August 17, 2020

Dear Parents, Guardians, and Students:

Following Governor Walz directives and mandates, Fillmore Central has created three instructional plans: In Person Learning, Hybrid Learning, and Distance Learning. Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) collaborated to create guidelines and requirements that we will follow during the 2020-2021 school year. The goal is to have as much in person teaching for our students that we can, following the guidelines that MDH and MDE have provided. The intent of our plans for the school year is to be ready for different styles of learning due to MDH and MDE mandates. Our goal is to have a smooth transition into different learning models throughout the school year.

Fillmore Central School Board approved the In-Person Learning Plan as the plan that we will begin the year with on September 8, 2020. If Fillmore County COVID numbers increase and we are required to begin in a different learning plan we will communicate with all of the families in our district.

Our In-Person Learning Plan is close to our traditional model that all students and families are accustomed to with a few exceptions that have been mandated by MDH and MDE. The other exception is our plan for our high school students to have Distance Learning every Wednesday of the 2020-2021 school year.

Our Hybrid Learning Plan will also be similar to our elementary students In Person Learning Plan with unique scheduling for our high school students. Following MDH and MDE guidelines we will need to have a stringent policy on the amount of spacing between everyone and the amount of people that will be allowed in our buildings at one time during this specific plan.

Our Distance Learning Plan will be similar to what Fillmore Central experienced last spring with multiple improvements to our day-to-day operations. We are hopeful that the amount of time we will spend in our distance learning plan will be quite minimal this year, but once again we will follow the guidelines set by MDH and MDE.

Regardless of which plan we are in during the school year, all families have the right to request distance learning. We will require a written request by each family that is choosing distance learning for their children, due to COVID-19 concerns. We will also work with families if during the year families change their decision to join in person or move to distance learning. We may need a period of time to accommodate a change of venue, but we will work with each family individually.
We are developing multiple strategies to create the best and safest learning environment for all our students and staff. We will continue to follow all state guidelines and mandates as we progress throughout this school year. We are hopeful that changes and modifications due to the COVID-19 Pandemic are for this academic year only, but we will always strive for the safest learning environment. The next pages of this document illustrate the steps we are taking to help ensure the safety of students and staff along with some of the differences that you and your children can expect to experience at the start of the 2020-2021 school year.

Listed below are names of individuals that are ready to answer your questions about our plans/strategies:

**Elementary Questions:** Jim Peters, Elementary Principal, jim.peters@isd2198.k12.mn.us

Chris Mensink, Dean of Students, chris.mensink@isd2198.k12.mn.us

**High School Questions:** Heath Olstad, Superintendent/7-12 Principal, heath.olstad@isd2198.k12.mn.us

**Athletics/Activities:** Chris Mensink, Activities Director, chris.mensink@isd2198.k12.mn.us

**Special Education:** Micki Breitsprecher, SPED Director, michelle.breitsprecher@isd2198.k12.mn.us

**Technology Questions:** Aaron Janssen, Tech Director, aaron.janssen@isd2198.k12.mn.us

**Community Education, Preschool, ECFE, SACC:** Angi Kaase, Community Education Director, angi.kaase@isd2198.k12.mn.us

Any additional questions, Heath Olstad, Superintendent/7-12 Principal, heath.olstad@isd2198.k12.mn.us

Please refer to this plan frequently, changes will be made as we receive updated information and new guidelines/mandates for MDH and MDE.

The start of a new school year always brings excitement to all that are involved with Fillmore Central. Our goal is to have our students experience a wonderful year of learning, interacting with friends and staff, respecting each others’ space, willingness to follow all the requirements to allow us to be back at school, and finding a way to continue to be able to report to school throughout the year even with the COVID-19 Pandemic concerns and guidelines.

Sincerely,

Heath Olstad,
Superintendent / 7-12 Principal
Fillmore Central School District
Return to School Plan 2020-2021

On July 30th, Governor Walz and the Minnesota Department of Education issued direction for schools called the Safe Learning Plan for 2020-21. The plan is focused on how school districts should open schools this fall given the ongoing COVID-19 concerns. A system to track COVID-19 cases by county is the metric being used to determine how schools should reopen. MDE has created a framework to operate school while trying to keep everyone safe. Their direction gives schools the ability to open based on COVID-19 data but it is not a “one size fits all” approach. The metrics and learning scenarios below are based on a 14 day average by Minnesota County. The following chart from MDH will guide Fillmore Central as we operate throughout the year and will be subject to change as COVID data evolves.

<table>
<thead>
<tr>
<th>COVID-19 Case Rate Per 10,000 People</th>
<th>Learning Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to less than 10</td>
<td>District Wide In Person</td>
</tr>
<tr>
<td>10 to less than 20</td>
<td>Elementary = In Person</td>
</tr>
<tr>
<td></td>
<td>Secondary = Hybrid</td>
</tr>
<tr>
<td>20 to less than 30</td>
<td>District Wide Hybrid</td>
</tr>
<tr>
<td>30 to less than 50</td>
<td>Elementary = Hybrid</td>
</tr>
<tr>
<td></td>
<td>Secondary = Distance Learning</td>
</tr>
<tr>
<td>50 and over</td>
<td>District Wide Distance Learning</td>
</tr>
</tbody>
</table>

Fillmore Central will use the data from Fillmore County. We will continue to follow guidance from Fillmore County Health Department and all the information MDH and MDE continue to provide throughout this school year, to assist in our decision making if/when we need to change our learning plans throughout the school year. We will communicate with all families prior to any changes.
**Family Resources**

Please use the links below to obtain additional information in regards to up to date COVID-19 information from the State of Minnesota, MDH and MDE:

- [Minnesota Department of Health (MDH) : COVID-19 : "Stay Healthy MN"](#)
- [Minnesota Department of Education (MDE) : COVID-19 Updates](#)
- [Minnesota Safe Learning Plan 20-21](#)
- [MDH - Decision Tree](#)
- [MDH - Masking Requirements](#)
- [Center for Disease Control and Prevention (CDC)](#)
- [NASP - Student Coping Skills](#)
- [Mental Health America (MHA) - Wellness and Coping Skills](#)

**Symptom Chart and Individual Flow Chart**

On the following pages is a student exposure flowchart and a decision tree to assist each student and families as you complete the self-assessment on a daily basis.
Narrative for COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Introduction

This tool applies to children, students, or staff members who are experiencing symptoms consistent with COVID-19. Symptoms consistent with COVID-19 fall into two groups:

- **More common** symptoms are one or more of these: fever of 100.4°F or higher, new onset and/or worsening cough, difficulty breathing, and new loss of taste or smell.
- **Less common** symptoms are two or more of these: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, and new onset of nasal congestion or runny nose.

Supporting people with COVID-19 symptoms

After identifying the COVID-19 symptoms, select one of two possible paths.

First path

1. The first path is for when the person is experiencing only one symptom from the list of less common symptoms.
2. Next, evaluate that symptom and determine if the person is well enough to stay in the school or program.
3. If yes, attend or remain in school or program.
4. If no, they should stay home or be sent home and consider an evaluation from a health care provider or COVID-19 testing.
5. If evaluated and/or tested, follow second path numbers 3 – 7.
6. If the person is sent home, they can return to the school or program 24 hours after the symptom has improved.
7. The person’s siblings or household contacts do not need to stay home or quarantine.
Second path

1. The second path is for when the person is experiencing one more common symptom or at least two less common symptoms.

2. If yes, the person stays home or is sent home, and their siblings or household contacts stay home or are sent home.

3. The person with symptoms is either seen by a health care provider for an evaluation and COVID-19 test or they do not seek a medical evaluation.

4. If the person does not seek a medical evaluation, they must stay at home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts must stay home and quarantine from all activities for at least 14 days starting with the day they were last in contact with the person who is experiencing COVID-19 symptoms.

5. If the person receives an alternate diagnosis to explain the symptoms, they can then return to school or the program 24 hours after symptoms have improved or as directed by a health care provider. Siblings and household members do not need to stay home or quarantine any longer once the alternate diagnosis is known.

6. If the person tests negative for COVID-19, they can return to school or the program 24 hours after symptoms have improved. Siblings and household members do not need to stay home once the negative result is known.

7. If the person tests positive for COVID-19, they must stay at home in isolation for at least 10 days from the time the symptoms started until symptoms have improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts must stay home and quarantine from all activities for at least 14 days starting with the day they were last in contact with the person who is experiencing COVID-19 symptoms.

Close contact path

1. The document also provides guidance for people who are a close contact with someone who tested positive for COVID-19. A close contact is a person who was within 6 feet for at least 15 minutes of someone who is infected. This includes anyone who lives in the same household.

2. If a person is a close contact, the person must quarantine and stay home from all activities for at least 14 days since the last day of contact with the positive case. Even if the close contact receives a negative test result, they need to complete 14 days of quarantine before returning to school or program. Close contacts should seek COVID-19 testing 5-7 days after last contact with the positive case. The siblings and household members of the close contact do not need to stay home or quarantine.

3. If a person who is a close contact develops symptoms and/or tests positive for COVID-19, the person must stay home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications. Siblings and household contacts also must stay home and quarantine from all activities for at least 14 days.
Additional details about this tool

This decision tree supports these guidance documents:


Symptoms

- The symptoms listed are those most often identified among people who test positive for COVID-19. **More common** symptoms are seen more frequently among people who are confirmed to have COVID-19 and may be the only symptoms a person develops. **Less common** symptoms have been identified and associated with people who are confirmed to have COVID-19, but are less specific to COVID-19. Less common symptoms may appear along or with another less common symptom.

- A fever of 100.4°F or higher is the threshold that needs to be met for a person to stay home or be sent home for COVID-19. A fever lower than 100.4°F, or a low-grade fever, may still require the child, student, or staff member to stay home or be sent home. Programs may follow pre-COVID-19 protocols for return for low-grade fevers. Schools and child care programs should follow their established policy or procedure or reference the [Infectious Diseases in Childcare Settings and Schools Manual](https://www.hennepin.us/daycaremanual). 

- New onset means that the symptom is not something that is experienced on a regular basis or is associated with a pre-existing condition. Pre-existing conditions are a sickness or physical disorder for which someone was treated, received medical advice, or had taken medication within 12 months before the onset of illness.

- MDH will continue to evaluate data related to COVID-19 symptoms and will update this document as needed.

Evaluation by a health care provider

- Evaluation by a health care provider is a recommendation, not a requirement. Medical evaluation and/or testing for COVID-19 may be considered for ANY of the symptoms listed, depending on suspicion of illness from a health care provider and availability of testing. When there are high levels of community transmission or multiple unlinked cases in the school or child care center, testing is strongly encouraged. Evaluation may include in-person, phone triage or telehealth, emergency department, clinic, and/or urgent care. An evaluation can help to identify the need for COVID-19 testing or if there is another reason/diagnosis to explain new symptoms.

- **For schools only:** When there are high levels of community transmission or multiple unlinked cases in the school, exclusion with evaluation and testing is strongly encouraged even if a person is experiencing only one less common symptom. For these purposes, high levels of community
transmission may be defined as greater than 10 cases per 10,000. Schools can use the Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF) (www.health.state.mn.us/diseases/coronavirus/stats/wschoold.pdf) and can consult with their Regional Team or local public health office to help guide this recommendation.

- Alternative diagnosis means an established medical diagnosis obtained through evaluation by a health care provider and/or diagnostic test (e.g., strep, influenza, Respiratory Syncytial Virus (RSV)). School districts, schools, child care programs, youth programs, etc., may require written documentation (e.g., after-visit summary, note) for a child, student or staff member to return to a school or a program.

**COVID-19 testing**

- Polymerase chain reaction (PCR) is a viral test that checks a sample from a person’s respiratory system by swabbing inside the nose (nasopharyngeal) or throat (oropharyngeal) to determine if a person currently has an infection with SARS-CoV-2, the virus that causes COVID-19. Results can take several days.

- Antigen tests are immunoassays that detect the presence of a specific viral antigen, which implies current viral infection. Antigen tests are currently authorized to be performed on nasopharyngeal or nasal swab specimens placed directly into the assay’s extraction buffer or reagent and results can be returned in 15 minutes.

**NOTE:** Antibody tests check blood samples by looking for antibodies, which can show if a person had a past infection with the virus that causes COVID-19. They are not used to diagnose COVID-19.
Daily Self-Assessment

Self-Assessment

Each morning students/families are expected to complete a self-assessment to ensure each student’s health is at an appropriate level to attend school. Fillmore Central has purchased access to a Teambuildr Website/App. Our plan is to have families complete self-assessments prior to reporting to school or riding our school busses. The assessment will be seven questions in regards to each individual’s current health. If a student has a temperature of 100.4 degrees or higher and/or other multiple symptoms, that student must stay home from school a minimum of 10 days and until fever free for at least 24 hours without medication and improvement of other symptoms. The symptoms to be aware of are listed on the Decision Tree document, the link is provided below. These guidelines follow the current STAY SAFEMN Decision Tree, that was updated on August 6, 2020.

MDH - Decision Tree

Procedures

Mr. Andrew Pederson has created a short video that has been attached to this document. After viewing the tutorial please contact Mr. Andrew Pederson @ andrew.pederson@isd2198.k12.mn.us , with any questions.

Once your account is created each student or parent will be able to complete the questions, click on “Save” and the information will be entered into our school’s database. Our elementary and high school office staff will have access to this database.

How to use Teambuildr to answer Covid-19 Questionnaire

Video:

Video: https://drive.google.com/file/d/1YN4kqETebEvKhSdJYsMnTVWME33ingS1/view?usp=sharing

Website: www.teambuildr.com

App: Free Teambuildr app for iOS and Android

Using the website

Getting set up
How to find the Covid-19 Questionnaire and submit answers.

Using the app

Getting set up

● Easy join code

○ High School Students and Staff
  ■ Code: FNFW-PTAZ
  ■ Password: EHRYGGJO

○ Elementary School Students and Staff
  ■ Code: EJFE-HMLC
  ■ Password: QSIUFR5Y

Questions:

● Andrew Pederson, 7-12 Health/Phy Ed/DAPE Teacher
  ○ andrew.pederson@isd2198.k12.mn.us
In-Person Learning Plan

General Description
In this scenario, 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 six 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.

Technology Considerations
Our students will each have a device assigned to them personally. For grades K-4 iPads will be assigned to each student to use both at school and at home. For grades 5-8 Chromebooks will be assigned to each student. For grades 9-12 MacBook Airs will be provided to each student. A backpack or bag will be provided for each student to transport the devices and should be used at all times when the device is not in use. Technology assistance will be provided in person at each site.

Instructional Delivery Considerations
During the In-Person Learning Plan, in class teaching and learning will take place. The Safe Learning Plan for 2020-21, https://mn.gov/covid19/for-minnesotans/safe-learning-plan/overview.jsp, requires school districts to offer a Distance Learning option for any family not comfortable sending their child(ren) back to school.

Early Childhood/Preschool
Fillmore Central Public Schools is committed to providing our full service tuition based preschool program to interested families through our In-Person Learning Plan. Our preschool class sizes are small and we have access to space large enough that would allow for us to meet both the reduced room capacity limits and social distancing requirements for the program.

Parents who have enrolled their children in preschool can expect Fillmore Central to provide their children with the same level of in person service through our In-Person Plan.

Tuition based preschool distance learning is available to any family who would prefer their child not participate in person.

Questions about our preschool programming should be directed to our Community Education Director, Angi Kaase at angi.kaase@isd2198.k12.mn.us

Early Childhood and Elementary
- Classroom teachers will run their daily schedules as they have in previous school years.
- Phy Ed, Music, and Art will run their daily schedules as they have in previous school years.
- Special Education will meet with their grade level students.
- Title and Intervention programs will be available.
High School

- Students will follow the schedule listed below:
  Monday - Tuesday: In-Person Learning
  Wednesday: Distance Learning (Students are expected to be online during their regular scheduled classes with live stream In-Person instruction from their teachers.)
  Thursday - Friday: In-Person Learning

Teachers will organize classrooms to maximize space and encourage social distances. For families that chose full time distance learning, teachers will live stream in-person instruction on all school days. Attendance will be recorded based on participating in their scheduled classes.

Special Education and Section 504:
During this time Fillmore Central 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. We will plan how to 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 in-person learning. Most services will be unchanged, however not all current parts of an IEP/IFSP may be relevant or possible during in-person learning. Case managers will reach out to parents to discuss how each child’s special education services will be provided during in-person learning. Each student with an IEP/IFSP will have a Contingency Learning Plan (CLP) based on their current IEP/IFSP. The CLP will be developed by members of the IEP/IFSP team, including the parent, and will outline the services and supports each student will receive through distance learning, hybrid learning and in-person learning scenarios.

Throughout the course of any in-person learning period, the district will meet due process obligations as follows:
- IEP meetings will be held.
- IEP meetings may be conducted in person at school buildings or held virtually via any of the following methods:
  - Phone conference
  - Video conference - An agreed upon platform
- Initial evaluations and reevaluations will be conducted following CDC/MDH guidelines.

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 in-person learning. 504 case managers will be reaching out to parents to discuss how each child’s 504 Plan will be implemented during this time, 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 and communicated with each child’s teacher(s).

504 evaluations and planning meetings will continue to occur. Meetings may occur in-person or via virtual methods such as:

- Phone conference
- Video conference - An agreed upon platform

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and support through special education (IEPs) or section 504 (504 Plans) should contact Special Education Director Micki Breitsprecher, michelle.breitsprecher@isd2198.k12.mn.us

**Food Service Considerations**

Food Service will continue as it was prior to the spring school closure. Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building. Families that have chosen full distance learning will be able to pick up meals at the elementary and high school at the regular price of each individual meal.

**Elementary**

- Breakfast will be offered each day to K-6 students.
- Students will eat breakfast in designated areas.
- Students will eat lunch in designated areas.
- Milk break will be in designated areas.

**High School**

- Breakfast will be offered each day to 7-12 grade students. Students will eat breakfast in designated areas.
- Classroom teachers will use staggered dismissal times at lunch.
- Students will eat lunch in designated areas to provide additional spacing for everyone.

**Transportation Considerations**

Transportation will continue as it was prior to the spring 2020 school closure, with a few additional routes. A number of in town pick-up points may have earlier/later pick up times. Please refer to the bus route guidance sheet prior to the start of school. Masks will be required of K-12 students and bus drivers on the school bus per Executive Order 20-81.
Early Childhood - Elementary:
Doors will be open from 8:00-8:25 AM- All students will report directly to their classrooms.

- **Walking to school and Drop Off Entry Points:**
  - Early Childhood: Entrance #7 (Lower Elementary Entrance)
  - Kindergarten/1st/2nd Grade: Door #1 (Main Elementary Entrance)
  - 3rd/4th Graders: Door #23 (3/4th Hallway Entrance)
  - 5th/6th Graders: Door #21 (District Office/Canopy Entrance)

- **Student Dismissal:**
  - Preschool & Elementary: 3:10 PM

- **Harmony Transit**: Drop Off in front of school

- **School Van**: Drop Off in back entrance

High School
Doors will be open from 8:00 - 8:15 AM- All students will report directly to their first period classrooms.

- Students will enter through Door #9 and #1.

**Childcare**
In this scenario school-based Childcare would not be offered during the school day.

- School-aged Childcare will be offered before and after school. Hours are 6:00-8:00 A.M. and 3:00-6:00 P.M.

**Activities/Athletics**
Fillmore Central will continue to follow Minnesota State High School League (MSHSL) and Youth Sports Guidance from the state of Minnesota. Any questions or concerns should be directed to Activities/Athletic Director, Chris Mensink @ chris.mensink@isd2198.k12.mn.us

**Social Distancing Considerations**
During the In-Person Learning Plan scenario our school district will work to social distance people as much as possible. We will space student desks, limit group work, avoid contact between students as much as possible. Staff will be mindful of classroom spaces to support distancing students, and limit non-essential visitors to our school district.

**Infrastructure Considerations**
- **Masks** - Governor Walz issued Executive Order 20-81, effective July 25th, ordering face masks to be worn indoors at public places in Minnesota. This includes school buildings.
  - Each student will receive one cloth and three disposable masks.
  - PreK students will not be required to wear a face covering Per Executive Order 20-81;
  - Children five and under exempt. Children five years old and under are not required to wear a face shield or face covering.
- **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 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards that apply to public schools.

- **Physical Space Changes** -
  - Water Fountains - Water fountains will be unavailable, students will be encouraged to utilize a water bottle to remain hydrated. Touchless bottle fillers are located throughout the school building.
  - Restrooms - Staff will work to stagger restroom breaks for students so as to limit the number of occupants at any given time.
  - Hand Washing/Sanitizing - Staff will implement hand washing procedures within classrooms. All individuals are expected to wash hands regularly.
  - Student arrival - students should not arrive before 8:00 A.M.

**Building Cleaning/Sanitation Procedures** - Effective immediately, 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.
Hybrid Learning Plan

**General Description**
In this scenario, students and staff will create as much space between one another as is feasible during the day, and will be held strictly to enforcing six feet of social distancing during primary instructional time in the classroom. This plan may be implemented if the state COVID-19 metrics rise to a certain level in Fillmore County.

**Technology Considerations**
Our students will each have a device assigned to them personally. For grades K-4 iPads will be assigned to each student to use both at school and at home. For grades 5-8 Chromebooks will be assigned to each student. For grades 9-12 MacBook Airs will be provided to each student. A backpack or bag will be provided for each student to transport the devices and should be used at all times when the device is not in use. Technology assistance will be provided in person at each site for when students are in school and utilizing a drop box at each site for those that are homebound.

**Instructional Delivery Considerations**
During the Hybrid Learning Plan, in class teaching and learning will continue to take place.

We are planning on having all PreK-6 students continue to attend on a daily basis while in the Hybrid Learning Plan. Extra spacing between everyone will take place.

The high school students will be placed into two groups, Group A and Group B. Group A students will have in-person instruction on Monday and Tuesday. Group B students will have in-person instruction on Thursday and Friday. All students will continue to have distance learning on Wednesdays. Group A and B will be approximately 50% of each grade level. Our plan is to have siblings be in the same groups unless families make a written request to have their children in different groups. High school groups will be announced prior to the start of the Hybrid Learning Plan which includes approximately 50% of students attending in person on a given day.

The Safe Learning Plan for 2020-21 requires school districts to offer a Distance Learning option for any family not comfortable sending their child(ren) back to school. Please give Fillmore Central written notice if your children will be in distance learning instead of attending school in-person.

**Early Childhood/Preschool**
Fillmore Central Public Schools is committed to providing our full service tuition based preschool program to interested families through our Hybrid Learning Plan. Our preschool class sizes are small and we have access to space large enough that would allow for us to meet both the reduced room capacity limits and social distancing requirements for the program if we have to implement our Hybrid Learning Plan.
Parents who have enrolled their children in preschool can expect Fillmore Central to provide their children with the same level of in person service through both our In-Person and Hybrid Plans. Tuition based preschool distance learning is available to any family who would prefer their child not participate in person.

Questions about our preschool programming should be directed to our Community Education Director, Angi Kaase at angi.kaase@isd2198.k12.mn.us

Early Childhood and Elementary
- Classroom teachers will run their daily schedules as they have in previous school years.
- Phy Ed, Music, and Art will run their daily schedules as they have in previous school years.
- Special Education will meet with their grade level students.
- Title and Intervention programs will be available.

High School
- Students will follow the schedule listed below:
  - Monday - Tuesday: In-Person (Group A)
  - Wednesday: Distance Learning (All students are expected to be online during their regular scheduled classes with live stream in-person instruction from their teachers.)
  - Thursday - Friday: In-Person (Group B)

  Teachers will organize classrooms to maximize space and encourage social distances. For families that chose full time distance learning, teachers will live stream in-person instruction on all school days. Attendance will be taken of those who are/are not online participating in their scheduled classes; this includes all those in distance learning both full time and part-time.

Special Education and Section 504:
During this time, 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 hybrid 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 this model. Case managers will reach out to parents to discuss how each child’s special education services will be provided during this time. Each student with an IEP/IFSP will have a Contingency Learning Plan (CLP) based on their current IEP/IFSP. The CLP will be developed by members of the IEP/IFSP team, including the parent, and will outline the services and supports each student will receive through distance learning, hybrid learning and in-person learning.
In addition to developing CLPs, 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 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 they will be held virtually via any of the following methods:
  - Phone conference
  - Video conference - An agreed upon platform
- Initial evaluations and reevaluations will be conducted when the student is on-site.

**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 this model. 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 hybrid learning. 504 case managers will be reaching out to parents 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 hybrid learning, those changes will be incorporated into the plan, sent home to parents and communicated with each child's teacher(s).

504 evaluations and planning meetings will continue to occur during any hybrid 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 - An agreed upon platform

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and support through special education (IEPs) or section 504 (504 Plans) should contact Special Education Director Micki Breitsprecher, michelle.breitsprecher@isd2198.k12.mn.us

**Food Service Considerations**

Food Service will continue as it was prior to the spring school closure. Additional hand sanitizing stations and increased hand washing procedures will be implemented to decrease the spread of illness within the school building. Families that plan to have school meals on distance learning days will need to request in writing and pick up meals at the elementary or high school buildings. Current guidance indicates the meals will not be free, the meals will have the regular price per meal.
Elementary
- Breakfast will be offered each day to K-6 grade students.
- Students will eat breakfast in designated areas.
- Students will eat lunch in designated areas.
- Milk break will be in designated areas.

High School
- Breakfast will be offered each day to 7-12 grade students. Students will eat breakfast in designated areas.
- Classroom teachers will use staggered dismissal times at lunch.
- Students will eat lunch in designated areas to provide additional spacing for everyone.

Transportation Considerations
Transportation will continue as it was prior to the spring 2020 school closure, with a few additional routes. A number of in town pick-up points may have earlier/later pick up times. Please refer to the bus route guidance sheet prior to the start of school. Masks will be required of K-12 students and bus drivers on the school bus per Executive Order 20-81.

Early Childhood - Elementary:
Doors will open from 8:00-8:25 AM - All students will report directly to their classrooms.
- **Walking to school and Drop Off Entry Points:**
  - Early Childhood: Door #7 (Lower Elementary Entrance)
  - Kindergarten/1st/2nd Grade: Door #1 (Main Elementary Entrance)
  - 3rd/4th Graders: Door #23 (3/4th Hallway Entrance)
  - 5th/6th Graders: Door #21 (District Office/Canopy Entrance)
- **Student Dismissal:**
  - Preschool & Elementary: 3:10 PM
- **Harmony Transit:** Drop Off in front of school
- **School Van:** Drop Off in back entrance

High School
Doors will be open from 8:00 - 8:15 AM - All students will report directly to their first period classrooms.
- Students will enter through Door #9 and #1.

Childcare
In this scenario school-based Childcare would not be offered.
- School-aged Childcare will be offered before and after school. Hours are 6:00-8:00 A.M. and 3:00-6:00 P.M.
**Activities/Athletics**

Fillmore Central will continue to follow MSHSL and Youth Sports Guidance from the state of Minnesota. Any questions or concerns should be directed to Activities/Athletic Director Chris Mensink, chris.mensink@isd2198.k12.mn.us

**Social Distancing Considerations**

During the Hybrid Learning scenario our school district will follow all MDH social distancing guidelines. We will space student desks, limit group work, limit contact between students as much as possible, be mindful of classroom spaces to support distancing students, and limit non-essential visitors to our school district.

**Infrastructure Considerations**

- **Masks** - Governor Walz issued Executive Order 20-81, effective July 25th, ordering face masks to be worn indoors at public places in Minnesota. This includes school buildings.
  - Each student will receive one cloth and three disposable masks.
  - PreK students will not be required to wear a face covering Per Executive Order 20-81; Children five and under exempt. *Children five years old and under are not required to wear a face shield or face covering.*

- **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.

- **Physical Space Changes** -
  - Water Fountains - Water fountains will be unavailable, students will be encouraged to utilize a water bottle to remain hydrated. Touchless bottle fillers are located throughout the school building.
  - Restrooms - Staff will work to stagger restroom breaks for students so as to limit the number of occupants at any given time.
  - Hand Washing/Sanitizing - Staff will implement hand washing procedures within classrooms. All individuals are expected to wash hands regularly.
  - Student arrival - the students should not arrive before 8:00 A.M.

**Building Cleaning/Sanitation Procedures** - Effective immediately, 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.
District Wide Distance Learning Plan
(Adapted from Spring 2020)

General Description
Our Distance Learning Plan will be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of all in-person learning. During our Distance Learning Plan scenario students will have access to appropriate educational materials and receive daily interaction with their teacher(s).

Technology Considerations
Our students will each have a device assigned to them personally. For grades K-4 iPads will be assigned to each student. For grades 5-8 Chromebooks will be assigned to each student. For grades 9-12 MacBook Airs will be provided to each student. A backpack or bag will be provided for each student to transport the devices and should be used at all times when the device is not in use. Technology assistance will be provided using a drop box at each site.

Instructional Delivery Considerations
Parents 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.

Early Childhood/Preschool
If the COVID-19 pandemic situation evolves to the point where our district and all In-Person school programming needs to be shut down for an extended period of time, forcing our district to move exclusively to the distance learning format, Fillmore Central is committed to providing distance learning preschool instruction tuition free.

Questions about our preschool programming should be directed to our Community Education Director, Angi Kaase at angi.kaase@isd2198.k12.mn.us

Fillmore Central Elementary: District Wide Distance Learning plan will be different for the 2020-2021 school year than the 2019-2020 school year.
● The classroom teacher will determine the distance learning plan. This may include a paper packet as well as online resources.
● This will include a daily schedule of learning expectations with required work to be completed and returned to the classroom teachers.
● A variety of technology/apps (SeeSaw, IXL) may be used.

Fillmore Central High School:
● In-Person learning days will be replaced with live streamed instruction from teachers.
● Instructional materials and assignments will be placed on teachers Google Classroom pages.
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 to discuss how each child’s special education services will be provided during distance learning. Each student with an IEP/IFSP will have a Contingency Learning Plan (CLP) based on their current IEP/IFSP. The CLP will be developed by members of the IEP/IFSP team, including the parent, and will outline the services and supports each student will receive through distance learning, hybrid learning and in-person learning.

In addition to developing CLPs, 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 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 they will be held virtually via any of the following methods:
  - Phone conference
  - Video conference - An agreed upon platform
- 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.

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 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 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 - An agreed upon platform

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and support through special education (IEPs) or section 504 (504 Plans) should contact Special Education Director Micki Breitsprecher, michelle.breitsprecher@isd2198.k12.mn.us

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 for students that wish to continue this service. These meals will be available for pick-up at the elementary and high school. Special requests for delivery may be made in writing. Current guidelines demonstrate this will not be a free service, regular prices will apply to all meals.

Childcare
If our district has to implement our Distance Learning Plan, Fillmore Central Schools is committed to providing an all day child care program for school age children age 12 and under who are students of Fillmore Central Schools and of critical workers in Tier I of the state critical worker list. Children of Tier 1 workers only will be cared for at no cost during the typical school hours. Children of Tier 1 workers; as defined by MDE, are listed below. Spots are limited based on available staffing and space. Please contact Angi Kaase or Jessica Bradt if you have questions about availability and/or would be interested in adding your name to our waiting list. Before and after school child care will be offered for a fee to Tier 1 workers. If space is available for children outside of Tier 1 workers, care will be available for a fee from 6:00AM-6:00PM.

Tier 1 List of Eligible Children as defined by MDE

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Child care and school-age care providers

Location: The Childcare program will be offered at Fillmore Central Elementary. Depending on the number of participants the district may separate by age groups.

Meals: The childcare program will provide breakfast and lunch. Cost for the meals is to be determined.
Programming: The program will include - child supervision, learning activities, rest time (if needed), free-time and educational play. Children will have designated time to be able to work on their school work while in the childcare program however we can not guarantee all student work will be finished.

Cost: To be determined.

Charges will accrue from 6:00AM-8:00AM and 3:00PM-6:00PM for Tier 1 children.
Charges will accrue from 6:00AM-6:00PM for non-Tier 1 children pending space & availability.

Monitoring Children’s Health - In an effort to protect both children and staff using our Childcare Program, Fillmore Central Schools is asking parents/guardians to check their children's temperature prior to dropping them off for child care every morning. If your child has even mild symptoms of fever, cough, shortness of breath or other respiratory symptoms, they need to be kept home. Please contact the SAC cell phone if your child has these symptoms and is kept home. School district staff will take the temperatures of every student as they are dropped off in the morning. If a child is found to have a fever, 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.

Social Distancing Considerations
School buildings and grounds will be closed with the exception of the school district's Child Care programs.

Infrastructure Considerations
- **Masks** - Governor Walz has issued Executive Order 20-81, effective July 25th, ordering face masks to be worn indoors at public places in Minnesota. This includes school buildings.
- **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** - 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
Fillmore Central will continue to follow MSHSL and Youth Sports Guidance from the state of Minnesota. Any questions or concerns should be directed to Activities/Athletic Director Chris Mensink @ chris.mensink@isd2198.k12.mn.us
**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 Fillmore Central Schools 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 in southeastern Minnesota. 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 Fillmore Central Schools will be working to establish alternative procedures for students to access learning online. Additional wireless access points may be available to allow students and families to “drive-in” to download and upload school work. More information will be provided as it becomes available.

**Technology Statement for Homebound Students**

Direct instruction and interaction with students homebound due to COVID-19 will be a requirement. Daily lectures, explanation of project work, class check-ins during projects, and instructions before tests all can be done both in-person and through the WebEx session for homebound students. Teachers will be provided with an iPad and a tripod to use in conjunction with their Laptop for doing hybrid/distance learning instruction. There will also be a wireless microphone provided to hook up to the staff computer for distance/hybrid learning instruction. Teachers will be required to set a schedule for students that matches for homebound students the daily schedule of those that are in-person. Students will be expected to join the classes daily for live, direct instruction during the scheduled times provided by the classroom teachers. Solutions for home internet will be negotiated between households and the school for those that currently do not have service.
Family Resources

Please use the links below to obtain additional information in regards to up to date COVID-19 information from the State of Minnesota, MDH and MDE:

Minnesota Department of Health (MDH) : COVID-19 : "Stay Healthy MN"

Minnesota Department of Education (MDE) : COVID-19 Updates

Minnesota Safe Learning Plan 20-21

MDH - Decision Tree

MDH - Masking Requirements

Center for Disease Control and Prevention (CDC)

NASP - Student Coping Skills

Mental Health America (MHA) - Wellness and Coping Skills