Kidder County Public School District #1

District Communication

District leaders should ensure consistent communication with stakeholders. School administration will advise on specific measures to be taken during this event. Kidder County Schools use the Thrillshare Platform to communicate with families via social media, SMS, and phone.

We will continue to communicate to our community, patrons and students through our Apptegy Live Feed, Push Notification, text, Facebook and Twitter feed on updates concerning risk levels according to DoH and if we will be continuing with our full closure or moving to a partial closure. If we move to a partial closure, we will follow safety guidelines as provided by DoH and the Governor's Office on safely returning students to school.

Kidder County School Board Policy regarding emergency closing can be found at this link: Policy ACAA

Continuation of Educational Services

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

District Mission:

The Mission of Kidder County Public Schools is to empower students to be responsible citizens and lifelong learners.

District Vision:

Using collaboration and innovation, we will achieve understanding with measurable growth and continual improvement.

We Believe:

At Kidder County we believe a student’s success is a collaborative effort among school, students, family, and community. We believe all students are capable of growth and improvement through an engaging and innovative environment.
Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Kidder County School takes will be balanced with guidance from local health officials, the North Dakota Department of Health (DoH), 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. The Kidder County School understands that this pandemic is a very fluid situation in which our families and our school need to be able to adapt if this becomes a prolonged absence. However, student attendance and participation will remain a focal point of our education.

We will continue to closely monitor the DoH and Governor’s Office for guidelines and recommendations for the attendance of students within the school. This plan is being developed with the ability to completely educate all of our PK - 12 students without requiring them to be present in the building. If the DoH and Governor’s Office allow us to move to a “partial opening”, we will adjust this plan.

Student Attendance Policy Considerations

a. Suspend Kidder County School Board: Policy FFB
b. Determine the risk level according to DoH.
c. Currently, under our current “full closure” status, students are not allowed in the building, and all educational services are being provided through distance education.
d. Should we move to a “partial opening”, families making decisions to keep students at home due to an epidemic should be addressed on a case by case basis by building principals.
e. Should we move to a “partial opening”, encourage families with symptomatic students to stay home.
f. Suspend attendance incentives/testing requirements as needed to discourage sick students attending school.

Attendance During A Closure

As with school under normal circumstances, students attending school is imperative for the opportunity to learn. During an extended closure, student engagement in learning opportunities is critical to a student’s continued academic growth. Attendance shall still be monitored by teachers through student logins in asynchronous learning experiences and participation in synchronous learning experiences. Our teachers will record attendance by viewing student log-ins to Google Classroom, which is the learning platform that we will utilize for students in grades PK - 12. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers and
administrators shall contact that student’s guardian to seek input and assist them as needed to ensure student participation.

Each teacher will have virtual office hours of 8:30 AM - 3:30 PM each day. The goal is to respond to any students questions or inquiries by the end of the next business day.

**Educational Services**

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

**The Google Platform**

The Kidder County School District is well positioned to offer our students a high quality, standards based instruction through distance education methods. In 2017, the Kidder County School District began a “1:1 Chromebook Initiative”, which assured that every student in grades K - 12 would have a Chromebook. Kidder County Public Schools can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through our learning management system (LMS), Google Classroom.

**Google Classroom**

Google Classroom is a learning management system that can be used PK-12.

Learn more about Google Classroom: [Google Classroom Guide for Parents](#)

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 unique needs of students by organizing content and learning tools specific to individual students.

Google classroom allows teachers to construct their classrooms to best fit the needs of their curriculum and classroom format. Although each Google classroom will be unique to each class, the basic functions and operational tools stay the same which provides consistency for our students.

**Google Chromebooks**

Kidder County Public Schools leverages the power of the Google Chromebook in our classrooms. All students, K-12 receive a Chromebook upon enrollment. Students in grades 7 - 12 take their Chromebooks home each night, while students in K - 6 have a personal Chromebook, but leave theirs at school. During this time of distance education,
we have prepared and sent home Chromebooks for students in grades K - 6. PK has Google Chromebook computer stations within the PK classroom.

**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. An assessment of educator skills may be needed to evaluate the need for additional training before an online learning environment can be fully implemented. Every effort shall be taken to elevate and prepare for online instruction before a full closure. Kidder County Public Schools will leverage our LMS, Google Classroom, to train our educators.

**Training Modules in Google Classroom**

Our staff at Kidder County has been involved with multiple professional development sessions related to online learning and our Google Classroom platform. This has been an ongoing process over the last three years. The elementary principal and high school principal will hold virtual team meetings once a week on Zoom Pro to review procedures and introduce new ideas for distance education. Training modules are available to develop the needed skills for educators. These include:

- **Previous PD:**
  - (August 14th, 2017) Craig Nansen, a certified Google trainer, gave a Google classroom seminar for the entire day at Kidder County Schools for all staff members.
  - (August 15th, 2017) Bill Leith, a technology integration specialist, trained our entire staff on new online technologies to incorporate into our curriculum.
  - (2017/18 and 2018/19 School Years) Kelly Rexine, was our onsite technology integration specialist. He was in the school multiple times a every week providing his services to all of our staff members.

- **Future PD:**
  - NDCEL: Online learning/teaching professional development. As soon as this training is available we will push it out to our entire teaching staff.
  - NDCDE (North Dakota Center for Distance Education): They are in the process of creating a more in depth class on becoming an online teacher.
We will offer this course to all of our teaching staff when it becomes available.

**Providing High Quality, Effective, Standards Based Instruction**

The expectation is to focus on gradually introducing and increasing instructional content through Google Classroom so as not to overwhelm our students with this new way of providing instruction.

The Kidder County School District employs standards based report cards in the elementary, and will continue to do so with distance education.

Our Models of Instruction will include:

- **PK:** We will begin by requiring approximately 45 minutes daily, with that increasing. We are very aware and cognizance of requiring too much screen time for children of this age group, so other assignments such as art projects, exercising, etc. will be incorporated into the lessons.
- **K - 5:** These grades will begin by engaging in approximately 60 minutes daily of screen time for the primary grades, with that increasing to 90-120 minutes daily for the upper elementary grades.
- **6 - 8:** These grades will begin by engaging in approximately 90 minutes daily, with that increasing to approximately 120-150 minutes daily.
- **9 - 12:** These grades will begin by engaging in approximately 120 minutes daily, with that increasing to 180 minutes daily.

I think it is important to know that these minutes of instruction are approximately, with some students requiring more time than others.

Kidder County Grades K - 6 scaffolding information - [Click Here](#)
Kidder County Grades 7 - 12 scaffolding information - [Click Here](#)

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**Staff Notification**

***-Sample Letter-*

**Team members,**

*First of all, I want to say thank you up front for everything you do for us and our communities. Please help us to be the calm and reassuring voices during this time. I know there will be a lot of questions, however, please understand that everything that is being done is an attempt to protect our most vulnerable population.*

*Here is some important information:*

- We will have a meeting of TEACHERS ONLY on Thursday, March 19th at 9:00 AM in the main gym. You will be here until approximately 2:30. During this time, we will review our plan moving forward and try to answer your questions. We ask that you please do not bring your children to school that day and we are not planning on serving lunch.*
- DO NOT loan your fob to anyone. There is NO public access allowed in school until further notice.

- The weight room is closed to everyone until further notice.

- All open gyms and extra-curricular sports are suspended until further notice.

- Please refrain from coming into the school unless requested by the administration.

- Please help us to practice "social distancing" as much as possible.

Thank you,
Kidder County School Administration

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

Kidder County Schools are efficiently leveraged to transition to an online learning environment as the district currently initiates a one-to-one technology plan. Having a digital learning device in each students’ hands, and leveraging the power of the Google Platform, provides Kidder County students and staff with familiar opportunities to teach and learn. Transition time from a blended classroom learning environment to an online classroom structure will be minimal due to the district’s experience with our one-to-one technology plan and past practices within the typical school day.

**Student Access to Devices**

Kidder County Schools has provided Google Chromebooks to all K-12 students since 2017. Measures should be taken to ensure all students have their device during a prolonged school closure. These may include but are not limited to:

a. Sending home devices and chargers prior to a prolonged school closure announcement

b. Initiate a schoolwide material distribution through school bus services to deliver all materials to each individual student/family.

c. Set planned pick-up times within the school building for students and families to pick up materials

i. Distribution of all materials shall be done in the utmost safety conditions recommended by the ND Department of Health and/or the CDC.

d. The repair or replacement of Chromebooks will be available by leaving them at a secure and clean designated area of the Kidder County School.

e. The Kidder County School District employs a full time Technology Coordinator that will be able to resolve any issues with the Chromebooks, or they will be replaced, so students can continue their education.
**Assistive Technology**

Kidder County Schools, in conjunction with the South Central Prairie Special Education Unit, will contact families of students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

**Internet Access**

Online learning requires access to robust internet services. Kidder County School residents reside in areas that have high speed internet provided via BEK or other providers. The Kidder County School has partnered with our local internet provider, BEK, to provide 4 months of high speed internet connection to all families without internet service.

**Ensuring Internet Access**

Before a closure, families will be contacted on an as needed basis to determine if they have internet access. This information will be used to plan for an extended closure ensuring educational opportunities for all students in such an event.

**No Internet Access Options**

a. Connect families to assist in setting up in-home, affordable or free wireless access
b. Contact families directly to discuss commercial connection options
c. Work with community partners to provide service
d. Remove barriers to allow families to connect wirelessly on/within school property
e. Provide a list of community locations that provide free wireless access

**General Education**

Instruction during a pandemic or epidemic school closure will continue to align with our district’s guaranteed and viable curriculum. Kidder County Schools have used a PLC structure to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials.

During a prolonged closure, it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with [North Dakota Content Standards](https://www.nd.gov/education/standards).

**Models of Instruction**

**PK Special Education**

During a partial closure, small group instruction shall be used.

During a full closure, Google Classroom will be used to virtually interact with our student synchronously and asynchronously to provide services
and support. Support to families will also be provided through this mechanism.

**Elementary (PK-6)**

During a partial or full closure, Google Classroom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Each grade level will be housed in a single Google Classroom in grades K-4 managed by at least two grade-level teachers when applicable. Grades 5-6 will be housed in one grade-level classroom and organized by subject areas managed by at least two grade-level teachers when applicable. Administration and specialists will be added to each created Google Classroom as a co-teacher to assist in management of the whole group, small group, and individualized classroom instruction. Kidder County Elementary Schools are both Schoolwide Schools and resources are provided for every child. Students not receiving services through special education, but still labeled as our higher need Tier 2 and Tier 3 levels, will be able to access reteaching lesson videos, direct assistance from Title I Math and/or Reading Specialists or our district RtI teacher on a small group or individual basis based on their need in the same confidential format through Google Classrooms.

**High School (7-12)**

During a partial or full closure, Google Classroom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Kidder County High School uses Google Classroom on a daily basis in all 7-12 classes. This has been a requirement as we have progressed through our 1:1 initiative plan since 2017. Our teachers have been trained to provide the proper balance between Google Classroom screen time and regular classroom lecture and activities. In the event of a full closure this balance will need to be shifted to an entirely virtual platform. This does not necessarily change the way our teachers use Google Classroom, it will only increase the amount.

**CTE & Lab Sciences**

During a partial or full closure, Google Classroom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Kidder County Schools offer a large amount of CTE courses to our students. These hands-on programs are being adjusted to fit the online learning system. There are many challenges facing our CTE instructors but they are working hard to provide students with as many hands on activities that can be done at home during a school wide closure. Teachers will continue to consult their CTE state directors for direction and guidance.
**Progress monitoring**

Monitoring student progress will be accomplished through our Google Platform as this system allows us to review student submissions and provide feedback.

PLC will continue to meet weekly to monitor student progress and address learning gaps that are recognized. PLC groups will have access to specialists to assist them in providing resources and support to students demonstrating academic needs.

**Grading**

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

**Counseling & Student Support Services**

Kidder County Schools will continue to offer school guidance counseling lessons through the Google Platform resources or Zoom Meetings. Additionally, counselors will adhere to the [ASCA Virtual Learning & Guidance](https://www.asca.org) website, which have been reviewed and addressed in our synchronous and asynchronous platform.

*Mental Health Crisis Phone Lines*

The district will continue to provide counseling services if needed during crisis situations by calling the school at (701) 475-2243 during regular school hours. Students will also have access to the ND Crisis & Emergency Services hotline at (701) 328-8889 or the ND Mental Health Association hotline at (2-1-1) during non-school hours.

*Outside Support*

The South Country Human Service Zone (Social Services serving the counties of Dickey, Emmons, Kidder, LaMoure, Logan, and McIntosh counties) and other community partners will be available to conduct remote meetings upon request or requirement as needed.

*K-12*

School level and/or grade level Google Classroom courses will be created by classroom teachers and accessible by school counselors, building principals, and school specialists (PE/Music/Title/RtI/Spec. Ed teachers). This will allow all specialists to provide both general courses and small group or individual session with students.
At the high school level, Google Classroom courses shall provide a conduit for counselors to schedule courses, advise students on college/career readiness, and promote scholarship opportunities.

Service Assurances
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 students and families in need of extra support.

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

At Risk Students
Our Title I teachers will continue to be paid with Title funds per guidance from ND DPI and USDE. At-risk students are defined as students who receive Title I services during the school year. To ensure equitable services to these students during a closure are equitable, Title I teachers will communicate with classroom teachers to provide additional support as needed for general education courses, as all specialist teachers (Title I, EL, Special Education) teachers have been added to each grades “Google Classroom” so they can work with and see levels of instruction being provided by the classroom teacher. As Kidder County Elementary Schools are Schoolwide Title I schools, all students will have the adequate supports which may include but are not limited to:

a. Title I teachers will conduct secure one on one meetings with students through “Google Meet” or “Zoom Pro”.
b. Take home learning material bags
c. Books
d. Assisting parents in supporting their students while at home
e. These supports could be:
   i. Parting tips and online resources

Special Education/504/EL/Homeless
Students receiving special education services through an IEP are unique and require special services in the event of a closure. The US Department of Education 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.
Kidder County is a member of the South Central Prairie Special Education Unit, and is working closely to develop an action plan for our special education students.

The letter sent to all special education students in our district is below:

- Letter to Parents

The action plan of the South Central Prairie Special Education Unit for our students:

- South Central Prairie Special Education Unit Action Plan

### Communicate & Plan

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

a. Resumption of services  
b. Duration and scheduling of services  
c. Educational services being provided

### Notice to Change without an IEP Team meeting

Following guidance, our case managers will be in contact with each IEP students’ 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

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. Under current DoH guidlines, all meeting the accessibility concerns of participants, IEP meetings may be conducted virtually through either Google Meet or Zoom Pro.

### Services at School

Kidder County Schools shall provide services to students based on the needs outlined in each child’s IEP. Educational services decisions shall comply with guidance from the Department of Education and the North Dakota Department of Public Instruction. These may include:

a. Online learning through our Google Platform resources  
b. Additional Supports provided remotely through Google Hangouts, Google Meet, Zoom Meetings, phone, email  
c. Individual or small group instruction on school property only if allowable by guidance from federal, state, or local health officials. (At such time, if
the safety of students and/or educators is compromised, supports will be moved to solely an online or remote platform.

**Online Services**

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

**Resources**

*Providing Resources to Students with Disabilities During COVID-19*

**English Language Learners**

EL students and the services they receive are unique during a closure. Online educational opportunities shall be provided via our Google Platform or the Zoom Meeting online resource. Furthermore, EL staff shall communicate with each EL student's family to address individual supports necessary. In addition, translation services shall be provided to EL families as needed.

**Homeless**

Students who qualify as a homeless student will receive services according to federal and state requirements. We will provide homeless students with a Chromebook (as we do all students), our school wifi password and a secluded area in which they can receive wifi and complete school assignments.

**Student Meals**

All children who reside within the Kidder County School District boundaries from ages 1 - 18 will receive free meals during this pandemic as a result of all school districts being categorized as a “Summer Meal Distribution Centers”. To address this need for these, and all of our students, Kidder County Schools shall develop a meal distribution plan to support these students. Kidder County School will follow guidance from the North Dakota Department of Public Instruction in the distribution of student meals.

-Sample Letter-

Dear Kidder County School Families,

First of all, I want to tell each and every family that we will continue to work to do what is in the best interest of our school and community. Though it may be difficult, please help us to be the calm and reassuring voices during this time. I know there will be a lot of questions, however,
please understand that everything is being done in an attempt to protect our most vulnerable population.

We will begin providing sack lunches for our students, starting tomorrow, Tuesday, March 17th. We will have the following locations in which students/families can pick up their “Grab and Go” meals. Please go to the location closest to your residence, regardless of the school you attend, so we have an approximate number of meals available for all.

- At 11:30 AM – Steele School. Please enter through the doors by the main office.
- At 11:30 AM – Tuttle Community Center next to the store.
- At 11:30 AM – Driscoll by the Post Office.
- At 11:30 AM – Dawson in Wolff’s Bar and Grill parking lot.
- At 11:30 AM – At the end of the pavement 10 miles south of Steele on 26th Ave.
- At 12:00 PM – Tappen School. Please enter through the main doors.
- At 12:00 PM – Sterling Cenex Truck Stop.

We will put out additional information later this week as it becomes available.

Thank you,

Kidder County School Administration

Main Office Resources

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

Business Office Operations

Prior to the event of a full school and district closure due to a pandemic or epidemic emergency, preparation shall be made to remotely ensure discussion is held by the Kidder County School Board regarding continuation of payroll, funds receivable, funds payable, and school services.

These operational plans shall be organized by the business manager and/or administration and submitted to the Superintendent for review and approval.

The Kidder County School District Board will review paying classified and certified staff during the duration of the COVID-19 closure or any future pandemic/epidemic occurrence. These payments will be reviewed as prescribed in the school’s 2019-2020 expenditure budget.

Policies & Procedures
Prior to the event of a full school and district closure due to a pandemic or epidemic emergency, administration shall present a plan on how to address sick leave, personal leave, and leave without pay to the Kidder County 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 community health officials.

**Federal Programs & Funds**

The Kidder County School District will continue to comply with guidance and regulations of all federal programs that affect the Kidder County School District. Our federal program teachers will continue to be paid with federal funds per guidance from ND DPI and USDE. To ensure equitable services to these students during a closure are equitable, federal teachers should communicate with classroom teachers to provide additional support as needed for general education courses.

- Federal title teachers will conduct secure one on one meetings with students through “Google Meet” or “Zoom Pro”.
- Assisting parents in supporting their students while at home

**Notifications and Live Access**

The Kidder County School District provides ongoing and live notifications to all our families through our school website at all times. Live notifications and resources can be found at the following link: [Kidder County School District Website](#)