

# Carrington Public Schools

## Distance Learning Plan

Submitted to DPI – March 26, 2020

### INTRODUCTION

The following COVID-19 Response Plan was submitted to the Department of Public Instruction on March 26, 2020 to address the Carrington School District implementing a distance learning and virtual learning plan for K-12 students.

An emergency leadership team was assembled to include all administrators, school board president, and lead staff to draft guidance for the district in normal operations during the pandemic as well as outlining school and staff expectations for an extended closure.

The district engaged in action planning to ensure emergency planning that will allow the district to reopen, when appropriate and with the appropriate threat level, and also begin the planning process to ensure staff have the appropriate support and direction necessary to plan for extended closure through distance/virtual learning opportunities.

Despite the closure of schools, the district is fully committed to continuing to fulfill our district's mission and vision and operating with the same core values. The following is our plan:

PERSONNEL	ACTION
<b>All</b>	<ul style="list-style-type: none"><li>· Take precautions as directed</li><li>· Encourage hand washing</li><li>· Adults that exhibit symptoms should remain home</li><li>· Students that are symptomatic should be kept away from well students and parents contacted.</li></ul>

<p><b>Administrators</b></p>	<ul style="list-style-type: none"> <li>● Identify essential personnel.</li> <li>● Set alternate office hours and provide to central office.</li> <li>● Execute distance learning programs</li> <li>● Organize and coordinate various staff groups that will be necessary to maintain and plan for the extended closure and prepare to be reopened.</li> </ul>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>● Contact parents that have not collected iPad or MacBook</li> <li>● Contact Dakota Central with names of parents that need internet service.</li> <li>● Help teachers contact any student that is not participating in online learning.</li> <li>● Conduct any daily work as deemed appropriate by immediate supervisor.</li> </ul>
<p><b>Custodian</b></p>	<ul style="list-style-type: none"> <li>· Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul> <p>Conduct any daily work as deemed appropriate by immediate supervisor.</p>
<p><b>Nurse</b></p>	<ul style="list-style-type: none"> <li>● Continue to provide recommendations to district office in regard to closure.</li> <li>● Provide guidance as needed for various stakeholders</li> </ul>

<b>Teacher</b>	<p>Extended Closure</p> <ul style="list-style-type: none"> <li>● Execute distance learning plan</li> <li>● Submit online weekly lessons plans to administrators.</li> <li>● Keep daily log of teaching activities</li> <li>● Provide contact information to student/parents.</li> <li>● Communicate with student/parents on specific individual questions or concerns.</li> </ul>
<b>Tech Department</b>	<p>Extended Closure</p> <ul style="list-style-type: none"> <li>· Implement help desk operations</li> <li>· Continue to support educators as needed.</li> <li>· Provide support for students as needed.</li> </ul>
<b>Public Relations</b>	<ul style="list-style-type: none"> <li>· Continue to prepare statements and post on the district website for stakeholders.</li> <li>· Continue to use instant alert to send out messages to parents and employees.</li> <li>· Continue to have weekly and or daily radio interviews</li> </ul>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>· Prepare for food distribution if a closure would occur.</li> <li>· Work with public relations to inform stakeholders as needed.</li> </ul>
<b>District</b>	<ul style="list-style-type: none"> <li>● Execute closure plan</li> <li>● Prepare reintegration plan as closure concludes</li> </ul>

## Communication Plan

District leaders will communicate with all stakeholders via instant alert, website announcements, and email.

Teachers will communicate with students via digital platforms, google classrooms, and email.

-----  
--

## ***Continuation of Educational Services***

In the event of an extended school closure that significantly impacts how we are able to provide educational services, Carrington Public School intends to address the following practices and processes to achieve our desired outcomes.

### **District Mission:**

The Mission of Carrington Public Schools is to provide students with personalized learning experiences and to help them develop academically along with the social and emotional skills.

### **We Believe:**

- All students are entitled equal access to a free and appropriate public education.
- Schools should promote scholarship, service, leadership, and character.
- Schools should provide students with a quality core curriculum, along with opportunities to pursue interests in the arts, career and technical education, and physical education.
- Schools should equip students with communication, collaboration, critical thinking, and creativity skills.
- Schools should provide a system of support services that will allow all students to succeed.
- Schools should provide students with a safe, caring, and respectful learning environment.
- Schools should inspire students to succeed.
- Parents and the whole community are partners helping schools to achieve the mission and vision of the District.

### **Health & Safety:**

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Carrington Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, and community leaders.

- Ensuring safety may impact the intensity, location, and duration of services we provide.

## **STATE GUIDELINES**

**For efficient review of the Carrington Public School District plan for distance/virtual learning opportunities, state guideline requirements have been outlined in this section.**

### **Student Attendance & Engagement**

Attendance policies will transition during a pandemic/epidemic event. The CDC provides guidance for schools on when to alter attendance practices and/or close schools.

#### **Attendance During A Closure**

During an extended closure student engagement in learning opportunities is critical to a student's continued academic growth. Attendance shall still be monitored by teachers through student participation within their online participation in their distance learning experiences. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact that student's guardian and principal to seek input and assist them as needed to ensure student participation.

### **Educational Services**

During any extended closure due to a pandemic/epidemic Carrington Public Schools believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

#### **MacBooks & iPads**

The Carrington School District has been a 1:1 device district for many years.

The Carrington School District will provide all students in grades K-8 an iPad, and allow each student to have their iPad at home.

The Carrington School District will provide all students in grades 9-12 a MacBook computer, and allow each student to have their MacBook at home.

Carrington Public School can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through the following electronic platforms selected by our K-12 teachers and administrators:

Zoom, Google Classroom, Remind, Facetime, YouTube, See-Saw, Open Court App., Desmos, PHet, Kahoot, CK-12, Dojo, Essential Elements Music Class Interactive, Khan Academy, Go

Formative, Brain Pop, Connect Ed., Studies Weekly, Coding.org., Epic, Cloud Table, Spelling City, Zuizlet, Duolingo, Screen castify, Seterra Online.

The Carrington School District knows that over 97% of our families currently have access to reliable, high speed internet. The school is currently in communication with our local internet provider, Dakota Central, to solve this issue for the remaining families. The school will provide a list of families that do not have internet to Dakota Central. Dakota Central will provide free internet to these families as names are provided.

## Preparing for Online Learning – Educator Skills

### Staff Development

Carrington School District teachers have been using various digital learning software and apps for the past five years.

The Carrington School District met with teachers and counselors to prepare them for the extended closure distance learning period. Teachers met on Wednesday March 18th to share ideas and technology platforms that they were currently using within their area. Teachers presented group training sessions on Google Classroom and Zoom for other teachers. Teachers were given the days of Thursday March 19th and Friday March 20th to create lesson plans and provide information to be placed on the school website.

Every effort shall be taken to help prepare teachers for online instruction.

### **Below is the timeline for our teacher training rollout:**

**Wednesday, March 18th** – All Day – Teachers met to share ideas and technology platforms that they were currently using within their area. Teachers presented group training sessions on Google Classroom and Zoom for other teachers.

**Thursday, March 19th** – All Day - Teachers worked all day in small groups or individually to develop lesson plans or online resource to provide distance learning opportunities.

**Friday, March 20th** – All Day - Teachers worked all day in small groups or individually to develop lesson plans or online resource to provide distance learning opportunities.

### **Wednesday March 25th**

Teachers were forwarded an email by the CDE offering free graduate credit class from the University of Mary on being a distance education teacher.

**Monday March 23rd**– All students and parents will pick up their iPad and MacBook along with textbooks and other school supplies from the school. Teachers and administrators will communicate with students and parents when they collect their materials.

**Tuesday, March 24th.** – Staff will create learning opportunities for our students within the online platform.

**Wednesday, March 25th.** – We will continue to release our content to our students, understanding that our students may or may not do the work. Our plan is to start slow the first week and increase the rigor and expectations in following weeks.

### **Tech Support**

The technology director (one person) will make himself available to teachers and students starting on Wednesday, March 18.

Professional development Google link provided by technology director to teachers.

[https://teachfromhome.google/intl/en/?utm\\_source=nurture&utm\\_medium=email&utm\\_campaign=FY20-Q1-global-demandgen-email-other-covid19-all&utm\\_content=teachfromhome&mkt\\_tok=eyJpIjoiTkdaa1kyUTJORGxtT1RReSlsInQiOiJUK0Vmbk9xU012bEZsSkRISkw1Wk5UcndpZ241VDRTaTdGb0czOE84VDZrVGhwbiNSaW9GNmVVdmFSd1lxVVNnWStpNGdMQkdOZHhEdXArWm5kZlwwaDZjcmorQ0xreXZyNFRGWWhNGb0E4Vke5UDg3eEFjT3RjeVU2T2s1aHNTMlgifQ%3D%3D](https://teachfromhome.google/intl/en/?utm_source=nurture&utm_medium=email&utm_campaign=FY20-Q1-global-demandgen-email-other-covid19-all&utm_content=teachfromhome&mkt_tok=eyJpIjoiTkdaa1kyUTJORGxtT1RReSlsInQiOiJUK0Vmbk9xU012bEZsSkRISkw1Wk5UcndpZ241VDRTaTdGb0czOE84VDZrVGhwbiNSaW9GNmVVdmFSd1lxVVNnWStpNGdMQkdOZHhEdXArWm5kZlwwaDZjcmorQ0xreXZyNFRGWWhNGb0E4Vke5UDg3eEFjT3RjeVU2T2s1aHNTMlgifQ%3D%3D)

### **Self-Care**

As this situation persists, please be sure to be taking time to care for yourself and your families. These are exceptional times and it calls for all of us to ensure that we are our BEST selves over the next few weeks. Stay home, take care of your families and be sure to reach out when you need help.

## **Student Development:**

Resources:

District Website

<http://www.carrington.k12.nd.us/coronavirus-information/>

Principal Letter

<http://www.carrington.k12.nd.us/david-nowatzki-principal/>

## **Ensuring Quality & Equitable Educational Opportunities for Students**

Carrington Public Schools is leveraged to transition to an 100% online learning environment. Having a digital learning device in each students' hands and leveraging the power of various digital platforms. Transition will be slow at first and focus on providing the time to transition from a blended learning environment to one that is completely online. As the extended school closure continues the rigor and expectations of the online learning will increase. We do not want to create additional anxiety for teachers, students, and parents during the first week of online learning.

### **Student Access to Devices**

Carrington Public School provides an iPad to all students K-8.

Carrington Public School provides a MacBook to all students grades 9-12.

Measures will be taken to ensure all students have their device by March 25th.

### **Assistive Technology**

Carrington Public School in partnership with East Central Special Education Unit will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

### **Internet Access**

Online learning requires access to robust internet services. Carrington Public School residents reside in areas that have high speed internet provided by Dakota Central.

We have provided information to families stating to contact the school if they do not have internet access.

Dakota Central will provide free internet for the seven families that do not have Internet. Currently 278 out of 285 resident homes have internet. Dakota Central will soon connect the seven remaining families.

### **No Access Options**

- Contact families directly to discuss commercial connection options.
- Work with community partners to provide service.
- Remove barriers to allow families to connect wirelessly on school property.
- Provide a list of community locations that provide free wifi

## **General Education**

Academic programming during a closure due to a pandemic/epidemic shall continue to deliver instruction aligned to our district's guaranteed and viable curriculum. Carrington Public Schools will use weekly lesson plans submitted to principals along with daily activity logs kept by teachers to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials.

During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with North Dakota Standards

<https://www.nd.gov/dpi/districtschools/k-12-education-content-standards>

## **Models of Instruction**

### ***PK Special Education***

During a full closure a variety of online platforms will be used to virtually interact with our student asynchronously to provide services and support. Support to family will also be provided through this mechanism.

Teachers will communicate with families through e-mail, phone, Zoom to provide services and support. We shall organize learning opportunities through learning kits/packets. Packets were delivered to students by case managers; additional materials will be provided as needed. Materials were provided to students and case managers will update parents with weekly lesson plans utilizing the various instructional kits that were delivered to homes (see special education section for more information as case managers all follow those procedures as well).

### ***Elementary (K-6)***

During full closure a variety of digital platforms will be used to virtually interact with our student synchronously and asynchronously to provide services and support. We shall organize learning opportunities around the following apps and digital platforms: See-Saw, Open Court App, Kahoot, Dojo, Essential Elements Music Class Interactive, Brain Pop, IXL, Connect Ed., Coding Org., Studies Weekly, and Spelling City.

### ***Middle School (7-8)***

During full closure a variety of digital platforms will be used to virtually interact with our student synchronously and asynchronously to provide services and support. We shall organize learning opportunities around the following apps and digital platforms: Google Classroom, Zoom, Khan Academy

### ***High School (9-12)***

During full closure a variety of digital platforms will be used to virtually interact with our student synchronously and asynchronously to provide services and support. We shall organize learning opportunities around the following apps and digital platforms: Google Classroom, Zoom, Khan Academy Google Classroom, Screencastify,Remind,Seterra Online,Kahoot,YouTube.Email, Quizlet, Duolingo, and Seterra Online.

### ***CTE & Lab Sciences***

During closure a variety of different digital platforms will be used to virtually interact with our students to provide services and support. These courses require hands on learning opportunities that will now be addressed with the use of video lessons, virtual field trips and experiences, and real-world projects that can be completed at home.

### **Progress monitoring and attendance**

During the extended closure, student engagement is crucial to the student's continued academic growth. Participation and attendance shall be monitored by teachers through monitoring of student log-ins to the learning experiences and participation. Teachers, counselors, and/or building administrators shall contact students and/or caregivers to seek input, mitigate barriers for student participation and provide any support needed.

## Progress Monitoring (Specific Examples)

### Email

- \*pictures of student work and projects (i.e. math, art)
- \*word-processed versions of student homework, analysis, and learning summaries

### Google classrooms

- \*submitting student homework with Google docs and forms, PDF worksheets, etc.
- \*peer discussions and feedback using Google forms
- \*assessments of students using Google forms

### Live – using Zoom,

- \*live performance of tasks during face-to-face video conferencing (i.e. PE, math, speech)
- \*discussions and question/answers sessions with students

### Video

- \*email a video performance complete a specific task (i.e. speech, music, PE)

Students submitting work and teachers providing feedback in other apps, including GoFormative, online dashboards in Transmath, REWARDS reading, Language Live reading, Quizlet, Desmos (math), Everfi (economics), Seterra (geography), Quill (English), NOOK (reading), Geometers Sketchpad (math), Epic, Open Court, SeeSaw

## **Grading**

Carrington School District will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic.

## **Counseling & Student Support Services**

Carrington Public Schools will continue to offer school guidance counseling lessons with a variety of different platforms. Additionally, the counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed our synchronous and asynchronous platform.

ASCA Guidance -

[https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS\\_Virtual.pdf](https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf)

**Carrington School counselors have also created a website to post under the Coronavirus link. It includes:**

- 1. New scholarship updates**

2. **Methods to contact the counselors and their plan for responding to people's emails**
3. **Mental Health links**
  1. **Why Try's Parent's Handbook on Resilience**
  2. **ND Parent's Lead website link – how to talk to kids about the coronavirus – recommended by ND Dept of Health & Human Services**
  3. **Stress ideas – use Youtube or app to learn how to do Deep Breathing Exercises or Progressive Muscle Relaxation**
  4. **Opportunity for students to post what they are doing to relieve stress using the Sources of Strength format – share ideas with others**
  5. **Contact the counselors if they want the contact information for other counselors**
4. **Elementary Tutoring Assignments**
5. **Career Development Learning Activities**

#### **ELEMENTARY COUNSELING PLANS:**

The counselor is reaching out to her individual students who receive counseling on a regular basis through Zoom and/or phone calls. She is also providing classroom lessons via Zoom with opportunities for each grade level to join to connect socially with one another.

#### **Outside Support**

The Carrington School District also has a licensed clinical counselor that will continue to provide services weekly by telephone with the students she currently works with in grades K-12.

#### **K-12**

School level and/or grade level distance learning courses will be accessible by school counselors, building principals, and para-educator liaisons. This will allow counselors to provide broad counseling courses or individual sessions.

At the high school our counselor will continue to advise students on college/career, and promote scholarship opportunities.

## **Services Assurances to Needy Populations**

Ensuring high-quality, age appropriate instruction for all students is always our goal , including during a pandemic/epidemic closure. Special considerations shall be made for needy and unique populations.

### **PreK Special Education**

Follow the recommendations set forth in the Special Education / 504 section below.

### **At Risk Students**

At Risk Students, are defined as students who received Title I services during the school year. Title 1 teachers are working with grade-level classroom teachers to provide learning experiences at their academic level. In addition, they will be communicating with their students via Zoom, providing physical packets of learning activities, and using online programs of Learning A-Z and simplyskilledinsecond.com. Parents have been encouraged to reach out with questions/concerns, and have been given the appropriate tools and contacts to do so.

### ***Private / Parochial Partners***

There are no private or parochial schools within Carrington.

### **Special Education / 504**

Students receiving special education services through an IEP are unique and require special services in the event of a closure. USDOE guidance indicates that once schools provide learning opportunities to students during a closure the LEA must make every effort to provide special education services and related services to a child in accordance with the IEP.

#### *Communicate & Plan*

Building principals, 504 case managers and/or SPED case managers shall connect with students and families concerning continuation of services. This communication should be done in a way that ensures access by all parties normally part of the IEP team. Case managers should pay attention to:

- Resumption of services
- Duration and scheduling of services
- Educational services being provided

#### *Notice to Change without an IEP Team meeting*

Following guidance, our case managers will be in contact with each IEP student's guardian to plan for services and accommodations. Plans should be made for continuation of services within a digital online platform.

#### *Hosting an IEP Meeting*

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. If feasible and meeting the accessibility concerns of participants, IEP meetings may be conducted virtually.

### *Services*

Carrington Public School shall provide services to students based on the needs outlined in each child's IEP. Educational services decisions shall comply with guidance from the DOE and NDDPI. These may include:

- Online learning through a variety of platforms.
- Additional supports provided remotely ( phone, email)
- Individual instruction on school property. This is allowable following guidance by local health officials. At this time of compromised student or educator safety, supports will moved to an online platform.

When permissible or necessitated by health regulations services may be provided in an asynchronous model following the guidance above.

### *Resources*

<https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/#Q-A-1>

**East Central Contingency Learning Plan Expectations  
Special Education Certified and Classified (OT/PT)**

**Purpose: In order to provide equitable access to special education and related services, Contingency Learning Plans will be collaboratively created by case managers, service providers, and parents to determine how best to meet IEP goals and services in the absence of traditional school.**

**East Central Expectations**

**Contingency Learning Plans**

- **A contingency learning plan will be created for each student on an IEP and shared with parents, along with current IEP, to address all goal areas.**
  - **Completed Contingency Learning Plan must be uploaded to TIEnet.**
- **Contingency plan addresses:**
  - **IEP Goals including parent input on how each goal will be addressed**
  - **Distance Learning Location**
  - **Adaptations**
  - **Access to adult to support this learning**
  - **Progress monitoring**
  
- **Discuss time student will spend accessing general education content & time spent accessing specially designed instruction to target IEP goals. It is recommended to have a gradual implementation of work towards IEP goals; consider providing work that is at the student's independent level. Think about what is reasonable for the student at this time given their individual circumstances.**

**Due Process Documentation**

**If Contingency Plan is agreed upon and Distance Learning takes effect:**

**è A Prior Written Notice of Action must be completed and shared with parents documenting collaboration on the contingency learning plan (more guidance to follow)**

**If a Contingency Learning Plan is NOT agreed upon or the parent refuses:**

**è That is okay.**

**è The student's IEP must meet when school reopens to discuss Compensatory Services.**

#### **Lesson Plans for Families**

- In order to address each goal, lesson plans will be created to provide students and parents/guardians details on how each IEP goal will be addressed.**
- Students may have online interventions, recorded lessons, and/or resources addressing their IEP goals allowing for individualized instruction matched to their present level of performance.**

#### **Progress Monitoring**

- Monitor student progress on contingency learning plans by communicating with all students and/or families on your caseload/service load. Discussions around progress on goals, finding books and resources to read that are high interest, maintaining and continuing to build relationships with students to provide familiarity and comfort. For students who have multiple service providers, please develop a common method to communicate with families.**
  - Case manager will attempt a different mode of communication if students/families are non-responsive or lack of progress is seen.**
  - Measure progress by reviewing student data weekly or bi-weekly, using information to inform weekly communications and adjust student daily work goals as needed.**

## **English Language Learners**

EL services will be delivered in an online format to students in applicable grade levels through the use of Seesaw, Google Classroom, Zoom, and packets sent home as needed. The EL teacher will contact students and parents through Seesaw, email, or by phone. The EL teacher will carefully follow ILPs and WIDA requirements. The EL teacher will be in contact with classroom teachers to make sure equal learning opportunities are provided and to the extent practical completed to the best of their abilities.

## **High-Quality, Effective, Standards-Based Education**

### **Grades K-6**

Carrington elementary school is committed to continuing to offer learning opportunities with teachers adjusting time, pace, and means of learning. Our school currently uses and will continue to use standards-based instruction, assessment, and reporting for our students. The elementary teachers will continue to use resources that have been used during on-site teacher-to-student instruction (Examples: Open Court-Reading/Language Arts, Saxon Math, Studies Weekly -Social Studies, Science).

These resources have been aligned to the North Dakota Educational Standards. Teachers have prioritized these standards. The remaining prioritized standards that have not yet been addressed this school year will be taught by teacher led instruction through live or recorded lessons via google classroom or Zoom. The elementary teachers will continue to monitor participation, quality of work, and will provide feedback to students and parents.

### **Grades 7-12**

Carrington High School teachers will continue teaching curriculum aligned to state standards for students in grades 7-12. Teachers will plan their online lessons one week in advance and communicate their plans to the building principal. Students will be able to access this content through the learning management system (LMS) Google Classroom. Based on the grade and the subject, content and its delivery will be personalized to meet students' needs. Within the LMS, teachers will utilize various instruction tools, including email and Remind for communication, Zoom for live discussion and instruction, online programming in Transmath and reading programs like REWARDS and Language Live, assessments using Quizlet and Google Forms, and other subject-specific software, such as Desmos and Geometers Sketchpad (math), Everfi (economics), Seterra (geography), Quill (English), and NOOK (reading).

At all grade levels, teachers will assess students through assignment completion and quality, participation in online discussions and Google classroom, self-reporting of activities by student, and performance-based assessments, including videos, online projects, and online quizzes and

tests. Feedback will be provided through Google Classroom, Remind, and email, and grades will be communicated to students and their parents through Powerschool.

## **Student Meals**

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. To address this need for these, and all our students, Carrington Public School shall develop a feeding plan to support these students. Carrington Public School will follow guidance from NDDPI in the distribution of student meals.

### **Announcement to Carrington families:**

-----

#### **Free Breakfast and Lunch**

\* Carrington Public School is making FREE breakfast and lunch available from Monday to Friday for all children ages 1 to 18 years old.

\* Meals are also available to special needs students up to the age of 21.

\* According to USDA regulations, all children receiving a meal MUST be present in the vehicle during pick up of the meal.

Parents who would like to pick-up breakfast and lunch need to complete and submit this form by 8:00 PM on the previous day. A breakfast and lunch can be picked up from 11:30 AM to 1:00 PM at door #1 (elementary school loop).

-----

## ***Human Resources – Supporting Our Adults***

During any crisis including a pandemic/epidemic supporting our educators and support personnel is necessary to continue to provide quality and consistent educational services to our students. Continual evaluation and emergency planning for the business office and HR operations will be necessary.

### **Business Office Operations**

Preparations have been made to ensure continuation of payroll, funds receivable, funds payable, and HR services at remote/home.

These operational plans shall be organized by the business manager and technology director and reviewed and approved by the Superintendent.

The Carrington School Board will pay classified and certified staff as advised by the Governor. These payments shall be made as prescribed in our 2019-2020 expenditure budget.

## **HR Policies & Procedures**

The Business manager and superintendent will present a plan to the school board on how to address sick leave, personal leave, and leave without pay that occurred during the closure.

The school board may wish to suspend policies that limit or prevent operational efficiency or conflict with emergency declarations or guidance from community health officials.

## **Federal Programs & Funds**

Carrington School District will continue to comply with guidance and regulations of all federal programs.