

**Cass Lake-Bena Schools**  
**Safe School Plan**



**Cass Lake-Bena School Board**  
**Rochelle M. Johnson**  
**Superintendent**

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## **Introduction**

In planning for the coming school year, the Minnesota Department of Education (MDE) has requested school districts to plan for three different scenarios going into the 2020-2021 school year. Those three scenarios include:

- **Scenario 1: In-person learning for all students.** Creating as much space as possible between students and teachers that is feasible during the day, but is not held to strictly enforcing the 6 feet of social distancing.
- **Scenario 2: Return students to school buildings implementing a hybrid model.** Following strict social distancing and capacity limits to 50% maximum occupancy. Social distance of at least six feet between people must always occur.
- **Scenario 3: Distance Learning Only**

The Cass Lake-Bena 2020 School Plan is based on the MDH *2020-2021 Planning Guide for Schools*, MDE's *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning* and current public health recommendations at the time this document was developed, which include:

- Maintain a distance of six-feet between individuals
- Wear face masks or coverings
- Screen for COVID-19 symptoms
- Practice good hygiene protocols, including hand washing, cleaning and disinfecting
- Limit group gatherings
- Plan for short-term school closures, should there be a suspect or confirmed COVID-19 case

The Cass Lake-Bena schools will follow Gov. Walz's July 22, 2020 Mandate that Masks are to be worn in School.

The Cass Lake-Bena School Plan is a working document to be updated as changes occur.

## **Scheduling:**

### **Scenario 1: In-person learning for all students.**

Creating as much space as possible between students and teachers that is feasible during the day but is not held to strictly enforcing the 6 feet of social distancing.

- All students will return to school following the district calendar.
- Students attend school, following additional safety precautions, including face coverings as mandated by state officials.
- Students would attend school with normal classroom hours and classroom settings.
- In order to allow staff to touch base and work with distance learners our schools will release students beginning at the Elementary at 1:40 p.m, Middle school and High School will release at 2:00p.m.
- **Families will continue to have the option of distance learning for the academic school year.**

### **Scenario 2: Return students to school buildings implementing a hybrid model.**

Following strict social distancing and capacity limits to 50% maximum occupancy. Social distance of at least six feet between people must always occur.

- All schools will follow the district calendar for scheduled school days.
- Schools will release students beginning at the Elementary at 1:40 p.m to allow staff to touch base and work with distance learners
- Wednesdays are Distance Learning days with Instruction time beginning at 10:15.
- Elementary, Middle and High School students will be split into two groups, A and B. Group A will be in their buildings on Monday's and Tuesday's. Group B will be in their buildings on Thursdays and Fridays. Students report to their regular classrooms.
- High School Students academic schedules will be scheduled according to their block schedule of A day/B day curriculum.
- Instruction will be both in-person and at home through a combination of in person, live recordings, pre-recorded instruction and paper packets.
- Grading: Grading for Distance Learning is the same for in-person. Students may be allowed additional time for completion of an activity on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.
- Technology – Students in grades 4 – 12 shall receive a Chromebook. Students in grades 2-3 shall receive a Chromebook at a parent's request. Students PreK- grade1 shall receive packets of instruction.
- Special education students will have their IEP's reviewed and their schedules will be tailored to the individual person.

- In order to allow staff to touch base and work with distance learners  
Schools will release students beginning at the Elementary at 1:40 p.m, Middle school and High School will release at 2:00p.m.

### **Scenario 3: Distance Learning Only**

All students are to remain out of school and will be provided education through the district Distance learning plan.

- All schools will follow the district calendar for scheduled school days
- Students will receive a Distance Learning Matrix with learning activities weekly.
- Teachers will be reaching out to students to review completed activities and to assist students as needed.
- Technology – Students in grades 4 – 12 shall receive a Chromebook. Students in grades 2-3 shall receive a Chromebook at a parent’s request. Students PreK- grade1 shall receive packets of instruction.
- Indian Education- programming support will be available through the district’s Indian Education program coordinator.
- Academic and Career Counselling- including scholarship and post-secondary applications, is available by contacting High School Guidance Counselor
- Activities/Sports - there are no Minnesota High School League activities, including practices. We encourage students to do individual activities to preserve fitness and performance levels.
- No group activities will be held, and coaches are not able to provide workouts, or evaluate individual student performance level
- Attendance: Students will be considered in attendance once contact has been made between the student and teacher, unless indicated otherwise by their parents. Parents may call the school between the hours of 8:00 a.m. – 12:00 noon to report an absence. This absence will follow the same protocols as for an absence when students physically attend school.
- Student learning activities shall be completed based on instructions from the teacher.
- Grading: Grading for Distance Learning is the same for in-person. Students may be allowed additional time for completion of an activity on a case-by-case basis. Students who need additional time because of limited Internet access or other family responsibilities should contact their teacher for an extension.
- Special Education Services Special Education Teachers will be contacting and sending a Prior Written Notice to notify parents of the Contingency Plan for Distance Learning which will go into effect on the date the district implements distance learning until the district resumes onsite instruction. A Contingency Plan for Distance Learning will be attached to the Prior Written Notice and will describe the following: Parent’s Preferred Mode of Communication, Service, Frequency of Service, and Mode of Delivery. Distance Learning Plans will be individualized per each student’s

Individual Education Plan. Distance Learning may occur through a variety of means which may include but is not limited to, paper packets or worksheets, textbooks, telephone instruction, online resources, instruction via the school’s learning management system, instruction via Skype, Facetime or Zoom.

- Homeless Cass Lake-Bena Public Schools is committed to ensuring that each and every one of our homeless students are being monitored and provided with an equal opportunity for continued learning and achieving success within our district, all within the guidelines of the McKinney- Vento Act.
- Meal Plan Free meals are available for children every weekday from 11:00 am – 2:00 pm. The service will be a combination of a “drive-through” option located at the Cass Lake Elementary school and also meal distribution at 18 sites throughout the district
- Students in distance learning who wish to return to in-person or hybrid may on-board at mid-quarter and quarter breaks.

## **Communication**

### **District Leadership Covid-19 Committee**

The Cass Lake-Bena School District has formed a Leadership Committee to work on the modifications needed for the upcoming school year. The team includes the following people.

<b>Team Member</b>	<b>Title</b>	
Rochelle M. Johnson	Superintendent Covid-19 Coordinator	(218) 335 – 2204 ext: 6011
Bryan Hackbarth	High School Principal/building Coordinator	(218) 335- 2204 ext:1111
Ellen Skogen	ALC Asst. Principal/building Coordinator	(218) 335 – 2204 ext: 6208
Jake Richter	Middle School Principal/Building Coordinator	(218) 335 – 2204 ext: 1902
Josh Grover	Elementary Principal/Building Coordinator	(218) 335 – 2204 ext: 5012
Roberta Williams	District Nurse	(218) 335 – 2204 ext: 1309
Timothy Urban	District Technology Director	(218) 335 – 2204 ext: 1961
LuAnn Frazer	District Indian Education Director	(218)335 – 2204 ext: 1322
Tyler Wittner	District Transportation Director	(218) 335 – 2204 ext: 1991
Lisa Maki-Kuhn	CLEA Representative	(218) 335 – 2204 ext: 1707
Molly Turner	CLEA Representative	(218) 335 – 2204 ext: 6011
Yodi Bloomgren	LIEC Representative	(218) 368 – 9526
Lori Bannor	MSEA	(218) 335 – 2204 ext: 6005
Millie Baird	School Board Representative	(218)556-4564
Terri Vail	School Board Representative	(218)308-4959
Tami Martin	Sourcewell Covid Support team	(218)232-9494

## **Communication Methods**

The Cass Lake-Bena School District will release regular communication updates in the following ways:

- Weekly email from team members to all staff
- Images school and community newspapers.
- Weekly COVID-19 Leadership Team meetings or as needed.

The District will continue to utilize the district website and Social Media outlets for updating staff, students, parents/guardians, and the public. Written documentation will be available at the District Office for parents/guardians who do not have internet access.

Instant Alert (messaging system) will be utilized to provide parents/guardians and staff with immediate updates when necessary.

Posters will be present within the facility, including at the following locations:

- At all handwashing sinks to remind everyone of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the mask wearing and social distancing requirements

## **Reporting Methods**

Cass Lake-Bena School District will request parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19. Reports should be made to the District School Nurses Office at (218) 335-1309. The District nurse will notify all other appropriate personnel.

## **Activities**

- Cass Lake-Bena Schools will rely on and implement guidance from the Minnesota State High School League to safely hold athletic practices, competition and events when able.
- All field trips will temporarily be suspended until further notice
- Clubs and Activities are able to resume only in an in-person or hybrid learning environment, clubs and activities may take place with physical distancing and safety measures in place.

## **Special Education**

- Special Education Services Special Education Teachers will be contacting and sending a Prior Written Notice to notify parents of the Contingency Plan for Distance Learning which will go into effect on the date the district implements distance learning until the district resumes onsite instruction. A Contingency Plan for Distance Learning will be attached to the Prior Written Notice and will describe the following:

Parent's Preferred Mode of Communication, Service, Frequency of Service, and Mode of Delivery. Distance Learning Plans will be individualized per each student's Individual Education Plan. Distance Learning may occur through a variety of means which may include but is not limited to, paper packets or worksheets, textbooks, telephone instruction, online resources, instruction via the school's learning management system, instruction via Skype, Facetime or Zoom.

## Support Services

Families can expect that throughout the school year the educational scenario is dependent on the health situation of our counties and Indian Health Service data. It is our hope that through these transitions, students and families can maintain a high level of support. Clear communication and thoughtful and organized planning from the school and families will make these transitions smoother. Support services will continue to be available for all students to include:

- **Homeless** Cass Lake-Bena Public Schools is committed to ensuring that each and every one of our homeless students are being monitored and provided with an equal opportunity for continued learning and achieving success within our district, all within the guidelines of the McKinney- Vento Act.
- **District Home/School Liaison.** We also have designated Home/School Leads in each of our four (4) buildings who have the ability to support and back up the liaison in times of need.
- **Mental Health**  
If children are struggling to manage emotions during this time, contact can be made with social work staff; call the school for more information.  
The Cass Lake-Bena school district contracts with the Leech Lake Band of Ojibwe for our mental health needs. Our school counselors, administration, and LL mental health workers are available on-site in all three scenarios. District staff have developed distance learning protocol which includes, daily phone well-being checks, home visits when appropriate, and a referral network with a list of resources.
- **Social Emotional Learning**  
Under the guidance of building administration, social workers, home/school liaisons, and teacher-leaders, each building's SEL/PBIS leadership team has created a system of student support. Social workers and counselors will also be making phone calls and maintaining relationships with identified students and families to ensure that they are continually supported.

## Training and Education

The following staff categories will receive training or be provided information on the Cass Lake-Bena School Plan in the specific areas listed below.

- Currently known COVID-19 Facts
- Cleaning Methods and Schedule



- Employee Right-to-Know
- Personal Protective Equipment
- Districts School Plan
- Identifying Symptomatic Students
- Screening Yourself
- MDH COVID-19 Flow Chart review
- Technical support

## Screenings

Families are asked to perform student checks prior to putting students on the bus or bringing to school. Staff are also asked to do self-checks prior to reporting for duty and to follow all CDC health precautions.

### SCENARIO 1 & 2

The Cass Lake-Bena School District will implement the following screening process for students driving themselves, dropped off, walked, staff and visitors:

- Masks are required for entry.
- There will be a single source of entry into each building.

The Cass Lake-Bena School District will implement the following screening process for students arriving to school on busses.

- All students and staff must wear a mask.
- The driver will have a disposable mask if the student does not have one.
- Parents/guardians are asked to complete the health checklist before sending their student to school.
- 

The Cass Lake-Bena School District will maintain a designated quarantine space for students who are showing signs or symptoms relating to Covid 19. District nursing personnel will oversee this precaution.

## In school protocols

### School visitation

All visitors must stop in the office for a visitor pass prior to being allowed in the buildings. . All visitors must follow all CDC guidelines, wear a face mask, and maintain social distancing.

### Hand Washing

Posters will be placed at all sinks that demonstrate proper hand washing practices.

Hand sanitizer will be provided to all staff members for their desks and workspaces. Custodial staff will check mounted hand sanitizer located in common areas and handwashing supplies during each daily cleaning of the area.

Teachers are expected to teach, demonstrate allow time for proper hand washing with all students.

## **Face Coverings**

### **SCENARIO 1 In-person & 2 Hybrid**

Staff and students of the Cass Lake-Bena school district will follow the Governors mask mandate. That may include a face mask or plastic face shield. Students and staff will be provided a face mask, along with instructions on proper use and cleaning.

All school students and staff have the face coverings they need for in-person and hybrid learning. Minnesota will provide the following supplies to all public schools:

- Every K-12 student will receive one cloth face covering
- Every school staff member will receive one cloth face covering
- Every school will receive a disposable face mask per student
- Every school will receive face shields for all licensed teachers and 50% of non-licensed staff
- Families have the opportunity to provide their own face coverings.

Face mask exemptions should be reported to the building administrator. Exemptions include but are not limited to:

- Children between the ages of 2 and 5 years old are not required to wear face coverings.
- People who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
- People at their workplace when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or workplace safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic.

Public Water dispenser will be shut off. Water bottle fillers will remain available for students to fill their individual water bottles. Individual cups will be provided by the district for students without water bottles.

### **Protecting Those at Higher Risk**

The Cass Lake-Bena School District will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests of parents who may elect to continue distance learning due to an underlying medical condition of the student or others in their home.

Building administrators will review all staff and students that are identified as high-risk and reach out to them with individual plans.

## Sanitizing

The Cass Lake-Bena school district employees and custodial staff will maintain a daily sanitizing schedule for classrooms, offices and common areas.

- Cleaning and sanitization will follow CDC guidelines, including frequent cleaning of high touch points.
- Thorough cleaning will occur each evening. Fogging of common areas will be completed in all buildings daily. Fogging of entire buildings will be completed weekly.
- EPA approved disinfecting products will be used to disinfect hard surfaces throughout the day and afterschool.
- Hand sanitizer will be available in all classrooms and in common areas of the buildings.
- Cass Lake-Bena Schools will be reinforcing frequent hand washing by students and staff.
- Reminders for proper handwashing, social distancing and the use of face coverings will be posted throughout the school.
- Cleaning and sanitizing supplies will be provided to all buildings and classrooms.
- Sharing of electronic devices, clothing, books and other learning aids will be avoided.

## Food Service

Under [Executive Order 20-82](#), school districts regardless of learning model, must continue to provide meals to students during the school day to the extent possible, utilizing all waivers and flexibilities provided by the U.S. Department of Agriculture

### Scenario 1 In-person

Students shall receive meals according to the school daily schedule. Lunches will be provided to classrooms until further notice.

#### \* Distance Learner

Free meals are available for children every weekday from 11:00 am – 1:00 pm. The service will be a combination of a “drive-through” option located at the Cass Lake Elementary school.

### Scenario 2 Hybrid

#### High School

Students will come through the kitchen to get their meal (breakfast and lunch) while social distancing. When the cafeteria is full at 6 feet apart, the rest of the students will eat their meals in the classroom.

#### Middle School

Breakfast will be served in the classroom. Students will pick up their breakfast meal in one of two locations in the center hallways.

Lunch will be 5<sup>th</sup> in the cafeteria while 6<sup>th</sup> in the gym. Then switch. Then clean.

Next is 7<sup>th</sup> in the cafeteria while 8<sup>th</sup> in the gym. Then switch. Then clean.

Meals will be picked up in the kitchen for lunch.

### **Elementary**

The soft opening will be meals in the classroom, both breakfast and lunch. For Hybrid, we can seat 35 students at a time in the cafeteria. As opening progresses, we will move from the classroom to the cafeteria and clean between each group.

### **ALC**

All students will pick up their meal from the Satellite kitchen at the ALC while social distancing. Students will be eating in their classrooms.

### **ABE**

Meals will be picked up from the elementary kitchen, by the teacher. The teacher will distribute the meals by social distancing at ABE.

### **All Students**

All open eating spaces will be marked for students.

All students will practice social distancing while receiving and eating their meals.

We will serve as many packaged food items as possible.

For the high school and middle school, we will use packaged utensils, napkins, salt, and pepper.

All students will be served. No self-serving.

### **Distance Learner**

Free meals are available for children every weekday from 11:00 am – 1:00 pm. The service will be a combination of a “drive-through” option located at the Cass Lake Elementary.

### **Scenario 3 Distance Learning**

- Free meals are available for children every weekday from 11:00 am – 1:00 pm. The service will be a combination of a “drive-through” option located at the Cass Lake Elementary school and through meal distribution at 18 sites throughout the district.

## **Transportation**

All students utilizing district transportation will follow all recommended CDC guidelines.

- All students and staff must wear a mask.
- The driver will have a disposable mask if the student does not have one.
- Parents/guardians are asked to complete the health checklist before sending their student to school.

We ask that students have their face coverings ready to wear while riding district provided transportation. The bus driver will load the bus from back to front to limit the number of students passing by others. Students will be assigned seating whenever possible. Households are requested to sit near each other. All district vehicles will be sanitized after each route and clean high touch areas as often as possible. Windows will be partially opened as weather permits for best ventilation.

## **School Age Care Program**

The Cass Lake-Bena Schools will provide care for school-age children age 12 and under who are children of critical workers on Tier I of the state critical worker list, during a hybrid or distance learning model..

The CLBS in-person model has early release times. The Boys and Girls Club will be open at the elementary school from 1:40 -5:00p.m. for elementary students and for middle school students at the Boys & Girls Club District Resource location from 2:00 until 6.00 p.m.

The CLBS is working in partnership with the Cass Lake Area Boys & Girls Club to provide this program. Please contact the Boys & Girls Club for more information.

## **Tribal Consultation**

Communications between the Cass Lake-Bena school district and the Leech Lake Tribal Government will continue. The Distance Learning Plan will be shared with the Leech Lake Band of Ojibwe Education Department as well as the Minnesota Department of Education Indian Education Program. Changes to the Distance Learning Plan will be forwarded to these departments.

## **Resources**

MN State Learning Plan (<https://education.mn.gov/MDE/dse/health/covid19/>)

High Risk ([www.cdc.gov/coronavirus/2019-ncov/need-extraprecautions/people-with-medical-conditions.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extraprecautions/people-with-medical-conditions.html))

Music guide ([www.health.state.mn.us/diseases/coronavirus/musicguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf))

Strategies ([www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-staff.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-staff.html))

## **Attachments:**

- A. Covid–19 Decision Tree
- B. Student Health Screening
- C. Quick guide
- D. Before School Self-Check
- E. Homeless reporting form
- F. School Calendar