

Special School Board Meeting
Thursday, July 23, 2020 6:30 PM

Online

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **CONSENT ITEMS**
 1. Minutes of Special Board meeting on January 21, 2020.
5. **NEW BUISNESS**
 1. Consideration to approve the 3 learning plans.
6. **ADJOURN**

INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL BOARD MEETING/WORK SESSION
HILLTOP MEDIA CENTER
January 21, 2020

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson School Board was called to order at 6:30 P.M. Board members in attendance were: Erina Prom, Gretchen Rehm, Joe Roby, Kelsey Schwartz, Brigid Tuck

Members Absent: Brian Kane, Matt Hathaway

Also in attendance: Superintendent, Dr. Marlene Johnson; Paul Menne, Rachele

Item 2.0 **Pledge of Allegiance:** The pledge was recited.

Item 3.0 **Approval of Agenda:**

Item 3.1 Motion by Schwartz, second by Rehm, carried 5-0, to approve the meeting agenda.

Item 4.0 **Open Forum:**

Item 5.0 **Consent Agenda:** Motion by Rehm, second by Roby, carried 5-0, to approve the following Consent Items:

Item 5.1 **Personnel Consent Items:**

Item 5.1.1 Hirings:

Item 5.1.1.1 Buildings Supervisor- Jackie Fahey

Item 5.1.1.2 Buildings Supervisor- Shelly Hink

Item 5.1.1.3 MS Paraprofessional- Amy Kuylas

Item 5.1.2 Resignations:

Item 5.1.2.1 HS Fall Play Asst. Director- Jennifer Weick

Item 5.1.3 Retirements:

Item 5.1.3.1 Special Ed- Susan Ham

Item 6.0 **New Business:**

Item 7.0 **Recommendation to Approve Purchases above \$5,000:**

Item 7.1 Motion by Roby, second by Schwartz, carried 5-0, approved the purchase of the batting cage.

Item 7.2 Motion by Prom, second by Roby, carried 5-0, approved the purchase of trailer.

Item 7.3 Motion by Schwartz, second by Prom, carried 5-0, approved the purchase of the card access doors.

Item 8.0 **Adjourn:** Motion by Prom, second by Roby, carried 5-0, to adjourn the meeting at 8:00 pm.

Board Clerk

Board Chair

Approved on: _____



Le Sueur-Henderson Public Schools

Independent School District 2397

Mission Statement

The mission of the Le Sueur-Henderson Public Schools is to provide a shared commitment to learning that enables every student to contribute and succeed in life. LS-H Schools will ensure that every student receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic.

Learning Scenarios

Spring 2020 brought unprecedented changes to society and our education system. As we plan for the 2020-21 school year, the Minnesota Department of Education is working with the Minnesota Department of Health to monitor the COVID-19 pandemic and determine how to keep our students, families and staff health and safe. School district and charter schools should plan for all three scenarios, based on the Minnesota Department of Health planning guidance, so our schools can be ready for whatever the public health situation may require. Schools should offer distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person or hybrid learning.

Scenario 1: In-Person Learning for All Students

In this scenario, schools should create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 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.

Scenario 2: Hybrid Learning with Strict Social Distancing and Capacity Limits

In this scenario, schools must limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level.

Scenario 3: Distance Learning Only

This scenario may be implemented if local, regional, or statewide COVID-19 metric worsen significantly enough to require the suspension of in-person learning.

How will LS-H Schools decide and communicate when students will attend school in-person, in a hybrid model or via distance learning?

LS-H will be in continual communication with the Minnesota Department of Education and the Minnesota Department of Health to determine which learning scenario best fits our local health conditions. Future decisions to increase or loosen restrictions will be made if COVID-19 metrics at the local, regional, or state level worsen or improve.

LS-H Guiding Principles

Communication	Students, teachers, and parents will collaborate to monitor each student’s progress and mastery of content area standards.
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The Whole Child	We will ensure a holistic approach to learning. Our staff will work with students to meet their academic, physical, social, and emotional needs.
Flexibility	We will work together and demonstrate empathy in all learning scenarios.
Monitor and Adjust	We acknowledge the need to continually evolve and will work together with students, parents, and staff throughout the 2020-2021 school year.
Relationships Matter	Now, more than ever, we must find new ways to stay connected as a GIANT Community.
Routine	All students excel in a structured environment. We will strive to provide structure through all learning scenarios implemented during the 2020-2021 school year.

Visitors

Under all learning scenarios, LS-H will not be allowing nonessential visitors, volunteers, and activities involving external groups or organizations into the buildings unless permission is granted by administration. Parents are asked to remain in their vehicles when dropping off or picking up your child. Please remain outside of the school and call the office when your child is ready to be picked up or dropped off during the school day. No calls will be needed when students are being dropped off or picked up at the beginning or end of the school day.

Health and Safety *(Specific procedures will be updated prior to the '20-21 school year.)*

The safety of our students, their families, and our staff is of the utmost importance. To that end, the district will be implementing the following procedures during the 2020-2021 school year, including, but not limited to:

1. Communicating student screening process and expectations to all families.
2. Implementing self-screening practices for all staff.
3. Identifying how students/families and staff report symptoms, positive tests, and close exposure to a confirmed case of COVID-19.
4. Providing information on how to access resources for mental health and wellness.
5. Providing guidance on Personal Protective Equipment (PPE).
6. Communicating action steps to care for students and/or staff who arrive ill and/or do not pass screening.

Students and families are asked to report COVID-19 symptoms, positive tests, or close exposure to a confirmed case to Molly Thelemann, LSH District Nurse (mthelmann@isd2397.org or 507-665-5811).

Personal Protective Equipment:

Per Executive Order 20-74, all students over the age of 5 must wear a face covering while at school. Students will be required to provide their own face coverings. LSH Schools will provide a limited supply of face coverings in the event a student is unable to provide one for themselves. Further information can be found in [Gov. Walz' Executive Order 20-74](#).

Decision Tree for People with COVID-19 Symptoms

LSH Schools will utilize the decision tree provided by the Minnesota Department of Health to determine the times and duration that students and employees must stay home from school. Please review the [Decision Tree for People with COVID-19 Symptoms](#) and have it readily available in your home.

Furthermore, the following precautionary measures will be taken to promote the health and safety of the students, their family, and staff members:

- Staff will adopt instructional practices to allow physical distancing of at least 6 feet whenever possible.
- Students and staff will remain in a “pod” during individual, in-person sessions (i.e. adults will work with the same student if multiple sessions are necessary).

- Supplies, equipment, and furniture will not be shared or considered for community use. If that cannot be accomplished, then items will be disinfected according to MDH requirements prior to being used by another individual.
- Bathroom facilities, water bottle filling stations (drinking fountains will be disabled), door knobs, and other communal areas will be disinfected regularly by the custodial team.
- Staff and students will be encouraged to wear a cloth face covering only if they can reliably wear, remove, and handle the mask throughout the school day.
- Students and staff will have the opportunity to wash/sanitize their hands multiple times throughout the school day.
- There will be an emphasis on the importance of health checks for students and staff prior to an individual, in-person session.
 - [Child Screening](#)
 - [Employee Screening](#)

Academic Expectations

In all learning scenarios, students will be expected to engage in meaningful learning on a daily basis. High levels of learning, intervention and enrichment opportunities, essential standards and skills will be introduced. In Scenarios 1, 2, and 3, new learning targets and skills will be introduced, scaffolded, assessed, and reported. During the 2020-2021 school year, students will engage in synchronous and asynchronous learning. Synchronous learning will occur when an entire class is expected to participate in live class sessions together, even when some members of a class are present in the school and some attend virtually. Synchronous learning ensures that all students receive the same scope and sequence of age appropriate curricula. Asynchronous learning will occur when students access learning materials on a learning management system, such as Google Classroom or Seesaw, and complete their work on their own. In Scenarios 2 and 3, students will be expected to engage in synchronous learning when required to do so by their teacher. In some cases, the content area or unit will dictate whether synchronous or asynchronous learning will be utilized in Scenarios 2 and 3 to best support student learning.

Technology Overview

LS-H Schools are committed to providing equitable technology access under all learning scenarios. Chromebooks or iPads will be assigned to all ECSE, and Kindergarten through 12th Grade students. Pre-K through 3rd grade student devices will remain at Park Elementary school in Scenario 1. In Scenario 2, Pre-K through 3rd grade students will take their assigned devices home on Thursday afternoons and return them to school on Monday mornings. In Scenario 3, Pre-K through 3rd grade students will keep their assigned devices at home. Students in 4th through 12th grades will be expected to bring their device to and from school on a daily basis under all scenarios.

Assistance for Families without Internet Access

ISD 2397 has committed to partner with families to provide equitable internet access when possible. Resources, such as HotSpots, will be utilized and distributed based on identified needs and availability. Please notify your school's office if your family requires assistance.

For information on Internet access please go to the following link to contact any of our local providers:

<https://broadbandnow.com/Minnesota/Le-Sueur?zip=56058>

<https://broadbandnow.com/Minnesota/Henderson?zip=56044>

Technology Assistance

A technology support email address has been created to support issues that arise throughout the year. Please email tech@isd2397.org or call your school's office if you experience technical difficulties.

Technology Requirements

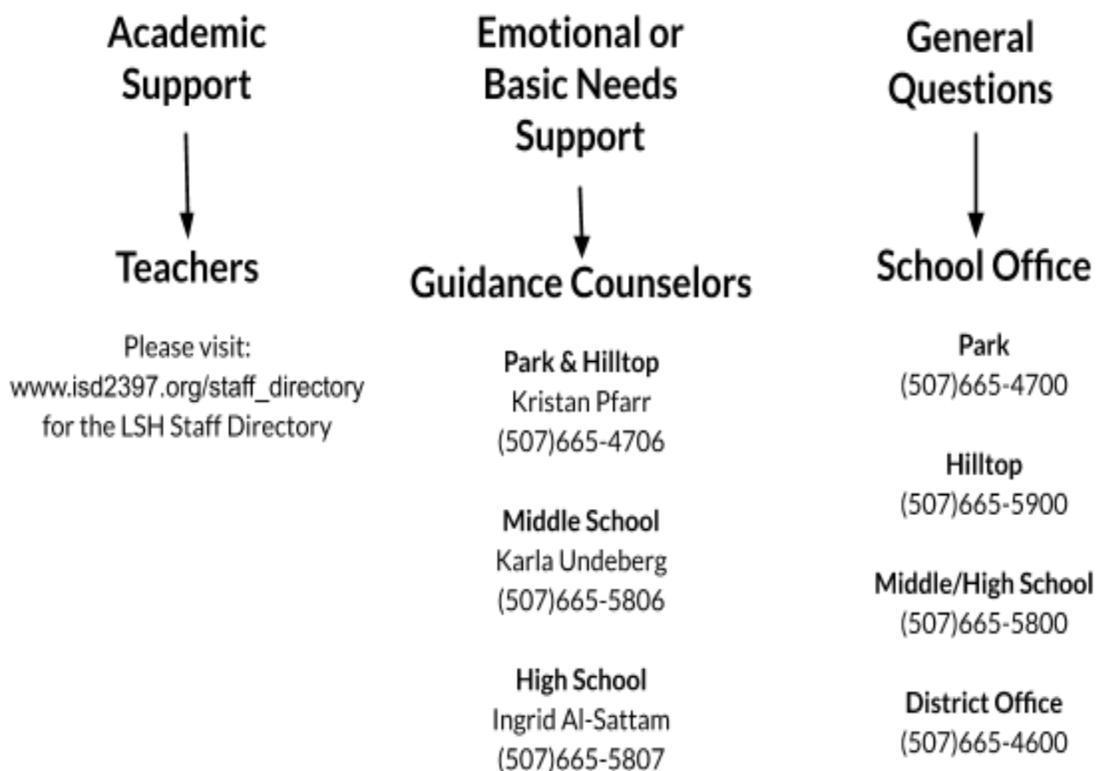
Parents, guardians, and students are expected to read and agree to the policies and procedures identified in the LS-H Student Device Handbook ([Link](#)). Please refer to this handbook for information regarding optional insurance, procedures for damaged devices, and acceptable use of school owned devices and HotSpots.

Communication Pathways

LS-H students, parents, and community members are encouraged to use the following communication pathways when contacting our schools. Information regarding technology assistance is provided above. School staff is able to be contacted via phone or email by using the [ISD #2397 Staff Directory](#).

It is essential for all families to have updated personal information (working phone numbers and email addresses) in Infinite Campus. ISD 2397 relies on the contact information each parent has provided to communicate important information about our schools. **If you have not been receiving ISD 2397 emails, you must contact your child's school immediately.**

Several student support services are provided by ISD 2397 in the areas of: mental health, counseling, nursing, student activities, technology, homeless liaison, and Hispanic outreach coordinator. Please refer to the Guidance Counselors' websites for additional information on how to support your child's emotional and mental health. School staff will also utilize virtual meeting tools such as Google Meets and Zoom to meet with students, parents, and other stakeholders.



COVID-19 Coordinators

Each school's building principal has been identified as the COVID-19 program coordinator. Principals will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and district leadership, and local health officials.

Facilities

For indoor meetings or events held by an outside organization in school facilities, the [seated entertainment and meeting venue guidance](#) must be followed, and a preparedness plan must be developed and shared on the district or school's website. The occupancy limits are set at 25% capacity, not to exceed 250 participants. Please contact the District Office or School Principal for more information.

Community Input

LS-H will utilize a variety of communication strategies to gather input from students, families, and community stakeholders. Examples include, but are not limited to: Google surveys, phone calls, email communication, and focus groups to collect information about student and family needs, gather feedback about each scenario, and encourage general communication with teachers and administration. Parent surveys were sent out during the month of July and feedback received was used to create the LS-H Learning Preparedness Plan.

Election to Engage in Distance Learning

The deadline for families to elect Distance Learning regardless of what Scenario is implemented is **TBD**.

Transportation

LS-H Schools, in partnership with the Le Sueur-Henderson Bus Company, will provide transportation services for the 2020-2021 school year. The Le Sueur-Henderson Bus Company will be following all MDH and CDC requirements for safely transporting students.

Families are encouraged to explore alternate modes of transportation (walk, carpool, ride bike, parent/guardian drop off) to help reduce the overall capacity on the school busses. Families that do qualify for transportation must complete the bus registration by August 6, 2020. Please contact Kris Stivers with questions at kstivers@isd2397.org or (507)665-4650.

Special Education Services

Students with disabilities will continue to receive special education services according to their Individual Education Plan (IEP) or for students entitled to FAPE under Section 504, consistent with a plan developed to meet the requirements of Section 504. Teachers will continue to apply the accommodations and modifications required for each student per their IEP. Special education case managers will continue to address each student's individual needs and communicate with each family.

English Language Learners

During each learning scenario, students receiving ELL services will continue to be provided instruction from our English as a Second Language teachers and staff. Look for teachers' communication with further information for students receiving these services.

Communication with families that do not speak English will still be available through [Maria Aguilar](#), Hispanic Outreach Coordinator, at (507)665-4700.

Daily Attendance Expectations

During the 2020-2021 school year, all teachers have been tasked with maintaining daily participation records for each student that supports the student's reported attendance and school membership information. An absence is considered to be any day or class period where a student is unable to engage in academic activities. In any scenario (including Distance Learning), it is the responsibility of the family to call the school office by 9:00 AM to report an absence for that day. Daily teacher instructional contact may be provided via live interactive video calls, instructional management websites, email exchange and/or phone calls. Documented interaction with a teacher must exist for a student to be considered in attendance.

Students who are absent 15 consecutive days must be withdrawn until they return to attend classes at the school site or participate in daily, interactive instruction, depending on the learning scenario that is in place.

In Hybrid or Distance Learning, a teacher may require your child to have their computer camera activated. Teachers may record students as absent if their computer cameras are not activated.

Daily attendance is taken whether the student is on-site or receiving instruction off-site. Students without documented participation for are reported as absent, including both the on-site and the off-site instructional time. Each school’s student assistance team will meet to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved. Unexcused absences will be assigned when it is determined that a student or family has intentionally disengaged from any learning scenario. As always, communication between students, parents, teachers, and schools is vital to ensure high levels of learning for all students.

ISD 2397 will continue to follow the 2020-2021 school calendar and will not provide educational services when school is scheduled to be out of session.

If a teacher is ill or absent, a substitute teacher will be provided to support student learning.

Behavior Expectations for Students

Each learning scenario will look different for students and staff. Students will likely engage in live and virtual learning with their teacher(s) using an online platform such as Zoom or Google Meets. All online interaction is an extension of the physical classroom, and expectations of student behavior online is the same as we would expect in the classroom (including academic honesty).

Nutrition

LS-H will partner with A’viands Food Service to provide meals (breakfast and lunch) to students. Meal prices (see below) and free/reduced status will remain the same under all three scenarios.

1-12 Breakfast: \$1.50

K-5 Lunch: \$2.75

6-12 Lunch: \$2.90

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none"> ● Students will sanitize their hands prior to all meal times. ● A’viands staff will serve all food items to students. ● Meals (if requested) are available for pick-up and/or delivery for families electing to engage in Distance Learning. 	<ul style="list-style-type: none"> ● All of Scenario 1 requirements. ● Students will be required to social distance while standing in line and eating. 	<ul style="list-style-type: none"> ● Meals (if requested) will continue to be available for pick-up and/or delivery at the district’s discretion.

School-Aged Care

Kids Club participants will be available for those in Preschool thru 5th grade at the following rates for childcare:

Before school (\$5.50 per day, per child) and after school, (\$8 per day, per child).

Cost for a full day of care on distance learning days or non-school days is \$30 per day, per child.

The expectation from the governor is that childcare is provided to critical workers children during Scenario 2 (Hybrid) and Scenario 3 (Distance Learning) only during the school day hours. Registration paperwork is required before attending Kids Club. Registration paperwork is found on the community ed. Website: www.isd2397.org. To register, or for questions, please call (507) 665-4620 or email us at pwilllaert@isd2397.org. Registration deadline for the fall is Friday, August 14.

Le Sueur-Henderson Schools Student/Parent Handbooks

Students and parents will be notified of any adjustments made to the Parent/Student Handbook due to Learning Scenario 1, 2, or 3.

Park Elementary Return-To-Learn Plan

[Christine McDonald](#), Principal

(507)665-4703

[Maria Aguilar](#), Secretary

(507)665-4700

Schedule (Times will be adjusted once transportation coordination has been completed.)

Regardless of the scenario being implemented, the teachers' working hours remain 7:30 AM - 3:30 PM. Any time they are not providing instruction to students (less their contractual preparation time and 30 minute lunch), they will be engaging in planning, collaborative meetings, professional development, and/or communicating with students and families individually.

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none">● Student Day = 8:20 AM - 3:20 PM● 2020-2021 School Board Approved Calendar	<ul style="list-style-type: none">● Student Day = 9:20 AM - 3:20 PM● Monday - Thursday = In-Person● Fridays = Distance Learning● 2020-2021 School Board Approved Calendar	<ul style="list-style-type: none">● Student Day = Learning activities and virtual meetings with staff will occur within the normally scheduled school day.● Monday - Thursday = All Students● Fridays = Students will have individual and/or small group meetings with staff.● 2020-2021 School Board Approved Calendar

Additional notes regarding Scenario 3 (Distance Learning): Families should plan for their students to be engaged in Distance Learning activities such as, but are not limited to: participating in live, virtual lessons/meetings with their teacher, completing projects, engaging in technology-based programs (e.g. IXL, Xtra Math, Pearson Realize, ThinkCentral), watching pre-recorded videos of their teacher or other experts, completing an assignment/test online, and so on. Your child's teacher(s) will be sending additional communication regarding their weekly schedule for all classes.

Attendance

All Park students will engage in high quality learning opportunities with their licensed teacher(s) on a daily basis, regardless of the scenario being implemented.

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
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<ul style="list-style-type: none"> ● Students will be expected to be in school unless a family member has notified the office that the child has a valid reason for their absence. 	<ul style="list-style-type: none"> ● Requirement of Scenario 1. ● Attendance on Fridays will be taken through work completed and turned in on the following in-person school day. 	<ul style="list-style-type: none"> ● Students will be expected to participate in Distance Learning activities and/or virtual meetings unless a family member has notified the office that the child has a valid reason for their absence. ● Classroom teachers will monitor student engagement in assigned learning activities and will record attendance. Attendance may be collected through a variety of methods. Examples of attendance taking strategies include, but are not limited to: <ul style="list-style-type: none"> ○ Completion of tests or assignments ○ Online questions or surveys ○ Participation in a live, virtual meeting
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Additional notes regarding Scenario 3 (Distance Learning): If a student has not completed their daily work or not engaged in learning opportunities, then teachers will record an absence for your child. Park staff and administration will be reaching out to families to offer support and assistance with attendance concerns.

Classes & Learning Management System

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none"> ● The Park teachers will be utilizing Seesaw (K-1) and Google Classroom (2-33) and the students' Gmail and parents' email as the systems for communicating with students regarding assignments, lessons, projects, assessments, etc. Family members will be invited to join their child's Seesaw and/or Google Classrooms in order to receive Guardian Summaries for all classes. ● Any live, direct instruction will be recorded and posted to Seesaw and/or Google Classroom for students electing to engage in Distance Learning. Study halls and/or small group help sessions will not be recorded and posted to Seesaw and/or Google Classroom. 		<ul style="list-style-type: none"> ● All of Scenario 1 and Scenario 2 requirements. ● Teachers will provide families with a minimum of a 24 hour notice before hosting any live, virtual lessons/meetings.

Assignments

Regardless of the learning scenario, the Park teachers will be communicating with you and your student on a weekly basis regarding assignments and other class work during Distance Learning. Modes of communication may include, but are not limited to: Google Classroom, Seesaw, email messages, phone calls, U.S. mail, virtual or in-person meetings etc. We fully acknowledge and understand that work completion for Park students may revolve around a parent or guardian's work schedule. As a result, it will be critical that home and school continue to work together in order to ensure high levels of learning for all students.

Reporting Grade

Regardless of the learning scenario, the Park students will be required to demonstrate proficiency of the academic standards through a variety of assessments, tasks, projects, tests, and so on. Your child's progress will be communicated to parents through teacher feedback on your student's school work, and end of year report cards. Your child's grades will be updated and reported at the end of the first semester and the end of the school year. If you do not already know how to access your child's Infinite Campus Portal, then we encourage you to contact [Maria Aguilar](#) in the Park Office.

Hilltop Elementary Return-To-Learn Plan

[Amanda Feterl](#), Principal

(507)665-5904

[Rachel Scheffler](#), Building Secretary

(507)665-5900

Schedule (Times will be adjusted once transportation coordination has been completed.)

Regardless of the scenario being implemented, the Hilltop teachers' working hours remain 7:30 AM - 3:30 PM. Any time they are not providing instruction to students (less their contractual preparation time and 30 minute lunch), they will be engaging in planning, collaborative meetings, professional development, and/or communicating with students and families individually.

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none">● Student Day = 8:00 AM - 3:00 PM● Follow 2020-2021 School Board Approved Calendar	<ul style="list-style-type: none">● Student Day = Shortened Day (e.g. 9:00 AM - 3:00 PM) to allow for transportation and staff communication.● Monday - Thursday = In-Person● Fridays = Distance Learning● Follow 2020-2021 School Board Approved Calendar	<ul style="list-style-type: none">● Student Day = Learning activities and virtual meetings with staff will occur within the normally scheduled school day.● Monday - Thursday = All Students● Fridays = Students will have individual and/or small group virtual meetings with staff.● Follow 2020-2021 School Board Approved Calendar

Additional notes regarding Scenario 3 (Distance Learning): Families should plan for their students to be engaged in Distance Learning activities such as, but not limited to: Participating in live, virtual lessons/meetings with their teacher, completing projects, engaging in technology-based programs (e.g. IXL, Moby Max), watching pre-recorded videos of their teacher or other experts, completing an assignment/test online, and so on. Your child's teacher(s) will be sending additional communication regarding their daily schedule for all classes.

Attendance

All Hilltop students will engage in high quality learning opportunities with their licensed teacher(s) on a daily basis, regardless of the scenario being implemented.

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
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<ul style="list-style-type: none"> • Students will be expected to be in school unless a family member has notified the office that the child has a valid reason for their absence. 	<ul style="list-style-type: none"> • Requirement of Scenario 1. • Attendance on Fridays will be taken through work completed and turned in on the following in-person school day. 	<ul style="list-style-type: none"> • Students will be expected to participate in Distance Learning activities and/or virtual meetings unless a family member has notified the office that the child has a valid reason for their absence. • Classroom teachers will monitor student engagement in assigned learning activities and will record attendance. Attendance may be collected through a variety of methods. Examples of attendance taking strategies include, but are not limited to: <ul style="list-style-type: none"> ○ Completion of tests or assignments ○ Online questions or surveys ○ Participation in a live, virtual meeting
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Additional notes regarding Scenario 3 (Distance Learning): If a student has not completed their daily work or not engaged in learning opportunities, then teachers will record an absence for your child. Hilltop staff and administration will be reaching out to families to offer support and assistance with attendance concerns.

Classes & Learning Management System

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none"> • The Hilltop teachers will be utilizing Google Classroom and the students' Gmail as the systems for communicating with students regarding assignments, lessons, projects, assessments, etc. Family members will be invited to join their child's Google Classrooms in order to receive Guardian Summaries for all classes. • Any live, direct instruction will be recorded and posted to Google Classroom for students electing to engage in Distance Learning. Study halls and/or small group help sessions will not be recorded and posted to Google Classroom. 		<ul style="list-style-type: none"> • All of Scenario 1 and Scenario 2 requirements. • Teachers will provide families with a minimum of a 24 hour notice before hosting any live, virtual lessons/meetings.

Assignments

During each learning scenario, the Hilltop teachers will be communicating with you and your student on a regular basis regarding assignments and other class work. Modes of communication may include, but are not limited to: Google Classroom, email messages, phone calls, U.S. mail, virtual or in-person meetings, etc. We fully acknowledge and understand that work completion for Hilltop students may revolve around a parent or guardian's work schedule. As a result, it will be critical that home and school continue to work together in order to ensure high levels of learning for all students.

Reporting Grades

Regardless of the learning scenario, Hilltop students will be required to demonstrate proficiency of the academic standards through a variety of assessments, tasks, projects, tests, and so on. Your child's progress will be updated in Infinite Campus when applicable and reported at the end of the first semester and the end of the school year. If you do not already know how to access your child's Infinite Campus Portal, then we encourage you to contact [Rachel Scheffler](#) in the Hilltop office.

Middle/High School Return-To-Learn Plan

Brian Thorstad , Principal	(507) 665-5803
Jeff Christ , Dean of Students/Activities Director	(507) 665-5804
Pam Mediger , Attendance Secretary	(507) 665-5801
Bonnie Davig , MS/HS Secretary	(507) 665-5802
Christy Smykalski , Activities/Counseling Secretary	(507) 665-5805

Schedules

- The following schedules will be used in Scenarios 1, 2, and 3 for students in grades 6-12.
- Students will be expected to attend live sessions or complete academic work for their scheduled course during class times listed below unless a legitimate barrier to learning has been approved by school administration. (*Student work conflicts will not be approved as a legitimate barrier to learning.*)
- In all scenarios, the MS/HS teachers' working hours will remain 7:30 AM - 3:30 PM. Any times they are not providing instruction to students (less their 30 minute lunch), they will be engaging in planning and collaboration.
- In Distance Learning, teachers will post new learning activities by 10:00 AM each day and will communicate a schedule for the upcoming week by 3:30 PM on Friday afternoons.

<u>Scenario 1: In-Person Learning Schedule</u>	
Period 1	8:10 - 9:02 AM
Period 2	9:07 - 9:58 AM
Period 3	10:03 - 10:54 AM
Period 4/Lunches	10:54 - 12:20 PM
Period 5	12:25 - 1:16 PM
Period 6	1:21 - 2:12 PM
Period 7	2:17 - 3:08 PM

<u>Scenario 2: Hybrid Learning Schedule</u>
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Office Hours	8:00 - 9:00 AM
Period 1	9:00 - 9:48 AM
Period 2	9:48 - 10:36 AM
Period 3	10:36 - 11:24 AM
Period 4/Lunches	11:24 - 12:42 PM
Period 5	12:42 - 1:30 PM
Period 6	1:30 - 2:18 PM
Period 7	2:18 - 3:06 PM
Office Hours/Interventions	3:06 - 3:30 PM

<u>Scenario 3: Distance Learning Schedule</u>	
Distance Learning Collaboration and Planning Time	7:30-10:00 AM
Period 1	10:00 - 10:30 AM
Period 2	10:30 - 11:00 AM
Period 3	11:00 - 11:30 AM
Period 4	11:30 AM - 12:00 PM
Lunch	12:00 - 12:30 PM
Period 5	12:30 - 1:00 PM
Period 6	1:00 - 1:30 PM
Period 7	1:30 - 2:00 PM
Office Hours/Interventions	2:00 - 3:30 PM

Attendance

At LS-H Middle/High School, all students will engage in high quality learning opportunities with their licensed teachers on a daily basis.

Scenario 1 (In-Person)	Scenario 2 (Hybrid)	Scenario 3 (Distance Learning)
<ul style="list-style-type: none"> Students will be expected to be in school unless a family member has notified the office that the child has a valid reason for their absence. 	<ul style="list-style-type: none"> Requirement of Scenario 1. Students will be expected to attend school and follow the Hybrid class schedule In-Person and Virtually. Attendance on Monday-Thursday will be taken 	<ul style="list-style-type: none"> Students will be expected to participate in Distance Learning activities and/or virtual meetings unless a family member has notified the office that the child has a valid reason for their absence. 1st Period teachers will take

	<p>for each class period.</p> <ul style="list-style-type: none"> ● Attendance on Fridays will be taken through turned-in work completion. 	<p>attendance each school day using methods such as:</p> <ul style="list-style-type: none"> ○ Completion of tests or assignments ○ Online questions or surveys ○ Participation in a live, virtual meeting <ul style="list-style-type: none"> ● As always, communication between students, parents, and school staff is vital to ensure high levels of learning for all students. ● Unexcused absences will be assigned when students do not attend required class meetings or disengage from coursework.
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Classes

In Scenarios 1, 2, and 3, all LS-H Middle/High School teachers will be utilizing Google Classroom, Gmail, and Phone as methods for communicating with students regarding assignments, lessons, projects, tests, and other learning activities. Students are expected to check in with each of their classes and check their email on a daily basis. Classroom teachers will use platforms such as Google Meets or Zoom to host live sessions (which will be recorded and posted on Google Classroom) with their students. Additional information about Google Classroom, Google Meets, and/or Zoom will be provided by your child’s teachers at the start of the school year. It will be important for all students to:

- Join the Google Classroom that has been established for each of their classes.
- Locate, complete, and submit their assignments on Google Classroom.
- Connect with teachers via school email, Google Classroom, Google Meets or Zoom to ask questions and receive additional support. Teachers will also be reaching out to students who fall behind or become disengaged.

It is recommended that Middle/High School parents monitor their child’s progress through the Infinite Campus Parent Portal. Parents are able to review current grades, missing assignments, attendance, etc. by using the Infinite Campus Parent Portal. Middle/High School parents are able to be granted access to each of their child’s Google Classroom pages if they would like to monitor one or all of their child’s coursework more closely. Parents interested in this option should contact their child’s teacher to request a Google Classroom “Parent” invitation to each class.

Reporting Grades (Updated May 1, 2020)

LS-H students will be required to demonstrate proficiency of the academic standards through a variety of learning and assessment activities. Each student’s grades will be updated in Infinite Campus on a regular basis and reported at the end of the school year. If you do not already know how to access your child’s Infinite Campus Portal, we encourage you to contact [Bonnie Davig](#) in the LS-H Middle/High School office for assistance.