MNIC High School
2020-2021 Operating Plan
& COVID-19 Response
Current Situation - Phase 2

Phase One
Distance Learning
For All Students

Phase Two
Hybrid (2-day week)
or Distance Learning

Phase Three
In-Person (5-day week) or
Distance Learning

Phase Four
In-Person Learning
For All Students

Updated August 5th, 2020

Two Options for Students

The first option for students is a hybrid model in which students will be attending school in-person two days a week. Students who choose the hybrid option will be divided into group A and group B. Group A will attend school in-person on Monday and Tuesday while Group B will attend school on Thursday and Friday. Students will be issued take-home Chromebooks and hotspots (if needed) and continue to work on Google Classroom on days when they are not attending class in-person.

The second option for students is a distance learning model similar to last spring. Students will be issued take-home Chromebooks and hotspots (if needed). Students will attend class through Google Classroom and will talk with their teachers on a daily basis. Students who choose distance learning will be able to come into their school building on Wednesdays for tutoring and support.

Keeping our School Community Safe

MNIC has implemented a number of new practices to keep students and staff safe while learning is happening in the school building. We have implemented new social distancing strategies which include reducing the number of students in the building at one time and limiting class sizes. Everyone will be required to wear face masks in the buildings. We will provide reusable cloth face masks for all students and staff and will have disposable face masks on hand if needed. Hand sanitizer will be available throughout the school and located in every classroom, office, bathroom, and common area. The district implemented rigorous, continual cleaning practices which include sanitizing every classroom between classes and disinfecting bathrooms and touch points throughout the day.

Supporting Students and Families

MNIC is committed to supporting its students and families during this difficult time. We will be offering take-home breakfast and lunch for all students as well as offering emergency food shelves and monthly food distributions. Students will have access to support staff who can help with mental health, homelessness, other challenges. We will continue to listen to the concerns of students, families, and staff members and make changes to our plans and protocols as needed over time.
Overview of Reopening Plan

MNIC has planned four different phases for re-opening. State officials have provided guidelines for when schools should utilize these different options based on the 14-day running case count per 10,000 people at the county level. The MNIC Covid-19 Incident Command team will make decisions about which model is most appropriate given both the county-level data as well as the conditions within our localized school communities. MNIC has school buildings in both Hennepin and Ramsey counties. As such, MNIC will consider the county case rate data of whichever county has the higher number of cases.

<table>
<thead>
<tr>
<th>Phase One</th>
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<th>Phase Three</th>
<th>Phase Four</th>
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<tbody>
<tr>
<td>Distance Learning</td>
<td>Hybrid (2-day week)</td>
<td>In-Person (5-day week)</td>
<td>In-Person Learning</td>
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<tr>
<td>For All Students</td>
<td>or Distance Learning</td>
<td>or Distance Learning</td>
<td>For All Students</td>
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In Phase 2 or Phase 3, if students wish to change learning options, they will have the chance to do so at the end of each progress period. The earliest that MNIC will move to Phase Three, if public health conditions allow, will be the beginning of Spring Semester in January, 2021.

Learning Options

**Distance Learning:** Students will be issued take-home chromebooks and hotspots (if needed). Classes will be held through Google Classroom and students will talk with their teachers on a daily basis. Students who choose distance learning may be able to come into their school buildings for in-person support depending on which phase of re-opening MNIC is operating under.

**Hybrid Learning:** Students will attend school in-person two days a week. Students who choose the hybrid option will be divided into group A and group B. Group A will attend school in-person on Monday and Tuesday while group B will attend school on Thursday and Friday. Students will be issued take-home chromebooks and hotspots (if needed) and continue to work on Google Classroom on days when they are not attending class in-person. School building capacity is capped at 50%.

**In-Person Learning:** Students will attend school five days a week - buildings at 100% capacity.
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<thead>
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<tr>
<td><strong>Learning Model</strong></td>
<td>Distance Learning For All Students</td>
<td>Hybrid (2-day week) or Distance Learning</td>
<td>In-Person (5-day week) or Distance Learning</td>
<td>In-Person Learning For All Students</td>
</tr>
<tr>
<td><strong>School Day</strong></td>
<td>Online 9:00 to 3:00</td>
<td>8:30 AM to 3:00 PM</td>
<td>8:30 AM to 3:00 PM</td>
<td>8:30 AM to 3:00 PM</td>
</tr>
<tr>
<td><strong>Building Hours</strong></td>
<td>9:00 AM to 3:00 PM</td>
<td>8:00 AM to 4:00 PM</td>
<td>8:00 AM to 4:00 PM</td>
<td>8:00 AM to 4:00 PM</td>
</tr>
<tr>
<td><strong>Social Distancing</strong></td>
<td>Contactless Pickup Only</td>
<td>Buildings 50% Capacity ~10 students per class 6 ft at all times</td>
<td>No reduced capacity Social distancing when possible</td>
<td>Dependant on Public Health Guidance</td>
</tr>
<tr>
<td><strong>Face Coverings</strong></td>
<td>Required for Pickup</td>
<td>Required at all times, see exceptions</td>
<td>Required at all times, see exceptions</td>
<td>Dependant on Public Health Guidance</td>
</tr>
<tr>
<td><strong>Breakfast &amp; Lunch</strong></td>
<td>Pick up 5-day bundles from any building</td>
<td>Hybrid: Eat at school, pick up 3-day bundles</td>
<td>In-Person: Eat at School Distance: Pick up 5-day bundles on Wednesdays</td>
<td>Eat at School</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>Two bus tokens each time you pick up food, work, or tech</td>
<td>Two bus tokens each day you come to school Hybrid Only: Unlimited ride bus pass after five school days</td>
<td>Two bus tokens each day you come to school In-Person Only: Unlimited ride bus pass after five school days</td>
<td>Two bus tokens each day you come to school Unlimited ride bus pass after five school days</td>
</tr>
<tr>
<td><strong>Staffing</strong></td>
<td>Staff work in building if permitted by state If staff must work from home, two staff scheduled at each building each day</td>
<td>All staff work in buildings Work from home for high risk staff or staff without childcare</td>
<td>All staff work in buildings</td>
<td>All staff work in buildings</td>
</tr>
<tr>
<td><strong>Field Trips</strong></td>
<td>N/A</td>
<td>Prohibited</td>
<td>Outdoor only within walking distance of school building</td>
<td>Dependant on Public Health Guidance</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>Attendance taken through virtual check-ins</td>
<td>Hybrid: students must be present in school on their assigned days Distance &amp; Hybrid Online Days: Teacher check-ins</td>
<td>In-Person: Students must attend school each day to be marked present Distance: Teacher check-ins</td>
<td>Students must attend school each day to be marked present</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>Students will follow their IEP service minutes outlined in their contingency learning plan</td>
<td>Students will follow their IEP service minutes outlined in their contingency learning plan</td>
<td>Students will follow their IEP service minutes outlined in their contingency learning plan</td>
<td>Students will follow their Individualized Education Program</td>
</tr>
<tr>
<td><strong>Assessments</strong></td>
<td>Online</td>
<td>Online or In-person</td>
<td>Online or In-person</td>
<td>In-Person</td>
</tr>
</tbody>
</table>
School Leaders & COVID-19 Decisions

Incident Command Team
The incident command team will consist of the following positions: Executive Director, Principal, Director of Data & Technology, and Director of Finance & Facilities. The incident command team will monitor newly released guidance from local and state officials and make changes to the operating plan as needed.

COVID-19 Coordinators
The site director of each MNIC campus will serve as the COVID-19 program coordinator for their respective buildings. Site directors are responsible for implementing all aspects of the operating plan within their building. The site director shall work closely with district leadership on all matters related to COVID-19. DeMarcus Green will serve as the COVID-19 program coordinator at the district level. Mr. Green must approve all communications that are sent to staff by building coordinators and contain public health information or are related to COVID-19 procedures.

Contact Information
DeMarcus Green is MNIC’s COVID Coordinator. Any concerns on the part of staff, students, or families related to MNIC’s COVID-19 operating plan, procedures, and response should be communicated to Mr. Green who can be reached at dgreen@mnic.org or the MNIC COVID-19 reporting hotline at 612-588-1448 ext. 1010.

Opportunities for Students to Provide Feedback
Students will have an opportunity to submit proposals to make changes to the operating plan. Every proposal submitted will get a prompt response from MNIC leadership.
Masks and Other Face Coverings

Students Face Coverings
All students are required to wear a face covering that covers their mouth and nose entirely. MNIC will provide one reusable cloth face covering for each student and will provide disposable face masks to any person who doesn't bring their own acceptable face covering. Face coverings must meet all dress code requirements with regard to imagery, text, and garment type. Face shields will be provided as an alternative to any student who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

Staff Face Coverings
All staff will be issued one reusable face shield and five reusable cloth face masks. Staff will be expected to sanitize their face shields daily and keep track of the supplies they have been issued. Staff must wear a compliant mask, face shield, or both at all times. MNIC will replace staff face shields and masks as needed due to wear and tear.

Face Covering Requirements
All face coverings worn in MNIC buildings, whether provided by MNIC or brought from home, must meet the following requirements. Face shields must extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield’s headpiece. Face shields that do not meet these requirements may be used in addition to a compliant mask. Cloth masks must completely cover the mouth and nose and must not have an un-filtered exhaust valve. All masks with vents or exhaust valves must be worn with a compliant mask or face shield.

Additional Face Covering Information
Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:
- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level.
• When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

**Handwashing & Hygiene Practices**

• Hand sanitizer dispensers have been placed throughout the school buildings in common areas, lobby areas, outside of all restrooms, and in food service areas. These dispensers are touchless and are serviced by Cintas on a monthly basis. If a dispenser is empty, please email Vanessa Robles Varela.
• Portable hand sanitizer dispensers will be provided for each classroom and meeting space. Teachers will be responsible for refilling the dispenser in their classroom. Maintenance staff will refill dispensers in meeting spaces.
• Hand sanitizer bottles will be provided for individual offices.
• Hand soap and paper towels are available in each restroom. Maintenance staff will refill these dispensers as needed.
• Students, staff, and visitors will be required to use hand sanitizer or wash their hands upon entering the building.
• Students and staff will be required to use hand sanitizer upon entering any classroom or meeting space.
• Students will be encouraged to wash their hands throughout the day.
• Facial tissue will be available in all classrooms, meeting spaces, and offices.

**Restrictions on Food & Beverages**

Students are only permitted to eat food in the cafeteria. Food and beverages other than water are prohibited in classrooms, common areas, etc. Sale of food for fundraising (school store) is prohibited until further notice. Students will not be permitted to leave campus to purchase food or order food through food delivery services.

Staff must follow the same guidelines. Staff are permitted to eat in their own classroom or office as long as students are not present. Staff may leave to purchase food during their designated lunch break but must complete the screening procedure when they return. Staff who choose to use food delivery services must arrange to meet the delivery person outside of the school building.
Monitoring for Illness & Protecting Vulnerable Populations

Staff and students shall not go to school if they have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree) for return or if they have recently had close contact with a person with COVID-19, until they meet criteria for return. Students and staff will not be penalized in any way for staying home due to these circumstances. Staff must follow the call-in procedure outlined in the staff handbook. Signage which explains requirements for entering the building shall be posted at building entrances and in building lobbies.

Visitors

MNIC is prohibiting all non-essential school visitors. Visitors are defined as any person who is not a currently enrolled MNIC student, MNIC employee, or contracted service provider of MNIC. Essential visitors are those who must visit the school building in-person to support a student’s educational experience or to support the operations of the school. Site directors at each building shall have the authority to determine if a visitor is essential. Visitors will be expected to follow all screening and infection prevention policies and procedures. Visitors will be required to sign in at the front desk, provide contact info, and wear a visitor’s badge at all times.

Protecting Vulnerable Populations

The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:
- Are 65 years and older
- Have underlying medical conditions, particularly if not well-controlled, including:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Compromised immune system
  - Severe obesity (body mass index of 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease
  - Hemoglobin disorder

Students who self-identify as high risk for illness due to COVID-19 should contact their site director to make a plan for distance learning. MNIC will offer distance learning to any student who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

MNIC will evaluate all current individualized student plans and make appropriate accommodations to meet these students’ needs.

Child Care for Critical Workers

MNIC does not plan to provide a school-age care program for children of critical workers as this is not necessary for high-school aged students. If there are special circumstances where a MNIC student needs this service, the family should contact the site director at their campus.
Front Desk Screening Procedure

Health screenings should be conducted for all individuals entering the facility. The person should be asked to wait at least 6 feet away from the staff person who is screening while these questions are being asked. Screening staff shall wear gloves, and both a mask and face shield. There will be laminated screening procedure sheets at the entrances to all school buildings. Procedure is as follows:

1. **Mask and Sanitize Hands**
   a. The individual being screened will be asked to sanitize their hands and put on a mask (if they are not already wearing one).

2. **Screening Questions:**
   a. **Are you feeling sick or have you experienced any COVID-19 symptoms in the past 48 hours?** If the answer is YES, the individual should be denied entry.
   b. **Have you had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?** If the answer is YES, the individual should be denied entry.
      i. Close contact is defined as: Having been within 6 feet of a person who has COVID-19 or might have COVID-19 for 15 minute or more. Close contact can occur while caring for, living with, or having a prolonged visit with someone with COVID-19.
      ii. If the individual has tested negative for COVID-19 after the close contact, they will be allowed in the building.

3. **Temperature Taking:** Every person who comes into the building is required to have their temperature taken with the no contact thermometers. Instructions for use are: place the device near the forehead of the person (within an inch) then press the button. By doing this it will provide accurate temperature instantly within 1 second.
   a. These devices should be disinfected regularly and often in between uses using alcohol prep pads. Do not use a disinfectant spray on the thermometers.
   b. A person’s temperature must be below 100.4 degrees to remain in the building. If a person’s temperature reads at or above 100.4 degrees, they will be asked to leave the building and encouraged to follow the CDC guidelines for coronavirus testing.
   c. These devices only read temps between 90 and 110 degrees. If it indicates “LO” on the screen, that means it did not get a good temp reading, not that the battery is low.

4. **Student Security Screening:** After the student has completed their COVID-19 screening, they will be wanded. If they cannot pass the wand, they will be patted down. Student bags will be visually inspected if possible. If this is not possible, staff will use tongs to search the bag. Staff must change their gloves after patting down a student or searching a bag by hand. Bag search tongs must be disinfected after use.

5. **Visitor Log:** Any non-staff or non-student who enters the building must sign in and out of the visitor log and include their contact information. This information will be used to notify visitors if MNIC finds out that a COVID-19 positive person was in the building at the same time as them.
Buildings will open at 7:30 AM with a staff person assigned to screening duty starting at that time. Staff members who wish to arrive earlier than 7:30 AM must seek prior approval from their site director and the site director must make arrangements to have a second staff person at the building to screen that individual.

**Student Expectations & Requirements**

*Updated 8/17/20*

MNIC staff will strictly enforce all COVID-19 requirements within all school buildings. Students who do not follow these requirements will be given one verbal warning and then will be asked to leave the building for the rest of the day. Students who repeatedly fail to follow these requirements will be required to switch to distance learning. **MNIC Staff are held to the same requirements as students and will not be permitted to work in the building if they do not follow the guidelines.**
Handling Cases of COVID-19

Staff members who receive information that a student has tested positive or may have COVID-19 must report that information immediately to their site director and DeMarcus Green. Furthermore, staff who are privy to this information shall not share it with any other students or staff unless the student has given explicit written permission for them to do so.

MNIC will follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs to determine when a student or staff member may return to school following illness or COVID-19 testing. Site directors shall make this decision for student cases. DeMarcus Green will make this decision for staff cases.

Per the Minnesota Department of Health, it is not required for students or staff members to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school, but they must follow recommended guidance regarding when to return to school.

Preventing close contacts is the number one priority. Close contact is defined as being within 6 feet of someone for more than 15 minutes, sharing food or beverages, or physical contact such as hugging, kissing.

Mandatory exclusions will be based solely on close contacts. MNIC will exclude and recommend isolation to all individuals who have had contact with a person who has either tested positive or has symptoms of COVID-19 and has not yet received test results. MNIC will only resort to full building closures in the case that three or more staff members are quarantined or upon the recommendations of public health officials.

Students who Develop Symptoms at School

Site Directors will establish a dedicated space for symptomatic people who are waiting to go home. This space must be separate from any classroom or office that is being regularly used during the day. The designated space should accommodate social distancing of at least 6 feet for multiple people if needed. After each time this space is used for a symptomatic person, the Site Director shall ensure that it is thoroughly disinfected in accordance with the written cleaning procedures.

Any student who shows symptoms should be immediately isolated in the designated space by staff. Ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a face covering or a surgical mask. Do not place face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to developmental, medical, or behavioral health needs. Staff shall not transport students or other staff who develop symptoms while on campus (including giving rides home).

Site directors shall notify DeMarcus Green of any suspected or confirmed cases in their building. DeMarcus Green will notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota
Rules, Chapter 4605.7050) using the MDH inbox that has been established for school COVID case reporting: health.schoolcc.followup@state.mn.us.

**Family Notification**

MNIC will notify staff, families, and the public as needed if a person with COVID-19 was on the school premises while infectious. These communications will be made in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

**Facilities & Cleaning**

**Cleaning Supplies**

MNIC has installed Ecolab dispenser stations in each building. These dispensers are able to fill spray bottles with Ecolab Peroxide Disinfectant. This chemical is the primary cleaning and disinfectant that will be used throughout MNIC buildings. We will use up any remaining quantities of other disinfectant sprays and wipes, but will not continue to order these products. All required disinfecting must be done using the Ecolab Peroxide Disinfectant.

Every classroom, meeting area, and office will have a bottle of disinfectant spray, nitrile or vinyl gloves, and a box of paper towel wipers. Staff should wear gloves when using disinfectant. Teachers will be responsible for refilling their spray bottle and requesting more gloves and paper towels from their site director. Maintenance will be responsible for filling spray bottles in meeting spaces and restocking gloves and paper towels. Individuals with personal offices are responsible for these tasks for their own office.

Disinfectant Procedure: Put on gloves. Spray the disinfectant on the surface. **Wait a minimum of 45 seconds** for the disinfectant to kill any virus or bacteria that may be on the surface. Wipe the surface dry with a paper towel.

Alcohol wipes or pads will be provided to clean technology. Only these wipes should be used on technology; do not use the spray disinfectant. Additionally, these wipes are in limited supply and should not be used for other cleaning needs.

**Restrictions on Furniture**

All cloth furniture with the exception of teachers’ desk chairs will be removed from the classrooms and common areas. Teachers should not bring in any cloth furniture to their classrooms such as bean bag chairs or lounge chairs.

**It is imperative that all staff understand that everyone will need to take on additional cleaning responsibilities in order to ensure a safe and sanitary school environment.**

Teacher Responsibilities:
- After the end of each class, disinfect tables, chairs, and door handles. It is recommended that teachers spray each surface in their classroom in a particular order, and then go back through and wipe each surface.
• As students enter the classroom, require each student to use hand sanitizer.
• At the end of the day, disinfect all other touch surfaces in your classroom such as teachers desks, file cabinets, light switches, etc.

Support Staff Responsibilities:
• Support staff, including paras, deans, student support services, and others, shall assist with keeping their work areas clean.
• During passing time, all support staff should be in the hallways reminding students to practice social distancing and ensuring that students are not gathering in groups.

Administrative Staff Responsibilities:
• Administrative staff are responsible for keeping their offices clean and routinely disinfecting all touch surfaces including door handles.
• Administrative staff will be responsible for vacuuming and emptying trash and recycling from their office in order to provide maintenance staff with more time to focus on common areas. Large rolling trash cans will be placed in administrative office areas including Unity 2nd Floor, Unity 3rd Floor, and the Rondo Administrative Office area. Maintenance staff will be responsible for emptying these large containers.

Maintenance Staff Responsibilities:
• Continually disinfect all common areas, railings, bathrooms etc during each class
• Clean and disinfect lobby area including outer doors
• Restock necessary supplies in shared spaces
• Remove trash and recycling on a daily basis
• Clean and sanitize floors

Water and Ventilation Systems
MNIC will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown. MNIC will follow the CDC’s Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

Site Directors will be responsible for ensuring that HVAC systems at all buildings are set up “Fan On” to continue air circulation even when the system is not heating or cooling.

Drinking fountains will be disabled and covered at all sites. Filtered water dispensers and paper cups will be available. Students and staff are encouraged to bring their own filled water bottles from home.

Emergency Situations & Drills
Schools are still required to complete mandated emergency drills during the COVID-19 pandemic including 5 fire drills, 5 lockdown drills, and 1 severe weather drill. Students must be present for all fire drills, at least one
lockdown drill, and at least one severe weather drill. Site directors should coordinate with DeMarcus Green regarding the scheduling of these drills.

Drills should be conducted with social distancing in mind, masks should be worn at all times, and hand sanitizer should be used after drills are complete.

Keep in mind that when a threat poses an imminent or substantial threat to life, the threat response must take precedence over the health risk(s) of COVID-19. In these scenarios, physical distancing and masking takes a back seat to evacuation to protect lives and prevent injury.

**Student Technology**

All students will receive a Chromebook and a WiFi Hotspot (if needed). New students will be required to complete five school days within a two week period before they will be eligible to receive their devices. Students should discuss with their site director what is required to complete the five school days (may be different for distance/hybrid/in-person). In order to receive technology, students must have their parent or guardian sign a Program Agreement Form (the student can sign if they are 18 or older). These devices are on loan from the school to the student; they remain school property.

The first day students can receive technology is Tuesday, September 15th, 2020.

**Technology Distribution Process**

1. Student completes five days of school
2. Student is given a program agreement
   a. Student bring the agreement home to have their parent sign OR
   b. Parent accompanies student to school to sign agreement OR
   c. If student is 18 or older, student signs their own form OR
   d. If student is homelessness and separated from parent, homeless liaison signs form
3. Student turns in signed program agreement
4. Student receives Chromebook and, if they do not have home internet, Wifi Hotspot

Only authorized staff at each site may distribute technology to students. Authorized staff include the Site Director, Gen Ed Para, and Dean. The Site Director or Dean may sign the agreement for HHM students after consulting with the homeless liaison.

**Loaner Chromebooks**

Each site will have a cart of loaner Chromebook that students can use during the school day if they have not yet received their technology or they forgot to bring their technology to school with them. Loaner Chromebooks can be signed out to students for the day and returned before the student leaves schools. Loaner chromebooks have special security features that prevent them from working outside of MNIC buildings.
Phase Two Information

Learning Model

The first option for students will be a hybrid model in which students will be attending school in-person two days a week. Students who choose the hybrid option will be divided into two groups called A and B. Group A will attend school in-person on Monday and Tuesday while Group B will attend school on Thursday and Friday. Students will be issued take-home Chromebooks and hotspots (if needed) and continue to work on Google Classroom on days when they are not attending class in-person.

The second option for students will be a distance learning model similar to last Spring. Students will be issued take-home Chromebooks and hotspots (if needed). Students will attend class through Google Classroom and will talk with their teachers on a daily basis. Students who choose distance learning will be able to come into their school building on Wednesdays for tutoring and support.

School Day

Hybrid Schedule - When students are in the building they will travel in cohorts of 8-10 students. During instructional time teachers will work with students on the assignments that are posted in Google Classroom. Students will have the opportunity to ask questions and get direct instruction if needed. For the second half of class teachers will provide an engagement activity that can include both students in class and online only students.

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<th>Activity</th>
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<tbody>
<tr>
<td>8:30-9</td>
<td>Office Hours</td>
</tr>
<tr>
<td>9-9:57</td>
<td>Class</td>
</tr>
<tr>
<td>10-10:57</td>
<td>Class</td>
</tr>
<tr>
<td>11-11:57</td>
<td>Class</td>
</tr>
<tr>
<td>12-12:27</td>
<td>Advisory/Lunch</td>
</tr>
<tr>
<td>12:30-12:57</td>
<td>Lunch/Advisory</td>
</tr>
<tr>
<td>1-1:57</td>
<td>Class</td>
</tr>
<tr>
<td>2-3:00</td>
<td>Class</td>
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</tbody>
</table>

Students will be assigned to either an A/A schedule Mon and Tues or a B/B schedule Thurs and Fri, Wednesday will be a distance learning day for all students. When students are assigned their days they will be assigned a group to travel with, for example, Group A1, meaning you are on A days and in group 1. There will be 4 groups in a day. On Wednesday ALL students will have the opportunity to make appointments with
Teachers either in-person or online to get one-on-one help with assignments. Preference for appointments will be given to Online Only students as this is the day that teachers are most available to them.

Distance learning students will have the opportunity to participate in classroom activities daily as they will be live streamed from the classroom. Students will also have the opportunity to check in with teachers daily from 8:30-9am, during the advisory period, and every day from 2-4pm. Additionally, all teachers will be available by appointment from 8:30 to 4:00 pm on Wednesdays to work one-on-one with students, either in-person or virtually. Teachers will use the appointments tool in Google Calendar so that students can find a time to work one-on-one.

**Building Hours**

Buildings will be open from 7:30 am to 4:00 pm. The student school day is 8:30 am to 3:00 pm.

**Social Distancing**

School capacity will be limited to 50% of the regular building capacity. There will be social distancing floor markings at each building in the front lobby area. If more students arrive at the same time than there is space to socially distance inside the building, students may be asked to wait outside for a short amount of time. Students will continue to use Metro Transit buses and trains to travel to and from school. Metro transit has implemented numerous safety measures including seat spacing to provide social distancing and limits on how many passengers may be on-board a vehicle at one time.

Each classroom will have a determined 50% capacity number which will be posted on the door. Tables and chairs will be set up to ensure 6 feet of space between each student. Only one student will be seated at each table. Each room will have a number of chairs equal to the determined 50% capacity of that room. Student tables and chairs should be oriented facing the front of the room with a minimum of 6 feet between the front table and the teacher's space.

Passing time between classes will be minimized and students will not be allowed to congregate in the hallways and stairwells. Hallways will be divided into two directional lanes. Social distance markers will be in place for restrooms. All building staff will be expected to participate in monitoring hallways and common areas during passing time, arrival, and dismissal.

Staff who are working in the front lobby area will set up their work spaces at least six feet from each other. Staff will use plastic bins to ensure a contactless process of handing out food, supplies, technology, and course materials and maintain a distance of 6 feet from students and families at all times.

**Face Coverings**

All students are required to wear a face covering that covers their mouth and nose entirely. MNIC will provide one reusable cloth face covering for each student and will provide disposable face masks to any person who doesn't bring their own acceptable face covering. Face coverings must meet all dress code requirements with
regard to imagery, text, and garment type. Face shields will be provided as an alternative to any student who cannot tolerate a cloth face covering due to development, medical, or behavioral health needs.

**Breakfast & Lunch**

Students who are doing hybrid learning will eat at school for the two days they attend school and will be able to take home 3-day bundles for the days they are learning from home. Students who are doing distance learning will be able to pick up 5-day bundles from their building on Wednesdays. MNIC will offer home delivery of meals for families that are experiencing extreme hardship that prevents them from being able to pick up meals from the school building.

**Meals in the School Building**

Each building will have two lunch periods to reduce the number of students in the cafeteria. Students will come into the cafeteria, use hand sanitizer, and find a place to sit down that is six feet from other students. Once all students are seated, staff will bring trays of food out to each student. Students must stay seated in the cafeteria until the end of the lunch period (no wandering around during lunch). Students will dump their trays on the way out the door. Students will not be allowed to take any food out of the cafeteria. Students may bring their own lunches from home but they must eat them in the cafeteria during their scheduled breakfast and lunch. Students will be able to put their lunch in a refrigerator in the cafeteria.

**Transportation**

Students who are participating in hybrid learning will receive two bus tokens each time they come into school and will be able to receive unlimited ride bus cards after completing five days of school. Students participating in distance learning will receive tokens each time they come into school.

Staff must receive prior approval from their immediate supervisor in order to transport students in their personal vehicles.

**Field Trips & Outdoor Classes**

Field trips are not permitted during Phase 2. Outdoor class may be offered with approval from the site director and prior planning to make sure distance learning students can participate.

**Mental Health and Wellness**

MNIC will provide students, families, and staff with information on how to access resources for mental health and wellness. The support services team will maintain a Google Classroom that catalogs available resources and is continually updated. These support staff will also make themselves available to anyone needing additional support.
Attendance

Hybrid attendance will be taken in person on the days the students are scheduled, if students are not in attendance in person they will be marked absent.

On their distance learning days students have the following ways to be marked present

- student calls or texts a teacher or their advisor
- student logs in and completes work on Google Classroom
- student completes daily Advisory question via google classroom
- student attends an online or in person meeting with a staff member

Distance Learning students attendance will be taken in the following ways,

- student calls or texts a teacher or their advisor
- student logs in and completes work on Google Classroom
- student attends a class virtually
- student attends an online or in person meeting with a staff member
- student completes daily Advisory question via google classroom.

Special Education

Every student in special education will have a Contingency Learning Plan developed based on their Individualized Education Programming accommodations and services. Staff can refer to the case manager if they have questions regarding the learning plans or accommodations for students they work with. The learning plans will address the service minutes, location of minutes, and how students will access their education within the learning models (phase 1, phase 2, phase 3, and phase 4). All special education students will have direct instruction with their case manager and teachers during all 5 school days. The learning plan is designed to be comprehensive programming for each of the learning models that may be in effect at any given time. In phase 2 students will receive their instruction two days a week in person and 3 times a week in distance learning.

Distance learning instruction will use a combination of google classroom and individual meetings with their case manager and teachers. In person instruction will follow the students Learning Plan with relevant push in or pull out services.

ELL Service

- MNIC students who are eligible to receive ELL support services will continue to receive services as they need. All students who qualify for EL services will be signed into Google Classroom EL. No assignments are posted but they will have access to the ELL teacher and resources that English learners might use.
- When a student logs in with a question or concern the EL teacher will either directly respond to a student’s request or refer them to their content teacher and the content and EL teachers will come up with the best way to help the student. If the student’s families need assistance the EL teacher will contact the school social worker.

Assessments

- Students will take the NWEA test online or in person. More details to follow.
• MNIC will follow state guidelines when it comes to state assessments. At this time the state has requested to be exempt from federally required testing for the remainder of this school year.

Support for Students Experiencing Homelessness

• MNIC Staff have created a resource guide with information about food shelves, shelters, legal aid, and health services. This information will be distributed to all families and will be available at each of our campuses. The resource guide will be updated by support services staff as new information becomes available.
• MNIC Free Stores will be available to students during the school day (9am – 3pm). Free stores include hygiene items, clothing, shoes, etc.
• Homeless Liaison, Deans and Site Directors will be able to help students access the free stores. Staff must fill out the free store log each time they do this. If staff have questions about the free store, they should contact Vanessa Robles Varela, District Homeless Liaison.
• Liaison will support staff in accessing and providing Resources/Services to families and youth currently identified as homeless, to monitor their needs and living situations during Hybrid or distance learning modules.
• Make additional efforts to identify youth who are experiencing homelessness, but who are not yet known.
• Homeless Liaison in coordination with Site Directors will facilitate mobile hotspots and chrome books to youth who are staying in shelters/motels/ or with other people
• Remove barriers, be flexible with deadlines and participation requirements, accommodating students who are highly mobile and/or cannot participate in online learning opportunities due to homeless living situations
• District Homeless Liaison will designate school site-level liaisons/Student Advocate to increase the overall capacity to respond to homelessness
• Prioritize students experiencing homelessness for resources that will be provided to all students, or to low-income students. District Homeless Liaison in Coordination with the Dean department will facilitate delivery of resources to students who lack transportation to pick them up.