

Carrington Public Schools

UPDATED Distance Learning Plan

Reviewed by the Carrington School District Board of Trustees

August 11, 2020

PLEASE CONTACT THE SCHOOL OFFICE IF YOU HAVE QUESTIONS, COMMENTS OR CONCERNS.

INTRODUCTION

The following COVID-19 Response Plan was originally 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, and revised and approved by the Carrington School District Board of Trustees on August 11, 2020.

In March, 2020, our members from our crisis team were assembled to include all administrators, school board president, and lead staff to draft guidance for the district in normal operations during the pandemic as well as outlining school and staff expectations for an extended closure. This team reconvened in July of 2020 to draft our Health & Safety Plan.

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

Administrators	<ul style="list-style-type: none"> ● Identify essential personnel. ● Set alternate office hours and provide to central office. ● Execute distance learning programs ● Organize and coordinate various staff groups that will be necessary to maintain and plan for the extended closure and prepare to be reopened.
Administrative Assistants	<ul style="list-style-type: none"> ● Contact parents that have not collected iPad or MacBook ● Contact Dakota Central with names of parents that need internet service. ● Help teachers contact any student that is not participating in online learning. ● Conduct any daily work as deemed appropriate by immediate supervisor.
Custodian	<ul style="list-style-type: none"> ● Follow recommendations from supervisor for alternative work hours & expectations. ● Conduct any daily work as deemed appropriate by immediate supervisor.
Nurse	<ul style="list-style-type: none"> ● Continue to provide recommendations to district office in regard to closure. ● Provide guidance as needed for various stakeholders
Teacher	<p>Extended Closure</p> <ul style="list-style-type: none"> ● Execute distance learning plan ● Submit online weekly lessons plans to administrators. ● Keep daily log of teaching activities ● Provide contact information to student/parents. ● Communicate with student/parents on specific individual questions or concerns.

Tech Department	<p>Extended Closure</p> <ul style="list-style-type: none"> ● Implement help desk operations ● Continue to support educators as needed. ● Provide support for students as needed.
Public Relations (Administrators, Tech Dept., Administrative Assistants)	<ul style="list-style-type: none"> ● Continue to prepare statements and post on the district website for stakeholders. ● Continue to use instant alert to send out messages to parents and employees. ● Continue to have weekly and or daily radio interviews
Food Service	<ul style="list-style-type: none"> ● Prepare for food distribution if a closure would occur. ● Work with public relations to inform stakeholders as needed.
District	<ul style="list-style-type: none"> ● Execute closure plan ● Prepare reintegration plan as closure concludes

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 Distance Learning 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.

I. 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, or for those students who choose distance learning, 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-Providing Student Access to an Educator

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-6 an iPad, and allow each student to have their iPad at home.

The Carrington School District will provide all students in grades 7-12 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:

See-Saw and Google Classroom will be the preferred delivery modes of distance learning, but teachers may use any or all of the following, if needed:

Zoom, Remind, Facetime, YouTube, 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, Quizlet, 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.

II. Education Staff Expectations

Staff Development

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

Tech Support

The technology director, Mr. Wayne Shipman, 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=eyJpIjoiTkdaa1kyUTJORGxtT1RReSIsInQiOiJUK0Vmbk9xU012bEZsSkRlSkw1Wk5UcndpZ241VDRTaTdGb0czOE84VDZrVGhwbjNSaW9GNmVVdmFSd1lxVVNnWStpNGdMQkdOZHhEdXArWm5kZlwwaDJzcmorQ0xreXZyNFRGWHNGB0E4Vke5UDg3eEFjT3RjeVU2T2s1aHNTMIgjfQ%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/>

III. High-Quality Effective, Standards-Based Models of Instruction

Distance Learning will occur for two reasons; a Full Closure or those students opting for Distance Learning.

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. 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.

During a full closure, educational services will be provided as follows:

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 will be delivered to students by case managers; additional materials will be provided as needed. Materials will be provided to students and case managers will update parents with weekly lesson plans utilizing the various instructional kits delivered to homes (see special education section for more information as case managers all follow those procedures as well).

Elementary (K-6)

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)

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)

A variety of digital platforms will be used to virtually interact with our students 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, Screencastify, Remind, 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.

Students Opting for Distance Learning

Students that opt for distance learning will be obligated to do so in one quarter increments. **To begin the 2020-2021 school year, students must opt-in by calling the school office by 3:30 p.m., on Monday, August 17, 2020.** Parents must notify the school office of a change to their child(s) learning mode one calendar week prior to the first day of the new quarter.

Regular education students opting for distance learning:

- Will have attendance taken daily

- Will be responsible for all assigned work

- Will have work assigned synchronously and/or asynchronously.

- Will be using the same curriculum programs as students learning in person and will view teacher instruction live via Zoom

PK Special Education

Education services will be provided based on the decisions of the IEP team.

Elementary Education (K-6)

Students will be using the SeeSaw LMS.

Middle/High School (7-12)

Students will be using Google Classroom as the primary LMS.

CTE & Lab Sciences

Students taking CTE and Lab Science classes may occasionally be asked to attend small group or individual instruction in order to provide meaningful educational experiences.

IV. Ensuring Equitable Educational Opportunities for Students

Carrington Public Schools is positioned to offer an online learning environment. Having a digital learning device in each students' hands and leveraging the power of various digital platforms.

Student Access to Devices

Carrington Public School provides an iPad to all students K-6.

Carrington Public School provides a MacBook to all students grades 7-12.

Measures will be taken to ensure all students have their device.

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.

The Carrington School District will partner with our local internet provider, Dakota Central, to provide internet service to families in need of this service.

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
- Paper/Pencil mail or in person delivery if necessary

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>

V. 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

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
 - Why Try's Parent's Handbook on Resilience
 - ND Parent's Lead website link – how to talk to kids about the coronavirus – recommended by ND Dept of Health & Human Services
 - Stress ideas – use Youtube or app to learn how to do Deep Breathing Exercises or Progressive Muscle Relaxation
 - Opportunity for students to post what they are doing to relieve stress using the Sources of Strength format – share ideas with others
 - 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, using the Reading Mastery and Saxon Math programs. 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.

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.

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 2020-2021 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 occurs during the pandemic.

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.

VI. Assessment and Grading Practices

Progress monitoring and attendance

During an extended closure, or for those students opting for distance learning, 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.

Grading

Carrington School District will continue to follow the policies, practices, and grading structure during a closure, or those opting for distance education, due to a pandemic/epidemic.