



Hillsboro Public School District
Hillsboro High - Hillsboro Elementary – Spruce Lane Colony
Submitted to ND DPI on March 27, 2020

Adapt and Overcome

Plan for Distance Teaching and Learning:

During any extended closure due to a pandemic/epidemic Hillsboro Public Schools believes our students will benefit from a distance and visual learning plan for K-12 students. These services provide our families and students with consistency and support. This plan was created by the Hillsboro administration team with input from the Hillsboro School Board and the Hillsboro School staff.

Communication Plan:

District leaders will ensure consistent communication with stakeholders of the Hillsboro School District. The Superintendent 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 Hillsboro Public School is committed to fulfill our district's mission and vision.

District Mission:

Leading Learners to Succeed in Life

Our Vision:

We inspire passion for learning while taking pride in being respectful, responsible, and safe.

Our mission and vision incorporate Marzano's levels of High Reliability Schools:

Level 1: Safe and Collaborative Culture

Level 2: Effective Teaching in Every Classroom

Level 3: Guaranteed and Viable Curriculum

Level 4: Standards-Referenced Reporting



DEFINITIONS

Asynchronous Learning: Learning opportunities that do not take place at the same time, but do allow for instruction, feedback, assessment, exploration, communication, collaboration, and more. Methods for asynchronous learning can include the use of instructional videos, discussion boards, work that is distributed to students and handed back in to teachers, interactive reading assignments, and many other methods.

Distance Learning: based on the description provided by the North Dakota Department of Public Instruction (ND DPI), distance learning “includes virtual, online, ITV, alternate locations, instructional telephone calls, and all learning that is offered through alternate means rather than on-campus, face to face (NDDPI, Division of Student Support and Innovation, March 23, 2020).

Equitable Learning Opportunities: Providing supports, removing barriers, and implementing solutions so that all students have the access and resources needed to participate and be successful in all learning opportunities.

Synchronous Learning: Learning opportunities that occur at the same time between teacher and student(s). Most often, this will take place with the use of Google Meet or Zoom conferences. It could also take place during chat sessions, through a private classroom Facebook page, SeeSaw, using Google Classroom Stream, and collaboration on interactive documents. Synchronous learning may occur between a teacher and one student, between a teacher and a group of students, or between a teacher and the class. We will also use synchronous learning for staff meetings and professional development.



ATTENDANCE PROCEDURES:

Health & Safety:

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

Measure Participation and Attendance During a Closure:

The staff and administration remains committed to district's mission and vision regardless of the change in the delivery method. The district has been focusing all year on strong relationships with students and they will continue to develop relationships during this distance learning. Hillsboro School will be diligent in supporting families through this transition and how they connect to families given this new delivery method. This may include, but is not limited to, parent support groups, regular communication between school and home, online connections and relationship building opportunities for students, availability through online office hours, as well as other individual strategies.

At the middle school and high school attendance shall still be monitored by teachers through student logins in asynchronous learning experiences and participation in synchronous learning experiences and recorded in PowerSchool. In our conversations with our students online we will gauge how our class expectations are affecting their home life and adjust if needed. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact that student's guardian to seek input and assist them as needed to ensure student participation.

At the elementary school attendance shall be monitored by the teachers connecting in with their students each day through technology (i.e. Facebook, Zoom, Google Classroom, SeeSaw, etc.) Teachers will be in contact with those who are not engaged.

More information about subgroups: See section on **HIGH-QUALITY, EFFECTIVE, STANDARDS-BASED EDUCATION.**

EDUCATIONAL STAFF EXPECTATIONS:

In order to implement this distance learning plan, we must utilize professional development support staff to train our teaching staff. We expect staff to be at varying levels of expertise and we will need to provide assistance and guidance as needed.



Professional Development for Teachers to Teach Distance Learning

Hillsboro School has provided ongoing professional learning opportunities for all staff with emphasis on social emotional learning, technology integration, and curriculum development. As part of the Marzano High Reliability Schools (HRS) we focus on growth, instruction and collaboration using a guaranteed and viable curriculum. All teachers have prioritized standards and have developed common vocabulary to use with our students. We will continue to provide teachers with multiple opportunities to receive professional development on how to successfully teach through distance learning. Administrators will evaluate how professional development and the distance learning plan is working for the teachers and students. Changes will be adjusted accordingly to make teaching and learning more effective.

Our traditional PLC process will be transitioning to online platforms for teaching and learning to support educators. Our goal at Hillsboro School is to ensure that every teacher is prepared to meet school, district and state guidelines related to student achievement during a pandemic or otherwise.

Action Steps toward Virtual Learning Communities with our Current District PLCs:

1. Develop priorities for Professional Development.
2. Provide support of the online learning platform of choice by our district technology staff.
3. Transition from face-to-face to a community of learners online.
4. If necessary because of extended closure, partner with other entities with expertise like ND DPI and our local REA.
5. Build capacity from within and use subject matter experts in the district for topics such as standards based grading and proficiency scales.
6. Offer time and possibly monetary compensation for Virtual Learning Communities that extend beyond the school year, if the closure is extended.

Building Capacity: Building capacity of an online learning cohort requires master teachers, instructional coaches, and administrators to facilitate the work in a virtual learning environment. Virtual Learning Communities are valuable when the model is reflective of a collaboration of educators that allow development of new skills, impacts classroom delivery and supports the whole school system. Experimentation with a virtual model will be evaluated on a regular basis to ensure our district's continuum of work towards a guaranteed and viable curriculum to meet our level three HRS certification. The building principals will be monitoring the professional development needs of their staff through weekly virtual staff meetings.



Examples of informal professional development include:

1. Continued work in a virtual environment with our current PLC groups.
2. Using a repository of resources provided by the local REA
3. Viewing recorded professional development opportunities available including by not limited to topics such as self-care for educators, prioritization of standards, formative and summative assessment, and proficiency scale refinement.
4. Teachers giving assistance to each other in online Ed-Camp setting, where one teachers ask a question and others try to help the teacher with the issue.

Examples of formal professional development include:

In the event that formal face to face professional development is not a viable option for the remainder of the school year, live webinars will be provided by the local REA including topics but not limited to:

1. Formative Assessment and Standards Based Grading with Jeff Flygare
2. Creating an Environment to Promote Student Agency with Mike Ruyle
3. Proficiency Scales Workshop with Bev Clemmens

Schedule for Teachers During Distance Learning:

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| <p>If staff is allowed in the school building:</p> | <p>8:00 – 8:30 - Administrator Briefing</p> <p>8:30-9:30 - Grade level / Subject Area PLC's</p> <p>9:30-2:30 – 5-hour block for student engagement, instruction, supervision, monitoring and support to students as needed</p> <p>2:30-3:00 – Duty Free</p> <p>3:00-4:00 – Verification/assessment of student work/engagement</p> |
| <p>Teacher requirement during Distance learning:</p> | <ul style="list-style-type: none"> • Each teacher will create a Google Classroom for each class they teach and invite the building principal. • Teachers will develop a support schedule and communicate that to all students. (Mrs. Jones will be available from 1:00-2:00 Monday-Friday) • Teachers will monitor Google Classroom to ensure the appropriate amount of work is being distributed to students. • Teachers will keep expectations manageable and realistic. • Teachers will incorporate some new learning with focus on review. |



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| | <ul style="list-style-type: none">• Teachers will assign work according to critical concepts and state standards.• Teacher will stay away from busy work |
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Human Resources Policies and Procedures

The Hillsboro School District has approved an ongoing payment plan with considerations for all certified and classified staff. Administration has informed staff that the same procedures remain in place for requesting professional leave, sick leave, personal leave, and leave without pay beginning April 1. Staff members will use the Time Management Systems (TMS) and the administration will monitor as they have done previously. If an employee does not have the accumulated sick leave, the school district will utilize the emergency sick bank in accordance with the employee handbook and policies.

ENSURING EQUITABLE SERVICES

The Hillsboro School District has considered and implemented a plan that addresses the unique needs of all families and students when considering distance learning opportunities. During distance learning, students will be provided work from their teachers, across the same subject areas, through either distance or virtual learning experiences. The district has the infrastructure and professional capacity in place to support distance/virtual learning experiences as an emergency measure for an extended closure.

Student Access to Technology and Internet Access

During the week of March 16 – March 20, 2020, the district sent an online [survey](#) to families that requested information related to their capacity to support distance learning at home. The survey included questions on available broadband internet, existing devices, and a need for meals. Follow-up has continued throughout the week of March 23 – 27 with individual family calls to see if technology or internet access is needed. Further, a [survey](#) has been established to ensure that support is accessible to all families with questions on distance learning.

Internet Access

Every family in the Hillsboro School District was contacted via a [survey](#) to determine whether the family had access to reliable, high-speed Internet. We learned that our local companies, [Halstad Telephone Co.](#) and [Midcontinent Communications](#), are providing free Internet service for any family that does not currently have access.

Access for Devices

All students that do not have devices available at home, will have access to a school district-owned device. Each student will sign out a Chromebook for home use and will be made available before any distance learning opportunities are assigned.



Assistive Technology

The Hillsboro School District, through the Griggs-Steele-Trail (GST) consortium, will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

Transition All Students into Distance Learning Environment

All parents and students were notified that the district was moving to a distance learning plan. At both schools, administration has been providing information to support this new learning delivery and will continue to communicate pertinent information to parents in order to support both students and parents in this transition. [A tutorial on Google Classroom](#) was posted on our social media and website, and a [Question/Answer survey](#) has been added to the district website in order for parents to contact the school and get answers on distance learning. Additionally, each staff member is required to operate with online office hours to be available for students and families. These opportunities will be considerate of different hours that families and students may be available.

Student services, such as counseling, will be made available through virtual modalities. This is more fully outlined in the Ensuring Equitable Services section.

In the event of a school closure every effort shall be taken to assist our students and families in transitioning to distance learning. Communication was sent to all Hillsboro families about school closure, distance learning, meals available, and a [school helpline](#).

Elementary Student Distance Learning:

Elementary students will be able to pick up a packet starting Monday, March 23, 2020 and then a schedule will be communicated to parents about future packets. The packet will include lessons, worksheets, website links, and activities. Teachers will make themselves available to students at various times throughout the day to be contacted by their students. As we evolve into this process teachers will be working on more cross-curricular activities. Teachers will also be expanding their use of Google Classroom, Zoom, See Saw, and their private classroom Facebook accounts to help make sure all students are engaged. The principal and elementary counselor are both available to teachers to help students get what they need to be successful. The elementary principal goes on the Hillsboro Public School Facebook page every day to read a picture book to students and share updates with parents.

Middle School and High School Student Distance Learning:

During distance learning middle school and High School students will sign out a Chromebook to be taken home to use during the closure. For the first week we need to focus on our relationships with the students and getting them to feel comfortable in their new learning environment. Teachers will be expanding their use of Google Classroom,



Google Meet and Zoom to help engage all students. The principal and teacher leaders are available to help teachers get what is needed to help students be successful. Teacher leaders are leading tutorials to expand teacher knowledge in Google Classroom and Google Meet that allows teachers to interact with students through online chats. Teachers are also using flipped classrooms to help guide instruction. As we evolve into this process there are teachers that are working on using a cross-curriculum platform to increase student engagement and excitement about specific topics.

Notice to Parents for Distance Learning: ([Letter](#) out to Hillsboro Families 3-19-20)
Hillsboro School will notify all families about Distance Learning needs through our communication systems and social media.

- Pick-up of classroom materials and devices will take place between 8:30AM – 5:00PM Monday, March 23, 2020 at both school buildings.
- Middle School and High School teachers will roll out Google Classroom to students on Monday, March 23, 2020.
- Elementary teachers will have packets and online material prepared weekly for students. Drop off of packets will occur the same time as meal pickup at the HEC lobby door #6 between 10:30am – 12:00pm.

Google Classroom and Chromebooks:

Hillsboro Middle School and High School will provide quality instruction to our students and support the student's needs through Google Classroom.

Google Classroom

Google Classroom is a learning management system that will be used by grades 7-12. Learn more about Google Classroom [here](#).

Google Classroom allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Google Classroom allows teachers to address the needs of students by organizing content and learning tools to meet their specific needs.

Google Classroom provides an effective learning management platform and video conferencing tools within its product line.

Google Chromebooks

Hillsboro Middle School and High School will use Chromebooks to all students that need a device while Distance Learning.

Student Engagement Guidelines:

During distance learning, students will be provided work from their teachers in subject areas. Expectations are that Distance learning would equate to no more than:

- Kindergarten - 90 minutes per day
- First Grade - 90 minutes per day
- Second Grade - 150 minutes per day



Third Grade - 90 minutes per day

Fourth Grade - 150 minutes per day

Fifth Grade - 120 minutes per day

Sixth Grade – 150 minutes per day

Seventh Grade – Twelfth Grade - 120 minutes per day

- Minutes per day is for a student's complete day, not per subject. It may include silent reading time.
- Encourage students to work on topics together through google hangouts or another forum. Not face-to-face.
- Elementary students will be provided with activities for music, PE, Technology, STEM, Library, and Counselor time that can be done at home as well.

We will encourage families to practice the following at home during distance learning:

- Identify a space in your home where you can work effectively and successfully.
- Engage in all learning with academic honesty.
- Communicate proactively with your parents and teachers if you cannot meet deadlines or require additional support.
- Comply with Internet and Technology policies including expectations for online etiquette.

Distance Learning:

High school students currently in HOV-ITV classes, CTE, Center for Distance Ed. online courses, and dual credit courses through local colleges will continue to follow their class syllabus and remain true to their timelines.

HIGH-QUALITY, EFFECTIVE, STANDARDS-BASED EDUCATION

Progress Monitoring and Grading:

All assignments, quizzes, tests and projects have the state standards or critical concept attached to ensure quality instruction. Students will have opportunity to relearn and show progress through our redo policies already in place. Student's grades will be assigned by their progress with all subject areas state standards.

All classes are offered through Google Classroom. Most of our teacher have already been utilizing this tool for a few years and have developed quality, standard driven assignments and assessments. All of our students have experience working in Google Classroom whether it's working on assignments, projects, quizzes and tests or watching Kahn Academy, YouTube videos or other links to enhance or reinforce instruction.



CTE/Science teachers will be utilizing YouTube videos, Labster virtual labs, NOVA labs and demonstrations in the classroom through Google Hangouts to enhance science lessons and allow students to still have the lab experiences necessary for a highly effective science lesson.

Students who are not making progress will be contacted by the teacher via phone or email. Students who are not making progress can be retaught using links to Kahn Academy, YouTube or other sites to reinforce the lesson. Individual tutorial sessions can be set up between the teacher and student through Google Meet, Google Hangout or Zoom. Parents will be notified by teacher/principal to make ensure that the student has proper access to all learning material on a daily basis. The principal is linked to all Google Classrooms and will be monitoring student progress to ensure academic progress and equity for each student.

Providing Services to Populations in Need

The Hillsboro School District ensures high-quality, age-appropriate instructional for all students. Unique populations and sub-groups will continue to be supported through special considerations. This includes K – Grade 12 students on Individualized Learning Plans, students on 504 plans, students receiving Title I services, and English Learners (EL).

Special Education

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 to best meet IEP goals and services in the absence of traditional school. ([See GST Guidance](#)) A [contingency learning plan](#) will be created for each student, PreK-12, that addresses all goal areas on an IEP in consultation with parents/guardians.

Early Childhood Special Education(PK Special Education)

During closure, ECSE PK teachers will be communicating with families through e-mail, phone and Zoom with our students to provide services and support. We have organized learning opportunities through learning kits/packets. Packets are being mailed out the week of the March 25th. Each week a new packet will be mailed out. Case managers will update parents with weekly lesson plans utilizing various instructional kits. (Pre School Case Managers are following those same procedures developed under the Contingency Learning Plans for the Special Education Sections)

Kindergarten – 12th Grade

Special education teachers will be working in coordination with the general education teacher to ensure materials meet the goals and objectives of each student and provide accommodations and modifications, as necessary. Teachers are encouraged to supplement any materials with online resources.



The distance learning materials sent to students will be specific to work in the goal area and data collection will be done through remote contact with parents/caregivers and through artifacts. The time frame for learning will be individualized based on each student's unique learning needs.

Case managers will be available through virtual meeting hours. During this time, case managers will be accessible to support families and students. This may be done through telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods.

Necessary meetings, such as the annual IEP meeting, will continue to be held. Case managers will communicate with families throughout the school closure and prior to the beginning of distance learning instruction, during instruction, and when the extended closure has been completed.

It may be necessary to adjust special education and related services, such as physical therapy, occupational therapy, and speech services, while students are receiving distance learning. Any changes to service will be reflected in the child's IEP per an individualized contingency learning plan. The ability to provide related services will be determined based on school closures, risk assessments, and student needs. Students may be provided services and instructional supports through online, face-to-face, individual and small group methods. If necessary, professional and support staff may travel to a home or other location to provide educational or related services. These methods may be explored and utilized only in accordance with CDC guidelines and through further guidance with state and federal regulations as outlined in the Individuals with Disabilities Act (IDEA).

Upon the completion of the school closure, the district will determine if the closure has impacted each student. This will be determined through progress monitoring and applying regression/recoupment measurements. Additional services may be utilized to support the child's learning based on those measurements.

Section 504

The district will continue to follow each students' team-developed 504 plan as applicable to distance learning. The district will ensure that a student who has a 504 plan will have equitable access to the general education curriculum and instruction of the distance learning plan. The district will, as requested by students and parents, revise 504 plans to accommodate for distance learning.

English Learners

In order to provide instruction for English learners to ensure accessibility to content, the following measures will be taken. The elementary English Language (EL) teacher at the Hillsboro School District will provide support to EL students by maintaining contact with the classroom teachers regarding what content is being taught. The EL teacher will also support teachers, students and parents with modifying assignments or tests, using an



online platform, emails, or phone calls. These supports, regarding content, will reflect the EL student's Individual Learning Plan (ILP).

Title I Targeted Students

At-Risk Students are defined as students who received Title I services during the traditional school year. To ensure equitable services to these students during the closure, Title I teachers will communicate with classroom teachers to provide additional supports as needed in general education courses. Supports could be, but are not limited to, learning materials sent home, assisting parents in supporting students at home, parenting tips, online resources, and communication with parents through virtual means.

Students Experiencing Homelessness

Hillsboro School will maintain regular contact with Trill County Social Services regarding ongoing or emerging needs and connect them to resources that can assist students and families experiencing homelessness.

Family and Student Virtual Access and Support:

Each staff member will provide online office hours to be available for all student and families at least one hour per day. These services will be conducted to continue to cultivate strong relationships with students and families throughout an extended closure as well as provide a mechanism for student and family questions on learning opportunities and to help troubleshoot.

Counseling Services and Mental Health:

Hillsboro School District is concerned about the stressful times of COVID-19. School closure can increase the worry and anxiety of students, staff, families, and communities. Our counselors have developed a plan for students and families to reach them through email. Students will have the opportunity to set up individual counseling sessions. Counselors will also reach out individually to students who they had been seeing on a regular basis. The counselors will use a HIPAA/FERPA approved format for online counseling sessions. Information for students in emergency and nonemergency situations will be available on our [Counselor Tips Sheet](#) on the website. A paper copy of all the counselor's information was also sent home with the packet of information K-6 parents received. The counselors will also provide a variety of social-emotional learning activities and resources on the school Facebook page.

Bullying and Harassment:

COVID-19 is not all connected to race, ethnicity, or nationality. School staff should be mindful that bullying, intimidation, or harassment of students based on actual or perceived race, color, national origin, or disability (including the actual disability of being infected with COVID-19 or perception of being infected) may result in a violation of state and federal civil rights laws. Hillsboro School will follow its policies to investigate what



occurred when responding to reports of bullying or harassment. If parents and families believe their child has experienced bullying, harassment, or intimidation related to the COVID-19 outbreak, they should contact their school principal or their designee.

Meals

Hillsboro Public School is committed to the nutritional well-being of our students. To address the needs in this area we have developed a plan that follows the guidance from the North Dakota Department of Public Instruction

All families in the Hillsboro School District and in the community were notified that they would have access to FREE meals for pick up for all children ages 1-18 starting Monday, March 23, 2020. A [survey](#) was available on the school website. Meal pick-up the first week will be from 10:30am – 12:30pm. After the first week we will reevaluate if we should adjust the time. The school has identified some families that will receive meal delivery. Our transportation department will take care of meal deliveries.

Federal Programs and Funds

The Hillsboro School District will continue to comply with guidance and regulations on all federal programs utilized by the district.

PAYING FEDERALLY FUNDED STAFF DURING SCHOOL CLOSURE:

The Hillsboro School District has approved an ongoing payment plan for all certified and support (i.e. classified) staff. All staff will be paid at regular wage and for regular hours throughout the mandated closure.

Essential staff will report to work, as requested, to ensure the facilities continue to be ready to reopen, food service is able to maintain providing meals to all children/families requesting meals, and to fulfill all teaching/learning expectations. Staff will be limited, to the extent possible, for on-site meetings, in favor of virtual meetings/gatherings. In all cases, CDC and NDDoH guidelines will be followed.

Certified staff will check-in with their building principal or supervisor for daily duties to be assigned or be “on call” from 8:00am – 4:00pm.

Classified staff may vary depending on if staff is allowed into the buildings and/or the activities that could be completed at home - this would require establishing a schedule with the superintendent. Paras, kitchen staff, drivers, and custodians will be updated on how their position will look during school closure in order for continued payment. They will remain “on call”, and may have to be assigned to another area if there is a need.



Office Hours:

Both schools will have hours of operations with essential staff. Contact lists will be shared on the district website.

Parents and students are encouraged to use the **School Helpline** link on the district website for any questions or concerns during this distance learning time.

Administrator Contacts:

Superintendent Paula Suda – paula.suda@k12.nd.us

Elementary School Principal - jon.dryburgh@k12.nd.us

Middle School and High School Principal - terry.baesler@k12.nd.us