



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Kirsten Baesler
State Superintendent

Dr. Donna Fishbeck
Chief of Staff

Laurie Matzke
Assistant Superintendent

600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone (701) 328-2260
Fax (701) 328-2461
<http://www.nd.gov/dpi>

To: Mark Weston
Lidgerwood Public School

From: Joe Kolosky, Director
School Approval & Opportunity

Date: March 28, 2020

RE: Approval of District Distance Learning Plans

The COVID-19 pandemic has forced schools to close for an undetermined amount of time. In an executive order, Governor Burgum has directed school districts to develop plans for age-appropriate distance learning plans based on guidance from the Superintendent of Public Instruction.

I am pleased to let you know Superintendent Baesler and Governor Burgum have reviewed and **approved** your District Distance Learning Plan.

Please post your District Distance Learning Plan on your school website and update as appropriate.

If you have further questions, feel free to contact me at jkolosky@nd.gov or (701) 328-2755.



Kirsten Baesler
State Superintendent
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
(701) 328-4570
kbaesler@nd.gov
www.nd.gov/dpi





Lidgerwood Public School District #28
28 Third Avenue SE; PO Box 468
Office: 701-538-7341
Fax: 701-538-4483
www.lidgerwoodk12.com

Mark Weston, Superintendent

Chris Bastian, Assist. Superintendent/Elem Principal

Brandon Schlenner, High School Principal

Lidgerwood Public Schools

COVID-19 Learning Opportunity Plan

Submitted to DPI – March 25, 2020

Emergency Crisis Plan: Pandemic or Epidemic

What responsibilities does every educator have during a pandemic or epidemic emergency crisis?

Personnel	Action
All	<p>Normal School Operations</p> <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 healthy students and parents will be contacted ● If a student has a member of the family who is symptomatic, the student should be kept away from school <p>Extended Closure</p> <ul style="list-style-type: none"> ● Read all communications from the school
Administrators	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Monitor attendance of students ● Report any significant elevations in absences to district counselor ● Promote attendance policies that reinforce students who are sick to stay home ● Be prepared to address large numbers of staff absences ● Prepare distance learning plan in the event of a prolonged closure ● Prepare Google Drive folder to share information with faculty and staff ● Attend meetings to ensure consistency of messaging ● Prepare statements for stakeholders as needed

	<ul style="list-style-type: none"> ● Maintain one point of contact (Superintendent) for the media ● Test communications systems to ensure they will be available when needed ● Create communications webpage on district website <p>Extended Closure</p> <ul style="list-style-type: none"> ● Identify essential personnel (Administrative Team, Business Manager, Administrative Assistant, Day and Night Custodian, Food Service, and Technology Coordinator) ● Set alternate office hours ● Execute distance learning programs ● Prepare statements updating stakeholders daily ● Continue to attend meetings to ensure consistency of messaging
<p>Administrative Assistant</p>	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Be aware of absence policy changes to inform parents and families ● Assist keeping symptomatic students away from healthy students and contact parents ● Follow recommendations from building principal on how to address student illness <p>Extended Closure</p> <ul style="list-style-type: none"> ● Review lunch survey data and communicate the number of orders to lunch staff ● Prepare packets of instructional materials for distribution to students ● Provide support in handing out devices and materials on-site ● Attend all meetings ● Review all communications to be sent to stakeholders ● Prepare all Notify Plus messages sent to stakeholders ● Track where and who meals were delivered to
<p>Custodian</p>	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Follow enhanced cleaning procedures as prescribed by your supervisor ● Clean high traffic areas and surfaces daily ● Provide cleaning materials to each classroom <p>Extended Closure</p> <ul style="list-style-type: none"> ● Follow recommendations from supervisor for alternative work hours and expectations

	<ul style="list-style-type: none"> ● Engage in an environmental cleaning which includes, but not limited to shampooing all carpets, cleaning all lockers, locker rooms, gymnasium (including bleachers), and all offices.
<p>Elementary Teachers</p>	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Students that are symptomatic should be kept away from healthy students and parents contacted ● Be prepared to provide instructional opportunities in the event of closure ● Be prepared to continue instruction from home/office ● Begin reaching out to parents preparing them in the event of a closure ● Reassure your students and provide emotional support as needed <p>Extended Closure</p> <ul style="list-style-type: none"> ● Execute distance learning plan ● Set daily office hours and inform classroom parents. For distance learning days elementary teachers will utilize the following schedule: <ul style="list-style-type: none"> ○ 8:00 - 8:30 am - collaboration time ○ 8:30-3:30 - Teachers will be available to their students for student engagement, instruction, supervision, monitoring, and support to students as needed ○ 3:30-4:00 - Verification/assessment of student work/engagement ● Recommend where additional supports can be accessed including counseling services ● Set-up a distance learning account (eg. Zoom) ● Teachers will create student learning packets containing 120-150 minutes of work per day. (See attached examples) ● Prepare weekly lesson packets for students and families which are submitted to administration each Friday at 4:00 pm. Teachers will incorporate a variety of activities into their lessons that will include online, text and hands-on. ● Communicate on a regular basis with students and their parents/guardians to provide updates and monitor progress. ● Maintain relationships with students and families.
<p>Middle/High School Teachers</p>	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Students that are symptomatic should be kept away from healthy students and parents contacted

- Be prepared to provide instructional opportunities in the event of closure
- Be prepared to continue instruction from home/office
- Begin reaching out to parents preparing them in the event of a closure
- Reassure your students and provide emotional support as needed

Extended Closure

- Execute distance learning plan
- Set daily office hours and inform classroom parents. Teachers will have 3 hours of office time designated for one day a week. This is an opportunity to set up a video/virtual classroom to work with the students.

	Monday	Tuesday	Wednesday	Thursday	Friday
A M	Math 9-12	Comp. 8-11	English 9-12	SS 9-12	English 8-11
P M	PE 12-3	Science 1-4	Business 1-4	AG 1-4	Music 1-4

- For distance learning days middle school teachers will utilize the following schedule for their 8-hours of work:
 - 8:00 - 8:30 am - collaboration time
 - 8:30-3:30 - Teachers will be available to the student body for student engagement, instruction, supervision, monitoring, and support to students as needed
 - 3:30-4:00 - Verification/assessment of student work/engagement
- Recommend where additional supports can be accessed including counseling services
- Set-up a distance learning account (eg. Zoom, Google Classroom)
- The teachers will provide students with 210 minutes of classroom activities per day.
- Communicate on a regular basis with students and their parents/guardians to provide updates and monitor progress.
- Maintain relationships with students and families.

Students	<ul style="list-style-type: none"> ● During distance learning, students will be provided lessons/activities from their teachers in all of their subjects that would equate to no more than three and a half hours per day.
Technology Coordinator	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Ensure operations of educational tools used for online learning ● Prepare to support teachers in providing instruction remotely ● Provide additional training and support as needed ● Prepare for implementation of help desk operations during closure ● Prepare devices to go home for learners <p>Extended Closure</p> <ul style="list-style-type: none"> ● Prepare a plan for handing out devices to go home with learners ● Implement help desk operations ● Continue to support and train educators as needed ● Set office hours to provide ongoing support for educators and students ● Create a link off of the school website for stakeholder updates
Counselors	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Supporting learners by providing lessons ● Supporting educators as they prepare for a potential closure ● Communicate with parents/guardians and students on services which could potentially be offered <p>Extended Closure</p> <ul style="list-style-type: none"> ● Set office hours. ● Identify families who will need continued support to check-in on a regular basis. ● Organize the continuation of services by The Village and Family Service Center for learners. ● Track graduation progress including communicating with learners on alternative plans. ● Communicate with learners and parents/guardians on changes to standardized assessments. ● Communicate with partner organizations who are engaging learners in internships and/or job shadows. ● Prepare lessons which can be utilized through distance learning.
Food Service	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Prepare for food distribution during closure ● Work with administration to inform stakeholders as needed

	<ul style="list-style-type: none"> ● Prepare new guidelines for a safe and healthy lunchroom environment including a transition to plastic silverware, no self-serving, and hand washing reminders <p>Extended Closure</p> <ul style="list-style-type: none"> ● Prepare all meals for delivery ● Prepare menus during closure ● Package all meals and communicate with administration and transportation for delivery ● Order food for meals ● Track inventory
District	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Maintain contact and monitor information from NDDoH and NDDPI ● Work with Richland County Health as needed ● Provide information as needed for all stakeholders ● Determine event and school closures based on recommendations ● Identify essential personnel and work duties in light of a closure ● Prepare for business operations to continue ● Prepare guidance for staff on leave and work hours during closure ● Prepare for transportation needs during closure ● Prepare and provide approval for additions to the school webpage ● Prepare for food distribution <p>Extended Closure</p> <ul style="list-style-type: none"> ● Execute closure plan ● Continue to prepare statements for stakeholders ● Prepare reintegration plan as closure concludes
Paraprofessionals	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Students that are symptomatic should be kept away from healthy students and school office contacted ● Be prepared to communicate with your supervisor and begin planning interventions for your student ● Reassure your students and provide emotional supports as needed ● Perform other duties as assigned <p>Extended Closure</p>

	<ul style="list-style-type: none"> ● Implement online student interventions and communicate with supervisor ● Communicate on a regular basis with students to maintain relationships ● Perform other duties as assigned
Bus Drivers	<p>Normal School Operations</p> <ul style="list-style-type: none"> ● Inform the school office of riders who are symptomatic ● Reassure your riders and provide emotional support as needed ● Perform other duties as assigned <p>Extended Closure</p> <ul style="list-style-type: none"> ● Perform other duties as assigned which assist other essential roles in implementing the closure and re-entry plan ● Provide transportation for delivery of meals and materials

Communication Plan

District Communication Plan

District leaders should reference the District Communication Plan to ensure consistent communication with stakeholders. The administrative team will advise on specific measures to be taken during this event.

Continuation of Educational Services

In the event of a pandemic / epidemic that significantly impacts how we are able to provide educational services Lidgerwood Public School intends to address the following practices and processes to achieve our desired outcomes.

District Mission:

Lidgerwood Public School promotes active learning in a responsible, respectful, and safe environment.

We Believe:

- The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
- All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and

preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.

- Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
- Education should aid in the development of good character, self respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
- Education must look into the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
- Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
- Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
- Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Lidgerwood 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.

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.

Student Attendance Policy Considerations

- Suspend board policy FFB

- Families that make decisions to keep students at home due to EPIDEMIC should be addressed on a case by case basis by building principals.
- Encourage families with symptomatic students to stay home.
- Suspend attendance incentives/testing requirements as needed to discourage sick students attending school.

Attendance During A Closure

During an extended closure student engagement in learning opportunities is critical to a student's continued academic growth. Attendance will be monitored by teachers through student logins in asynchronous learning experiences and participation in synchronous learning experiences. Any student demonstrating prolonged absence or disengagement is a cause for concern. Classroom teachers, Administration and Paraprofessionals will take on student advisor roles and will each be assigned a designated group of students to personally track. If attendance becomes an issue, the advisors will contact that student's guardian to seek input and assist them as needed to ensure student participation. Students will be contacted on a weekly basis.

Educational Services

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

District Technology

Lidgerwood 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 our district technology.

- In 2015, with the support of the Lidgerwood Public School Board, the District became a comprehensive 1:1 program that ensures every student in grades 3-12 a personal learning device. Grades K-2 utilize classroom computer carts and ipads.
- Each classroom is equipped with an interactive white board.
- The District has invested in a variety of online tools including:
 - The Google Classroom Learning Management System
 - Flipgrid
 - Zoom
 - SeeSaw/Remind
 - Applications: Reading Eggs, RazKids, SumDog, Spelling City and others.

Preparing for Online Learning – Educator Skills

In the event of a pandemic/epidemic, educators must possess the needed skills to ensure they can create, distribute, and support educational opportunities for our students. Every effort shall be taken to elevate and prepare for online instruction before a full closure.

Professional development will be offered in the area of distance education:

- NDCEL Distance Learning Workshop
- Distance of Continuing Education Online Teaching Course (CEU available)
- Online tutorials
- Google Training Modules
 - Google Classroom Fundamentals and Advanced Training
 - GSuites Basics
- Train-the-Trainer Peer Mentorship

Ensuring Quality & Equitable Educational Opportunities for Students

Lidgerwood Public Schools is leveraged to transition to an 100% online learning environment.

- Grades K-2 will work through a combination of weekly curriculum packets and online based activities. The activities will be designed to engage the student and will be presented in small chunks. Any online activities can be done on any device such as a cell phone, tablet or computer.
- Grades 3-6 will also work through a combination of weekly curriculum packets and online based activities. The students will have access to their Chromebooks and will communicate directly to their classroom teacher via Google Classroom.
- MS/HS will utilize their Chromebooks and the Google Classroom environment. The teachers have been implementing Google Classrooms throughout the year and will be able to make a full-time classroom transition.

Student Access to Devices

- Lidgerwood Public School provides a 1-to-1 device to all students in grades 3-12. Students in grades K-2 have access to classroom computer carts and ipads.
- Measures will be taken to ensure all students have their device during a school closure.
- If possible, devices (and chargers) will be sent home with students before a school closure is announced.
- If devices are not with students when a closure is announced, the administration will arrange times for parents/students to pick them up (or delivered) in ways that follow recommended guidance to protect from pandemic/epidemic.

Assistive Technology

Lidgerwood Public School in partnership with South Valley Special Education 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 internet services. Red River Communications serves the residents of Lidgerwood Public School and surrounding areas.

- RRC has offered residents, with no current internet connection, free internet for 4 months.

Ensuring Access

- Before a school closure, each family will be surveyed to determine if they have internet access. We will follow-up with those who have expressed a need.

No Access Options

- Contact families directly to discuss commercial connection options.
- Work with community partners to provide service at free or low cost.
- Provide a list of community locations that provide free wifi access.

Back-up Plan

Lidgerwood Public School will provide students with hard copies of the assignments or create alternative activities if connectivity issues interfere with learning.

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. During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with North Dakota Standards. Teachers will identify the power standards in each of their grade levels and/or subject areas. The power standards tell the teacher what the student needs to know before moving on to a different grade level or subject area. These standards will act as the lesson plan framework for assembling each packet or assignment.

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

Models of Instruction

Elementary (K-5)

During a partial or full school closure, teachers will communicate with families through email, phone, Zoom and the Remind application with our students to provide services and support. We will organize learning opportunities through weekly learning packets. Packets will be distributed at a pick-up location at the school or individual home drop-off where needed. (See attached example)

Middle School/High School (7-12)

During a partial or full closure Google Classrooms will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Lidgerwood Middle/High School uses Google Classrooms course shells to deploy blended learning experiences every school day. During a closure these blended Google Classrooms lessons will be modified to address essential learning targets in a 100% online environment. (See attached example)

CTE & Lab Sciences

During a partial or full closure Google Classroom as well as other means will be used to virtually interact with our students synchronously and asynchronously 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 & experiences, and real-world projects that can be completed at home.

Lidgerwood Public Schools belongs to the Southeast Region Career and Technical Center that provides all of our CTE courses. Below is the Distance Learning Plan provided by SRCTC.

Several key tenants of the SRCTC staff and administration's efforts to support the continued educational efforts of SE North Dakota Schools include:

- Development of refined electronic connection "class lists". This is important due to the fact that many CTE Instructors have students from multiple school districts, and in some cases both ND and Minnesota in making sure that all students have access and contact.
- The Center will provide devices as available such as laptops whenever appropriate should a student need such a device.
- The Center will work with each school and our internet providers such as DRN to make sure that students are not denied access to electronic based instruction.
- Teachers are all working on developing assignments knowing that each school is using different delivery methods and most teachers are trying to use the same platform as the rest of the teachers at the school in the case of the Ag. Instructors in order to make it easier and less confusing for the students.

The entire SRCTC staff is ready and able to serve our students in the best manner possible under these circumstances and will make sure that instructors continue to provide the quality teaching and learning opportunities all students deserve.

Progress Monitoring

Progress monitoring will take a team effort. Classroom teachers, Administration and Paraprofessionals will take on student advisor roles and will each be assigned a designated group of students to personally track. Students will be contacted on a weekly basis. If questions or issues arise (one that cannot be answered by the advisor), the classroom teacher will be notified and they will reach out to the student.

Teachers will monitor student progress through student packet pick-up/return, the Remind application and Google Classroom (as this system allows us to review student submissions and provide feedback).

We will meet with our faculty and staff on a weekly basis to monitor student progress and address learning gaps that are recognized. Classroom teachers and paraprofessionals will have access to specialists (Title I and Resource Room) to assist them in providing resources and support to students demonstrating academic needs.

Grading

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

Counseling & Student Support Services

Lidgerwood Public Schools will continue to offer school guidance counseling lessons for both elementary and middle school/high school students using our counselor's website. Local scholarship information will also be available:

<https://msorgaard.weebly.com/during-closure.html>

Additionally, the counselor 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

Mental Health

Lidgerwood Public School has partnered with Sanford Health to offer mental health services to high risk students during the 2019-20 school year. Sanford Health will continue to conduct counseling sessions with students via telephone and telehealth/video utilizing the students devices and personal phones.

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.

At Risk Students

At Risk Students are defined as students or groups of students who are considered to have a higher probability of failing academically or dropping out of school. Students who qualify for free and reduced meals, have low attendance or are academically delayed fall into this category. To ensure equitable services to these students during a closure, Title I teachers will communicate with classroom teachers to provide additional support as needed to help support general education courses. These supports could include:

- Learning materials – take home bags
- Books
- Assisting parents in supporting their students while at home.
- Parenting tips and online resources

Homeless Students

Any students experiencing homelessness will continue receiving all supports already in place including school supplies as needed, access to internet, access to a laptop or iPad, access to available resources and supports within the community that provide clothing, shelter, and food outside of the school nutrition plan.

Special Education / 504

In order to meet the needs of all students, including students with special needs, the Lidgerwood School District has developed a contingency online learning plan. 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 will connect (virtually or by phone) with students and families to discuss the 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:

- Goals and how best to meet those goals through distance learning
- Duration and scheduling of services

- Student’s preferred learning method
- Ability for independent work
- Access to adult support
- Adaptations/Accommodations
- Assistive Technology Needs
- Progress Monitoring
- Location of provided services

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 “Services at School” and “Services Online” model to be prepared for both scenarios.

Hosting an IEP Meeting

The IEP team will review and complete necessary planning for each student with an IEP. Case managers may conduct IEP meetings virtually through Zoom or Google Classroom.

Services at School

Lidgerwood Public School will provide services to students based on the needs outlined in each child’s IEP. Educational services decisions will comply with guidance from the DOE and NDDPI.

These may include:

- Individual or small group instruction on school property if this is allowable following authorization and guidance by local health officials and the Governor. (*At such a time as the safety of students and educators is compromised or a declaration of school closure by the Governor, support will move to a fully online platform.)
- Real-time communication (e.g., face-to-face, video chat, instant messaging, phone, etc)
- Onsite curriculum or online learning through Google Classroom and classroom academic packets
- Additional supports (Speech, OT) provided onsite or remotely through Google Classroom, Zoom, or by phone.

Services Online

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

- Synchronous online learning:
 - Real-time communication (face-to-face, phone, instant messaging, video chat, etc) between two people or groups of people
 - Set office hours that coincides with the classroom teacher

- Teachers plan in accordance with the regular classroom teacher distance learning plan
- Asynchronous online learning:
 - Communication (email, videos, online learning platforms, discussion boards, etc) with the teacher playing the role of facilitator with and between students and families.
 - Teachers plan in accordance with the regular classroom teacher distance learning plan

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>

English Language Learners

Currently, Lidgerwood Public School does not have any ELL learners in the school system.

Student Meals & Feeding

Students are particularly vulnerable during a long-term closure and are at risk for missing meals. To address this concern, Lidgerwood Public School will develop a feeding plan for children ages 1-18. Lidgerwood Public School will follow guidance from NDDPI and the USDA Summer Meal Program for the distribution of student meals.

Meals will consist of a healthy breakfast and lunch. These meals will be distributed to children (ages 1-18) by curbside pick-up or delivery every Monday and Thursday from 11:00am -12:00pm.

Sample Letter

LPS Families:

Starting on Monday, March 23rd, Lidgerwood Public Schools will provide meals for any students ages 1-18. We will have a pick-up site at door 1 Monday and Thursday to distribute meals for multiple days that includes a breakfast and lunch for each day. We will also be delivering these boxes to families that cannot make it to the school to pick up their meals.

The free meal distribution will be solely for picking up meals as meals cannot be consumed on-site.

If you have any questions or you would like to sign-up for services, please call the main office at 701-538-7341.

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 operations will be necessary.

Business Office Operations

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation will be made to ensure continuation of payroll, funds receivable, funds payable, and HR services at remote/home.

These operational plans will be organized by the business manager and submitted to the Superintendent for review and approval.

Lidgerwood School Board has approved paying classified and certified staff through March 31. These payments shall be made as prescribed in our 2019-2020 expenditure budget. This will cover our employees during our mandatory school closure requested by the Governor.

HR Policies & Procedures

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation the Business Manager shall present a plan on how to address sick leave, personal leave, and leave without pay to the Superintendent for approval

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

Lidgerwood School District will continue to comply with guidance and regulations of all federal programs that affect the Lidgerwood School District.

- Lidgerwood School District is a school-wide Title I school and co-mingles Title funds.