foot spacing in areas where students may congregate and students will sit in classrooms with desks facing in the same direction
- Students report directly to their classroom upon arrival to school
- At the end of the day, students will exit the building immediately or go to their assigned location for an after school activity
- Vending machines will be removed
- Face coverings/masks are required for everyone who enters the school buildings unless they have a medical note
- Sanitizing of student desks will be done upon entry and leaving classrooms by the student, as appropriate
- The Minnesota Department of Health (MDH) Decision tree/health expectations for parents will be digitized for stakeholder reference and reporting.

Scenario 2

- Point of contact for COVID-19 is the Director
 - Assistant Directors will act as their grade level collaborator
- School Health Official contact will be the school contracted nurse and in her absence, the Director.
- Social distancing floor and seating markings will be in place
- Floor markings of 6-foot spacing in areas where students may congregate
- Students report directly to their classroom upon arrival to school
- At the end of the day, students will exit the building immediately or go to their assigned location for an after school activity
- Vending machines will be removed
- Maximum occupancy of each classroom is 50% of the State Fire Marshal occupancy rate for that room
- MSA must adhere to 6-foot social distancing or reduce class sizes
- Contactless pickup and or delivery will be implemented
- Implement a school-age care program for critical workers
- Face coverings/masks are required for everyone who enters the school buildings unless they have a medical note

- Sanitizing of student desks will be done upon entry and leaving classrooms by the student, as appropriate
- The Minnesota Department of Health (MDH) Decision tree/health expectations for parents will be digitized for stakeholder reference and reporting.

Scenario 3

- Point of contact for COVID-19 is the Director
 - Assistant Directors will act as their grade level collaborator
- School Health Official contact will be the school contracted nurse and in her absence, the Director.
- Social distancing floor and seating markings will be in place
- Floor markings of 6-foot spacing in areas where students may congregate
- Classroom occupancy will be minimized and follow MDH guidelines when staff are present.
- Vending machines will be removed
- MSA must adhere to 6-foot social distancing or reduce class sizes
- Contactless pickup and or delivery of materials will be implemented
- Implement a school-age care program for critical workers
- Face coverings/masks are required for everyone who enters the school buildings unless they have a medical note
- The Minnesota Department of Health (MDH) Decision tree/health expectations for parents will be digitized for stakeholder reference and reporting.

School Operations and Logistics

Scenario 1

Communication:

- High School Office Manager will send out daily announcements, emails, and Skylert to communicate with families
- The school website will include an updated school calendar and rSchool calendar
- MSA will have information on the school website
 - A Parent Guidance Booklet will be extracted from the final plan.
- MSA will increase school signage around campus
- A survey regarding their concerns will be sent out
- A second survey will be sent out at the end of September
- Small group meetings (e.g. task force meetings; committee meetings; staff; bldg. meetings; child find meetings; dept. meetings; IEPs; 504s) will be face-to-face, if possible;
- There will be professional development on virtual meeting etiquette

Environment:

- MSA will practice one-way traffic flow wherever possible
- MSA will practice social distancing as much as possible.
- Hydration stations will be used in place of drinking fountains (drinking fountains will be blocked off); Signage on how to use them so students don't touch their individual water bottles to the water dispenser will be included
- Lunchrooms:
 - There will be no open gym during lunch time
 - Students will sanitize their hands upon entering the lunchroom
 - Students will be distanced as far apart as possible
 - There will be no vending machines
 - A limited number of microwaves will be spread out in each lunch room in order to prevent virus transmission but each user will need to sanitize the door and buttons before each use; The lunch monitor will do a more thorough sanitizing between the lunches.
 - Signage on how to effectively wipe down the microwave
 - Sanitation pump at every table
 - Table disinfectant at every table (to clean table after lunch)
 - Repurpose the recycling wash stations
- MSA will have classroom doors open (by teachers) and entry doors open (by office staff) during passing time
- Classroom doors should remain open during class time to increase airflow (if possible)
- Classroom windows should be left open during class (if possible)
- Classrooms may have fans
- HVAC system will be evaluated and in the best working condition possible
- Bathrooms:

- Will have limited occupancy
 - Bldg. A: no more than 2 people
 - Bldgs. B, C, D: no more than 1 person
- To reduce virus contamination, students will only go to the bathroom during class time (not during passing time and not during lunch), unless it is an emergency
- Students will have individual bathroom passes to hang outside the bathrooms so people can see if the bathroom is occupied
 - 1 hook per bathroom out on the wall outside each bathroom, but they need to be visible when looking down the halls (2 hooks outside each bathroom in Bldg. A, in hall, where they can be seen)
 - Disposable passes will be provided to each teacher for when a student forgets theirs or can't find it; After use, the student will take it back to class and throw it away
- Bathroom doors will have foot pedals
- Signage will be in place to remind students to wash their hands for 20 seconds
- No Y-Care or before school study hall
- No Extended Day
- Back To School Pick Up will be planned

Safety:

- Hand sanitizer will be placed throughout each building.
- Tape will be used on hallway floors to direct student traffic, including floor markings of 6-foot spacing in areas where students might congregate.
- Masks will be worn by all people in all the buildings
 - Masks and face shields have been ordered for all staff
 - Clear screen masks for over the mouth for use when deaf or hard of hearing students or staff are present have been ordered
 - Student mask breaks will occur in designated areas outside the buildings. Water breaks may take place outside of class, in the hallway, if the student does not have a straw as part of their water bottle
- Substitute teachers: Safety items will be issued to them in the Bldg. B office.
- MSA will use minimal items that transfer between people
- Drinking fountains will be covered
- Hallways will be cleared of items to minimize the congregation of people
- Safety signage will be utilized to direct traffic and maintain social distancing as best as possible
- Health screening directions will be given to parents/guardians

Scenario 2

Communication:

- High School Office Manager will send out daily announcements, emails, and Skylert to communicate with families
- The school website will include an updated school calendar and rSchool calendar
- MSA will have information on the school website

- A Parent Guidance Booklet will be extracted from the final plan.
- MSA will increase school signage around campus
- A survey regarding their concerns will be sent out
- A second survey will be sent out at the end of September
- Small group meetings (e.g. task force meetings; committee meetings; staff; bldg. meetings; child find meetings; dept. meetings; IEPs; 504s) will be face-to-face, if possible;
- There will be professional development on virtual meeting etiquette

Environment:

- MSA will practice one-way traffic flow wherever possible
- MSA will practice physically distancing everyone by 6 feet
- Hydration stations will be used in place of drinking fountains (drinking fountains will be blocked off); Signage on how to use them so students don't touch their individual water bottles to the water dispenser
- Lunchrooms:
 - Lunch room monitor will take a stronger sanitizing role during this scenario
 - There will be no open gym during lunch time
 - Students will sanitize their hands upon entering the lunchroom
 - Students will be distanced as far apart as possible
 - Building A: One student per table
 - There will be no vending machines
 - A limited number of microwaves will be spread out in each lunch room in order to prevent virus transmission but each user will need to sanitize the door and buttons before each use; The lunch monitor will do a more thorough sanitizing between the lunches.
 - Signage on how to effectively wipe down the microwave
 - Sanitation pump at every table
 - Table disinfectant at every table (to clean table after lunch)
 - Repurpose the recycling wash stations
- MSA will have classroom doors open (by teachers) and entry doors open (by office staff) during passing time
- Classroom doors should remain open during class time to increase airflow (if possible)
- Classroom windows should be left open during class (if possible)
- Classrooms may have fans
- HVAC system will be evaluated and in the best working condition possible
- Lockers:
 - May be assigned at a later date to accommodate PE winter gear
- Hallways:
 - Stagger release times will be evaluated for feasibility
- Passing between buildings remains a challenge:
 - Cross traffic/supervision
- Before/after school
 - Students will report directly to their classroom upon arrival to school
 - Students will report directly to an activity or leave school grounds immediately

Bathrooms:

- Will have limited occupancy
 - Bldg. A: no more than 2 people
 - Bldgs. B, C, D: no more than 1 person
- To reduce virus contamination, students will only go to the bathroom during class time (not during passing time and not during lunch), unless it is an emergency
- Students will have individual bathroom passes to hang outside the bathrooms so people can see if the bathroom is occupied
 - 1 hook per bathroom out on the wall outside each bathroom, but they need to be visible when looking down the halls (2 hooks outside each bathroom in bldg. A, in hall, where they can be seen)
 - Disposable passes will be provided to each teacher for when a student forgets theirs or can't find it; After use, the student will take it back to class and throw it away
- Bathroom doors will have foot pedals
- Signage will be in place to remind students to wash their hands for 20 seconds
- No Y-Care or before school study hall
- No Extended Day
- Back To School Pick Up will be planned; all attendees will wear a mask

Safety:

- MSA will provide plastic barriers for each teacher's desk (if desired)
- Hand sanitizer will be placed throughout each building
- Tape will be used on hallway floors to direct student traffic, including floor markings of 6-foot spacing in areas where students might congregate
- Masks will be worn by all people in all the buildings
 - Masks and face shields have been ordered for all staff
 - Clear screen masks for over the mouth for use when deaf or hard of hearing students or staff are present have been ordered
- Student mask breaks will occur in designated areas outside the buildings. Water breaks may take place outside of class, in the hallway, if the student does not have a straw as part of their water bottle
- Substitute teachers: Safety items will be issued to them in the Bldg. B office.
- MSA will use minimal items that transfer between people (departments will need to discuss how this looks for their respective department)
- Vending machines will be removed
- Drinking fountains will be covered
- Hallways will be cleared of items to minimize the congregation of people
- Safety signage will be utilized to direct traffic and maintain social distancing as best as possible
- Health screening directions will be given to parents/guardians

Scenario 3

Communication:

- High School Office Manager will send out daily announcements, emails, and Skylert to communicate with families
- The school website will include an updated school calendar and rSchool calendar
- MSA will have information on the school website
 - A Parent Guidance Booklet will be extracted from the final plan.
- MSA will increase school signage around campus
- A survey regarding their concerns will be sent out
- A second survey will be sent out at the end of September
- Small group meetings (e.g. task force meetings; committee meetings; staff; bldg. meetings; child find meetings; dept. meetings; IEPs; 504s) will be virtual;
- There will be professional development on virtual meeting etiquette

Environment:

- Staff will practice social distancing as much as possible
- Hydration stations will be used in place of drinking fountains
- All occupied classroom doors will be left open for airflow during the day (teachers will lock up their classroom when they leave)
 - Custodians will only go into the classrooms that have the garbage outside the door
- Bathrooms:
 - Bathrooms will be cleaned on a daily basis or as needed due to usage
- Back To School Pick Up will be planned; all attendees will wear a mask and practice social distancing
 - BTS will include material pick-up for all and also welcome events for students new to MSA

Safety:

- Hand sanitizer will be placed throughout each building
- There will be floor markings of 6-foot spacing in areas where students might congregate
- Masks will be worn by all people in all the buildings
 - Masks and face shields have been ordered for all staff
 - Clear screen masks for over the mouth for use when deaf or hard of hearing students or staff are present have been ordered
- MSA will use minimal items that transfer between people (departments will need to discuss how this looks for their respective department)
 - Items used by students going in and out of the building (including ongoing material drop off)
 - Minimize paper use
- Vending machines will be removed
- Drinking fountains will be covered
- Hallways will be cleared of items to minimize the congregation of people
- Safety signage will be utilized to direct traffic and maintain social distancing as best as possible
- Health screening directions will be given to parents/guardians

- Plan for ongoing material pick up and drop off will be developed and shared with the community
- MSA staff and visitors will sign in upon entry to the buildings to allow for contact tracing if needed

August 10, 2020 Plan

Teaching and Learning

Scenario 1

- Students will physically attend class daily according to their block schedule
 - Students are expected to attend classes from 9:20am until 3:50pm and will have additional homework as assigned
- Attendance will be taken at the beginning of the hour on Skyward
 - After two consecutive days of absence with no teacher contact from a student, the assistant director will communicate with the family
 - After two consecutive days of no assistant director contact from the family, the Director will contact the parent/guardian of the student
- Grading will be based on a percentage of points earned for the semester
- Teachers will utilize Google Learning Management System as their in-class platform whenever possible but other platforms may be used to supplement instruction
 - Instruction on utilization of additional platforms will be provided
 - Middle school students are required to use MSA provided Chromebooks.
 - All students will have access to required programs via school laptops.
- During workshop week professional development on Google Learning Management System will be provided
- Field trips may occur
- Progress check-ins will be conducted in Advisory as needed and interventions will be pursued
 - If after one month, if no improvement is made, the administrator will connect with the student and parents/guardians
- Substitute teacher procedures will be followed as described in the staff handbook
- MCAs will follow the state assessment plan and occur on school selected dates
 - MDE is developing materials and training for the 2020-21 school year to support districts' administration in schools. Release of the 2020-21 Procedures Manual is expected by the end of October. Details for training and other resources will be shared as the dates approach.
- AP exams will follow the AP exam schedule
 - Students will need to follow communications regarding the install of the College Board Secure testing engine. Presently there have been no updates about the AP Exams but MSA will follow whatever protocols are required in all three scenarios.
- Part-Time PSEO students must meet with a counselor in order to determine any conflicts with graduation requirements. Conflicts may require students to alter their schedule, which may include the need to choose to attend full-time PSEO or full-time MSA classes.

Scenario 2

- Students will attend class daily according to their block schedule either in person or virtually (synchronously)
 - Students are expected to attend classes from 9:20am until 3:50pm and will have additional homework as assigned
- Attendance will be taken at the beginning of the hour on Skyward
 - Parents/Guardians will communicate any circumstances that differ from their student's schedule by calling the school attendance line
 - After two consecutive days of absence with no teacher contact from a student, the assistant director will communicate with the family
 - After two consecutive days of no assistant director contact from the family, the Director will contact the parent/guardian of the student
- Grading will be based on a percentage of points earned for the semester
- Teachers will utilize Google Learning Management System as their in-class platform whenever possible but other platforms may be used to supplement instruction
 - Instruction on utilization of additional platforms will be provided
 - Middle school students are required to use MSA provided Chromebooks.
 - All students will have access to required programs via school laptops.
- During workshop week professional development on Google Learning Management System (LMS) will be provided
- Field trips will be postponed until the school is in Scenario 1 and the field trip is feasible
- Progress check-ins will be conducted in Advisory as needed and interventions will be pursued
 - If after one month, if no improvement is made, the administrator will connect with the student and parents/guardians
- Substitute teacher procedures will be followed as described in the staff handbook and classroom activities may be reduced considerably
- MCAs will follow the state assessment plan and occur on school selected dates for students who are in-person on the test date
 - MDE is developing materials and training for the 2020-21 school year to support districts' administration in schools. Release of the 2020-21 Procedures Manual is expected by the end of October. Details for training and other resources will be shared as the dates approach.
- AP exams will follow the AP exam schedule
 - Students will need to follow communications regarding the install of the College Board Secure testing engine. Presently there have been no updates about the AP Exams but MSA will follow whatever protocols are required in all three scenarios.
- Part-Time PSEO students must meet with a counselor in order to determine any conflicts with graduation requirements. Conflicts may require students to alter their schedule, which may include the need to choose to attend full-time PSEO or full-time MSA classes.

Scenario 3

- Students will virtually attend class daily according to their block schedule (synchronously)
 - Students are expected to attend classes from 9:20am until 3:50pm and will have additional homework as assigned
- Attendance will be taken virtually (synchronously) at the beginning of the hour on Skyward
 - After two consecutive days of absence with no teacher contact from a student, the assistant director will communicate with the family
 - After two consecutive days of no assistant director contact from the family, the Director will contact the parent/guardian of the student
- Grading will be based on a percentage of points earned for the semester
- Teachers will utilize Google Learning Management System as their in-class platform whenever possible but other platforms may be used to supplement instruction
 - Instruction on utilization of additional platforms will be provided
 - Middle school students are required to use MSA provided Chromebooks.
 - All students will have access to required programs via school laptops.
- During workshop week professional development on Google Learning Management System (LMS) will be provided
- No field trips will be allowed
- Progress check-ins will be conducted in Advisory as needed and interventions will be pursued
 - If after one month, if no improvement is made, the administrator will connect with the student and parents/guardians
- If no substitute teachers can be located to deliver course material, students may be given a work day after attendance is taken
- MCAs will not be administered
 - MDE is developing materials and training for the 2020-21 school year to support districts' administration in schools. Release of the 2020-21 Procedures Manual is expected by the end of October. Details for training and other resources will be shared as the dates approach.
- AP exams will follow the AP exam schedule
 - Students will need to follow communications regarding the install of the College Board Secure testing engine. Presently there have been no updates about the AP Exams but MSA will follow whatever protocols are required in all three scenarios.
- Part-Time PSEO students must meet with a counselor in order to determine any conflicts with graduation requirements. Conflicts may require students to alter their schedule, which may include the need to choose to attend full-time PSEO or full-time MSA classes.

Equity and Family Needs

Scenario 1

504/IEP/EL Support:

- All 504 plans and IEPs will be followed as they would in a typical school year
- All resource rooms currently operate at about a 3:1 student to staff ratio. Care will be taken to maintain this while not allowing for large group congregation during the day
- If possible, IEP and 504 meetings will be held virtually, either by phone or a virtual meeting software.
- EL students will be contacted and supported directly by the EL Coordinator

Technology/Internet Access:

- All students will receive a laptop or Chromebook
- All students will have access to the school's Wi-Fi during school hours

Athletics/Clubs/Activities:

- Athletics will meet per MSHSL guidelines but MSA administration may alter athletics at their discretion
- Clubs and activities that choose to meet in person will be required to follow all health guidelines and requirements per the CDC, MN Department of Health, and local health organizations. When possible, clubs and activities are encouraged to meet virtually.

Dietary Support:

- MSA will distribute information regarding community food resources
- No outside food deliveries will be accepted for students
- Pizza days and healthy snack days will be suspended until later notice
- Vending machines in the school buildings will be removed

Transportation:

- MSA will receive transportation support from ISD #833

Communication:

- All communication will be shared in multiple formats. ie. Skyward emails, website, newsletters, announcements, MSA online calendar, rSchool, and Skylert messages (for the most important information)
- All communication regarding COVID-19 will be sent or authorized to be sent by the Director
- Signage will be increased around school to inform people of traffic patterns and expectations

Student Supervision Support:

- MSA will coordinate care for students age 12 and under of tier 1 critical workers.

Tutoring:

- Any NHS and department provided student-to-student tutoring that occurs will be encouraged to meet virtually.

Financial Help:

- The Education Benefits Form will be sent to every MSA family. Families will be encouraged to complete the form even though MSA does not serve school lunch.
- Families that are eligible for education benefits may receive reduced or waived school fees.

Protecting Vulnerable Populations (per Minnesota Department of Health requirements):

- MSA will create a process for students/families and staff to self-identify as high risk for illness due to COVID-19; MSA will have a plan in place to address requests for alternative learning arrangements or work assignments.
- Evaluate all current plans (individual healthcare plans, IEPs, or 504 plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19
- MSA will offer distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person or hybrid learning

Students on academic probation

- Standard process will be used per BOD policy 510.1
- Students will have additional time with advisors for support during the week

Scenario 2:

504/IEP/EL Support:

- All 504 plans and IEPs will be followed per the law
- Whenever possible, IEP and 504 meetings will be held virtually, either by phone, Zoom, or other virtual meeting software. Students will continue to receive special education IEP service minutes.
- Students on IEPs will have their own Google Classroom to support their learning
- Students on IEPs will be scheduled into in-person classes so as to best utilize case manager and educational assistant support
- Educational Assistants (EAs) will be assigned to support students in specific classes and grade levels, both in-person and online
- Students with a 504 plan will have their plan enacted in accordance with the law and also based on their needs in collaboration with teachers, parents/guardians, and the 504 coordinator
- EL students will be contacted and supported directly by the EL Coordinator
- Case managers and 504 coordinator will reach out to all families to offer and/or set up meetings at the start of the school year
- Addendums would be added to IEP's and 504's to accommodate for distance learning as needed

Technology/Internet Access

- All students will receive a laptop or Chromebook
- All students will have access to the school's Wi-Fi during school hours
- Based on need and availability, MSA will ensure adequate internet accessibility to families for use at home. Funds for this could come from the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, more specifically the Governor's Emergency Education Relief Fund (GEER)

Athletics/Clubs/Activities:

- Athletics will meet per MSHSL guidelines but MSA administration may alter athletics at their discretion
- Clubs and activities that choose to meet in person will be required to follow all health guidelines and requirements per the CDC, MN Department of Health, and local health organizations. When possible, clubs and activities are encouraged to meet virtually.

Dietary Support:

- MSA will distribute information regarding community food resources
- No outside food deliveries will be accepted for students
- Pizza days and healthy snack days will be suspended until later notice
- Vending machines in the school buildings will be removed

Transportation:

- MSA will receive transportation support from ISD #833

Communication:

- All communication will be shared in multiple formats. ie. Skyward emails, website, newsletters, announcements, MSA online calendar, rSchool, and Skylert messages (for the most important information)
- All communication regarding COVID-19 will be sent or authorized to be sent by the Director
- Signage will be increased around school to inform people of traffic patterns and expectations

Student Supervision Support:

- MSA will coordinate care for students age 12 and under of tier 1 critical workers.

Tutoring:

- Any NHS and department provided student-to-student tutoring that occurs will be required to be online only

Financial Help:

- The Education Benefits Form will be sent to every MSA family. Families will be encouraged to complete the form even though MSA does not serve school lunch.
- Families that are eligible for education benefits may receive reduced or waived school fees.

Protecting Vulnerable Populations (per Minnesota Department of Health requirements):

- MSA will create a process for students/families and staff to self-identify as high risk for illness due to COVID-19; MSA will have a plan in place to address requests for alternative learning arrangements or work assignments
- Evaluate all current plans (individual healthcare plans, IEPs, or 504 plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19
- MSA will offer distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person or hybrid learning

Students on academic probation

- Standard process will be used per BOD policy 510.1
- Students will have additional time with advisors for support during the week

Scenario 3

504/IEP/EL Support:

- All 504 plans and IEPs will be followed per the law
- Addendums would be added to IEP's and 504's to accommodate for distance learning as needed
- All 504 plans would be implemented in accordance with the law and in collaboration between teachers, parents/guardians, and the 504 coordinator
- IEP and 504 meetings will be held virtually, either by phone, Zoom, or other virtual meeting software. Students will continue to receive special education IEP service minutes.
- EL students will be contacted and supported virtually by the EL Coordinator
- Case managers and 504 coordinator will reach out to all families to offer and/or set up meetings at the start of the school year

Technology/Internet Access:

- All students will receive a laptop or Chromebook
- Based on need and availability, MSA will ensure adequate internet accessibility to families for use at home. Funds for this could come from the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, more specifically the Governor's Emergency Education Relief Fund (GEER)

Athletics/Clubs/Activities:

- Athletics will meet per MSHSL guidelines but MSA administration may alter athletics at their discretion
- Clubs and activities that choose to meet in person will be required to follow all health guidelines and requirements per the CDC, MN Department of Health, and local health organizations. When possible, clubs and activities are encouraged to meet virtually.

Dietary Support:

- MSA will continue the community pantry at school as needed and supported by NHS
- MSA will distribute information regarding community food resources

Transportation:

- Not applicable

Communication:

- All communication will be shared in multiple formats. ie. Skyward emails, website, newsletters, announcements, MSA online calendar, rSchool, and Skylert messages (for the most important information)
- All communication regarding COVID-19 will be sent or authorized to be sent by the Director

Student Supervision Support:

- MSA will coordinate care for students age 12 and under of tier 1 critical workers.

Tutoring:

- Any NHS and department provided student-to-student tutoring that occurs will be required to be online only

Financial Help:

- The Education Benefits Form will be sent to every MSA family. Families will be encouraged to complete the form even though school lunch is not available.
- Families that are eligible for education benefits may receive reduced or waived school fees.

Protecting Vulnerable Populations (per Minnesota Department of Health requirements):

- Not applicable during distance learning

School Supply Drive

- NHS is coordinating a school supply drive
- MSA will communicate to families on how they can procure donated items

Students on academic probation

- Standard process will be used per BOD policy 510.1
- Students will have additional time with advisors for support during the week

Social-Emotional and Mental Health

Scenario 1

- Regular advisory classes where lessons may be taught on social emotional learning
- If feasible, incorporate a mindfulness section to every class to have students take time to process thoughts before starting content (no more than 3 minutes)

Scenario 2

- Regular advisory classes where students can do the lessons at home or on campus; Perhaps have students set aside a notebook for on-going journaling to help them process their thoughts and feelings
- Counselors will provide resources and worksheets/activities on their websites for students to do at home with family members

Scenario 3:

- Regular advisory classes where students can do the lessons at home; Perhaps have students set aside a notebook for on-going journaling to help them process their thoughts and feelings
- Counselors will provide resources and worksheets/activities on their websites for students to do at home with family members

Social-Emotional and Mental Health - Students

Scenario 1

- Counselors will be available for in person counseling sessions if and when it is needed
- Counselors will provide readily available resources for students to access
- Counselors will provide advisory teachers a set of questions for teachers to use as a check in with their advisory students

Scenario 2

- Counselors will send weekly check in forms to students via email; Counselors can then set up meetings based on their responses
- Counselors will provide readily available resources for students to access
- Counselors will provide advisory teachers a set of questions for teachers to use as a check in with their advisory students

Scenario 3

- Counselors will send weekly check in forms to students via email; Counselors can then set up meetings based on their responses

- Counselors will provide readily available resources for students to access
- Counselors will provide advisory teachers a set of questions for teachers to use as a check in with their advisory students

Social-Emotional and Mental Health - Staff

Scenario 1

- Host book clubs where staff can connect via their interests in books
- Lunches with other staff members in classrooms (as long as there are social distancing measures in place)
- Go for walks before/after school to get exercise and fresh air (wear a mask and social distance if walking with another person)

Scenario 2

- Host book clubs where staff can connect via their interests in books
- Host themed “Zoom hours” where staff can connect on topics that interest them to get to know their fellow staff members better

Scenario 3

- Host book clubs where staff can connect via their interests in books
- Host themed “Zoom hours” where staff can connect on topics that interest them to get to know their fellow staff members better