



## **Back to School Blueprint 2021 - 2022**

{Version January 3, 2022}

The purpose of this document is to outline our school's priorities, guiding principles, initiatives and approach as we enter fully in-person during the second year of the COVID-19 pandemic. Hennepin Schools recognizes the heroic efforts of its staff, students, families, and external contractors during this unprecedented time of global, national and local trauma and challenge.

Hennepin Schools has adopted these guiding principles to remind us of our important work as we execute public education during these challenging times:

1. Practice servant leadership
2. Treat everyone with respect and dignity
3. Do the right thing, especially when it is difficult or when no one is looking
4. Ask how your actions are reinforcing or removing structural inequity
5. Prompt the common good over narrow special interests
6. Be accessible, transparent, and accountable
7. Include voices in decision making processes from the communities who will be most impacted

As Hennepin Schools, staff and student safety has always been a primary concern. Educators have been called as public servants to work together for the betterment of our community of learners, families and workers. Hennepin Schools is committed to working together with our stakeholders to ensure our public trust and safety is maintained at all levels throughout the entire school system throughout the year. And that means each and every one of us is called upon to work together to accomplish our goals of safety and academic excellence for everyone.

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### References & Links

- [FY22 Calendar](#)
- [21-22 Staff Handbook](#)
- [Hennepin's Definition of Excellence \(HDE\)](#)

## Introduction

The [Webster's Dictionary](#) defines the term *endurance* in the following ways: 1) the ability to withstand hardship or adversity; 2) *especially* the ability to sustain a prolonged stressful effort or activity [Example] a marathon runner's *endurance*. Garmstom and Wellmen's work on Adaptive Schools defines the term *adaptive* as the ability to change in form while clarifying self or identity.

At Hennepin, students and teachers build their endurance on difficult tasks slowly and intentionally and this endurance culminates in the MCAs and end of year projects and celebrations each year. However, we do not merely want to endure our time and tenure at HS. No. We want to learn to be even more adaptive in our work with adults in a complex system. We seek to develop our collective identity and capacity as collaborators, inquirers, and leaders.

Knowing that COVID-19 won't disappear, our objective at Hennepin Schools is clear. We have to lay out a blueprint for teaching in a K-8 public school system during an ongoing pandemic that reflects our values of equity; our aspirations for students to succeed personally and academically; and our commitment to our broader community. At Hennepin we choose endurance and adaptability as main organizational strengths.

The goal is not simply to open our doors for staff and students; We want to keep every single member of our community safe and make sure the learning never stops.

We want our students to not just manage, but thrive possibly with new tools at their fingertips.

We want our parents to feel equally confident that their student(s) will stay healthy when with us, and that they are progressing through a challenging set of curriculums as swiftly and deeply as possible.

We want our staff to know we will prioritize their health and safety, and we want them to feel supported, equipped, and prepared to work on behalf of students. Balancing the many complex constraints that will allow us to open our doors for students and families this fall is only possible if we listen to feedback from all our stakeholders.

Over the course of two academic school years, our staff has been stretched to do all of the above. Our team has written a comprehensive, detailed roadmap that reflects the realities of 2021. ***What sets our school apart is not only the strategies that we'll take to operate this fall, but the adaptive lengths we'll go to make sure that students are served with respect, kindness, and equity.***

# General Health and Safety COVID Guidelines for In-Person Learning

Hennepin Schools considers the health and safety of students and staff to be a top priority. Below are the current guidelines that we have instituted to provide a safe environment for all during the school year 2021-22.

\*Please note these guidelines will continue to be updated as we learn more from the Minnesota Department of Health (MDH) and CDC. Guidelines will be based on the recommendations of MDH/CDC which can and do change frequently. We will adjust accordingly.

## Isolation Guidelines (Isolation is for Positive case)

Any staff or student, who has a lab confirmed COVID-19 positive case, will follow this rule:

1. ***Isolate*** and stay away from others for a minimum 5 days starting from their symptoms start or test day, ***whichever comes first.***
2. They will come back to school on day 6 provided that they are ***fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved (fatigue, some sore throat, headaches and/or a little cough may linger for a while).***
3. A positive case does not need a negative test to return as long as there is no fever, symptoms are improving and they are wearing a mask.

## Quarantine Guidelines (Quarantine is for Close Contacts/Non-Household)

If you are **fully vaccinated** (*meaning you completed your vaccine regiment no more than 6 months ago or have taken booster*):

**You do not need to be quarantined AND you will continue to work normally unless you have developed symptoms in which case you will get tested for Covid-19.**

If you **are not fully vaccinated, you will get tested 3 days after exposure, on day 4.**

## Covid-19 Testing Requirements-

Testing will protect our progress in learning and mitigate the spread of the virus.

### Routine Testing for Covid-19 for unvaccinated staff

**Unvaccinated staff** will be asked to provide a negative test result for covid-19 **bi-weekly (required, no exceptions).** Tests can be done at school or outside school.

When exposed to a confirmed positive case (**get tested 3 days after exposure, on day 4**).

**Testing if fully vaccinated or boosted:** Get tested **ONLY when symptomatic**. Continue with your normal activity while you wait for test results if **you have no symptoms**.

### **Is Household Positive?**

If a member of a household tests positive for COVID, any other members in that household will be *required to complete 5 day quarantine and test on day 6* unless exempted as follows:

### **Exemptions from Quarantine**

There are certain circumstances where students and staff may be exempt from quarantine when exposed to a positive case.

1. If tested positive within the last 90 days and have NO symptoms at the moment.
2. If fully vaccinated within the last 6 months or currently boosted and have NO symptoms at the moment.

### **Symptoms To Watch To Test For Covid-19**

1. Fever or chills
2. Severe cough (Cough that occurs every few minutes or disrupts you from talking)
3. Shortness of breath or difficulty breathing (think about going into the emergency room, if you are having difficulty breathing)
4. Severe headache (even your eyes hurt because of it). Normal headache will not require a test.
5. New loss of taste or smell
6. Sore throat that does not go away with drinking or eating.
7. Congestion or runny nose ***when combined with any of the above symptoms.***

### **Social Distancing Strategies & Minimizing Exposure**

- Provide frequent reminders for students and staff to stay at least 3 feet apart from one another, when feasible.
- Strive to create as much space between people as possible during the day, recognizing that it is not always feasible to have 3 feet of social distancing during primary instructional time in the classroom.

- Arranging classroom seating so that students are separated from one another by 3 feet. If it is not possible to arrange seating this way, consider turning all desks to face in the same direction (rather than facing each other).
- Develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day.
- Limit mixing between cohort groups as much as possible (e.g., during lunch, in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.)
- Keep detailed records when groups are exposed to each other during the day. This is to facilitate contact tracing (if needed).

# Health and Safety Protocols

## Overview

At Hennepin Schools, the health and safety of our students and staff is our first priority. As we continue to mitigate the risk of exposure to COVID-19, we have studied models and best practices from other school systems, in addition to guidelines from the Center for Disease Control and the Minnesota Department of Health. Our goal is to exceed minimum health guidelines whenever possible to keep our community safe.

Our health and safety protocols will leverage the following strategies which are detailed below:

1. **Facilities Readiness & Advanced Cleaning Protocols**
2. **Limited Class/Cohort Sizes & Minimal Teacher Changes**
3. **Physical Distancing**
4. **Regular Health Monitoring & Screening**
5. **Use of Face Cloth Coverings, Face Shields and Gloves**
6. **Restrictions on Shared Materials & Shared Spaces**
7. **Adjusted Daily Systems to Support the Above**



These are the core principles we will look to:

- Operating with excellence, accountability, and sustainability.
- Aligning practices across campuses, and ensuring that when practices differ there is a clear rationale grounded in both equality and equity.
- Staff and students will learn to build endurance in safety precautions as we continue the highest level of personal protective equipment and cleaning protocols.

## Links to Detailed, Campus-Specific Emergency Action Plans

For the purposes of this section, HS's Emergency Action Plans are determined by the facility and daily systems required to operate inside of that school building.

- [Hennepin Elementary School](#) | 2123 Clinton Ave. S. Mpls, MN | K-5
- [Hennepin Middle School](#) | 3109 50th St. East, Mpls, MN | 6-8

## 1. Facilities Readiness & Advanced Cleaning Protocols

The set of preparations before doors are opened will ready our facilities and ensure proper supplies are available for increased cleaning.

- Signage will be posted to ensure facilities offer frequent reminders of needed protocols, including reminders for students and staff to wear facemasks, wash hands, and keep distance.
- Every Hennepin Schools facility will be regularly and thoroughly cleaned with solvents that eliminate 99% of bacteria and are lethal to COVID-19, with an emphasis on high-contact surfaces and high traffic areas.
- Hennepin Schools will be stocked with needed supplies for good hygiene, including soap, hand sanitizer with at least 60 percent alcohol (for staff and children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch trash cans.
- Schools will maintain stock of supplies as necessary.
- Each classroom and all frequently traveled spaces will have an installed hand sanitizer machine.
- Within classrooms, we will be asking staff to wipe down surfaces with frequency as detailed in campus-specific plans.



## 2. Small Class/Cohort Sizes & Minimal Teacher Changes

The primary lever for minimizing risk of exposure will be to limit the size of classes and cohorts, and to minimize overlap between cohorts. Groups of students will stay together with the same teachers throughout and across school days and to the greatest extent possible will not mix cohorts. This will minimize spread and facilitate contact tracing if necessary.



- We anticipate launching the school year with 20-25 *students* in one classroom, and at most 3 *adults* at a time, generally not to exceed 25-30 *total persons* in a classroom at a time.



- HES students will stay in the same classroom all day. Some students may transition to a small group setting on a case by case basis, but for the most part, transitions between classrooms will be suspended.
- Where required, due to teacher departmentalization/content specialization, HES and HMS students will transition between classrooms.
- Students who will be in the same classroom together will make any needed transitions together, and dismiss together.
- Large group gatherings and assemblies will be carefully planned and dependent on the level of staff and student immunization. This includes field trips, athletics, and after-school programs.
- In general, Hennepin Schools will be limiting access to its campuses to all visitors.
  - Meetings with students' families may be conducted in person, via phone or video conference.
  - Volunteers may be allowed to work and/or parents/guardians are allowed to visit inside the building at both campuses if fully vaccinated; if they follow the [HS Mask Policy](#); and if the number in the building at any given time does not exceed 5 additional adults at any given time.
  - Parents and volunteers will be asked to make appointments when possible so that the number of additional adults in the building at a given time does not exceed 5 at any given time.
  - Staff will not be allowed to bring their own children (who are not HS students) except for short periods of time and as approved by their supervisor.

### 3. Physical Distancing

**Even with established groups/cohorts, staff and students must maintain physical distancing protocols.**



- All staff and students are encouraged to follow physical distancing guidelines (currently 3-6 feet apart) when possible.
- Each classroom will maintain a desk configuration that enhances physical distancing, allowing students and staff to remain several feet apart.
- Handshakes and any other routines that call for physical contact are discouraged. Only virtual hugs, virtual handshakes, and virtual high fives.
- Tape markings will be placed on the floor in areas where students transition to assist in maintaining distance.



#### 4. Regular Health Monitoring & Screening

We will engage in regular monitoring and screening of students and staff health to ensure that we can appropriately exclude those who might be infected and break the chain of transmission for the potentially impacted cohorts of students and staff.

- Hennepin Schools will keep all student and staff medical information private.
- All students and staff will have their temperature checked using non-contact thermometers and/or thermometer technology upon entry into the building. Any student or staff member with a temperature above 100 degrees will be restricted from accessing classrooms and sent home.

#### 5. Use of Face Cloth Coverings, Face Shields, and Gloves

According to the CDC, “COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.” We will wear cloth masks/face coverings to limit the spread of the virus and slow unknowingly infected people from transmitting it to others.



- Hennepin Schools will have extra disposable face coverings for staff and students available on site.
- Staff must wear cloth masks/face coverings at all times or cloth masks/face coverings and provided face shields.
- **Outside at recess, masks are optional, but highly encouraged** during structured play times. For all other outdoor activities including sports, bus duty, and large gatherings where we cannot social distance we will continue to wear masks at all times.
- When providing specific phonics lessons, staff (K-2) will be allowed to use HS provided specific clear face shield masks.
- Gloves will be available for staff to wear when cleaning classrooms or touching shared items.
- Students in grades K-8 will be required to wear cloth masks/face coverings at all times, and most notably in times when physical distancing is difficult.
- Accommodations to wear a face shield (with or without a mask) will be considered and on a case by case basis.
- Students should be frequently reminded not to touch the face covering and to wash hands frequently.

- Note: face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- [Hennepin Schools Mask Policy](#)

## 6. Restrictions on Shared Materials & Shared Spaces

We will limit use of shared materials and spaces where staff might be introduced to the virus still living on those surfaces.



- **Shared Materials**
  - Schools will ensure adequate supplies to minimize sharing of materials wherever possible.
  - Grades 6-8 students will have 1:1 technology which they will bring to and from school.
  - Staff will have self-contained supplies, including whiteboard markers, PPT clickers, and other key materials.
  - [Hennepin's Paper Policy](#)
  - [Hennepin's Student Materials Policy](#)
- **Shared Spaces**
  - Students will not use shared spaces that have not been disinfected in between use.
  - Staff access to, and use of shared spaces will be limited (ex. Main Office and break rooms will have maximum capacities depending on space).
  - K-5 students may use class carpets while maintaining social distancing.
  - 6-8 will carry backpacks daily (binder, chromebook).

## 7. Adjusted Daily Systems to Support the Above

In order to support staff and students with all of the above expectations, school leaders will adapt daily systems as follows to ensure safety for all.



- Upon staff entry, staff will receive a temperature check.
- Staff meeting modifications (e.g. social distancing) may be required depending on size of staff and space available.
- When necessary, staff meetings will be held following social distancing guidelines. A virtual option may be provided when appropriate.
- Arrival procedures will be modified to ensure physical distancing, staff will perform hands-free temperature checks of students, and all students will use hand sanitizer.

- K-5 meals will be served in classrooms or with strong physical distancing protocols in the cafeteria.
- Dismissal procedures will be modified to ensure physical distancing.
- Dean supports, social work services, and related services will require adjustments to space in which they are offered and how they are provided.
- Student bathroom procedures will be specified to ensure limited numbers of students, physical distancing, and hand washing.
- In-class procedures will minimize students touching the same items - must make adjustments for passing papers.
- Student school-wide student community meetings or assemblies will be modified to ensure social distancing standards.
- Students and staff will engage in frequent hand-washing and sanitizing, and designated times will be identified in the schedule.
- Students will receive explicit instruction about health and hygiene during daily morning meetings.

# Technology

## Overview: Vision

Hennepin Schools will invest in the infrastructure, resources, and tools that enable our teachers to flexibly and reliably deliver instruction using developmentally best practices in technology usage. This investment includes developing the capabilities for students to view and review live instruction, virtually submit work and receive feedback, and engage in academic social interaction with teachers and peers.

We will invest in fixed assets, including replacement of worn or broken units; create the support infrastructure to enable flexible learning through Google Classroom platform, and expand our instructional toolkits to include expectations for technology engagement.

## Fixed Assets Investments

- We've scaled up to 1:1 devices to support learning.
- **All students in grades K-1 will have access to on-campus tablets and iPads.**
- **All students in grades 2-8 will have access to Chromebooks.**
  - Students in grades 2-5 will have assigned Chromebooks available in their classrooms.
  - Students in grades 6-8 can anticipate regularly being able to take their Chromebooks home daily.
- **All students will use school provided headphones** during in school instruction.
- Wireless hotspot devices and home internet access for families in need will be provided on an as needed and as available basis.

## Support Infrastructure

- We increased our device management support (including software updates, firewall and explicit content controls, malware removal, and tech support) with our technology consultant, Shunaki.
- In addition, Hennepin Schools will leverage the following online platforms to support instruction:

<b>Platform</b>	<b>Expectations &amp; Guidelines for Use</b>
Google Classroom	Learning Management System and virtual course homepage for all subjects
IXL	Online, standards-based, self-paced program designed for students to progress on their learning (Math, ELA, Science grades 4-8)
Talking Points	Parent communication tool that facilitates easy and equitable communication, including text messages to parents in multiple languages
Typing Club	Touch-typing keyboard software app to teach typing skills
Zoom	All Hennepin Schools staff members have Zoom accounts as hosts.
JMC Parent Portal	Website for parents to monitor student progress and attendance in real time.

# School Culture

## Overview: Vision

During this heightened awareness of racial injustice, we continue to be committed to providing students with an educational experience that will prepare them for the college and career of their choice. We are determined to provide an equitable space for students to learn and equitable access to resources for all students and families. We will support students and attend to their needs despite our changing educational setting.

We are intentional about the content our students grapple with in academic classes and as well as in morning meetings. We raise social justice issues with our students, when developmentally appropriate, and encourage analysis of current events.

We also believe in ensuring our students experience joy and feel valued as they engage in their school experience. We are committed to recognizing our students' humanity, work, and effort every day.

We remain committed to repairing harm when necessary and taking advantage of opportunities for communication with others to build strong relationships between teachers, students and families when opinions differ. Through our student core values and morning meetings, we ensure that all Hennepin Schools students will have pride in their identity, the diversity of their communities, and their own strength to take action in order to further justice.

### **Trauma Informed Practices**

We believe that identifying and implementing research-based trauma informed practices is crucial to meeting students, staff, and families needs during and after these especially turbulent times. As a result, Hennepin Schools has chosen to formally incorporate trauma informed practices into our [school culture](#) practices. We will all engage in on-going training and development with respect to these practices and strategies as we seek to be a safe learning and work environment for all our stakeholders.

### **Check In Check Out (CICO)**

We will continue our Check In Check Out (CICO) system in which students with the most socio-emotional and academic needs get more communication from teachers and leaders each week. Those extra "touchpoints" help us to uncover needs for our families and students more

frequently. We believe that sustained contact with our most vulnerable students is crucial in fulfilling our promise to students and families. We will train staff this fall to implement a CICO system with a focus on great cultural sensitivity and humility. Follow up training will be held throughout the year as necessary.

Student Survey Metrics	Guidelines
<ul style="list-style-type: none"> <li>- I feel my culture/background is respected at Hennepin Schools.</li> <li>- If I don't understand something, I can count on at least one of my teachers to help me.</li> <li>- I feel valued by my teachers during class.</li> <li>- When I work hard, teachers praise or notice me.</li> <li>- At Hennepin Schools, I have multiple opportunities to build connections and learn from my peers.</li> <li>- At Hennepin Schools, I have opportunities to learn and talk about injustice.</li> </ul>	<ul style="list-style-type: none"> <li>- No after school consequences</li> <li>- Restorative practices implemented whenever possible when dealing with behavior</li> <li>- Students may be required to do additional work or projects for "consequences"</li> <li>- Parent zoom conferences with teachers will be an additional tool in our parent comment communication toolkit, alongside phone and in person meetings.</li> </ul>

**Links & Resources**

[HS DEI Statement](#)

[HS School Culture Vision](#)

[HS CICO Protocol](#)



# Logistics & Execution

## Overview: Vision

As we enter into a new school year, we understand that “failing to plan” is “planning to fail.” We know that every element of our vision will come to life, and bring success for our schools, through solid logistical plans on which everyone takes pride in executing at a high level.

These are the core principles we will look to:

- Ensuring we are thoughtfully planned and holistic - from the start. By considering the interconnected nature of different school departments, systems, and school/organizational priorities, we will more easily see all plans be consistently well-executed.
- Design programming, systems, and resources that prioritize academic success, equity and access for students and families, particularly focusing on systematizing seamless integration and transitions between in-person and virtual learning.
- Align practices across campuses, and when they differ there is a clear rationale grounded in both equality and equity.
- Operate with excellence, accountability, and sustainability.

The following plans are detailed in this section:

- I. School Calendar
- II. School Start & End Times
- III. Meal Service
- IV. Transportation

## I. School Calendar

Hennepin Schools will work to have a comprehensive, thorough school calendar that reflects relevant dates, events (virtual or otherwise), vacations, and major assessments. Calendar systems will remain as they have in years past, knowing that consistency is important for our students and families.

[2021 - 2022 Calendar](#)

## II. School Start/End Times

Our approach with school start and end times works to accomplish the following goals:

- Be predictable for students and their families
- Withstand changes due to external circumstances
- Take family feedback into account and accommodate needs of families who have multiple students

We will keep in-person hours consistent with what would have been true this school year, and identify some flexibility in parent pick up procedures, especially at the lower grades due to social distancing precautions. Please note that these are initial time stamps and arrival windows may be adjusted moving forward.\*

### Elementary School Master Schedule

Teaching Staff: 7:45 AM

Student Arrival: 8:45 AM

Parent Pick Up Dismissal: 3:55 PM

Bus Dismissal: 4:15 PM

### Middle School Master Schedule

Teaching Staff: 7:45 AM

Student Arrival: 8:45 AM

Parent Pick Up Dismissal: 4:05 pm

Bus Dismissal: 4:15 pm

**Rationale:** We want to keep our schedule as consistent as possible to make planning as easy as possible for our entire school community, and make it as easy as possible on families who have multiple students in our school community.

**Approach to Health Safety at Arrival and Dismissal:** We will ensure that arrival and dismissal windows are wide enough to maintain social distancing. Similarly, each school will have a consistent dismissal time. School leaders will ensure that student egress from the building is staggered and prevents cohorts from overlapping. We will work to be swift and efficient, but this may mean families who pick students up may have a slightly longer wait-time at pick up in order to maintain safe protocols.

### **III. Meal Service Approach**

Hennepin Schools has a K-8 food partnership with Done Right. It is worth noting that this section is about vendor partnerships, not about health and safety protocols for meal service. This year all K-8 lunches will be served in the cafeteria spaces or in the classrooms as directed by the operations team. Age-appropriate protocols for in-class lunch will be detailed by school in the Health & Safety portion of this plan under “Daily Systems.”

Snacks will be provided in school only for Grades K-5. Additional food distribution would only occur during a quarantine or distance learning situation and may include family pick up and/or scheduled drop off.

### **IV. Transportation Approach**

Hennepin Schools relies on a contract with Billie Bus Transportation for all student transportation support. They have a one year contract for the 21-22 school year.

- **Hennepin Elementary School (2123 Clinton Ave. S., Mpls., MN)**
  - Parents and Families will be able to reserve one dismissal choice (Bus or PPU) for Monday-Thursday and one dismissal choice (Bus or PPU) for Friday. Students can have a different AM and PM bus stop, but it does need to be the same AM and PM stop for Monday-Thursday and the same AM and PM stop for every Friday. Students that are PPU cannot have a bus spot reserved. Any changes to transportation will require a two week notice, due to seating allowances and social distancing rules. Enrolled students who have not used bus services for 10 consecutive school days will be dropped from the routes and must reapply for a bus space.
  - During Parent Pick-Up, students will be dismissed from the classroom. Parents will not enter school or gymnasium during parent pick up times. Students will be escorted to parents’ cars and proper, valid identification and sign out will be required. Parent Pick Up times in the afternoon may be extended due to this fact.
  
- **Hennepin Middle School (3109 50th St. E, Mpls., MN)**
  - Parents and Families will be able to reserve one dismissal choice (Bus or PPU) for Monday-Thursday and one dismissal choice (Bus or PPU) for Friday. Students can have a different AM and PM bus stop, but it does need to be the same AM and PM stop for Monday-Thursday and the same AM and PM stop for every Friday. Students that are PPU cannot have a bus spot reserved. Any changes to

transportation will require a two week notice, due to seating allowances and social distancing rules. Enrolled students who have not used bus services for 10 consecutive school days will be dropped from the routes and must reapply for a bus space.

- Parent Pick-Up will begin at 4:00. Parents can park on the side street and enter the main school doors to sign out their student(s). The office will walkie for a student to be sent to the front doors for pick up. Parents will need proper, valid identification.

# Staffing & Support

## Overview

Hennepin Schools recognizes our Staffing & Support plan needs to incorporate the needs not only of our students and their families, but also the needs of teachers and staff members, who we believe are the most important assets we have in pursuit of our mission. We recognize that all staff members will have unique circumstances, and we are committed to working with each staff member to meet them. Given the nature of COVID-19, we anticipate specific considerations will need to be made and encourage school leaders and staff members alike to be proactive in planning and problem-solving for any concerns.

Below you will find more information and actions available for:

- I. Accommodation Requests/Medical Exemptions
- II. Parents & Caregivers Considerations
- III. Sick Days & Sick Leave

Each campus will also have a Staffing & Support plan that reflects its location and facility, health safety protocols, academic schedule and other operational needs. In conjunction with our Logistics & Execution plan, our Staffing & Support plan will need to balance our ability to safely and effectively operate our academic program while honoring staffing flexibility.

## References & Links

- [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#)
- [COVID-19 Decision Tree for Vaccine Recipients](#)

### **I. Accommodation Requests/Medical Exemptions**

All staff members are expected to return to work in-person according to the Logistics & Execution plan. We know that some staff members may have accommodation requests based on their own or their families' needs, and we will do our best to respond to those accommodations requests in a reasonable and equitable manner. Accommodation requests will be prioritized in order of the following:

1. Employees who are [immunocompromised](#) or otherwise medically diagnosed as being high risk (*Medical Documentation Required*) according to the CDC for contracting COVID-19
2. Employees whose immediate family member(s) is [immunocompromised](#) or otherwise at high risk (*Medical Documentation Required*) according to the CDC for contracting COVID-19
3. Other circumstances that would be determined on a case-by-case basis

Accommodation requests must be received in writing with the Human Resources Director. To protect personal information, all accommodation requests should be submitted to [mhaliti@hennepinschools.org](mailto:mhaliti@hennepinschools.org)

The Human Resources Director will coordinate on behalf of staff members with School Directors and Assistant Directors to approve/deny accommodation requests. Approval or denial of the request will be communicated to staff members by the Human Resources Director. The staff member's supervisor will be notified as to the staff member's overall status without disclosing the reason for the accommodation request. If the accommodation request is denied, the staff member's options will be discussed.

It is unlikely that we will be able to approve all accommodation requests. In those instances, staff members are encouraged to open dialogue with their school leaders to identify if any additional adjustments may be available. Staff members always have the option to request unpaid Leave of Absence (LOA). Check with the Human Resources Director for LOA forms, guidelines and procedures.

Please note:

- Employees requesting accommodation should be prepared to share the following information via email to [mhaliti@hennepinschools.org](mailto:mhaliti@hennepinschools.org):
  - How the disability creates a limitation
  - How the requested accommodation will effectively address the limitation
  - Whether another accommodation could solve the issue
  - How the proposed accommodation will enable the employee to continue performing the job's essential functions
- To review in an equitable manner, accommodation requests will be evaluated in the order they are received and within ten working days.
- Accommodation requests will be reevaluated every 30 days or in alignment with CDC/Department of Education guidelines, whichever is less.

- Accommodation requests may be denied if deemed unreasonable, that is, if approving the accommodation request would otherwise place an undue hardship on Hennepin Schools's ability to operate or fulfill its Staffing & Support plan.
- School leaders may be able to fulfill accommodation requests without undue hardship by making scheduling adjustments in coordination with the Human Resources Director. In doing so, school leaders will ensure that workloads remain evenly distributed among all team members such that fulfilling the accommodation request will not place an undue hardship or outsized workload on other employees.
- More information may be found through the [Equal Employment Opportunity Commission](#).

### **III. Parents & Caregivers Considerations**

We understand that parents/caregivers have a particularly unique experience navigating managing parent/caregiver responsibilities, even in the best of times. We encourage any parent/caregiver to proactively work with their school leaders to identify and manage their needs. We will explore flexible solutions that honor our commitments to our students.

#### **FMLA**

- Staff may take up to 12 weeks unpaid time off for child care under the Family Medical Leave Act

### **IV. Sick Days & Sick Leave**

- At the beginning of the school year or upon hire, staff will be required to inform the school of their vaccination status by submitting their vaccination card.
- Should staff ask or be required to log sick time, due to a COVID-19 related sickness or quarantine, they can do so using the normal protocol.
- During in-person student learning, no staff will be allowed to work from home while quarantined. They must use sick/PTO leave or take time off without pay.
- Staff who are fully vaccinated may participate in an emergency sick pool by contributing one of their sick days in exchange for 10 additional days that could be used during extenuating circumstances.
  - Hennepin uses the [Family Medical Leave Act qualifying events](#) to determine when the emergency sick leave can be requested.
  - See 21-22 Staff Handbook for full board approved policy.

# Family Engagement

## Overview: Vision & Guiding Principles

While we always strive to partner with families in high quality academic options, our new context will require deeper engagement from families, and a renewed commitment on the part of our school to remove obstacles to family engagement. While our Blueprint framework considers operational and instructional elements of returning to school in the fall, we know our families play a critical role in keeping our plan together on both fronts.

We know from direct communication that many of our families have either lost jobs, are behind on rent, or are struggling with food insecurity during this pandemic.

These significant obstacles are symptoms of structural and systemic racism, poverty, and inequity that disproportionately impact our community. Because Hennepin Schools exists to catalyze a more equitable way forward for our students, we are committed to doing as much as possible to support our families through this ongoing pandemic.

We will strive, during these unexpected and turbulent times, for all families of Hennepin Schools to feel:

- Supported emotionally, academically, and even financially when possible
- Equipped with tools and resources to help their students with their work
- Confident navigating new technology tools and platforms
- Appreciated for the hard work and effort they are doing to teach their students

We will incorporate Karen Mapp's four essential core beliefs about family engagement into our plan:

1. All families have dreams for their children and want the best for them
2. All families have the capacity to support their children's learning
3. Families and school staff are equal partners
4. The responsibility for cultivating and sustaining partnerships among school, home, and community rests primarily with the school staff, especially school leaders

Our back-to-school family engagement strategy includes

- Training on Bus and Attendance policies
- Safety policies for bus and classroom



- Familiarity with student schedules and requirements
- Talking Points and an automated call system
- JMC Parent App.

These strategies and resources will be deployed in addition to our more traditional resources and tools, including multiple channels for outreach and direct contact with teachers and staff.

Based on the guidance of Hennepin's Covid Case Review Team we plan to allow prospective families to schedule campus tours, provided the following is adhered to:

- Temperatures are taken at the front door
- Families sign in (name, phone number, etc.) prior to taking a tour
- Hand sanitizer is used when a family enters the building
- Social distancing occurs throughout the tour
- Masks are worn throughout the tour by attendees older than 5 yrs of age
- Tour groups are limited to a maximum of 3 families with 4 family members maximum from each (12 participants total).
- Tours are no more than 30 mins. in duration

### **Family Support - Uncovering and Addressing External Issues**

We remain committed to supporting our families with needs that arise outside of the school setting, that commitment has never been more important than in this moment.

Hennepin will leverage the campus social workers to share information with families in need around transportation and housing issues. We also utilize information and resources from various local resources to provide housing support for families. Our social workers will also expand their focus on referrals for family counseling to ensure families are provided with greater support during this challenging season.

### **Family Support - Input, Information Sharing, and Training**

We will seek input and feedback from families in numerous ways. Through family surveys, Parent Advisory meetings (quarterly), and campus specific family functions i.e. Muffins with Moms and Donuts with Dad, we will gain knowledge of trends in family needs, keep parents informed of our decisions, and build community with families. We will also hope to increase the number of family workshops and training from Hennepin Schools this year to equip families with the knowledge and skills to help their students academically at home.

## Links & Resources

- NEW HS Family Engagement Vision, under construction

*Hennepin Schools would like to thank Coney Island Prep for sharing their public documents and for providing the framework for this Blueprint Document in the summer of 2020. It is through this spirit of collaboration that our country's schools will be able to weather this pandemic and get back to the work about which we are all so deeply passionate.*