

Eight Mile School District #6

COVID-19 Response Plan

<i>Emergency Response Plan Pandemic/Epidemic</i>	
PERSONNEL	ACTION
All	<ul style="list-style-type: none"> • Take precaution as directed • Encourage hand washing • Practice Social Distancing • Adults that exhibit symptoms should remain home • Students that are symptomatic should be kept away from healthy students and parents contacted.
Administrators	<p><u>Normal School Operations</u></p> <ul style="list-style-type: none"> • Monitor attendance of students to determine the impact • Share any significant elevations in absences to Superintendent • Eliminate absence-based incentives • Promote attendance policies that reinforce students who are sick to stay home. • Prepare distance learning plan in the event of a prolonged closure <p><u>Extended Closure</u></p> <ul style="list-style-type: none"> • Identify essential personnel • Set alternate office hours • Execute distance learning programs
Secretaries	<ul style="list-style-type: none"> • Be aware of absence policy changes to inform parents and families as needed. • Assist keeping symptomatic students away from healthy students and contacting parents. • Follow recommendations from CDC on how to address student illness.
Custodian	<p><u>Normal Operations</u></p> <ul style="list-style-type: none"> • Follow enhanced cleaning procedures as prescribed by your supervisor • Clean highly touched surfaces twice daily <p><u>Extended Closure</u></p> <ul style="list-style-type: none"> • Follow recommendations from supervisor for alternative work hours & expectations.
Teachers	<p><u>Normal Operations</u></p> <ul style="list-style-type: none"> • Students that are symptomatic should be kept away from well students and parents contacted. • Be prepared to provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office. • Begin reaching out to parents preparing them in the event of a closure

Teachers	<ul style="list-style-type: none"> • Reassure your students and provide emotional supports as needed. • Direct additional supports as necessary including counseling services. <u>Extended Closure</u> <ul style="list-style-type: none"> • Execute distance learning plan • Set daily office hours and inform your students (families)
Technology Department	<u>Normal Operations</u> <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. <u>Extended Closure</u> <ul style="list-style-type: none"> • Continue to support educators as needed. • Continue to support families as neededProvide recommendations for free technology help via local community members.
Food Service	<ul style="list-style-type: none"> • Prepare for food distribution if a closure would occur. • Work with the Superintendent to inform stakeholders as needed.
District	<u>Normal Operations</u> <ul style="list-style-type: none"> • Maintain contact and monitor information from NDDoH and NDDPI. • Work with Williams County Health Department 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 as needed during a closure • Prepare guidance for staff on leave and work hours during closure • Prepare for transportation needs during closure • Prepare for food distribution during closure <u>Extended Closure</u> <ul style="list-style-type: none"> • Execute closure plan • Prepare reintegration plan as closure concludes

District Communication Plan

Eight Mile School District #6 designates the Superintendent or a designee as the spokesperson for the district. Responsibilities of the Superintendent or designee are to ensure the following:

- all information and rumors will be directed to the Superintendent/designee;
- all employees will contact a superintendent/designee or another district administrator when they hear or see anything of concern and that information will be communicated to the superintendent/designee;
- the superintendent/designee will communicate daily with all employees to maintain continuity in public communications; and
- the spokesperson will ensure that public messages communicate necessary information as needed.

Continuation of Educational Services

In the event of a pandemic/epidemic that significantly impacts how we are able to provide educational services, Eight Mile School District #6 will ensure full continuation of educational services. Students will be able to access grade-level and subject-matter content and instructional support will be provided, including feedback and assessment of student work. Student progress will be monitored and a level of proficiency appropriate to the grade-level and/or subject-matter will be assigned at the end of the grading term.

District Vision:

Trenton School's culture will empower students to embrace responsibility for personal and public success

District Mission:

Nurturing Values that Empower Students to Succeed

EVERY KID...EVERY DAY

T – Trust – An informed assumption of good intentions, integrity, candor, and authenticity among members of our school community.

I – Innovation – An ability to creatively solve problems, address circumstances, or transform systems to promote the common good.

G – Grit- Blend of courage and resolve, even in the face of setbacks, disappointment, discouragement, or fear; strength of character.

E – Engagement – A thirst for learning and growth; an intentional choice to invest effort, seek feedback, and meaningfully contribute.

R – Relationships – Positive connections that include empathy, mutual support, respectful exchanges of ideas, and commitment to civility.

S – Synergy – Successful cooperation that creates results beyond what individuals working alone could accomplish, extreme teamwork.

Our TIGERS mission will serve us well in these uncertain times. The world is changing very quickly, and we will not waiver from this mission as a school district. We will continue to promote and pursue an education for our students that focuses on communication, collaboration, creativity and critical thinking.

Health & Safety

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Eight Mile School District #6 takes will be balanced with guidance from local health officials, the North Dakota Department of Health, and community leaders. Please note, 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 During a Closure

During an extended closure, student engagement in learning opportunities is critical to a student's continue academic growth. Attendance shall be monitored by teachers through student logins in asynchronous learning experiences, participation in synchronous learning experiences, and communications using phone, text or email. Teacher shall contact the student's parent/guardian to seek input and assist them as needed to ensure student participation and engagement in learning.

Educational Services

During any extended closure due to a pandemic/epidemic, Eight Mile School District #6 believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

Distance Learning

Eight Mile School District #6 can provide virtual training to our teachers and instructional assistants, quality instruction to our students, and support the unique health and wellness needs to both groups through a variety of methods and modalities, including, but not limited to personal devices, instructional software programs and applications such as Google Classroom, Google Meets, and any of the other programs and materials used during normal school day instruction.

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 in an online setting. An assessment of educator skills may be needed to evaluate the need for additional training in the initial phases of online instruction implementation. Every effort shall be taken to elevate and prepare for online instruction before a full closure. Eight Mile School District #6 will train our educators in the use of the various platforms needed to carry forward continuation of educational services.

During the recent closure in March 2020, Eight Mile School District conducted the following with all school staff:

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*Wednesday, March 18, 2020: Teachers were notified that they were to have an online platform, prepared for each class K-12. Google Classroom was chosen as the most effective organizational method to do so. Additionally, teachers were asked to begin gathering ideas, websites, thinking, and planning how they could move their instruction to an online or partial-online platform.*

#### *Staff Meeting Agenda – Wednesday, March 18<sup>th</sup>*

1. *School Closure Update*
  - *What does the Governor's closure mean in the short term?*
    - *Will we have to make up these days?*
    - *What are we doing to feed kids?*
    - *What are our expectations or requirements of teaching staff?*
    - *What are our expectations or requirements of ancillary staff?*
2. *What if we are back in school as usual on Monday?*
  - *Discuss environmental changes in classroom and schoolwide pertaining to wellness*
3. *What if the closure is extended?*
  - *We will move to K-12 virtual instruction.*
  - *Staff will work Wednesday-Friday to get ready*

- Ready to implement online/virtual instruction starting Monday
4. Committees
- Technology:
    - Survey for device/internet needs
    - Inventory/checkout procedures
    - Resources Available
    - Online Learning
      - Platforms, i.e. Google Classrooms
      - Secondary
      - Elementary
      - What's a reasonable amount of "face time" instruction per week for you and your students?
      - What's a reasonable amount of time per day for a kid to be doing an instructional activity?
      - Coordinate scheduled time for classes to meet at the secondary level
  - Special Education:
    - What are we required to do to provide services for students?
    - What should be included for online learning in the plan submitted to the state?
    - What are plans to meet minutes on "the grid"
  - Schoolwide Cleanliness:
    - What is environmental cleaning?
    - Example schedules for cleaning throughout the day
    - Inventory of supplies
  - Mental Health Supports:
    - Communications for families
    - Telehealth options
5. Questions, Comments, Concerns?

Thursday, March 19, 2020: Teachers continued to prepare for an online platform of educating our students.

Friday, March 20, 2020: Teachers were updated several times on COVID-19 and typical patterns of shutdown in other areas of the country. Notified teachers we would be planning a roll out of educational services on Wednesday, March 18<sup>th</sup>.

Monday, March 23, 2020: Once again teachers and ancillary staff met to continue planning for our roll out of online learning. We also worked with families on delivery of educational supplies to every student.

Wednesday, March 25, 2020: We will roll out our online learning platform, understanding there may be issues that arise as we proceed with this new way of educating.

Several Staff meetings took place to maintain social distancing and present the online education plan.

**Tech Support**

For tech support, contact Mr. Morben, he will network with PROIT.

**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. If you have questions, feel to contact Mr. Schriver.

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Student Access to Devices

A survey was administered to determine technology needs with each of our school families. Phone calls were made to those families that did not complete the survey and the results of the survey and phone calls determined which households need internet access and which households need devices. The Eight Mile School District #6 will offer a device to any students who needs one.

Internet Access

Online learning requires access to robust internet services. Eight Mile School District #6 families, for the most part, reside in areas that have high speed internet (fiber) provided via NEMONT or other providers. There have been a small percentage of homes identified that we are unable to get internet service to using Nemont. We are working with those families to come up with an alternative solution.

Ensuring Access

Students/families have been surveyed to determine if they have reliable access to the internet. This information has been used to plan for an extended closure and to ensure robust educational opportunities. Additionally, we are working with Nemont to offer our teachers an improved internet connection for downloading videos, etc.

No Access Options

If we do encounter students/families with restricted access, our contingency plan is to work through the following steps:

- We will open our school connection and improve outdoor access so families may use our parking lot to connect to the internet.
- Provide help if needed to allow for internet access.
- Provide Verizon Jet Packs to those living in areas where it is difficult to receive traditional internet connections
- Modules can be constructed to allow for easy dissemination via other means – email or even by paper. If all else fails families will be contacted directly to discuss further options.

General Education - Access to all Classes/Courses for Students

Eight Mile School District #6 ensures that academic programming during a closure due to a pandemic/epidemic will be aligned to our district's guaranteed and viable curriculum and that access to all classes and courses will occur predominantly using Google Classroom and Google Meets. During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with North Dakota Standards.

Grades K-12 will be using the Google classroom platform which includes:

- Google Classroom: Access lesson plans, use of instructional apps, video/instructional chat, and submit/receive assignments (formative/summative)
- Google Meets: Class/Small Group Discussions and Supplemental Instruction
- Class DoJo
- Zoom

K-6 will continue to send home packets with students.

Models of Instruction

PK Special Education

During a partial closure small group instruction shall be used. During a full closure Google Meets or Zoom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Support to family will also be provided through this mechanism. During a partial or full closure, teachers will communicate with families through email, phone, and virtual platforms (i.e. Google Meets) with our students to provide services and support. We shall organize learning opportunities through learning kits/packets and when possible offer virtual support services. Case managers will update parents with weekly contact utilizing the various instructional packets made available to parents. Asynchronous (this will be used for the majority of instruction) and Synchronous (one to one is often the case for related services) will be utilized with individual students.

Elementary (K-6)

During a partial or full closure students will continue to receive core, supplemental, and intervention-level instruction. Teachers are modifying textbook-based instruction to be delivered through a combination of Learning Packets which are delivered to students as well as by virtually interacting with students both synchronously and asynchronously via Zoom and Google Classroom. Teachers are offering some whole-class instruction, as well as a significant amount of small group and individualized instruction.

At each grade level, we will continue using the online learning programs which are all aligned with North Dakota's state standards that students have used throughout the school year. These include the following:

- Zearn Math – Grades K-5 as core program and grade 6 as intervention
- Reflex Math – Grades 3-5
- Fast ForWord and Reading Assistant Plus – Grades 3-5 intervention support
- Houghton Mifflin Journeys Think Central – Grades K-6 online support for core reading program
- ABC Mouse – Grades K-1
- Kahn Academy – Grades K-6

Our staff will continue delivering instruction using adopted curricular materials which include:

- HM Journeys Reading – Grades K-6
- Reading Mastery – Grades K-2
- Phonics for Reading – Grades 1-4
- Rewards – Grades 5-6
- Wordly Wise – Grades 5-6
- Six Minute Solution – Grades 5-6

It should be noted that teachers are working closely with families to modify the amount of time students engage in virtual and other learning activities. Our priority is to offer the amount and type of instruction that each child needs to maintain what they have learned previously and to offer support that allows students to make reasonable progress toward learning new content and skills.

Middle School (7-8)

During a partial or full closure Google Classroom and Zoom will be used to virtually interact with our students synchronously and asynchronously to provide services and support. Our middle school students are very adept at using these mediums for classes, as well as using Kahn Academy for extra help or another way to accomplish learning during a lesson. Other online programs aligned with North Dakota state standards which students will continue to utilize include:

- Renaissance Freckle
- ELA and Math NWEA MAP Skills
- Edmentum,

- Discovery Education.

During a closure these lessons will be modified to address essential learning targets in a 100% online environment.

Distance Learning Expectation for Grades 7-12: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/637469/7-12_Distance_Learning_Expectations.pdf

High School (9-12)

During a partial or full closure Google Suite applications will be used to virtually interact with our students synchronously and asynchronously to provide services and support. Trenton High School uses Google Classroom and other applications to deploy blended learning experiences that align with North Dakota learning standards every school day. During a closure these blended lessons will be modified to address essential learning targets in a 100% online environment.

Distance Learning Expectation for Grades 7-12: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/637469/7-12_Distance_Learning_Expectations.pdf

CTE & Lab Sciences

During a partial or full closure Google Classroom will be used to virtually interact with our students synchronously and asynchronously to provide services and support. Trenton High School uses Google Classroom to deploy blended learning experiences every school day. During a closure these blended lessons will be modified to address essential learning targets in a 100% online environment. These courses require hands on learning opportunities that will now be addressed with the use of video lessons, virtual fieldtrips & experiences, and real-world projects that can be completed at home.

The Arts

Eight Mile School District #6 believes in the importance of the Arts within our curriculum. We will continue with Band, Choir, and general music, and all visual arts classes online. Art supplies will be sent home so students can work on projects as determined by their teacher.

Physical Education/Activity

The Eight Mile School District #6 believes in the importance of physically active and healthy students and staff. Our school has worked to implement physical activity and education across our interwoven online curriculum. We understand that in an online environment it is vital that students are not tied to a screen for several hours at a time. We will promote a healthy and active lifestyle among our students and staff to encourage a well-rounded education for all students at Eight Mile School District #6.

Progress monitoring

Monitoring student progress will be accomplished through Google Classroom as this system allows us to review student submissions and provide feedback. Teachers will continue to meet weekly to monitor student progress and address learning gaps that are recognized. Teacher groups will have access to specialists to assist them in providing resources and support to students demonstrating academic needs.

Grading

Eight Mile School District #6 will continue to adhere to our policy manual, student handbook, practices, and grading structure in an online setting.

Services Assurances to Needy Populations

Ensuring high-quality, age-appropriate instruction for all student 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 who received intervention services during the school year. 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 support general education courses. These supports may include:

- Learning Packets/Kits as long as safety guidelines allow
- Books
- Assisting parents in supporting their students at home.
- Parenting tips and online resources
- Google meetings to facilitate parent feedback and collaboration

Special Education

Students receiving special education services through an IEP or 504 plan 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. We will be in constant contact with the WillMac Special Education Unit to continue to offer these services at a high level, even in an online environment.

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

According to guidance, our case manager 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 Online" model.

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 at School

Eight Mile School District #6 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 Google Classroom and Zoom
- Additional supports provided remotely (Google Classroom, phone, email, Zoom)
- Individual or small group instruction on school property is allowable following guidance by local health officials. At such time as the safety of student or educators is compromised supports will be moved to an online platform.

Services Online

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

Assistive Technology

Eight Mile School District #6 will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

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>

Title I Services

Schoolwide Title I support services for all students will continue to be provided by Title I instructors. These personnel will co-teach and assist in all online K-12 classrooms. This will allow them to view lesson plans and classroom exercises in order to provide appropriate individualized instruction to students. Individual contact will be made, on at least a weekly basis, with students through the use of Google, Zoom, and phone calls.

Services at School

Eight Mile School District #6 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 platforms through Google Classroom and Google Meets, or other acceptable and appropriate applications;
- Additional supports provided remotely (classroom sites, email, and phone); and
- Individual or small group instruction on school property. This is allowable following guidance by local health officials. At such a time as the safety of students or educators is compromised, supports will be moved to an online platform.

Resources & Links

<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

EL students and the services they receive are unique during a closure. Eight Mile School District #6 currently does not serve any EL students. However, EL staff shall communicate with any new EL student's family to address individual supports necessary. In addition, translation services shall be provided to EL families.

504 Plan

504 students and the services they receive are unique during a closure. The 504 coordinator will communicate with staff to ensure these students are receiving services.

Counseling and Student Facilitator Services

Eight Mile School District #6 was not able to find and hire an appropriately licensed school counselor after the retirement of our long-time counselor last school year. Regardless, the district has worked diligently this school year to ensure that our school staff, students and families are provided with appropriate services when needed through partnerships, both formal and informal, with the Great Northwest Education Cooperative, the Trenton Indian Service Area, and Williston School District Counseling Department to provide counseling services as needed and we have informed staff, students and families of online counseling services, suicide awareness, and depression/anxiety assistance. Our retired counselor has provided assistance throughout this school year when needed and has also offered her services during this shut down to include individual student and family outreach. In addition, we also have reached out to local mental health professionals who have volunteered to act as consultants to us as needs arise.

If students or families need the services of a school counselor or another school staff member, a Trenton School Counseling Referral is available on our school webpage at <https://forms.gle/7biHb7BbPb1VHGwn6>.

The district has also created the following pages on the district’s website pertaining to individual and family assistance related to COVID-19 during the shutdown and beyond.

- COVID-19 Family Resource page – this page includes information pertaining to suicide prevention, coping with the Coronavirus crisis, and other mental health crisis information. It is available in the “Documents” section of the district webpage at <https://www.trenton.k12.nd.us/>.
- COVID-19 Outreach and Awareness- this page is designed to keep families and students connected and informed about COVID-19 and North Dakota’s response to the pandemic. It is available on the district webpage at <https://sites.google.com/view/trenton-covid19outreach/home>

Social-Emotional Learning

The Eight Mile School District #6 implements an effective social-emotional support program for our students. Teacher Interventionists in consultation with school principals will continually monitor progress and make suggestions to classroom teachers for this to continue.

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 every student, Eight Mile School District #6 shall develop a meal plan to support these students. Eight Mile School District #6 will follow guidance from NDDPI in the distribution of student meals.

Sample Letter

Trenton School Families:

On Tuesday, March 17, Eight Mile School District #6s began to provide meals for any students ages between 1-18. A to-go bag includes lunch for that day and breakfast for the next morning will be delivered to the homes who sign up for the service. Please consider signing up for this program if you feel that it can be of use to you.

For more information please contact the office at 701-774-8221

Supporting Our Adults

During any crisis 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 Administrative Team will be necessary.

Business Office Operations

In the event of a full closure of schools and district operations due to a pandemic/epidemic preparation shall be made to ensure continuation of payroll, funds receivable, funds payable, and HR services at a remote/home location. These operational plans shall be organized by the business manager and submitted to the Superintendent for review and approval.

The Trenton School Board has approved paying classified and certified staff during the duration of the COVID-19 closure. These payments shall be made as prescribed in our 2019-2020 expenditure budget.

Policies & Procedures

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

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

Federal Programs & Funds

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