



Back to School Blueprint 2020 - 2021

{Version: August 6, 2020}

The purpose of this document is to outline our school's priorities, guiding principles, initiatives and approach in returning to school in the face of unprecedented tragedy, trauma, and challenge.

Hennepin Schools has adopted the MDE Guiding Principles from the 2020-21 Planning Guidance for Minnesota Public Schools to remind us of our important work and to guide us 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 moves into the 2020-21 school year and we prioritize staff and student safety, we have been called as public servants to work together for the betterment of our community of learners, families and workers. To that end, the quote by 13th century Persian poet, Rumi, rings true:

"If each had a candle and they went in together the differences would disappear."

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 for the entire year. And that means each and every one of us is required to shine our candle into the dark to work together to accomplish our goals of safety and academic excellence for everyone.

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Introduction

We know there isn't a "normal" that we return to come fall.

Knowing that COVID-19 won't disappear, that students everywhere missed out on instructional time, that remote learning will be part of our future instructional model for the near term, and most importantly, that our students and community deserve more -- our objective at Hennepin Schools is crystal clear. We have to lay out a blueprint for reopening our two schools this fall that reflects our values of equity, our aspirations for students to succeed personally and academically, and commitment to our broader community.

Our goal isn't simply to open our doors this fall. 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 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 remote classes at home.

We want our families to feel they are supported -- both with the real health and economic challenges of the moment and in managing learning at home.

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

For the past several months, we've been furiously planning to do all of the above. Our team has written a comprehensive, detailed roadmap that reflects the drivers of success that we know will impact school opening in fall 2020.

What sets our school apart is not the strategies that we'll take to operate this fall, but the lengths we'll go to make sure that students are also served with equity.

We asked ourselves what if? What if we had the courage to dream of an experience that does more than mitigate risk of exposure, or triage learning? This Back to School Blueprint is our answer.

Health and Safety Protocols

Overview

At Hennepin Schools, the health and safety of our students and staff is our first priority. As we plan to navigate in-person learning and mitigate the risk of exposure to COVID-19, we have studied models and best practices from school systems around the world, 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 “go slow to go fast”.

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 to last 60-90 days.
- 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.
- Sneeze guards will be hung/installed in relevant locations.
- Adult bathrooms will include guidance for staff to wipe down after usage.



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 will not mix. This will minimize spread and facilitate contact tracing if necessary.



- We anticipate launching the school year with 10-15 *students* in one classroom, and at most 3 *adults* at a time, generally not to exceed 15-16 *total persons* in a classroom at a time.
- HES students will stay in the same classroom all day. Transitions between classrooms will be suspended.
- Where required, due to teacher departmentalization/content specialization, HMS students will transition between classrooms on an extended bell schedule, staggering the transition of the cohorts at any given time.
- 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 suspended, including 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 will be conducted via phone and video conference.
 - Staff will not be allowed to bring their own children (who are not HS students) to work under any circumstances.

3. Physical Distancing

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



- All staff and students must adhere to HS's physical distancing guidelines (currently 6 feet apart) at all times.
- 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 prohibited. Staff may not touch students. Only virtual hugs, handshakes, and 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.
- Each campus will have a health exclusion room for students who cannot be picked up immediately.
- Students and staff who test positive for COVID-19 will be asked to stay home for a period of at least 14 days.

- Students and staff who are symptomatic will be encouraged to be tested for COVID-19 as soon as possible.
- If a student or staff member tests positive, Hennepin Schools staff will implement a normed communication protocol that will:
 - Communicate cases to the MN Department of Health as directed and ensure that they can take appropriate contact tracing measures.
 - Inform relevant stakeholders, while taking measures to protect the privacy of any individual students or staff members.
 - Close a specific batch of students for 14 days.
- If another person in the same residence of the student or staff member is diagnosed with COVID-19, that student or staff member should not attend school in-person for 14 days..
- If someone is contacted via contact tracing and told that they have been in contact with someone who has tested positive, and are told to quarantine, they should do so.

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 distribute, at a minimum, 1 reusable mask to each staff member and 1 reusable mask to every HS student. Extra disposable face coverings will be kept on site.
- Staff must wear cloth masks/face coverings at all times or cloth masks/face coverings and provided face shields.
- Gloves will be available for staff to wear when cleaning classrooms or touching shared items.
- Students in K-2 will be required to wear reusable face shields at all times, and most notably in times when physical distancing is difficult.
- Students in grades 3--8 will be required to wear cloth masks/face coverings at all times, and most notably in times when physical distancing is difficult.
- Students should be frequently reminded not to touch the face covering and to wash hands frequently.
- We will give all community members guidance around sanitation of face coverings and reuse.
- Note: face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

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.
- As noted in the Technology section, Grades 3-8 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.

- **Shared Spaces**

- Students will not use shared spaces that have not been disinfected in between use.
- Students will share desks, but before and after deep cleaning.
- 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 will not use carpets.
- 6-8 will carry backpacks daily (binder, chromebook).
- K-8 students will not be permitted to use water fountains.

7. Adjusted Daily Systems to Support the Above



In order to support staff and students in executing on all of the above expectations, school leaders will adapt daily systems as follows to ensure health of students.

- Upon staff entry, staff will receive a temperature check.
- Staff meeting modifications may be required depending on size of staff and space available (must be socially distanced).
- 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.
- 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.
- There will be no in-person grade-level or school-wide community meetings.
- 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 during the first two weeks about health and hygiene during daily morning meetings.

Instructional Delivery

Virtual	Hybrid/ In-Person Learning
<p>We recognize that remote learning will remain a feature of instruction at Hennepin Schools for the immediate, foreseeable future.</p> <p>Both for families who prefer not to send their students to school and to implement distancing guidelines, we anticipate remote learning will be part of our instructional design.</p>	<p>Most students will not be able to receive in-person daily instruction. Still, we recognize that remote instruction does not provide equitable access and may not be feasible for all students.</p> <p>Students in grades K-8 will do 2 days a week onsite for 7 hours a day onsite and three days a week remotely.</p> <p>Facing uncomfortable trade-offs, we prioritized in-person instruction for students in the following order:</p> <ul style="list-style-type: none"> ● IEPs that require services more than 60% of the time ● Homeless students ● Students of Essential Employees, as defined by the Executive Order <p>Generally, we also anticipate that older students can more independently thrive with remote instruction than younger ones.</p>

Grading Policy & Approach to Assessment
<p>We have built a grading policy and assessment approach that will be flexible for implementation whether we are engaging in in-person, hybrid, and/or virtual learning.</p>

Technology

Overview: Vision

Hennepin Schools will invest in the infrastructure, resources, and tools that enable our teachers to flexibly and reliably deliver instruction virtually and in person. 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; create the support infrastructure to enable flexible learning through SeeSaw and Google Classroom platforms, 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-2 will receive tablets** with cases to take home. We will also preserve on-campus storage of tablets and iPads for students who may forget.
- **All students in grades 3-8 will receive Chromebooks.** students in grades 6-8 can anticipate regularly being able to take their laptops home with them, even after we exit the need for remote learning.
- **All students will receive headphones** to support work at home.
- We have privately fundraised to support a small number of families in need with wireless hotspot devices.

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:

Platform	Expectations & Guidelines for Use
Capit Learning	App for grades K-2 aligned to state standards for phonics instruction
Google Classroom	Learning Management System and virtual course homepage for all subjects in grades 6-8

HS website	Distance Learning Page: Hennepin Schools’s hub for online learning and COVID-19 related updates
IXL	Online, standards-based, self-paced program designed for students to progress on their learning (Math, ELA, Science grades 4-8)
See Saw	App used in grades K-5 to provide instruction, submit work, and communicate with students, families, and teachers
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.

Trauma-Informed Practices

School Culture

Overview: Vision

In a virtual environment and 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 and encourage their analysis of current events.

We also believe in ensuring our students experience joy and feel valued as they engage in their school experience, whether virtually at home or in classes at our buildings. 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 next year. 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.

Student Survey Metrics	Guidelines
<ul style="list-style-type: none"> - I feel my culture/background is respected at Hennepin Schools. - If I don't understand something, I can count on at least one of my teachers to help me. - I feel valued by my teachers during class. - When I work hard, teachers praise or notice me. - At Hennepin Schools, I have multiple opportunities to build connections and learn from my peers. - At Hennepin Schools, I have opportunities to learn and talk about injustice. 	<ul style="list-style-type: none"> - Students would be placed on DL instead of out of school suspensions, where feasible - Calls for support only; no classroom send outs. - Students may be removed from classrooms by admin only. - No after school consequences - 100% use of restorative practices - Students may be required to do additional work or projects for "consequences" - Parent zoom conferences with teachers only

Logistics & Execution

Overview: Vision

As we engage in preparations to re-open our schools, 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.

See details and plans below for:

- I. Re-Opening Overview
- II. School Calendar
- III. School Start & End Times
- IV. School Schedules
- V. Student Attendance
- VI. Meal Service
- VII. Transportation

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.

II. Re-Opening Overview

- **When We Will Open**

Hennepin Schools is bound by state and city decision-making with regards to how soon we can reopen our schools. The Minnesota Department of Education has announced that we will be informed on Thursday, July 30, 2020 as to how we may proceed.

- **Approach to Reopening**

When the state has determined it is safe to open schools, Hennepin Schools is scheduled to begin classes with students on Monday, August 24, 2020.

III. 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 now is more important than ever for our students and families.

- [2020 - 2021 Calendar](#)

IV. 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 in external context which may require us to move in and out of different in-person or remote scenarios
- Take family feedback into account and accommodate needs of families who have multiple students that they are supporting students in at-home learning
- Prepare for and anticipate that we will have some students on a fully-remote learning plan

In-Person Hours	Hybrid Hours	Remote Hours
<p>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.*</p> <p>Elementary Teaching Staff: 7:45 AM Student Arrival: 8:45 AM Parent Pick Up Dismissal: TBD Bus Dismissal: 3:55 PM</p> <p>Middle Teaching Staff: 7:45 AM Student Arrival: 8:45 AM Parent Pick Up Dismissal: TBD Dismissal: 4:00 PM</p>	<p>When students have in-person days, their hours will be as noted in the in-person hours to the left.</p> <p>When students have remote days, and in a fully remote context, their hours will be as noted on the right.</p>	<p>Remote hours below have been developed based on developmentally appropriate practices.</p> <p>Elementary Full day: Monday, Tuesday, Thursday, Friday Half day: Wednesdays</p> <p>Middle Full day: Monday, Tuesday, Thursday, Friday Half day: Wednesdays</p>

***Note:** Within an individual campus, student start and end times *will not be staggered* by cohort or grade level. In person learning on each campus will have a consistent “late” time for every student on that campus. Dismissal times will also be consistent, with staggered student egress. Staggered Parent Pick Up times, if needed, are TBD.

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.

V. School Schedules

School leaders have prepared school schedules that consider fully remote, hybrid, and fully in-person learning so that we are prepared to switch between the various models as internal and external circumstances change around health.

VI. Student Attendance

The goal with attendance systems in the Fall will be to understand who is present for live or in-person learning time, who is not, and to provide supportive follow-up to students and families regarding their presence. We are shaping the attendance system to be simple in execution, meaningful, and executed in either a virtual or hybrid model. We aim to make improvements on our approach used during remote learning such that attendance marks will be entered by individual teachers into JMC daily for students attending both remotely and in-class.

- **Virtual:** The purpose of an attendance system in a virtual-only setting will be to ensure students engage in live learning activities daily and that their families are informed about their participation. In particular, presence for virtual advisory activities or morning meetings will be a key measure of our success in social-emotional learning.
- **Hybrid:** The purpose of an attendance system in the hybrid model will be to ensure all students are present for live learning activities (remotely and in-class) and to ensure the safety of those students who are in our care, inside of our walls.
- **Use of Student Information System:** We will mark attendance in our JMC. We may have a COVID-19 specific attendance code/note system for DL learning as necessary and available to us from our vendor.

VII. 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. All K-5 meals will be served in classrooms for health reasons. 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.

Students in the hybrid model will take meals home on buses on Tuesdays (Group A) or Fridays (Group B). Students in full distance learning mode will be TBD for food distribution, based on the number of students.

VIII. Transportation Approach

Hennepin Schools relies on a contract with Billie Bus Transportation for all student transportation support. Because we are unsure what bus service will look like to assure student health and safety, our transportation plan will remain fluid, but tentative plans are as follows.

- **Hennepin Elementary School (2123 Clinton Ave. S., Mpls., MN)**
 - Students will be assigned a hybrid bus route (Group A and Group B) based on last spring's food distribution routes.
 - Parents and Families will not be able to reserve both a parent pick up spot and a bus spot. 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 immediately dropped from the routes and must reapply for a bus space.
 - We are currently assessing the feasibility of a bus rider on every HES route this fall.
 - 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)**
 - Students will be assigned a hybrid bus route (Group A and Group B) based on last spring's food distribution routes.
 - Parents and Families will not be able to reserve both a parent pick up spot and a bus spot. 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 immediately dropped from the routes and must reapply for a bus space.
 - We are currently assessing the feasibility of a bus rider on every HMS route this fall. Due to limited staffing, it is highly unlikely.
 - Parent Pick-Up will be from the classroom. Parents will not enter school during parent pick up times. Students will be picked up curbside under HMS supervision, parents will need proper, valid identification, and sign out will be required.

Staffing & Support

Overview

As we launch the 2020-2021 school year, Hennepin Schools recognizes our Staffing & Support plans need to be flexible and 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 needs and perspectives as we return to school, 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 for the groups outlined below 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. Essential Staff
- II. Accommodation Requests/Medical Exemptions
- III. Parents & Caregivers Considerations
- IV. 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.

I. Essential Staff

Returning to school requires us to identify who are considered “essential” staff on our campuses, including essential staff by role and an essential minimum number of staff to ensure the safe and effective operations of our schools. In general, we define “essential” staff as:

- One (1) teacher per classroom in use
- 1:1 SPED EAs, if SPED student is in bldg.
- Office Managers
- Social Workers
- Deans of Students
- Assistant Directors
- School Directors

Without each of these roles on campus every time students are learning in-person, we do not believe we can safely or effectively operate our schools.

II. Accommodation Requests/Medical Exemptions

All staff members are expected to return to work virtually or 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* according to the CDC for contracting COVID-19
2. Employees whose immediate family member(s) is [immunocompromised](#) or otherwise at high risk* according to the CDC for contracting COVID-19
3. Other circumstances that would be determined on a case-by-case basis

**Medical Documentation Required*

Accommodation requests must be received in writing with the Human Resources Manager. To protect personal information, all accommodation requests should be submitted to mhaliti@hennepinschools.org

The Human Resources Manager 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 Manager. 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. If the accommodation request is approved and the staff member's job is not conducive to remote work, other duties may be assigned.

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.

Please note:

- Employees requesting accommodation should be prepared to share the following information via email to 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 on the following timeline:
 - Window 1: August 10, 2020 - August 21, 2020
 - Window 2: August 24 - Ongoing
- Accommodation requests will be reevaluated every 30 days or in alignment with CDC/Department of Education guidelines, whichever is less. Reapproval is subject to the stated prioritization of accommodation requests and needs of the Staffing & Support plan.
- 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 Manager. 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 will have a particularly unique experience navigating the return to school and managing parent/caregiver responsibilities. Knowing that increased flexibility will be needed, we understand that a consistent "rule" for all campuses may not be ideal. 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 students.

We also understand that childcare may be available to varying degrees as a result of COVID-19, and that availability may change over time as context changes. In the event parents/caregivers are unable to work given a lack of access to childcare, additional Sick Day and Family Leave options have been made available:

- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- More information may be found at the [Department of Labor Families First Coronavirus Response Act \(FFCRA\)](#) information page.

Sick Days should continue to be submitted in accordance with guidelines in the following section:

IV. Sick Days & Sick Leave

Part A

- Should staff ask or be required to log sick time, they can do so using the normal protocol via HSSICK@hennepinschools.org. Each 10 month employee has 8 sick days annually or according to their contractual agreement.
- Should staff ask or be required to quarantine by a health professional for an extended period of time, please inform your supervisor and HSSICK@hennepinschools.org
 - For any employee impacted by quarantine, please put "COVID-19 Sick Leave" in the subject line of the email sent to HSSICK@hennepinschool.org as your "COVID-19 Sick Leave" operates as a different category of sick leave than typical sick leave.
 - For any employee impacted by quarantine, who is approved to work from home, they still need to follow the process outlined above. This arrangement MUST be approved by the supervisor after "COVID-19 Sick Leave" is

requested and may change during the 14 day quarantine (e.g. some of the time in quarantining may be paid work time and some of the time may be “COVID-19 Sick Leave”). Some staff may not be able to work from home and thus may use their “COVID-19 Sick Leave” (an 80 hour maximum).

- The Families First Coronavirus Response Act (FFCRA) has issued expanded protections and benefits for employees adversely impacted by COVID-19 from April 1, 2020-December 31, 2020. See [here](#) for public notice. Extended Medical/Family Leave does not impact one’s overall sick or personal days.
- Staff who are quarantined and asymptomatic may be allowed to work from home, as directed by their supervisor.

Part B

- If an Employee is Experiencing COVID-19-Like Symptoms
 - If a staff member is experiencing COVID-19-like symptoms, as defined by the CDC, or living in the same household as someone experiencing COVID-19-like symptoms, that staff member must not report to work or be around any Hennepin Schools staff members or students. The staff member should follow the normal call-in procedures and request a Sick Day using the HSSICK@hennepinschools.org email.
 - Staff members should immediately contact their healthcare provider and arrange for COVID-19 testing.
 - Symptoms could include:
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degree Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills
 - Sore throat
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Individuals or a designated family member should communicate with their supervisor and follow the advice of their healthcare provider. The staff member may work remotely during this time, if able.
- Testing Positive for COVID-19

- Any staff member who tests positive for COVID-19, lives with someone who tests positive for COVID-19, and/or has been exposed to someone with COVID-19 is required to immediately follow these steps:
 - Communicate with their supervisor and HSSICK@hennepinschools.org about their situation
 - Quarantine themselves per the policies below
 - Individuals or a designated family member should communicate with their supervisor and follow the advice of their healthcare provider. As with all health information, this information is treated as confidential. The staff member may work remotely during this time, if able.
- When a Staff Member May Return to Work after COVID-19 Symptoms or Positive Test
 - Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed above) must stay at home throughout the infection period, and cannot return to work until cleared by Human Resources and any of the below conditions have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
 - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - at least 14 days have passed since symptoms first appeared.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to work before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location.

- Return to Work Policy After Direct Exposure to a Person with COVID-19
 - Individuals who have had direct exposure to someone with COVID-19 must stay home for 14 days after exposure and get tested. After 14 days, if no symptoms occur and tests come back negative, individuals can safely return to work sites. Employees must submit a confirmed negative test to Human Resources.

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 crisis.

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 virtual learning tools/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 (for hybrid and DL) and K-5 and 6-8 technology platforms
- New Communication Tool: Talking Points
- 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.

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.

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. The CICO system can be found below.

In addition to our CICO system, we will continue to leverage the K-8 Family Coordinator position and 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, Family Council meetings (monthly), 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 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.

Check In Check Out

The Check In Check Out system was created to be a support for students and families through consistent outreach from staff and increased accountability from teachers and leaders. We believe that sustained contact with our most vulnerable students in a virtual or hybrid setting is crucial in fulfilling our promise to students and families. We will train staff this fall to “do” CICO calls with a focus on great cultural sensitivity and humility. Follow up training will be held throughout the year as necessary.

- **Programming, systems, and resources will:**

- **Prioritize academic success, equity and access for students and families; and**
- **Operate with excellence, accountability, and sustainability.**



CICO Tiering	
Fully Remote	Hybrid
Tier 1 = 1 call a week Tier 2 = 2 calls a week Tier 3 = 3 calls a week Training = staff orientation 1 session And/or, 2 weeks Attendance data collected and factors into who gets what “Touchpoints”	Tier 1 <ul style="list-style-type: none"> - 1 call a week, in addition to a check in with an non-teaching staff when you’re at school Tier 2 <ul style="list-style-type: none"> - 2 calls a week, in addition to a check in with an non-teaching staff when you’re at school - And/or, 2 weeks Attendance data collected and factored into who gets what “Touchpoints”
Limited set of students are either Tier 1 OR Tier 2	

Hennepin Schools would like to thank Coney Island Prep for sharing their public documents and for providing the framework for this Blueprint Document. It is through this spirit of collaboration 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.