



**MHS Hybrid
Student/Family
Playbook
February 2021**

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Important Links

[One page document of expectations for HYBRID students](#)

2020–21 School Calendar

[Calendar for quarter 3](#)

Daily Bell Schedule for Hybrid Learning

MINNETONKA HIGH SCHOOL SEMESTER 2 • 2020-21 DAILY SCHEDULE



HYBRID LEARNING DAYS

Class Schedule

Period 1	8:00-8:56
Period 2	9:02-10:03 WITH ANNOUNCEMENTS
Period 3	10:09-11:05
Period 4A	11:11-12:07
Period 4B	11:11- 11:39, 12:09-12:37
Period 4C	11:41-12:37
Period 5A	12:13 - 1:09
Period 5B	12:13 - 12:41, 1:11 - 1:39
Period 5C	12:43-1:39
Period 6	1:44 - 2:40

Lunch Schedule

1st lunch (4C class)	11:05 - 11:35
2nd lunch(4B class)	11:39 - 12:09
3rd lunch (4A class)	12:12 - 12:42
4th lunch (5B class)	12:41 - 1:11
5th lunch (5A class)	1:09 - 1:39

MAST DAYS

Minnetonka Academic Success Time

Students may receive an invitation to meet with a teacher during one of the MAST timeframes for their department. Invites will be sent through the MAST app on Tuesday afternoons.

AM MAST

Math, English, FACS, Art, Business, ELL, Health

8:00-8:50 • 9:00-9:50 • 10:00-10:50

PM MAST

Science, Social Studies, World Language, Music, Tech Ed, Physical Education, Special Education

12:00-12:50 • 1:00-1:50 • 2:00-2:50

Student Schedules

Student schedules will be available in Skyward before the end of the first semester. Hybrid students should make sure to review their classroom room assignments before arriving at school on 1/29 and 1/29.

Supply and Equipment Pick-up

Semester 2 materials can be picked up on Jan 25, 26, or 27 from 9:00 a.m. to 5:00 p.m. Materials will be picked up and checked out from the South Commons (outside of The Port). At this time, students are also encouraged to return materials from semester 1 courses that they no longer need. Not all courses need new materials at this time. Please refer to [this document](#) to determine if you need materials. Students will enter the building through the West entrance. Upon arrival, student temperatures will be taken; face coverings and social distancing are required.

Safety Guidelines

Classroom Guidance for COVID-19 Prevention

By promoting and implementing good public health practices, we help to provide multiple layers of protection for students and staff. The most basic of these guidelines is good hand hygiene (frequent handwashing or hand sanitizer, if handwashing is not available), striving to maintain six feet of social distancing as much as possible and ensuring that face coverings are being worn at all times. By focusing on these three strategies, we are providing an atmosphere, based on the guidelines and research from [CDC](#), MDE and MHDH, that mitigates as much risk as possible.

Cleaning and Disinfection

- School staff will conduct daily cleaning as well as deeper cleaning and disinfection on Wednesdays.
- Students will be expected to “wipe in” and “wipe out” of each space by cleaning their desks and seats. Please spray the disinfectant, let it sit on the surface for a few minutes and then wipe it off. Each classroom will have cleaning supplies available to support this ongoing responsibility.
- If you have questions, please contact our building custodial staff.

Food/Drinks in classrooms/learning areas

- No food is allowed to be consumed in the classrooms/learning areas. The only two locations are in the cafeteria and West Gym. Water bottles are allowed in the classrooms.

Classroom Set-Up

- Teachers will have seating charts up-to-date at all times
- Rooms will be set up with students spaced six feet apart (center of chair to center of chair)
- When possible, have students face the same direction
- When possible, the teacher will have space to maintain a 6-foot bubble around them to allow for social distancing at the instructional wall/SMART board
- Teachers may move around the room among students to provide support, redirect and guide or answer questions.
- Communicate shoulder-to-shoulder rather than face-to-face, as able

- Continue to move and spend short periods of time with a student (less than 15 minutes cumulative)
- Students may get up to get materials, sharpen a pencil or leave the room (walking past other students seated at their desks)

Working in Groups

- Teachers may work with small groups of students (1 – 2) at a table
- Maintain 6-feet of social distancing.
- Work with small groups for less than 15 minutes cumulatively per day, whenever possible
- Students working with other students will maintain 6-feet of distancing
- Students should avoid all student-to-student contact

Learning Materials

- Whenever possible, students should not share materials or if sharing, we will limit the number of students sharing materials
- When possible, students will be issued an individual set of materials
- If materials are being shared, at the end of the activity or class, students should wash hands (preferred) or use hand sanitizer (if handwashing is not available)
- If sharing materials, materials should be cleaned using District-approved methods/supplies

MHS will engage in contact tracing efforts, per the State guidelines and expectations. All teachers will communicate to students their assigned seating in order to support contact tracing and reporting purposes, should the need arise. Maintaining the 6-foot rule will help avoid close contact exposure.

Ventilation

Every classroom has a Medify Air HEPA13 medical-grade air purifier as an additional layer of defense against COVID-19.

Safety Expectations

Mask Wearing

Face coverings are among the most effective methods of limiting the spread of COVID-19. We will continue to enforce our [face covering policy](#) for anyone who is on campus. While we will have a daily supply of masks for any individuals on campus in need of one, it is recommended that students, faculty and staff find a brand that is the most comfortable and appropriate to wear to school.

Masks must follow the recommendations of the Minnesota Department of Health, which means:

- Masks must completely cover the nose and mouth.
- Masks must fit snugly against the sides of the face and not have gaps.
- Staff and students will wear a mask at all times.
- An additional face shield may be worn with the mask as an additional layer of protection.

Our Health Services Coordinator recommends that students, faculty and staff wear a different, clean cloth mask daily to reduce the spread of COVID-19. If a disposable mask is your preference, our team recommends replacing these types of mask at least daily. We recommend that students bring an extra mask, just in case the one they are wearing becomes soiled, wet or damaged. It is also recommended that students, faculty and staff use the ear loops when handling the mask and not touch the area of the mask that covers the nose and mouth. **NOTE:** Athletes will receive additional guidance from their coaches.

Students who choose to attend class in person on their designated in-person learning day without a face covering will be provided one. If a student refuses to wear a face covering, they will lose the privilege of attending on-campus hybrid learning.

Physical distancing

In addition to good hand hygiene and masking, physical distancing is a key tactic to prevent the spread of COVID-19 in our communities. All students, faculty and staff at MHS will be required to maintain a physical distance of at least six feet from others, wherever possible, and the bathrooms and elevators (is possible) will be restricted to a specific posted occupancy.

To support this policy, there will be sticker signage all throughout campus to designate where students, faculty and staff may sit or stand. Desks will be spaced at least six feet apart in the classrooms.

Frequent handwashing

Good hand hygiene is an important safety measure in combating the spread of illnesses. Public health experts recommend frequently washing hands with soap and water for at least 20 seconds or using hand sanitizer with at least 60% alcohol content.

In addition to the usual facilities made available to students, staff and faculty who are on campus, hand sanitizers with at least 60% alcohol content will be provided in abundance. We also encourage those who come to campus to bring their own hand sanitizer.

Small groups

The same guidelines indicated above apply, but students' needs should drive grouping. The key pieces are to maintain social distancing, practice good hand hygiene, clean items/surfaces when appropriate and follow PPE guidelines for 1:1 care.

Routines

Before Arrival

Health, Temperature Taking, & Symptom Screener

This is designed to measure an individual's risk of potentially spreading the COVID-19 virus based on exposure to other infected individuals as well as presence of COVID-19 symptoms. Please always be aware of your interactions with others and maintain social distance and masking when in close proximity to those who are not part of your immediate household.

Students, faculty and staff please be aware of these common COVID-19 symptoms and err on the side of caution by staying home when experiencing any new symptoms of:

- ☐ Fever (100.4 degrees)
- ☐ New cough or a cough that gets worse
- ☐ Difficulty/hard time breathing
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Nausea
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Chills
- ☐ Muscle pain
- ☐ Extreme fatigue/feeling very tired
- ☐ New severe/very bad headache
- ☐ New nasal congestion/stuffy or runny nose

Entrance/Dismissal

Entry to the building will be allowed at the Main Entrance for students being dropped off, the West entrance for students driving, and at doors 15E and 16E for students riding the bus. Upon arrival, temperatures will be taken. **Any student with a temperature of 100 degrees or higher will be sent home immediately.** If the first measurement is 100 degrees or higher, two subsequent measurements will be taken; if two of the three readings are higher than 100 degrees, the student will be sent home.

Students are expected to follow social distancing guidelines and wear face coverings while on campus. Students will be allowed into the building at **7:45 a.m.** Please do not arrive earlier than that time.

To allow for appropriate cleaning of the building, all students are to leave the building by **3:05 p.m.** Students in after school activities will need to be in their assigned space with their coach/advisor when they are in the building.

Transitions (Passing Time)

Students are expected to move directly to their next classroom during passing time. Academic hallways will be marked with directional arrows for students to move through hallways on the right side of the hall. Students will not congregate or gather.

Restrooms

Restroom capacity will be posted on the door to each restroom. Students are expected to abide by the posted capacity designation.

Lunch

Lunches will be served in the cafeteria at MHS. Social distancing must be followed at all times. Students are expected to sit in a designated seat and stay until the lunch period is finished. Seats are properly distanced (at least 6 feet apart) in the cafeteria to meet the guidelines for distancing. There is additional seating in the bleachers in the West Gym where seating locations are marked. Students are not to be in the Commons or in academic halls during lunch. Food is not to be consumed in the classrooms or learning areas.

Food will be served at the following locations during lunch mods only.

- Cove
- Lighthouse
- Harbor Cafe

School lunch is free for students for the rest of the school year. Water and A La Carte items will be available for purchase during the lunch periods.

Seniors will be allowed to leave campus for lunch. They will exit and re-enter through the West Entrance and will have their temperature checked upon re-entry.

Protocol for Students Who Become Sick During the School Day

If a student exhibits a fever or one of the other COVID-19 symptoms (fever, difficulty breathing, cough, loss of taste or smell, sore throat, nausea, vomiting, diarrhea, chills, muscle or body aches, fatigue, headache and congestion or runny nose), they will go to the health office for evaluation and, if needed, they will be separated from other students until a parent can pick them up or they can drive on their own.

Classmates will immediately be relocated to a secondary space while cleaning and disinfection take place. Please remember that our mitigation strategies pose the lowest risk for transmission (high-quality ventilation, masking, social distancing, etc.).

Parents/Caretakers will be immediately contacted so the sick student can be taken home ASAP. Our health office will utilize emergency contacts in Skyward if a caretaker/parent is not available.

If a student is sent home with COVID-19 like symptoms and has a sibling attending MHS, the sibling(s) will be sent home as well.

NOTE: Please make sure your emergency contacts are up to date, local, and usually available for student transport. Be sure your emergency contacts are willing to assist in transporting your child who may be COVID-positive home.

Transportation and Parking

Busing

There will be a generic in-district bus route from January 28 through March 12. This routing method will allow families flexibility to meet their transportation needs. Families can sign up for particular days, only mornings, only afternoons or both. Families/students should sign-up for busing by the end of the week for the following week to verify riders.

- To sign up for busing, click on the link [here](#).
- View bus stop locations [here](#).
- [Procedures for riding the bus](#)

Bus drivers will have a daily copy of the rider list and only those students on the list will be able to board the bus. It is extremely important that either the parent/guardian **or** student sign up, **NOT both**. Each entry claims a seat on the bus. After March 12, transportation will return to a more typical bus route.

Again, students will need to sign-up each day they intend to ride (both a.m. & p.m.). There are only 35 students allowed on the bus at a time.

Please note: Due to all bus routes being longer than 15 minutes, any positive COVID case that is on the bus during their infectious/contagious period will result in all riders on the bus during that time being quarantined for 14 days from their last date of exposure to the positive case.

Driving to campus

Parents/guardians transporting their students to MHS should drop off and pick up at the main entrance (door 1N). Please do not drop students off prior to 7:45am.

Parking on campus

Student parking will continue to be available for high school students beginning February 1, 2021, for those that are choosing the hybrid learning model. Parking passes distributed for the hybrid learning plan (gold/purple-colored card) will continue to be valid. We are asking students to place the pass on

their dashboard while parking in the lot. We also ask that no more than ONE car per household be parked in the lot. If your student is in need of a hybrid learning parking pass, please fill out [this form](#).

Arriving to and Leaving Campus

Entry to the building will be allowed at the Main Entrance for students being dropped off, the West entrance for students driving and at doors 15E and 16E for students riding the bus. Upon arrival, temperatures will be taken. Students are expected to follow social distancing guidelines and wear masks while on campus. Students will be allowed to enter the building at **7:45 a.m.** Please do not arrive before that time.

In order to allow for building and classroom cleaning, students must leave the building by **3:05 p.m.** Students that have after school activities are to be in their designated spaces with their coach/advisor.

Open Periods

Juniors and Seniors with open hours will be assigned a space to work during an open hour. Students with an open first period may arrive at school in order to be on time for the second period. Students with an open sixth period are allowed to leave for the day if they have their own transportation. Seniors with an open hour 4th or 5th hour will also be allowed to leave campus if they have their own transportation.

Behavior Expectations

Students in the Building

While students are in the building, they are expected to follow social distancing and face covering requirements that are outlined in the safety section of this document. Students that do not adhere to these expectations may be moved to E-learning.

Passing Time

During passing time, students are expected to go directly to their next class. Social distancing expectations are to be followed, and students are not to be gathering in hallways or the commons.

Hybrid/E-Learning Etiquette for Students

While you are e-learning, students are expected to adhere to our e-learning norms and the norms established by their teachers regarding online engagement, camera use and participation in class.



E-learning Norms

Be present.

Find a **quiet place**, free from distractions.

Adhere to agreements about **when to use cameras** and when to mute/unmute audio. Most of the time, your camera will be on.

Use a neutral background for your learning backdrop.

Classes start and end on time and students will begin and end the class together.

Be ready to engage and connect—School-ready.

Be free of distractions including driving, multi-tasking.



E-learning Norms

Seek help when needed by asking questions in Google Meets, Schoology messaging your teacher or attending virtual help hours.

Presume **positive intentions** in others.

Listen and engage in respectful conversation.

Use chat for academic purposes.

Seek support and communicate with your teacher and classmates.

Our e-learning classrooms are an extension of the MHS campus...
do the right thing and represent us well.

Dress comfortably; school-appropriate.

Attendance

Hybrid Students: In-person days

Students are to be in their classroom on time and for the duration of the class scheduled. Hybrid students are expected to attend all classes in person on the days they are designated. Students not in the classroom when they are scheduled will be marked absent. If a student is not able to attend in person, their absence should be entered in Skyward by a parent/guardian. They are encouraged to participate in the e-learning portion of class to stay current with content. It is an expectation that hybrid students are in both of the days they are assigned unless the student is ill.

Hybrid Students: Online Days

Students that are learning online will be expected to be in the google meet on time for the start of each scheduled class and will continue into the hour as designated by the teacher. Students will be marked absent if they are not in the meet as expected. Students cannot attend in-person on days they are scheduled to be virtual and will be sent home if they come to MHS.

E-learning Students

Students that are e-learning will be expected to be in the Google Meet on time for the start of each scheduled class and will continue into the hour as designated by the teacher. Students will be marked absent if they are not in the meet as expected. E-learning students are not to be in the building for classes and will be sent home if they come to MHS.

Wednesdays/MAST Days

Teachers will use the Minnetonka Academic Success Time (MAST) app to assign students to a session as needed. Departments are designated for morning or afternoon sessions as indicated in the schedule. Students can request to meet with a teacher. There are other options for students on Wednesdays such as work with a Writing Center Coach, student tutor, or small group work.

Students are encouraged to communicate with their teachers if they have been assigned to multiple sessions at the same time. MAST notifications will be sent to students and families on Tuesday afternoons.

Attendance will be taken using the MAST app and non-attendance notifications will be sent to parent email addresses in Skyward.

Students Impacted by COVID-19

Students in quarantine due to exposure, those ill with COVID-19 symptoms or those who have received a positive COVID-19 test are expected to contact the health office. These students will be excluded from the building for a designated time according to Minnesota Department of Health guidelines. It is the responsibility of the student to stay up-to-date with class content. They are expected to join their class virtually. If students are not able to participate in class virtually, families should notify attendance or enter requests through Skyward.

Reporting Student Absences - for Families

Begin at our District Home page: www.minnetonkaschools.org and log in to your parent account.

- ☐ To login, click My SSO.
- ☐ Login using your email address on record with the District and the password you set when you claimed your parent account.
- ☐ Your parent applications will appear after you login. Click on Skyward.
- ☐ On the left side of your Skyward Parent Access window, you will see a list of tabs. Click Attendance to report an absence.

[Detailed instructions are available here.](#)

Lockers

Student lockers will be available by request. Students who would like a locker should fill out the [locker request form](#). To limit traffic congestion in the halls during the day, lockers are to be accessed by students before and after school only. It is expected that students will carry items they need during the day with them or bring a backpack.

Instruction

MHS has chosen the hybrid model to allow for social distancing and to provide the social interactions that students need. Teachers are working on creating the right mix of lessons to set the classroom up for connection whether you are online or offline.

Each student will be assigned to COHORT A or COHORT B.

- ★ COHORT A will attend Monday and Tuesday in person
- ★ COHORT B will attend Thursday and Friday in person
- ★ Wednesday will be a MAST day for all students and a day to work independently

Some students will be invited to virtual sessions for support.

WHAT DOES THIS LOOK LIKE?

HYBRID MODEL	STUDENTS AT HOME	STUDENTS IN-PERSON
Students at home and in-person will engage synchronously on the same lesson. The two groups frequently will interact with one another.	Students at home will log into the teacher's google meet according to their 6-period schedule. Students will view videos and presentations in real-time . Small groups may connect via break-out rooms with or without in-person students.	Students meet in-person. They watch the same direct instruction videos as the virtual group and have key moments where they interact with students at home and in class.
	Lessons may be differentiated. Potential for asynchronous independent work time, 1:1 conferencing with the teacher, small group break out rooms, etc.	Students may have independent work time in class and may occasionally join in a break out room with students at home. Personal earbuds may be helpful.

Teachers will be instructing while wearing a mask. So that this doesn't muffle the sound, classrooms have been set up with microphone systems to amplify sound for those in-person and at home. Our technology department is working with teachers to create the most authentic learning environment possible, connecting students at home with the students in the building. Occasionally, the students at home will be projected onto a screen to create a whole class experience. In addition, the teacher may be presenting a lesson, and then the students at home would not be on the screen and everyone would be following the presentation synchronously.

Assessment

Assessments are a time to gather evidence of student learning and mastery will either be synchronous or asynchronous. The goal is to maximize the in-person time for instruction and test asynchronously, when possible.

Activities/Athletics

Information regarding athletics and clubs is available on the [High School Activities](#) website. Students are allowed to participate in athletics regardless of their learning model choice.

MHS Hybrid FAQs

Q: Will students in music classes who have open hours be allowed to use practice rooms during open hours on the days they are in the building?

A: No. Students will have a designated area with proper adult supervision.

Q: Will there be an option for the underclass to leave during lunchtime?

A: Seniors will be the only grade allowed to leave campus for lunch. We will ensure students have proper social distancing with individual desks in the cafeteria. Students will be required to stay at their desks until they are dismissed. Students will be required to put their face covering back on after eating.

Q: If someone in a class tests positive, do the other students then have to quarantine?

A: It depends. Anyone who is within close contact of a COVID-positive person (defined as within 6 feet for 15 minutes or longer) during their contagious/infectious period would need to be quarantined for 14 days. People are considered infectious/contagious two days before they show symptoms OR two days before they test positive (if asymptomatic). The nurse is responsible for contact tracing and evaluates each situation independently; there is not a blanket quarantine of all students in a class if someone is positive. We will look at all factors and individual circumstances of a case. If students keep their distance from others (AT LEAST 6 feet), then they SHOULD NOT be identified as a close contact.

Q: Does my student's choice to stay e-learning impact their ability to participate in extracurriculars like costume crew for the play?

A: Learning model choice does not impact eligibility for participation in activities/athletics

Q: If a student were to become comfortable rejoining their classmates in person, would transitions or changes from e-learning to hybrid need to take place at the end of the quarter or would they be allowed to take place mid-quarter?

A: Transitions/change from e-learning to hybrid will be at the end of the quarter. Please note that you can transition/change from hybrid to e-learning at any time.

Q: Am I able to do half-day or select certain classes?

A: Not at this time. Students that selected hybrid are expected to attend all in-person classes on their designated days. If students are not present, teachers will mark them absent. Parents/guardians need to excuse in-person absences using Skyward Family Access.

Q: Who should I reach out for mental health and academic needs?

A: Your student's counselor is your first stop for any questions related to mental health, academics and/or postsecondary planning. [Here](#) is a link to the Counseling webpage with contact information. Your student can message (through schoology or email) their counselor at any time. Counselors are available to meet virtually or in-person. Students can schedule an appointment OR there is a counselor available during the school day for walk-ins (if virtual, use gmeet: mhswalkincounselor).

Follow the link for additional [Academic Supports](#).