

Manvel Public School Healthy Restart Plan

Mission Statement: Empower Every Student,
Every Day

Vision Statement: Inspiring 21st Century Learners
to Influence 22nd Century Successes



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Introduction

The situation with the COVID-19 virus and its impact on North Dakota education continues to evolve.

“Manvel Public School will continue to follow our initial return to learning plan in the event of another large spread of COVID-19. Manvel Public School will start the year in the “Green” color distinction which means we are learning on-site and distance learning will only occur in the event of positive tests or close contact isolation. There are no restrictions currently in place. Manvel Public School will continue to sanitize our work and learning environments for the safety and well-being of our students, staff, and visitors.” (revised on 9/12/2022)

The following COVID-19 Response Plan was submitted to the Department of Public Instruction on March 25, 2020 in advance of the Manvel School District implementing a distance learning and virtual learning plan for K-8 students.

Emergency Response Plan - Job Roles (Pandemic - Epidemic)

Everyone

Take precautions as directed. Encourage hand washing Adults that exhibit symptoms should remain home Students that are symptomatic should be kept away from non-symptomatic students and parents will be contacted. **(Revised 9/12/2022)**

Administrators Normal School Operations

- Promote attendance policies that reinforce students who are sick to stay home
- Be prepared to address large numbers of staff absences
- Prepare distance learning plan in the event of a prolonged closure

Secretary Normal School Operations

- Be aware of absence policy changes to inform parents and families
- Assist keeping symptomatic students away from non-symptomatic students and contacting parents

- Follow recommendations from the department of health on how to address student illness Extended Closure
- Coordinate drop off and pick up of educational materials
- First point of contact for families, staff and students

Custodian Normal Operations

- Follow enhanced cleaning procedures as prescribed by your supervisor
- Clean highly touched surfaces daily Extended Closure
- Follow recommendations from supervisor for alternative work hours & expectations

Teacher Normal Operations

- Students that are symptomatic should be kept away from non-symptomatic students and parents will be contacted
- Reassure your students and provide emotional supports as needed
- Direct additional supports as necessary including counseling services

Paraeducators Normal Operations

- Be prepared to assist individual students
- Students that are symptomatic should be kept away from non-symptomatic students and parents will be contacted
- Assist with cleaning the building as needed
- Assist with drop off and pick up of educational material
- Assist individual special education students as requested by special education teachers
- Communicate with individual students and families from their connection group
- Continuously be on-call for any other assistance that the school or administration may need

Tech Director Normal Operations

- Ensure operations of educational tools used for online learning
- Prepare to support teachers in providing instruction remotely
- Provided additional training and support as needed.
- Update website with new materials on an as needed basis

- Create a communication portal on the district website

Public Relations Normal Operations

- Communicate updates with all stakeholders through the school website, Remind app, email, video, and conference calls
- Hold district administration meetings to ensure consistency of messaging
- Manage media contacts
- Test communications systems to ensure they will be available when needed
- hold district administrative meetings to ensure consistency of messaging

Food Service

- Prepare for food production and distribution
- Work with administration to inform stakeholders as needed

District Normal Operations

- Maintain contact and monitor information from NDDoH and NDDPI
- Work with local health officials as needed
- Determine event and school closures based on recommendations
- Identify essential personnel and work duties in light of a closure
- Prepare for business operations to continue as needed during a closure
- Prepare guidance for staff on leave and work hours during closure
- Prepare for transportation needs during closure
- Prepare for food production and distribution during closure

Communication Plan

District Administration will utilize normal communication methods during school closures. The District Administrators will advise on specific measures to be taken during this event. These methods include: Powerschool communication, Remind, District Website, Youtube, and School Facebook Page. Additionally individual emails and phone calls will be utilized on an *as needed* basis.

“Manvel Public School uses PowerSchool, Remind, K-12 Swift, the district website, and the District Facebook page to communicate with families of the district and the community.”

(Revised 9/12/2022)

Level of Continuation of Educational Services

In the event of a pandemic/epidemic that significantly impacts how we are able to provide educational services, Manvel Public School has developed a plan in which students will be able to access grade-level and subject-matter content. Instructional support will be provided, including assessment and evaluation of work. Measurable student progress will be addressed including materials and instructional methods following practices and processes to achieve our desired outcomes.

Manvel Public School believes: (Keep all of this, ties to our Continuing of Educational Services)

- Every child is capable of learning and excelling;
- Educational success cannot be attained without collaboration of students, parents & guardians, faculty & staff, community leaders & organizations, and the general public;
- We all rise to the expectations others have of us, therefore we have high expectations of ourselves and our partners;
- Schools play a vital-yet-evolving role in society; we are committed to meeting our community's needs and serving as an educational mentor for everyone within our community.

Educational Goals

1. Manvel Public School will provide a safe and effective learning environment for all students, faculty, and guests within our community.
2. Manvel Public School will provide an engaging curriculum that stimulates student thought, inquiry, and 21st-century skills.
3. Manvel Public School will deliver a curriculum that teaches and inspires positive character development for students, staff, and our community.
4. Manvel Public School will employ highly qualified staff, provide a professional work environment, and invest resources in their training and development.
5. Manvel Public School will regularly seek input, participation, and collaboration from all members of our community as active partners involved in decision-making.
6. Manvel Public School will operate as a financially secure, stable, and accountable public institution.

Student relationships are the top priority for Manvel School District and District Administration. The District Administration will be making individual communication with every family as we begin and move through this process to demonstrate the importance of these relationships. Furthermore, we have exemplified various other relationship components throughout our plan including advisory groups for our middle school students, school-wide connection groups, and individual teacher logs to document communication taking place.

(Revised 9/12/2022)

Health and Safety Considerations

Manvel School District has reviewed the CDC guidelines and worked cooperatively with state and local health officials to create appropriate protocols for cleaning, social distancing, and accommodating students who are at-risk.

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Manvel Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, community leaders, and state and local government agencies. Ensuring safety may impact the intensity, location, and duration of services we provide.

Student Attendance & Engagement Procedures

Student Attendance Policy Considerations

(Revised 9/12/2022)

- Manvel Public School does not have a Distance Learning Policy in place for parents/students who prefer to stay at home due to COVID-19. Administration will work with parents who choose to homeschool their child/children.
- Encourage families with symptomatic students to stay home
- **Alter** attendance incentives/testing requirements as needed to discourage symptomatic students from attending school

Ensuring Equitable Services for Students and Families during Closure

Preparing for Distance Learning

Beginning with the 2021-22 school year, Manvel Public School only utilizes distance learning for students who are at home due to positive tests or being close contacts. Every student in the

district has access to a chromebook and teachers will use Google Classroom, district email, or, in the case of younger students, SeeSaw to get work to students out of the building for an extended period of time. Teachers may also choose to use other tools listed below to support their students who are isolated.

Kindergarten - Seesaw, Epic, IXL, Youtube Videos, Zoom, PBS kids, Starfall, Raz Kids, Go Noodle and learning packets (dropped off or picked up).

1st Grade - ABC Mouse, IXL, Splash Math, Freckle, Zoom, BrainPop Jr. Raz Kids, Go Noodle, and learning packets.

2nd Grade - IXL, Funbrain, Zoom, Splash Learning, ABC Mouse, BrainPop Jr. Raz Kids, Go Noodle, and learning packets.

3rd Grade - Funbrain, Zoom, IXL, Storyline, ABCYa, Math Game time, Go Noodle, BrainPop Jr. and Splash Learning.

4th Grade - Prodigy, Zoom, IXL, Google Classroom, Tumblebooks, Vooks, and Storyline Online.

5th Grade - IXL, Prodigy, Quizlet, Khan Academy, Kahoot, Quizizz, Readworks, NewsELA, Storylineonline.net, Mystery Science, Youtube, Foss Next Generation, Harcourt Social Studies, Remind, Google Classroom and the other Google Apps including Voice, Hangout, Docs and Slides. Middle School

Middle School- Google Classroom, IXL, Quizlet, Kahoot, Youtube, Kahoot, Khan Academy, Zoom, NewsELA, Remind and email.

Additionally, the examples below demonstrate the steps we have taken to transition into Distance Learning.

Staff Development

In the 21-22 school year, our teachers were asked to educate students in isolation or quarantine using our distance learning tools. They are well versed in using technology to support students out of the building. Manvel Public School will continue to allow teachers and staff opportunities to learn through Zoom conferencing and Google Classroom. We will also provide tech support through Manvel School to support any new learning of staff. Teachers will also collaborate with local REA grade level teams virtually or face to face every year to support

their learning.

Student Development

Relationships during distance learning due to quarantine or isolation will be of the utmost importance to Manvel Public School.

Counseling

The Manvel School counselor will provide families with an SEL curriculum to address the social/emotional learning of all students. The counselor will also be available to students for any social/emotional needs.

Manvel Public School will partner with Upper Valley Special Education Unit to ensure access that accommodates students with accessibility needs.

Assistive Technology

Manvel Public School in partnership with Upper Valley Special Education Unit will contact each individual family with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

Internet Access

Online learning requires access to robust internet services. Manvel Public School residents, for the most part, reside in areas that have high speed internet provided via Midco or other providers. However, parts of the district do not have high speed capabilities either by landline or cellular.

Ensuring Access

Each family has been surveyed to determine if they have internet access. This information is to be used to plan for students being educated on a short term basis.

No Access Options

- Contact families directly to discuss commercial connection options.
- Work with community partners to provide service.
- Provide a list of community locations that provide free WiFi access.
- Provide paper and pencil resources to help them keep up with their work while they are out.

Last Resort

Lessons can and will be constructed to allow for easy dissemination via others means – email or even by paper. If all else fails families will be contacted directly to discuss further these options.

Services Assurances to Students with Needs

Ensuring high-quality, age appropriate instruction for all students is always our goal, **especially when students have to be out of the building due to quarantine or isolation.** Special considerations shall be made for needy and unique populations.

At-Risk

At Risk Students are defined as students who received Title I services during the school year. To ensure equitable services to these students during quarantine or isolation. Title I teachers should communicate with classroom teachers to provide additional services as needed to support general education courses. These supports could be:

- Learning materials – take home packets
- Books
- Assisting parents in supporting their students while at home (individual phones calls to check in with students & parents)
- Parenting tips and online resources

Special Education and 504

Students receiving special services through an IEP or a 504 plan are unique and require special services in the event of quarantine or isolation. From a Supplemental Fact Sheet Addressing the Risk of COVID-19 in Schools developed by the US Department of Education, “the Department encourages parents, educators, and administrators to collaborate creatively to continue to meet the needs of students with disabilities. Consider practices such as distance instruction, tele-therapy and tele-intervention, meetings held on digital platforms, online options for data tracking, and documentation. In addition, there are low-tech strategies that can provide for an exchange of curriculum-based resources, instructional packets, projects, and written assignments.”

Manvel Public School will partner with Upper Valley Special Education Unit to ensure access that accommodates students with accessibility needs.

Communicate & Plan

While in quarantine or isolation, Manvel School will work in conjunction with Upper Valley Special Education to ensure our special education case managers and service providers are meeting (virtually or by phone) to collaborate with parents/guardians on a contingency learning

plan for their child. The parents/guardians, case managers, and service providers will collaborate on each IEP goal and determine how best to meet these goals through distance learning. Teams will take into consideration the student's preferred learning method, ability for independent work, access to adult support, adaptations/accommodations, assistive technology needs, how progress will be monitored, and where services will take place. Ongoing communication with families throughout quarantine or isolation will also be delineated.

Documentation of the contingency learning plans will be completed and shared with parents on a Prior Written Notice of Special Education Action. These forms will be sent digitally or by mail, if requested, to each family. Further changes to services can be discussed and documented as needed. Learning plans will consider both synchronous online learning (e.g. chat, streaming, video, instant message, web conferencing) or asynchronous online learning with capability for remote communication and assessment (e.g. email or learning management systems that deliver, track and manage classes or projects).

Distance learning for special needs students may include virtual learning, web-based sites, in-person services and telephone contacts. Contingency learning plans could also utilize textbooks, workbooks, worksheets, documents made available on technology devices, online resources and other Internet content.

Case managers will be available through virtual meeting hours to be established by each case manager. During this time, case managers will be accessible to support families and students. This may be done through telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods as needed. Progress reports will be provided to parents to assist in determining progress with IEP goals.

The building principal (also serves as our 504 case manager) will connect with students and families concerning continuation of services. This communication should be done in a way that ensures access by all parties normally part of the 504 team.

Hosting an IEP Meeting

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. If feasible and meeting the accessibility concerns of participants, IEP meetings may be conducted virtually (Zoom or Google) or over the phone.

English Language Learners

At this point in time Manvel Public School does not have any ELL students to educate. However, if services are required, online educational opportunities shall be provided via Zoom. ELL staff

will communicate with each ELL student's family to address individual support as necessary. In addition, translation services shall be provided to ELL families.

High-Quality, Effective, Standards-Based Instruction **9/12/2022**

Elementary (PK-5)

- During quarantine or isolation packets, Google Classroom or Zoom conferencing will be used to virtually interact with our students synchronously and asynchronously to provide services and support. We shall organize learning opportunities around the premise of choice boards and project based learning activities.

Middle School (6-8)

- During a quarantine or isolation, Google Classroom or Zoom will be used to virtually interact with our students synchronously and asynchronously to provide services and support. The middle school uses Google Classroom courses for blended learning experiences every school day.

Progress Monitoring

Monitoring student progress will be accomplished through Google Classroom, as well as teacher checklists, observations and charts. Google Classroom allows us to review student submissions and provide feedback.

Provisions for Instructional Support

Teachers at Manvel School will assess the learning of students in quarantine or isolation in a variety of ways. These include distance learning quizzes and tests (Quizlet, Quizzes, IXL, writing samples and tests in Google Classroom), teacher feedback or teacher observation, or any combination of the above. Engagement of distance learning will also be assessed daily by teachers through a checklist.

Academic Progress Monitoring

- Teachers will continue to hold weekly PLC and staff meetings to monitor students
- Teachers will provide feedback and opportunities for mastery learning to ensure progress
- Any combination of the above

Federal Programs & Funds

Manvel Public School will continue to comply with guidance and regulations of all federal programs that affect the Manvel School District.

HEALTH AND SAFETY PLAN FOR MANVEL PUBLIC SCHOOL

	<u>YELLOW</u>	<u>GREEN</u>
<u>LEARNING</u>	On-site learning will be available with heightened safety precautions. Distance learning will be available to those students who quarantine.	On-site and Distance learning for quarantine only.
<u>WORK</u>	A combination of staff on site with heightened safety precautions as well as staff possibly teaching remotely from their home	Most or all staff on-site. High risk staff may be working remotely. District health and safety precautions are in place.
<u>TRANSPORTATION</u>	Would be ongoing for students coming to the building with heightened health and safety precautions for drivers and riders.	Would be ongoing for students coming to the building with proper health and safety precautions for drivers and riders.
<u>MEALS</u>	Meals would be served on site. There will be heightened safety precautions for serving.	Meals are served on site.

PROTOCOLS FOR YELLOW AND GREEN OPERATIONAL PHASES COVID-19 RESPONSE PLAN

1) Process for monitoring students and staff for symptoms, history of exposure and absenteeism.

- Staff, parents, and students will continue to be educated on the signs and symptoms of COVID-19.
- Staff and students will be encouraged to stay home when experiencing symptoms according to the CDC guidelines (i.e., temperature of 100.4 or experiencing symptoms).
- Staff and students will be encouraged (expected) to stay home and self-quarantine if they have been in close contact with an individual who is confirmed or suspected to have COVID-19.
- Students exhibiting signs of COVID-19 while at school will be isolated in the backroom of the office while waiting to be picked up by a parent or guardian.

- [Link to guidance for vaccinated individuals at MPS](#)

2) Process to identify and protect children and staff at higher risk with an opportunity for continued distance teaching and learning.

- Sharing of classroom tools and resources will be eliminated as much as possible
- Numerous physical distancing and hygiene measures will be in place for all students, including high risk students attending virtual classes as needed.
- High-risk staff will discuss the possibility of working remotely with district administration.
 - [Upper Valley document regarding IEP students](#)
 - [Protecting Vulnerable Students](#)

Process to rapidly notify parents and staff of exposures in the school setting.

- Families and staff will be notified immediately of a confirmed case within the school via SwiftK12 (through Powerschool) and email.

POSITIVE OR CLOSE CONTACT

1) Process for isolation and quarantine when a staff member, student, or visitor becomes sick or demonstrates a history of exposure.

- Any staff member who becomes sick will be required to leave the building immediately. Their duties will be covered by other staff within the building until a substitute teacher arrives.
- Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings such as correctional facilities, homeless shelters, and nursing homes.
 - In schools and ECE settings, which are generally not considered high-risk congregate settings, people who were exposed to COVID-19 should follow [recommendations](#) to wear a well-fitting mask and get tested. K-12 school and ECE administrators can decide how to manage exposures based on the local context and benefits of preserving access to in-person learning.
 - As recommended by GF County Health, the exposed student is not required to quarantine but can choose to do so if they wish. They should return with a mask if returning within the 10-day exposure window (10 days from most recent exposure). It is recommended they monitor for symptoms and try to test regularly, ideally daily before going to school or when arriving if you can do so at the school. If testing supplies are limited or it's a challenge to test daily (young kid who is going to struggle with a daily nasal swab) they can test at day 6 after their first exposure and again at day 6 after the last exposure. Testing would not be required but recommended. Masking requirements would be up to the school, but it is strongly recommended for

those who have been exposed, to mask through day 10 post exposure. If any symptoms develop, they should stay home to isolate and test.

- The masks recommended ideally would be high quality masks like surgical or KN95s.
- Accommodations may be necessary for exposed people who cannot wear a mask or have difficulty wearing a well-fitting mask. Schools and ECE programs can also consider recommending masking and/or testing for a classroom in which a student was recently exposed who is unable to consistently and correctly wear a mask.
- Any student who becomes sick at school will be sent to the office. The student's temperature will be taken and the student will be isolated in the backroom of the office until a parent or guardian picks them up.

2) Guidelines for when an isolated staff member, student, or visitor may return to school.

- **Isolation** separates sick people with a contagious disease from people who are not sick. This refers to the person who tests positive for COVID. The Dept of health will isolate positive tests, typically in their home.
 - Day 0 of isolation is the day of symptom onset. Day 1 is the first full day after the day your symptoms started.
 - A positive test requires you to stay home for at least 5 days.
 - If you had no symptoms, you may return to school after 5 days.
 - If you had symptoms, you may end isolation after 5 days if;
 - You are fever free for 24 hours (without using medication)
 - Your symptoms are improving
- If you had moderate illness, shortness of breath or difficulty breathing, or severe illness, defined as hospitalization, you need to be isolated through day 10.
 - Staff who are quarantined and cannot be in the building and will follow our sick leave policy.
 - Distance learning will occur for any child that is quarantined or in isolation.

Removing your mask

- After you have ended isolation and are feeling better, defined as no fever without using fever reducing medications, and symptoms improving;
 - Wear a mask through Day 10
 - If you have antigen tests, you should consider using them. With 2 sequential negative tests 48 hours apart, you may remove your mask sooner than Day 10.

Anyone who chooses to wear a mask should be supported in their decision to do so at any COVID-19 Community Level, including low. At a medium COVID-19 Community Level, people

who are immunocompromised or at risk for getting very sick with COVID-19 should talk to their healthcare provider about the need to wear a mask and take other precautions (for example, avoiding high-risk activities). Since wearing masks or respirators can prevent spread of COVID-19, people who have a household or social contact with someone at risk for getting very sick with COVID-19 (for example, a student with a sibling who is at risk) may also choose to wear a mask when the COVID-19 Community Level is medium. Schools and ECE programs should consider flexible, non-punitive policies and practices to support individuals who choose to wear masks regardless of the COVID-19 Community Level.

3) Process for a confirmed case within the district

- Families and staff will be notified immediately of a confirmed case within the school through SwiftK12 (through Powerschool) and email.
- At the discretion of administration and the school board, a decision to require the entire school to move to masks required for a certain number of days. Situations that may require this additional action include but are not limited to: 1) A loss of staff that makes teaching/supervision not possible for all students, 2) A high number of positive cases or close contacts that makes the building unsafe for students and adults.
 - [Decision Tree For Requiring Masks](#)
- When a staff member is isolated, he/she may be given the option to work remotely depending on numerous factors.

Communication and Training

1) Train all faculty and staff on the implementation of the Health and Safety Plan.

- Training will be provided during Professional Development days.

2) Train all faculty and staff on appropriate use and wearing of facial coverings.

- Training will be provided during Professional Development days.

3) Plan for ensuring ongoing communication with families around the elements of the local Health and Safety Plan, including ways that families can practice safe hygiene in the home.

- The Health and Safety Plan will be posted on the school website.
- Information regarding the signs and symptoms, hand hygiene, preventing the spread and more will be available on the school website and shared via Facebook, Remind, and/or email on a regular basis. Posters will be displayed at the school.

Hygiene and Cleaning

1) Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices.

Washing hands can prevent the spread of infectious diseases. Schools and ECE programs should teach and reinforce proper handwashing to lower the risk of spreading viruses, including the virus that causes COVID-19. Schools and ECE programs should monitor and reinforce these behaviors, especially during key times in the day (for example, before and after eating and after recess) and should also provide adequate hand washing supplies, including soap and water. If washing hands is not possible, schools and ECE programs should provide hand sanitizer containing at least 60% alcohol. Hand sanitizers should be stored up, away, and out of sight of younger children and should be used only with adult supervision for children ages 5 years and younger.

Schools and ECE programs should teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

3) Protocols for cleaning, sanitizing, and ventilating learning spaces, surfaces, and any other areas used by students

- Windows will be opened when possible to allow fresh air into the classroom.
- Bus seats will be sanitized regularly by the bus driver or designee.

Schools and ECE programs should clean surfaces at least once a day to reduce the risk of germs spreading by touching surfaces. If a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, the space should be cleaned and disinfected. For more information, see Cleaning and Disinfecting Your Facility.

Physical Distancing

1) Protocols for classroom/learning space occupancy that allow for separation among students and staff throughout the day to the maximum extent feasible

- We will continue to monitor social distancing for our students.

2) Protocols for the use of cafeterias, commons areas and other congregate settings for students, faculty and staff

- Recess times will be staggered allowing for social distancing of the outside play areas.
- Playground equipment will be cleaned regularly.
- Arrivals and departures will be staggered to minimize congestion.

3) *When weather permits, utilization of outdoor spaces is recommended.*

- Outdoor spaces will be encouraged as weather permits. Classes will not mix and social distancing requirements will be followed.