

# STRIVING TOGETHER



## WELCOME BACK!

Dear Northfield Public Schools Families, Staff and Community Members,

I start every school year feeling excited and hopeful. Welcoming our students and faculty back to their classrooms and anticipating the growth and learning ahead always fills me with joy. This year, the start of the school year also brings new challenges. Each and every family in our district is trying to make sense of the many hurdles ahead and striving to make the best decisions possible. None of us have started a school year with as many questions and unknowns as we do now.

This document is intended to give you some clarity of how we will return to school together in Northfield. I am proud of the work our teams have completed to prepare for numerous scenarios. I am appreciative of the feedback so many families have shared with us formally and informally. Together, we have created a plan that is both detailed and flexible.

During the past months, I have often asked for your patience and understanding. I know how difficult it is not to have clarity and to be waiting anxiously for firm decisions. The reality of this school year, however, is that things are already changing quickly. I am committed to communicating with you frequently and transparently. As we did last year, we will continue to strengthen and adjust our plans to better serve our students. We will learn from any mistakes and keep you informed throughout the year.

I am excited for the start of our new school year. It will not look like any other school year we've experienced, but it will still be filled with exciting milestones and achievements. From our newest learners starting their first days in kindergarten, to our rising senior class of 2021, we will do everything we can to make sure the year ahead is joyful, safe and academically engaging for everyone.

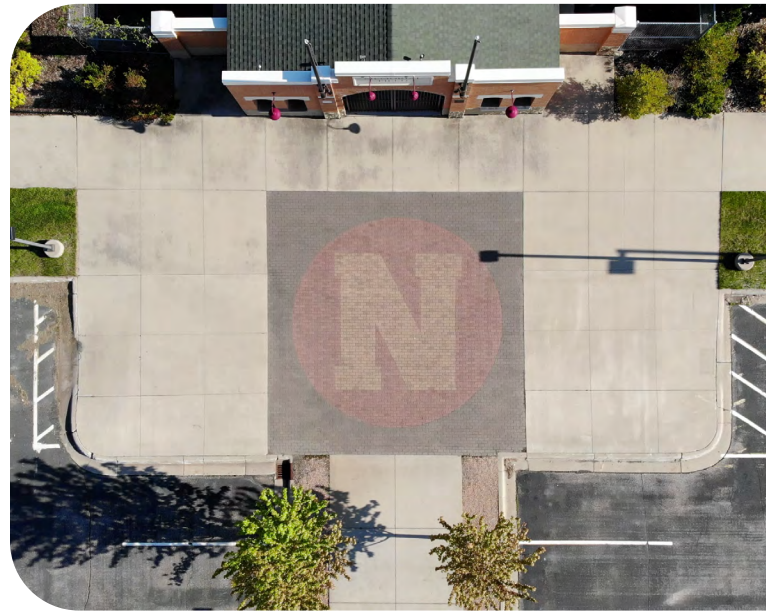
Sincerely,



Matt Hillmann, Ed.D.  
*Northfield Public Schools Superintendent*

# AT A Glance

- » We plan to announce the learning model for each school site on August 17, 2020, based on the latest available data at that time. Learn more about how this decision is made on [page 3–4](#).
- » Students who are not ready or able to physically return to school in person or using the Hybrid learning model may register for the Portage learning model (see [page 9](#)). The Portage learning model is a **full semester**, online-only commitment.
- » Between Tuesday, September 8, and Friday, September 11, we hope you will participate in a fall family meeting. Each school will send a link for registration, and you are strongly encouraged to use this individualized time to ask specific questions important to you and your family.
- » **The first day of formal instruction is Monday, September 14.** Each school principal will provide details to all families about the first day of school.
- » Transportation will be available for all students in both the In-Person and Hybrid learning models. Benjamin Bus will communicate directly with families the details of bus stops and pickup/drop-off times.
- » Meals will be available throughout the school year, regardless of learning model.
- » Parents/guardians will be required to conduct a daily health screening before sending their child to school. See [page 15](#) for more information.
- » We are committed to numerous virus mitigation tactics inside our facilities. Learn more on [page 14](#).
- » COVID-19 and the resulting global health crisis remains a fluid situation. The district will re-evaluate contingency plans for how each of the three learning models works and make any significant changes at the start of each academic quarter.
- » High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches. Information regarding the status of middle school fall sports and activities will be communicated by August 24.



# GUIDING *Principles*

*As we embark on the 2020–21 school year, we strive to create a seamless system of instruction and services that meets the needs of **every learner**, regardless of the scenario.*

*The guiding principles below are intended to provide a vision for the instructional framework developed by schools. These are used to inform decisions that will be made when the inevitable unanticipated situations arise.*

## THE NORTHFIELD PUBLIC SCHOOLS GUIDING PRINCIPLES ARE:

- > RELATIONSHIPS FIRST**  
Model empathy for the wide diversity of situations for our students and staff, and create ways to connect with them to support their academic, physical, mental health and social-emotional needs.
- > REASONABLE CONSISTENCY**  
Students, staff and families need a certain level of predictability. We will make every effort to provide reasonable consistency in instructional and operational practices while still maintaining flexibility.
- > EQUITABLE ACCESS**  
Plans will support the academic, social/emotional and co-curricular needs of all students. Students must have access to technology and internet service to fully participate in all of the scenarios.
- > GIVE OURSELVES GRACE**  
This experience is historic. Even with the best planning, mistakes will be made. We will monitor, adjust and continuously improve.
- > HIGH-QUALITY INSTRUCTION**  
We will endeavor to provide the highest quality instruction practicable within each scenario.
- > STEWARDSHIP**  
We will carefully consider the immediate benefit of our decision-making with the long-term financial impact.
- > RELENTLESS SUPPORT**  
We will be relentless in our attention to engaging and connecting with every learner and staff member.
- > ACCEPT THAT SCHOOLS PLAY A ROLE IN CHILD CARE**  
While Northfield Public Schools is often recognized as a leader in high-quality education, we must accept that public schools play a critical role in caring for children during the traditional workday.
- > MONITOR AND ADJUST**  
This is not business as usual. We will be flexible and make timely adjustments as needed based on feedback in our pursuit of continuous improvement.



# THE LEARNING MODEL DECISION

Earlier this summer, the Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH) provided guidance to school districts to prepare for three potential learning models during the 2020–21 school year. The learning models are:

- » **IN-PERSON**
- » **HYBRID**
- » **DISTANCE LEARNING**

Since that time, the state has announced their [Safe Learning Plan for 2020–21](#) which provides additional guidance. The Safe Learning Plan outlines an approach to determine a recommended learning model based on new COVID-19 cases per 10,000 over 14 days by county of residence. In addition to the number of cases, other factors are considered such as the district's ability to follow MDE and MDH safety guidelines and having enough staff to operate the school.

Ultimately, the learning model for each school is determined by the school district, in consultation with the Rice County Public Health Department and driven by the state's Safe Learning Plan.

After determining the base model for starting the school year, the district will review bi-weekly data with the Rice County Public Health Department. If the data indicates a change in the learning model is warranted, a regional support committee composed of MDE, MDH and the Southeast Service Cooperative will advise the district on the next steps. While the primary driver will be the number of cases per 10,000 over 14 days at the county level, other factors will also be considered, such as specific locations of virus outbreaks associated with the increase/decrease in cases.

Number of cases per 10,000 over 14 days by county of residence	Recommended Learning Model
0–9	In-person learning for all students
10–19	In-person learning for elementary students; Hybrid learning for secondary students
20–29	Hybrid learning for all students
30–49	Hybrid learning for elementary students; Distance Learning for secondary students
50+	Distance Learning for all students

*If necessary, the superintendent will make any significant changes at the start of each academic quarter.*

# IN-PERSON LEARNING MODEL

## DESCRIPTION

The In-Person learning model means all students in the site will be in school for a traditional school day. Students will follow a traditional schedule. Attendance will be taken daily.

## SAFETY PROCEDURES

Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill (see [page 15](#)). Parents will be expected to report COVID-19 symptoms or exposure to the school. Late students must report to the main office in accordance with building procedures.

All staff are required and responsible for daily self-screening of COVID-19 symptoms and agree to stay home if they are ill.

Face coverings are required in accordance with Executive Order 20-81. The school district will provide one face mask for each student and one face shield for K-8 students who request them. Families are expected to ensure their child has a clean face covering daily.

School staff will create as much physical spacing as feasible. Frequent hand-washing and/or hand sanitization will be encouraged.

If COVID-19 symptoms are reported during the school day, an isolation process will be implemented.

## TECHNOLOGY

All K-12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email [techhelp@northfieldschools.org](mailto:techhelp@northfieldschools.org) or call 507.645.1260 for assistance.

## TRANSPORTATION

Transportation will be provided by Benjamin Bus with a two-tier system with reduced (two-thirds) capacity. In the morning, all K-12 rural students will be picked up on the first tier and dropped off at school. Buses will be disinfected and then all K-12 in-town students will be picked up and dropped off at school. In the afternoon, all K-12 in-town students will be dropped off at home first. Buses will be disinfected and then all K-12 rural students will be dropped off at home.

## MEALS

Students will spread out to eat, including limited physically distanced options within the cafeteria. Meals will be prepared on-site. Meals and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages will be served directly to students.

## SCHOOL-AGED CHILD CARE

A fee-based program will be available before and after school.

## VISITORS

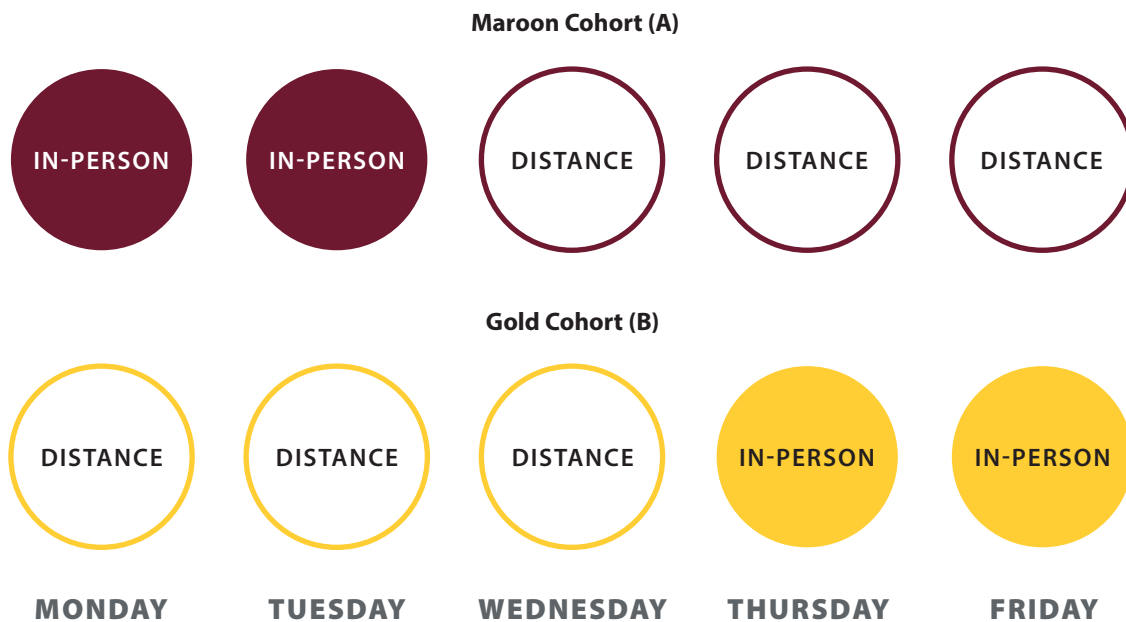
Nonessential visitors, volunteers and activities involving external groups or organizations will be restricted, and, in most cases, non-staff are not allowed in the buildings. Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.

## AFTER-SCHOOL ACTIVITIES

High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches.

Information regarding the status of middle school fall sports and activities will be communicated by August 24.

# HYBRID LEARNING MODEL



## DESCRIPTION

The Hybrid learning model uses both Distance Learning and In-Person learning. Students will report to school on a rotating schedule, and attendance will be taken daily. Students are divided into two cohorts. Students from the same family will be assigned to the same cohort, attending their school(s) on the same days. Cohorts will be finalized by August 17, 2020.

The Maroon Cohort (A) meets in person Mondays and Tuesdays and works via Distance Learning Wednesday–Friday. The Gold Cohort (B) meets in person on Thursdays and Fridays and works via Distance Learning Monday–Wednesday. Buildings will be deep cleaned on Wednesday.

## SAFETY PROCEDURES

Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill (see [page 15](#)). Parents will be expected to report COVID-19 symptoms or exposure to the school. Late students must report to the main office in accordance with building procedures.

All staff are required and responsible for daily self-screening of COVID-19 symptoms and agree to stay home if they are ill.

Face coverings are required in accordance with Executive Order 20-81. The school district will provide one face mask for each student and one face shield for K–8 students who request them. Families are expected to ensure their child has a clean face covering daily.

School staff will create six feet of physical distancing for all interactions among students and with staff. Frequent hand-washing and/or hand sanitization will be encouraged.

The site will maintain less than 50% of each building's fire marshal occupancy limit.

If COVID-19 symptoms are reported during the school day, an isolation process will be implemented.

## TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email [techhelp@northfieldschools.org](mailto:techhelp@northfieldschools.org) or call 507.645.1260 for assistance.

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# HYBRID LEARNING MODEL

## TRANSPORTATION

Transportation will be provided by Benjamin Bus with a two-tier system with reduced (up to 50%) capacity. In the morning, all K–12 rural students will be picked up on the first tier and dropped off at school. Buses will be disinfected and then all K–12 in-town students will be picked up and dropped off at school. In the afternoon, all K–12 in-town students will be dropped off at home first. Buses will be disinfected and then all K–12 rural students will be dropped off at home.

## MEALS

Students will spread out to eat, including limited physically distanced options within the cafeteria. Meals will be prepared on-site. Meals and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages will be served directly to students. Students can pick up meals at the end of the school day on Tuesdays and Fridays for consumption while they are in the Distance Learning portion of the Hybrid learning model.

## SCHOOL-AGED CHILD CARE

A fee-based program will be available before and after school. Limited all-day care will be available at no charge for Tier I critical care workers on Distance Learning days. EarlyVentures will continue as scheduled.

## VISITORS

Nonessential visitors, volunteers and activities involving external groups or organizations will be restricted, and, in most cases, non-staff are not allowed in the buildings. Parents will be able to drop off essential items for their students due to forgetting them at home (iPads, lunch, backpack, medication, etc.) in accordance with building procedures.

## AFTER-SCHOOL ACTIVITIES

High school Girls Tennis; Boys and Girls Cross Country; Boys and Girls Soccer; and Girls Swimming and Diving begin on August 17. Football and Girls Volleyball will be delayed until a spring season. There will be changes to competitive schedules and detailed protocols shared by coaches.

Information regarding the status of middle school fall sports and activities will be communicated by August 24.



# DISTANCE LEARNING MODEL

## DESCRIPTION

The Distance Learning model allows all students to learn remotely. Attendance will be taken, and school buildings will not be open for any student activities. Teachers will deliver instruction online via Seesaw (K–3) and Schoology (4–12). Videoconferencing will be held via Zoom.

## SAFETY PROCEDURES

Students will remain at home. All school buildings will be closed to the public.

## TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email [techhelp@northfieldschools.org](mailto:techhelp@northfieldschools.org) or call 507.645.1260 for assistance.

## TRANSPORTATION

Buses will not transport students. Buses may be used for other needs such as food delivery and Wi-Fi access.

## MEALS

Meals will be provided using curbside pickup or delivery with buses.

## SCHOOL-AGED CHILD CARE

Limited all-day care will be available at Sibley Elementary School for Tier I critical care workers. Fees will apply for the usual before- and after-school time frames. EarlyVentures will continue as scheduled.

## VISITORS

All facilities are closed to the public.

## AFTER-SCHOOL ACTIVITIES

No after-school activities.





# PORTAGE LEARNING MODEL

## DESCRIPTION

The Portage learning model is an online-only option for students who are not ready or able to physically return to school. Families would be committing to the online option for the entire fall semester or the 2020–21 school year.

**Grades K–5 students:** In the online-only option, elementary students will use a mix of videoconferencing and assignments under the direction of a Northfield Public Schools teacher.

**Grades 6–12 students:** In the online-only option, secondary students will be coached by a Northfield Public Schools teacher and use Odysseyware®, an online curriculum. Tutoring will also be available.

## SAFETY PROCEDURES

Students will remain at home.

## TECHNOLOGY

All K–12 students will be provided with a district-issued iPad, protective case and Logitech Crayon. Internet access will be provided for students who are unable to purchase it. Email [techhelp@northfieldschools.org](mailto:techhelp@northfieldschools.org) or call 507.645.1260 for assistance.

## TRANSPORTATION

As students will be learning from home in the Portage learning model, transportation will not be provided.

## MEALS

Meals will be provided for students enrolled in the Portage learning model using a pre-order, curbside pickup system. Families participating in this learning model will receive detailed information about the process for ordering and pickup.

## AFTER-SCHOOL ACTIVITIES

Students enrolled in the Portage learning model will be eligible to participate in after-school activities, if desired.



# SERVING *Every Student*

## **SPECIAL EDUCATION SERVICES**

Special education provides individualized instruction and services aligned with Individuals with Disabilities Education Act (IDEA), Minnesota statutes and rules, and MDE/MDH guidance to students with disabilities who qualify for learning support across settings.

## **EQUITABLE ACCESS**

Northfield Public Schools will ensure equitable educational opportunities for all students while prioritizing health and well-being. Special education teachers will communicate frequently with families, general education teachers and related service providers to meet student needs in both the physical and virtual settings.

## **FREE APPROPRIATE PUBLIC EDUCATION**

Northfield Public Schools is responsible for providing a free appropriate public education (FAPE) to each eligible student with a disability, under either an Individualized Education Program (IEP) (or, in the case of virtual or Distance Learning, an Individualized Distance Learning Plan – IDLP), or Section 504 plan.

## **PARENTAL PARTICIPATION**

Strong partnerships with parents/guardians is essential for engaging in the best possible planning and implementation efforts, making progress toward goals, and ensuring equitable opportunities and appropriate student involvement. This necessitates ongoing communication between the case manager, general education teachers, parent/guardian, support and related service providers. A communication plan will be discussed at the beginning of the school year.

## **OTHER SPECIAL EDUCATION CONSIDERATIONS**

Ensuring equitable learning opportunities to enable students with disabilities to make progress in the mastery of Minnesota Academic Standards and social emotional learning continues to be the aim of IEP and 504 teams.

The district plan in all three learning scenarios focuses on maximizing effectiveness of specialized instruction and related services and minimizing COVID-19 infection risk through application of Centers for Disease Control and Prevention (CDC) and MDH-recommended safety measures.

The district will monitor and adjust the movement of itinerant staff (staff who are assigned to provide services to students in more than one building) between multiple buildings, and provide instructional services from these staff in a variety of ways, including in person, virtually and consultatively.

The IEP team will review the services and supports in the current IEP and review the services and supports provided during spring 2020's Distance Learning. IEP teams will ascertain individual needs and determine if IEPs should be amended or rewritten.

» *In a Hybrid model, students receiving special education services in the district's Setting II/III special education programs will be eligible to receive services in a school setting four days per week.*

*For more information or specific questions about special education services, please call 507.645.3410.*



# SERVING *Every Student*

## ENGLISH LANGUAGE (EL) STUDENTS

Students receiving EL services will be given access to academically rigorous, grade-level appropriate, standards-aligned instruction that simultaneously builds their background knowledge, conceptual understanding and language competence. Supports and teacher guidance consistent with research need to be provided to EL students to supplement – not replace – core instruction and ultimately foster student independence.

Collaboration between content and EL teachers will be prioritized and planned for from the start.

The EL team will discuss how English language development services will be provided to English learners during all three learning scenarios, in accordance with MDE guidelines. The Northfield Public Schools Language Instruction Education Plan will be updated to reflect the delivery of EL services in the Hybrid and Distance Learning scenarios.

Meaningful access for English learners includes differentiated supports for academic content as well as strategies to increase language acquisition. Content teachers will provide representations of concepts, sentence frames, differentiated texts and vocabulary instruction with a focus on academic language. EL teachers have strategies that provide structured opportunities for students to produce oral and written language.

EL teachers will establish a schedule for regular contact with EL students. This contact time (one-on-one or in a small group) will be used for conferring, providing feedback, setting individual learning goals and/or checking on progress.

EL teachers will provide support options to students for development instruction that is additional to mainstream instruction. Students at a beginning proficiency level in English will receive more contact time and have more options for support from their EL teacher than students at intermediate and advanced levels.

In collaboration with the EL teacher and classroom teachers, secondary Level I and Level II EL students may adopt an adapted schedule during Distance Learning that considers the specific needs of an individual student.

In Distance Learning, Northfield Public Schools will continue to screen students for EL services using MDE guidelines.

*For more information or specific questions about EL services, please call 507.645.3436.*



# INSTRUCTIONAL *Practices*

## OVERVIEW

Northfield Public Schools believes that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor. This school year, regardless of which learning environment your child attends, we will implement a consistent, comprehensive and challenging set of equitable curricular outcomes that reach and engage all learners.

All schools will focus on establishing effective relationships and community.

Recognizing the challenges and limitations of the upcoming school year, Northfield Public Schools is revising curriculum pacing at the elementary, middle and high school levels to teach and assess critical core standards for the grade level or course.

All students will receive grades in accordance with the 2020–21 Planning Guidance for Minnesota Public Schools (published 6/18/2020), which says grades should include

evidence of mastery at the end of a unit or course and that evidence should be able to be collected in a variety of manners to allow students to demonstrate their understanding.

All classes will use similar, district-supported learning materials, texts and instructional tools with consistent practices across the district.

All students will receive appropriate support and services through the general education program, Special Education Individualized Educational Plans (IEPs), 504 plans, EL, intervention and enrichment services.

As needed, students will receive support from building counselors, social workers, school psychologists and behavior coaches.

## SOCIAL AND EMOTIONAL LEARNING

The direct and indirect impacts of the global COVID-19 pandemic are expected to have a lasting effect on students and staff. Northfield Public Schools will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building and successful transitions to new schools, classrooms and environments, whether in person or through distance learning. Students with mental health needs and/or those who have experienced trauma are supported by building-level teams, which may include behavior coaches, school psychologists, school counselors, social workers and peer helpers.

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# INSTRUCTIONAL *Practices*

## ATTENDANCE AND ENGAGEMENT

Students who attend school regularly have been shown to achieve at higher levels than students who do not. Northfield Public Schools recognizes that both attendance and participation (engagement) contribute to student growth and success.

Northfield Public Schools is committed to ensuring every student is able to access and participate in school activities in all learning scenarios. Alternate plans can be arranged between a parent, student and teacher if joining a video call during the day is not feasible in the Distance Learning model. Flexibility will be allowed for families with extenuating circumstances.

Attendance will be reported daily.

Building and district teams will closely monitor attendance and provide support to students and families facing barriers.

Students are expected to show engagement by completing and submitting required work for the day.

## DISTRICT ASSESSMENTS

The Northfield assessment framework includes a variety of assessments that can provide different information about student learning. Students complete classroom assessments as part of day-to-day instruction and standardized assessments designed for monitoring overall district performance in accordance with MDE guidelines. Classroom assessments will occur in all three learning scenarios.

Northfield students will participate in the following district-wide assessments in the 2020–21 school year:

- » Dynamic Indicators of Basic Early Literacy Skills [DIBELS] (Grades K–5, all learning scenarios)
- » Measures of Academic Progress [MAP] (Grades K–8, In-Person and Hybrid scenarios only)
- » PreACT (Grade 10, In-Person and Hybrid scenarios only)
- » ACT (Grade 11, In-Person and Hybrid scenarios only)





# SCHOOL *Buildings*

## Virus Prevention and Mitigation Efforts Overview

*Critical safety protocols will be in place to limit exposure and transmission of COVID-19 for the In-Person and Hybrid learning models.*

### VIRUS MITIGATION AT SCHOOL

The district will take steps to reduce virus transmission while students are on campus. These steps include:

- » Physical distancing will be practiced as feasible.  
Six feet of physical distancing will be required in the Hybrid model.
- » Face coverings are required in accordance with [Executive Order 20-81](#). The school district will provide one face mask for each student and one face shield for K-8 students who request them. Families are expected to ensure their child has a clean face covering daily.
- » Regular hand-washing and/or sanitization will be encouraged as part of daily routines.
- » Reduced sharing of items will be encouraged.
- » Building ventilation and fresh air mixture will be increased to the greatest extent practicable.
- » Enhanced cleaning and decontamination of buildings and buses will be implemented.

See our entire [COVID-19 Disinfection Plan](#) »

### PHYSICAL DISTANCE MARKINGS

Floor markings will provide reminders about the need for physical distancing throughout schools. This will help direct traffic patterns and flow. School-level teams will determine the best way to mark and label spaces, including:

- » Hallways
- » Offices
- » Classrooms
- » Common areas



# PARTNERING WITH *Families*

## DAILY HEALTH SCREENINGS

Parents/guardians will be required to conduct a daily health screening before sending their child to school. Each family will be required to sign a declaration confirming that they will conduct the screening daily and keep their child home when ill. Students should remain home if they, or anyone in the household, have **either** of the following symptoms:

- » New onset cough
- » Shortness of breath

Students should remain at home if they (or anyone else in the home) have **at least two** of the following symptoms:

- » Fever 100.0° or higher  
(daily home temperature check required)
- » Chills
- » Muscle pain
- » Sore throat
- » Fatigue
- » Congestion
- » Loss of taste or smell
- » Nausea
- » Vomiting
- » Diarrhea

➔ **UPDATED AUGUST 17, 2020**



*By sending your child to school, you are reporting that your child, and all members of your household, do not have any of the above symptoms. All families will be required to sign a declaration pledging to strictly follow the daily health screening and only send their child to school when they are symptom-free.*

# COVID-19 SUSPECTED OR CONFIRMED CASE PROTOCOLS

Staff and families are asked to self-report if they or their student(s) have symptoms of COVID-19, a positive test for COVID-19 or had close exposure to someone with COVID-19 within the last 14 days. Reporting data will be handled in a manner consistent with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Specific protocols are in place should someone display symptoms during the school day. The district will use the [\*Minnesota Department of Health's \(MDH\) Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs\*](#) to determine eligibility. The district COVID-19 coordinator is the primary point of contact with MDH.

## COVID-19 COORDINATORS/TEAMS

The district's COVID-19 coordinator is Director of Special Services, Cheryl Hall (507.645.3410, [chall@northfieldschools.org](mailto:chall@northfieldschools.org)). The district COVID-19 team includes Superintendent, Matt Hillmann; Executive Assistant to the Superintendent and School Board, Anita Aase; the district's Licensed School Nurse, Maimouna Toure-Keita; Director of Buildings & Grounds, Jim Kulseth; and Administrative Assistant for Buildings and Grounds, Dorothy Cohan.

Each school and program will have its own coordinator and team. Building coordinators are responsible for reporting confirmed cases to the district COVID-19 coordinator, who will coordinate communication with MDH, lead contact tracing and audit building-level virus mitigation practices.

## PROTOCOLS

The district will use the following flow charts to make decisions and communicate with families and staff:

- » [\*Student protocol flow chart\*](#)
- » [\*Staff protocol flow chart\*](#)

## ISOLATION PROCESS

If a student is displaying symptoms during the school day, the nurse's office will be used as the isolation area. Students with non-COVID-19 health issues will report to the school's main office when the nurse's office is being used as an isolation area. If more than one individual is symptomatic, six-foot distancing is required in the isolation space. If this is not possible, students will be assigned to the building's alternate isolation space. If a staff member is displaying symptoms during the school day, they will leave the building. If the staff member is too ill to leave on their own, they will be assigned to the alternate isolation space until they can be safely transported by a family member.

## CONTACT TRACING

Contact tracing will be conducted under [\*the direction of MDH\*](#). Families and staff will be notified about any exposure in accordance with MDH. Staff and students will be required to quarantine based on the [\*MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs\*](#) to determine eligibility.

# HOW TO *Get Help*

Northfield Public Schools is committed to making sure that every family has the support they need to assist their children as they participate in any of the learning scenarios. If you need help, please reach out to the contacts below:

Topic	Contact Information
<b>Technology:</b> Schoology, Seesaw, Skyward, Zoom or iPad	Email <a href="mailto:techhelp@northfieldschools.org">techhelp@northfieldschools.org</a> or leave a voicemail at 507.645.1260 and your call will be returned.
Internet access or internet speed	Email <a href="mailto:techhelp@northfieldschools.org">techhelp@northfieldschools.org</a> or leave a voicemail at 507.645.1260 and your call will be returned.
I need help from one of my child's teachers	<a href="#">Access the staff directory</a> . This provides email and direct dial information.
I need emotional help for my student	<a href="#">Access the staff directory</a> to find contact information for your child's principal, school social worker or guidance counselor. <a href="#">Rice County Social Services</a> offers services to families. Contact them at 507.332.6115.
I think my child needs more help or support than from just their teacher (but doesn't already receive special education services)	Contact your school's Multi-Tiered Systems of Supports (MTSS) main contact: Area Learning Center: <a href="#">Daryl Kehler</a> 507.645.1201 Bridgewater Elementary: <a href="#">Adam Danielson</a> 507.663.3300 Early Childhood: <a href="#">Sara Line</a> 507.645.1200 Greenvale Park Elementary: <a href="#">Melissa Larsen</a> 507.645.3500 Hand in Hand Preschool: <a href="#">Sara Line</a> 507.645.1200 Northfield High School: <a href="#">Nancy Veverka</a> 507.663.0630 Northfield Middle School: <a href="#">Marcy Korynta</a> 507.663.0650 Sibley Elementary: <a href="#">Peg Witt</a> 507.645.3470
I need more information about COVID-19	Contact your physician or county public health department: <a href="#">Dakota County Public Health</a> : 651.554.6100 <a href="#">Goodhue County Public Health</a> : 651.385.3200 <a href="#">Rice County Public Health</a> : 507.645.9576