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## Fall Learning Plans

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COVID-19 Coordinator

Superintendent Mike Kelley is the COVID-19 program coordinator for the Randolph School District. Mr. Kelley will work in collaboration with the school nurse and principals to 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. Questions about the district’s plan can be sent to kelleym@district195.org.

Randolph Schools COVID-19 Planning Committee

Mike Kelley - Superintendent and Program Coordinator
Matt Rutledge - Elementary Principal
Ben Fisher - High School Principal
Aaron Soule - Assistant High School Principal and Activities Director
Jill Schultz - School Nurse
Lori Nicolai - District Social Worker
Reanna Anderson - High School Teacher
Kate Esser - High School Teacher
Jackie Sczepanski - High School Teacher
Susie Lau - Elementary Teacher
Jen Lindahl - Elementary Teacher
Mike Schmidt - Elementary Teacher
Introduction

Randolph Public Schools is committed to providing a safe and healthy workplace for all our employees and students. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Everyone connected to Randolph Public Schools is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our employees and students. Our plan follows the Centers for Disease Control and the Minnesota Department of Health guidelines related to COVID-19.

School and district administrators were directed by the Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) to develop three contingency plans to prepare for the 2020-2021 school year using the three scenarios described on the next page. Districts were also required to provide an option for families wishing to opt-out of in person instruction. If a school district or charter school is considering dialing forward to a less restrictive learning model than what is required under the Safe Learning Model Guidance, it must consult with local public health officials, MDH, and MDE through the Regional Support Teams.
**Scenario 1: In-person learning for all students.**

In this planning scenario, schools were to create as much space between students and teachers as is feasible during the day but were not held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming will continue to follow the COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs (PDF) (www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf). This scenario may be implemented if state COVID-19 metrics continue to stabilize and/or improve. All requirements in this guidance apply to scenario 1.

**Scenario 2: Hybrid model**

In this planning scenario, schools were to limit the overall number of people in school facilities 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 the number of occupants must be reduced. Schools were also to limit the overall number of people on transportation vehicles to 50% maximum occupancy and create as much space between riders as possible, recognizing that it is not always feasible to maintain 6 ft of social distancing. Schools were also to include plans for contactless pick-up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Scenario 2 may also be implemented if Randolph Schools experience clusters of cases within a classroom or the school. All requirements in this guidance apply to scenario 2, with additional requirements noted in the Social Distancing and Minimizing Exposure section noted for scenario 2 only.

**Scenario 3: Distance learning only.**

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance regarding in-person protections would not apply to the general school community, as students and staff would be utilizing distance learning and would not be gathering in groups on school grounds. However, schools may be open to provide emergency child care or other functions.
Social Distancing and Minimizing Exposure

Social distancing (also called physical distancing) means keeping space between yourself and others outside of your home. Social distancing is a critical tool in decreasing the spread of COVID-19. In this planning scenario, Randolph Public Schools created as much space between individuals as possible during the day, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom.

**Scenario 1 and 2**

- All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Kindergarten and younger are exempt from this requirement.
- Randolph Schools will provide social distancing floor/seating markings in waiting and reception areas.
- Randolph Schools has reviewed and evaluated school transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distance.
- Classroom capacity has been reviewed and evaluated with the goal of creating as much space between people as possible, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom.
- Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, and vice versa.
- The North Parking Lot entrance and the District Office entrance will be the only two entrances available to enter through in the morning.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted. If they must enter the building, they will be required to wear a mask.
- Staff will still utilize the microwaves and fridges for their lunch in the staff lounge but will need to eat in their classrooms.
- Keep all classroom and office doors open as much as possible during the school day.
- No field trips will be allowed.
- No lyceums will be allowed.
- Water fountains will be out of use except for water bottle filling stations. Students should bring their own water bottle to school for hydration purposes.

**Additional Requirements: Scenario 2**

- The number of people in school facilities and on transportation vehicles will be limited to reduce occupancy with the goal of reaching 50% maximum occupancy when feasible. Occupancy limits were determined using a formula from the State Fire Marshal. (See occupancy map on page 10)
- Ensure sufficient social distancing with at least 6 feet between people at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants may be reduced.
- Contactless pick up and/or delivery of meals and school materials for days that students and staff are not in the school building will be implemented.
- Childcare will remain open for all families.

**Requirements: Scenario 3**

- Food delivery will continue to students
- Childcare will remain open for all families.
Occupancy Map

Numbers shown are occupancy limits at 50% capacity.

New addition classrooms are 22
Face Coverings

All staff, students in grades 1-12, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. All students and staff will receive face coverings.

● Face coverings must meet Randolph Schools’ dress code.
  ○ “Students may not wear clothing if it displays profanity, sexually or racially offensive words, expressions, or pictures. Clothing which advertises products that are illegal for minors is prohibited on school property (i.e. alcohol, tobacco, or drugs). Students violating the dress code with their facial coverings will be issued a face covering from the school.
  ○ Face coverings should be worn as designed.

● The face covering should cover the nose and mouth completely, should not be overly tight or restrictive and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible.

● 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:
  ○ All students must wear face coverings unless exempt through a doctor’s note or student’s IEP.
  ○ 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.
  ○ During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 6 feet or greater of physical distance from others while participating in the activity to the extent possible and should replace their face covering as soon as the activity is completed.
  ○ 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.
  ○ The student’s individualized education program (IEP) team, which includes the student’s parent/guardian, is responsible for the development, review, and revision of the student’s IEP. This includes reviewing and revising the student’s IEP, as appropriate, to address information about the student provided to, or by, the parents, related to the student’s ability to wear a face covering or face shield, as well as to address the student’s anticipated needs and other matters related to the student’s educational programming during the COVID-19 pandemic. 34 C.F.R. 300.324(b).
Face Coverings (Con’t)

Requirements: Scenario 1 and 2

- Randolph Schools has developed and implemented a plan for face coverings and will ensure the policy is clearly posted and communicated to students, staff, families, and potential visitors to the school building.

- Randolph Schools will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it meets the minimum requirement of covering the nose and mouth. While schools may choose to initially allot a certain number of face coverings and/or face shields to each employee and student, they should also maintain extra supply for staff and students who forget to bring them.

- Teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.

Protecting Vulnerable Populations

- A survey was sent out to staff members and families to self-identify as high risk and other pertinent information for the district.
- All current plans (e.g., Individual Healthcare Plans, Individualized Education Plans, or 504 Plans) for accommodating students with special health care needs have been evaluated and updated as needed to decrease their risk for exposure to COVID-19.
- Distance learning will be provided to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

Cleaning of Facilities

- Hand sanitizer will be placed throughout the building.
- Custodians will be assigned to specific areas of the school building for cleaning and disinfecting.
- The rooftop units have all new air filters installed.
- An air quality test was performed by MacNeil Environmental this summer and showed positive results.
- Foodservice staff will clean/disinfect the food service areas.
- Bus drivers will clean/disinfect the buses, vans, and bus garage.
- Paraprofessionals will clean the playground equipment. (ie. footballs, soccer balls, frisbees)
- Besides the custodians, staff will be encouraged to clean/disinfect their areas.
  - Cleaning/disinfection supplies and gloves will be supplied to staff.
- Consistent cleaning/disinfecting routines of high touch areas will be performed by custodians, food service, and bus drivers.
  - Additional support cleaners/disinfecting will be performed by staff and students.
- During scenario 2 and 3, custodians may be pulled off their areas to work in other areas.
- Randolph staff will be made aware to avoid excess cleaning near children when possible.
Monitoring and Excluding for Illness

Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure.

- Signage will be posted at our entrances as a reminder to self-monitor for symptoms.
- Staff and students will be required to self-monitor symptoms throughout the day.
- Staff who develop symptoms during the school day must notify the school nurse or Mr. Kelley.
- Students who develop symptoms during the school day must notify the school nurse or an adult at school.
- It is not known whether previous infection and recovery from COVID-19 illness protects people from reinfection.
- Plans were developed for backfilling positions of employees on sick leave and considered cross-training opportunities to allow for changes of staff duties as needed.

Self-Monitoring and Screening Process

Each day students and staff are required to answer the following self-monitoring questions before coming to school or work.

1. Have you been in close proximity to someone diagnosed with COVID 19 or been formally notified that you have a potential exposure to COVID-19? (yes or no)
2. Have you experienced respiratory symptoms, included but not limited to, cough, shortness of breath, or elevated body temperature greater than 100.4? (yes or no)
3. Have you experienced new muscle aches or loss of smell or taste? (yes or no)

If you have answered yes to any of these questions, you are not allowed to come to work or school. Please contact the school nurse at 507-263-2151 ext. 201 or schultzj@district195.org.

Handling Suspected or Confirmed Positive Cases

The contact person for handling suspected or confirmed cases of COVID-19 will be our school nurse.

- Please refer to the Self Monitoring and Screening Process section of this preparedness plan for additional information.
- Symptomatic individuals will be brought to the conference room while waiting to be picked up.
- School staff will 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 will be required to wear a cloth face covering or a surgical mask.
  - We have a cleaning and disinfecting process for our dedicated COVID-19 room.
- The school van will be used to transport students/staff that need to be transported home.
  - The van will then be wiped down with Clorox wipes and sprayed with disinfectant.
- Randolph Schools will notify MDH of confirmed COVID-19 cases among students and staff.
- We will continue to communicate with the public in regards to any positive COVID-19 cases, and all cases will be run through the MDH for their direction.
Transportation

- Students are required to wear face coverings while on busses in order to meet state requirements.
- The Self Monitoring and Screening Process in this plan will need to be followed before entering a school transportation vehicle.
- The district will follow the state guidelines to the best of our ability to space students out on buses.
- Transportation vehicles will be cleaned and disinfected regularly, focusing on frequent cleaning of touched surfaces in the vehicle and between routes.
- When weather and safety permits, bus windows will be kept open for health and safety reasons.
- Students will load the busses from back to front and unload from front to back.
- Families will sit together.
- All persons driving or riding in a school transportation vehicle must wear a face covering. Please reference the Face Coverings section above for additional details. An extra supply of face coverings will be maintained on school transportation vehicles for riders who forget to bring them.
- Arrange seating to maintain 6 feet of distance between the driver and all riders when feasible.

Students Opting to Distance Learn for Scenarios 1 and 2

Elementary Plan

Students that choose to opt out of in-school instruction will have a distant learning plan which will be communicated through your classroom teacher. If any distance learning takes place, regular grading practices for grades K-6 will apply. Parents will need to notify the district by August 12 of their decision. A survey will be sent out regarding if they are selecting this option for their child(ren) so appropriate staffing can be put in place. We understand families may need to change their plans, and the school district will adjust within a reasonable time.

High School Plan

Students that choose to opt out of in-school instruction will have a distant learning plan which will be communicated through your teachers. Parents will need to notify the district by August 12 of their decision. A survey will be sent out regarding if they are selecting this option for their child(ren) so appropriate staffing can be put in place. We understand families may need to change their plans, and the school district will adjust within a reasonable time.

Students opting to not return to school and distance learn for either scenario 1 and 2 will be graded as follows:

- Students in grades 9-12 who achieve an “A”, “B”, or “C” grade for a class (plus, minus included), shall receive those grades on their transcript. A grade of “D” will be given a “P”. A grade of “F” will be counted as “NC” or “NG”. Students will need to retake classes with a “NC” or “NG”.
- For grades 7 and 8, the traditional grading scale applies.
- Students will be required to follow each teacher's late work policy.
• Education provided may not follow the in-person instruction.
• Special Education students will be given the option of receiving letter grades earned in a particular class or be graded on a “P” basis, or progress towards student’s overall IEP goals will be used for grading purposes.
• Individual cases on students should be discussed with administration if there are questions about student’s access to technology and other resources or if there are other circumstances going on in the life of the student.

Support Mental Health and Wellness

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. It’s important that our students and staff have access to the mental health care resources they need to stay well during this challenging time.

Please click the links below to find resources regarding mental health and wellness.

https://randolph.k12.mn.us/District/Department/64-School-Social-Worker-Lori-Nicolai

https://sites.google.com/d/18NasiU23_ao7csmkCOUHe9Ubqa8BPv5/p/1ZxhrsBskotfk8VPv9ZlqTwg9pY7rRbo-/edit

If you have any questions, please contact our school social worker:

Lori Nicolai
nicolail@district195.org
507-263-2151 or 507-645-4773
High School COVID-19 Learning Plan

Randolph Staff, Students, and Families will need flexibility as this plan can change depending on circumstances. Randolph Schools will make every effort to communicate clearly and promptly with the school community.

**Scenario 1 (Traditional/In-school Learning)**

Face coverings are required for students in grades 1-12. Kindergarten and under is optional.

**Arrival and Dismissal**
- The North Parking Lot entrance and the District Office entrance will be the only two entrances available in the morning.
- Students will report directly to the classroom for first hour.
- Students that walk home or get picked up from school will be dismissed at 2:30. Students getting picked up will need to meet their ride in the North Parking lot. All other students will get dismissed at 2:50.
- 1st and 8th hour study hall students will have the option to opt out of study hall permanently for the semester. Parents will need to give permission for this to occur. Students will not be allowed to show up for study halls on certain days of the week. Students are choosing to opt out of study hall for the semester if they choose to opt out.

**Hallways:**
- In between classes they will go directly to their next hour.
- All books will be carried in their backpack or kept in their classrooms.
- Lockers will not be assigned at the beginning of the school year.
- Students will not be allowed to leave classrooms for water breaks. Water fountains will be out of use except for filling stations allowed.

**Breakfast and Lunch**
- Grab and Go Breakfast will still be available in the AM for grades 7-12.
- 9th and 12th grade will be allowed to eat outside as long as weather is permitting.
- Temporary seating will be used to further spread students out.
- Students will be required to follow safety guidelines set by the Randolph Public Schools Food Service Staff.

**Technology**
- Students are encouraged to bring their own technology device to school. The preference is that they have a technology device that is not a cell phone.
- Any computer used must be cleaned appropriately before another student is allowed to use it.

**Grading**
- Regular grading scale applies.
Classrooms
● Desks should be spaced out as far as possible and social distancing should be encouraged at all times.
● Teachers are encouraged to hold classes outside whenever possible.
● Group projects and labs are discouraged.
● High School Students will not be allowed to be student aides in elementary classrooms.
● No peer mentoring and as little interaction between high school and elementary students as possible.
● Students may be reassigned if classroom capacities are limited.
● Students will not change for phy-ed to avoid congregating in the locker rooms.
● Library is closed for students checking out books. Teachers are allowed to check out books to update their classroom library. Students will not be allowed to bring library books home.
● Keep all classroom and office doors open as much as possible during the school day.
● Accommodations will be made in the FACS classes.
● Band and choir class will limit their performances in school.

Cleaning:
● Teachers will mist each desk at the end of each class period and will be wiped down by the teacher/student(s).
● All door handles will be cleaned throughout the day.
● Bathroom doors will be propped/left open throughout the day to eliminate touchpoints on the doors.

Activities
● Sports, activities, and clubs will be limited with preference to the Minnesota State High School League programs.
● The school scenario does not necessarily dictate if the program is active or inactive.

Scenario 2 (Hybrid Learning)
Students present in school during hybrid learning will follow the same protocols as scenario one unless noted below.

School Schedule:
● An A/B alternate weekly schedule will begin.
  ○ Week A = Grades 7, 8, 9 will report to school and Grades 10, 11, 12 will distance learn.
  ○ Week B = Grades 10, 11, 12 will report to school and Grades 7, 8, 9, will distance learn.
● Teachers will be available via Google Meet during their scheduled class hour for questions and may use this time to teach a lesson which will be recorded for students to view at a later time. Participation points may be awarded for attending the class session or watching the video.
● Kids present in school will follow the same protocols as scenario one.
● Students may be reassigned if classroom capacities are limited.
● Students that are in school during Hybrid learning will be eating lunch from 11:15-11:41.
● Temporary seating will be used to further space students apart.
● Accommodations will be made for students attending DCTC.
● Special Education students have the option of attending school in person during any traditional scheduled school day.
Grading

- Students in grades 9-12 who achieve an “A”, “B”, or “C” grade for a class (plus, minus included), shall receive those grades on their transcript. A grade of “D” will be given a “P”. A grade of “F” will be counted as “NC” or “NG”. Students will need to retake classes with a “NC” or “NG”.

- For grades 7 and 8 the traditional grading scale applies.

- Special Education students will be given the option of receiving letter grades earned in a particular class or be graded on a “P” basis, or progress towards student’s overall IEP goals will be used for grading purposes.

- Individual cases on students should be discussed with administration if there are questions about student’s access to technology and other resources or if there are other circumstances going on in the life of the student.

- Students will be required to follow each teacher's late work policy.

Scenario 3 (Distance Learning)

Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1: 8:00-9:00</td>
<td>Period 2: 8:00-9:00</td>
<td>Period 1: 8:00-9:00</td>
<td>Period 2: 8:00-9:00</td>
<td>Social/Emotional check in, student catch-up.</td>
</tr>
<tr>
<td>Period 3: 9:00-10:00</td>
<td>Period 4: 9:00-10:00</td>
<td>Period 3: 9:00-10:00</td>
<td>Period 4: 9:00-10:00</td>
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</tr>
<tr>
<td>Period 5: 10:00-11:00</td>
<td>Period 6: 10:00-11:00</td>
<td>Period 5: 10:00-11:00</td>
<td>Period 6: 10:00-11:00</td>
<td></td>
</tr>
<tr>
<td>Period 7: 11:00-12:00</td>
<td>Period 8: 11:00-12:00</td>
<td>Period 7: 11:00-12:00</td>
<td>Period 8: 11:00-12:00</td>
<td></td>
</tr>
</tbody>
</table>

- All students will be working on school work remotely.

- Modified School Schedule (This is different than Spring, 2020):
  - Monday and Wednesday will be periods 1, 3, 5, 7
  - Tuesday and Thursday will be periods 2, 4, 6, 8
  - Friday is set aside for student's social/emotional check in, student catch-up, and one on one meetings with teachers as needed.

- Class Times:
  - Periods 1 and 2 are 8:00-9:00
  - Periods 3 and 4 are 9:00-10:00
  - Periods 5 and 6 are 10:00-11:00
  - Periods 7 and 8 are 11:00-12:00

- Teachers are required to be online during the hours they have class. Teaching may be presented during this time (recorded) or be on a Google Meet where students may ask questions. Teachers may assign participation points to students that are applied to the student’s grades for being present in class or by watching a recorded video of the lesson.

- All classwork is due on Friday afternoons at 3:30, unless otherwise arranged with the teacher.

- Teachers are available by email from 7:30-3:30 and should get back to you in a reasonable time frame.

- Classwork may be given out as week-long projects or packets that are distributed to the students ahead of the class scheduled time/date.
Grading

- Students in grades 9-12 who achieve an “A”, “B”, or “C” grade for a class (plus, minus included), shall receive those grades on their transcript. A grade of “D” will be given a “P”. A grade of “F” will be counted as “NC” or “NG”. Students will need to retake classes with a “NC” or “NG”.
- For grades 7 and 8 the traditional grading scale applies.
- Special Education students will be given the option of receiving letter grades earned in a particular class or be graded on a “P” basis, or progress towards student’s overall IEP goals will be used for grading purposes.
- Individual cases on students should be discussed with administration if there are questions about student’s access to technology and other resources or if there are other circumstances going on in the life of the student.
- Students will be required to follow each teacher's late work policy.

Students Opting to Distance Learn for Scenarios 1 and 2

Students that choose to opt out of in school instruction will have a distant learning plan which will be communicated through your teachers. Parents will need to notify the district by August 12 of their decision. A survey will be sent out regarding if they are selecting this option for their child(ren) so appropriate staffing can be put in place. We understand families may need to change their plans and the school district will adjust within reasonable time.

Students opting to not return to school and distance learn for either scenario 1 and 2 will be graded as follows:

- Students in grades 9-12 who achieve an “A”, “B”, or “C” grade for a class (plus, minus included), shall receive those grades on their transcript. A grade of “D” will be given a “P”. A grade of “F” will be counted as “NC” or “NG”. Students will need to retake classes with a “NC” or “NG”.
- For grades 7 and 8 the traditional grading scale applies.
- Students will be required to follow each teacher's late work policy.
- Education provided may not follow the in-person instruction.
- Special Education students will be given the option of receiving letter grades earned in a particular class or be graded on a “P” basis, or progress towards student’s overall IEP goals will be used for grading purposes.
- Individual cases on students should be discussed with administration if there are questions about student’s access to technology and other resources or if there are other circumstances going on in the life of the student.
Elementary COVID 19 Learning Plan

Randolph Staff, Students, and Families will need flexibility as this plan can change depending on circumstances. Randolph Schools will make every effort to communicate clearly and promptly with the school community.

Scenario 1 (Traditional/In-School Learning)

School Supplies
- No sharing of supplies between students.
- Parents will need to label their child's school supplies before sending them to school.
- Students should be using a pencil box or item similar to place items when not in use to separate from others.

Open House
- K-1 Open House will be in person.
  - Teachers will contact parents to set up a time to come in.
  - Parents and teachers will have to wear a mask but the students are optional.
- Grades 2-6 will have a virtual open house.
  - Teachers will contact parents to set up a virtual meeting time before Thursday, Sept. 3

Face Coverings
- All Randolph staff will be required to wear a face covering in the presence of staff or students, when physical distancing cannot be achieved when you are with a person(s) more than 10 minutes.
- Face coverings are required for students in grades 1-12. Kindergarten and under is optional.
- Anyone entering the building beyond the safety checkpoint will also be required to wear a face covering.
- Lanyards will be provided for students by the district to clip their masks to when not in use.

Arrival/Dismissal
- The North Parking Lot entrance and the District Office entrance will be the only two entrances available in the morning.
- Students will go right to the classroom when the bus drops them off around 7:45 unless they eat breakfast. After the student eats breakfast they are to go to their classrooms immediately.
- Grab and Go breakfast will be available in the AM for grades 2-6.
- Students that walk home or get picked up from school will be dismissed at 2:30. Students getting picked up will need to meet their ride in the North Parking lot. All other students will get dismissed at 2:50.

Lockers
- K-3 students will need to share lockers.
- Grades 4-6 will have their own locker space.

Congregated Areas
- Teachers will need to be with groups to ensure proper social distancing.
- No field trips will be allowed.
No lyceums/assemblies will be allowed.

**Bathrooms**
- Teachers will schedule group bathroom breaks to avoid other classes in the bathroom area.
- Individual bathroom breaks will be limited to one student at a time when possible.
- Signs will be put up reminding students to wait in the hall if the bathroom stalls are full.
- Students will wash their hands in their classroom for purposes other than following restroom use.
- Teachers are encouraged to have a handwashing schedule in order to follow proper guidelines.
- Water fountains will be out of use except for water bottle filling stations. Students should bring their own water bottle to school for hydration purposes.

**Hallways**
- K-5 students are not allowed to switch classrooms for instruction unless they are going to a specialist.
- Sixth grade students will be allowed to switch for math instruction only.
- Sixth grade teachers will be allowed to move to another classroom to teach so the whole class is not moving from room to room.
- WIN time will not be utilized this year.

**Drinking Fountains**
- Music and PE will have separate doors for entering and exiting. Spanish and Art students will be dropped off and picked up by their classroom teacher.

**Classrooms**
- Keep kids off to the side. Continue to emphasize hands to themselves.
- Avoid walking past another class in the hallway whenever possible.

**RECESS**
- When recess is at the same time as another grade, a rotation will be worked out for the different areas.
- Use the doors closest to your classroom to enter and exit for recess when feasible.
- You can go at your scheduled time or a time that works better for your classroom/grade level.
- Will allow grade levels to have recess at another time to lessen the amount of students outside.
- Indoor recess will be in their classroom, no intermixing.

**LUNCH PROCEDURES**
- All students will be required to follow safety guidelines set by the Randolph Public Schools Food Service Staff.
- Teachers for the first two weeks stay in the lunchroom to help with social distancing.
- There will be staggered lunch times to minimize traffic flow.
- Students will eat together with their class, no intermixing except for 6th grade.
Cleaning of Classrooms

- Staff will know the procedures for cleaning your classrooms.
- Teachers will be provided with a classroom spray bottle of disinfectant spray.
- Mobile labs and computers in resource areas will be wiped down after use.
- Kindergarten will label mats for rest time.

Learning Manipulatives Book

- For classrooms that allow play time, students pick one toy and they play with that toy all day. No sharing of toys.
- Teachers have the responsibility to clean learning manipulatives in their classroom.
- Classroom libraries: students can choose a book to read from teacher libraries. Once a student touches it, they can't put it back.

Classroom Time

- Elementary teachers will be encouraged to take their class outside when possible.
- There may be additional days off of school when alternating between scenarios to give teachers/staff time to prepare.
- All classroom and office doors will be kept open as much as possible during the school day.
- Classroom seating will be properly spaced to make sure social distancing guidelines are met to the best of our ability. This includes carpet time/morning meetings.
- High school students will not be allowed to be student aides in elementary classrooms.
- No peer mentoring and as little interaction between high school and elementary students as possible.

Elementary Band and Choir

- There will be no 5th and 6th grade band rehearsals or elementary choir.
- Band students will still be able to attend their individual lessons.

Library

- Library is closed for students checking out books. Teachers are allowed to check out books to update their classroom library. Students will not be allowed to bring library books home.

Report Cards

- Report cards will be kept the same.
- No pass/fail for elementary grading.

Vision and Hearing

- No vision and hearing screening unless requested by teachers or families.

Distance Learning Platforms

- K-2 Students will utilize ESGI and SeeSaw for distance learning.
- Grades 3-6 will utilize the Google Classroom platforms.
**Scenario 2 (Hybrid Learning)**

Scenario 2 will remain the same as Scenario 1 for grades PreK-6. The reason is we are able to isolate our elementary students which is not possible in the high school and there will be less intermixing between classrooms.

**Scenario 3 (Distance Learning)**

- All students will be working on school work remotely.
- Teachers will create lesson plans for a four day week. Friday’s will be set aside for student’s social/emotional check in, student catch-up, and one on one meetings with teachers as needed. Teachers will teach Math and Language Arts Monday thru Thursday. Science and Social Studies will be taught at least 2 days a week.
- All classwork is due on Friday by 3:30 pm. Unless arrangements are made with the teacher.
- Teachers will be available by email from 7:30 am to 3:30 pm Monday through Friday and will return emails in a timely fashion.
- Classwork may be given as a week-long project.
- Attendance will be taken on a daily basis. It is the student's responsibility to let the teacher know if they can not attend.
- Packets can be made available as determined by the students situation.
- Report cards will be kept the same.
- No pass/fail for elementary grading.
- Elementary will have a set schedule for classes that are taught during distance learning times. Those times will be communicated to parents by the teachers.

**Students Opting to Distance Learn for Scenarios 1 and 2**

Students that choose to opt out of in school instruction will have a distant learning plan which will be communicated through your teachers. Parents will need to notify the district by August 12 of their decision. A survey will be sent out regarding if they are selecting this option for their child(ren) so appropriate staffing can be put in place. We understand families may need to change their plans and the school district will adjust within reasonable time.
Preschool COVID-19 Plan

Scenario 1: In-person learning for all students

School Supplies
- No sharing of supplies between students
- We will provide the needed materials for our curriculum to each student
- Drinking fountains have been turned off. Please send a water bottle with your child. The filtration stations are still available for filling up water bottles.

Orientation
- Three year old orientation will be held on Tuesday, September 15, 2020. Orientation will be held from 8:15 a.m. – 10:45 a.m. for all families.
- Four year old Monday/Wednesday/Friday A.M. class orientation will be held on Monday, September 14, 2020. We ask families with the last name beginning with A-M to attend orientation from 8:15 a.m. – 9:15 a.m., and families with last name beginning with N-Z to attend orientation from 9:30 am – 10:30 a.m.
- Four/Five year old Monday/Wednesday/Friday P.M. Class orientation will be held on Monday, September 14, 2020. We ask families with the last name beginning with A-M to attend orientation from 11:45 a.m. – 12:45 p.m., and families with last name beginning with N-Z to attend orientation from 1:00 p.m.-2:00 p.m.

Drop-off and Pick-up
- Families are asked to drop their child off no more than 5 minutes before class time. Please pick your child up promptly at the end of preschool class.
- Drop-off and pick-up will take place at door number 2 (the door to the south of our main east doors).
- Parent/Guardian will not be coming into the classroom. A staff member will meet you at the door and bring your child inside.
- Preschoolers will only be allowed to ride the bus with immediate family members living in your home or other child approved by Randolph Schools.

Handling Ill Children
- Children that come down with a fever during the day, or say they do not feel good, will be taken to the nurse’s area until picked up.

Scenario 2: Hybrid Model

Scenario 2 will remain the same as Scenario 1 for grades PreK-6. The reason is we are able to isolate our PreK-6 students which is not possible in the high school and there will be less intermixing between classrooms.
Scenario 3: Distance learning only

- Preschool will be taught through distance learning. Our teachers will put together weekly packets and do a Zoom lesson via the internet each week.
- There will be no refund should your child need to transition to distant learning.
- Should this transition take place, we may take a few days to prepare before beginning our distant learning program.

Randolph Child Care COVID-19 Plan

Scenario 1: In-person learning for all students

- Randolph Child Care will use MDE and MDH as well as district guidelines for operating a safe environment for your children.
- Drop-off and pick-up will take place at door #3. This door is south of the flagpole. Parents will not be coming into the classroom. A staff member will meet you at the door and bring your child in. We will also take care of logging your child in and out.
- We will go outside as much as possible. Please be sure to have appropriate clothing for your child.
- Drinking fountains have been turned off. Please send a water bottle with your child. The filtration stations are still available for filling up water bottles.
- Children that come down with a fever during the day, or say they do not feel good, will be taken to the nurse’s area until picked up.

Should Randolph Child Care need to close or revise their plan due to COVID-19, families will be notified. Should this happen, we may need to take a few days for planning.

Scenario 2: Hybrid Model

Scenario 2 will remain the same as Scenario 1