

# Student safety checklist

The following document is based on the Minnesota Department of Health's 2020-21 Planning Guide for Schools, available [here](#), the Minnesota Department of Education's 2020-21 Planning Guide for Schools, available [here](#), and the Executive Order 20-82, available [here](#).

This checklist is meant as a guide for parents, guardians, caregivers and concerned community members to be able to check on the safety and well-being of students and faculty both in and out of school during the 2020-21 school year as we navigate the various school models during the pandemic.

Below you will see the recommended guidelines and safety checklist for the three learning models: distance, hybrid and in person. At the end, you will also find potential actions to take should your school or district be in violation of MDE or MDH guidelines.


## Actions for parents to take

When reviewing the safety checklist on the back, if you determine safety items are not being followed in your student's school, please follow the action steps below:

1. If any of the above safety requirements and/or questions are not in place or satisfactory:
  - Immediately address the situation with your school administrators (principals, assistant principals) to attempt the most efficient resolution.
  - When you contact the principal, include a request for an anticipated timeline for resolution.
  - Copy your assigned educators or parent/community liaison on the email.
2. If there is no resolution within 24 hours:
  - Request an update from the principal/COVID-19 program coordinator or consider asking for a response or resolution by a particular date or time.
3. If resolution timeline is insufficient, unknown or if there is no obvious action toward immediate resolution:
  - Contact your school board members (name, email).
  - Contact the Minnesota Department of Health (MDH) and the Department of Education (MDE) which is responsible for overseeing schools and providing guidance to districts and charter schools as they reopen during a pandemic. Refer to [guidance and safety guidelines for reopening schools](#).
4. For discipline issues, contact the Minnesota Department of Human Rights:
  - Contact MDE by calling 651-582-8200 or email Commission Ricker at [mde.commissioner@state.mn.us](mailto:mde.commissioner@state.mn.us).
  - First, try to come to a resolution with the student's educator. If no resolution or if the resolution is insufficient, follow steps 1 and 3.
  - If there is no resolution or the resolution is insufficient, contact the Minnesota Department of Human Rights. The complaint form is available [here](#).
  - *School districts have plans around documenting, monitoring and preventing disproportionate suspensions and expulsions for students who are Black, Indigenous and People of Color.*

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## Distance learning

### Learning

- Have you been trained on your assigned virtual learning platform?
- Have you been informed about supplemental learning supports for your student (tutoring, etc.)?
- Have you been provided with your student's full lesson plans?

### Communications (district and/or assigned teacher)

- Have you been informed about your school's semester plan?
- Have you been contacted by your assigned educator?

### Food

- Have you been informed about your school's food distribution plan?
- Have you been contacted by your school about your student's specific dietary needs?

### Technology

- Have you received all your technological equipment (learning platform, laptop)?
- Have you been contacted by your school about your internet needs?

### Discipline

- Have you been informed about your school's disciplinary practices and plans for virtual learning?
- Have you been informed about your school's alternatives disciplinary practices (i.e. restorative justice, family conferencing, etc.)?
- Has your student received any form of discipline since the start of the academic year?

## In-person or hybrid learning

### Illness in the classroom

- Has your school informed you about the procedures you should follow if your student shows signs and symptoms of COVID-19?
- Has your school informed you about how they will monitor and report COVID cases within your school?
- Do you know who your building level COVID-19 program coordinator is?
- Do you know where to find the dedicated space for symptomatic people waiting to go home?

### Cleaning/disinfecting

*\*Information regarding cleaning and disinfecting should be provided by the district if requested, but the district is not required to send a communication to you with the information.*

- Do you have access to your school's cleaning and disinfecting plans and guidelines?
- Do you have access to your school's plan to clean and disinfect your student's supplies?
- Does your student's classroom have cleaning supplies?
- Does your student's classroom have disinfecting supplies?
- Are you able to obtain information on routines of hygiene practices for students?

### HVAC (Heating, Ventilation and Air Conditioning system)

*\*The information will be provided to you upon request, but the district is not required to provide a communication regarding this information.*

- Do you have access to information regarding the status and quality of your student's classroom HVAC system? (See pg. 18 of MDH planning guide for schools for HVAC recommendations)

### Masking and PPE

- Has your school district provided your student with a cloth or CDC-approved mask?
- Have you been notified of the masking policy?  
*How students will wear, when they wear, when/ how they take off the mask in specific situations?*
- Have you been informed about your school's PPE guidelines and plans?
- Does your student and classroom staff have access to hand washing and/or hand sanitizer in your classroom?  
*Has your student been trained on handwashing?*

### Social distancing

- Are hallways, areas to line up, and/or possibly congregate marked for 6-ft intervals for distancing?
- Hybrid only – Is the school able to ensure at least 6 feet between students in your classroom?
- In person only – Is the school able to create as much space as possible in between students.  
*Six feet of social distance is not an absolute requirement, but it is a goal during primary instructional time.*