

**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. Waltz'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 hours and classroom settings.
- Families would 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.
- 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- grade 1 shall receive packets of instruction.
- Special education students will have their IEP's reviewed and their schedules will be tailored to the individual person.

### **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- grade 1 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 activities will be on a Pass/No pass basis. 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

## **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	(218) 335- 2204 ext:1111
Ellen Skogen	ALC Asst. Principal	(218) 335 – 2204 ext: 6208
Jake Richter	Middle School Principal	(218) 335 – 2204 ext: 1902
Josh Grover	Elementary Principal	(218) 335 – 2204 ext: 5012
Melissa Jensen	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
Rick Haaland	School Board Representative	(218)760-6618
Terri Vail	School Board Representative	(218)308-4959

### **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 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 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.

## **In school protocols**

### **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 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& 2**

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
- all educators have access to a COVID-19 test

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.

### **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.
- 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.

## **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**

Students shall receive meals according to the school daily schedule.

## **Scenario 2**

### **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.

## **Scenario 3**

- 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 through meal distribution at 18 sites throughout the district.

## **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 when students are not receiving in-person instruction. This care will be provided during regular school hours at no cost. The CLBS is working in partnership with the Cass Lake Area Boys & Girls Club to provide this program. Our program will run from 7:45-3:45 p.m. and is in the District Resource Center, ALC location.

## **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**

[\(https://education.mn.gov/MDE/dse/health/covid19/\)](https://education.mn.gov/MDE/dse/health/covid19/)

## **Attachments:**