



## CONTINUOUS LEARNING ASSURANCES DOCUMENT & LOCAL PLAN

As a result of COVID-19 and the closing of schools, superintendents and charter school leaders must complete this packet and submit to the New Mexico Public Education Department by **Wednesday, April 8, 2020**. The packet contains the following items:

1. Assurances Document
2. Continuous Learning Plan

### Submission

- All required documents must be emailed as a single package to [CL.Plan@state.nm.us](mailto:CL.Plan@state.nm.us) by **Wednesday, April 8, 2020**.
- Please direct questions to Gwen Perea Warniment, PhD, Deputy Secretary for Teaching, Learning, and Assessment at [Gwen.Warniment@state.nm.us](mailto:Gwen.Warniment@state.nm.us).

To access Continuous Learning guidance documents and resources, visit the PED website at:

<https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/covid-19-coronavirus/>

## ASSURANCES DOCUMENT

Date: April 3, 2020

School District/State Charter Name: Belen Consolidated Schools

Name of Person Completing Assurances: Diane M. Vallejos

Contact Phone Number: (505)966-1003

Contact Email: vallejosdm@beleneagles.org

District/State Charter (LEA) identified/named as Belen Consolidated Schools hereby assures the New Mexico Public Education Department that:

1. the LEA will follow the requirements for a Continuous Learning Plan for the remainder of the 2019-20 school year;
2. the LEA will develop a Continuous Learning Plan that meets course and demonstration of competency requirements for high school seniors;
3. the LEA will pay all current hourly employees during the balance of the 2019-20 school year based on the plan developed;
4. the LEA will submit a completed Continuous Learning Plan by Wednesday, April 8, 2020; and
5. the LEA will enroll all new students according to state statute and the local district/state charter enrollment policies and provide an education plan for all new students for the duration of the 2019-20 school year.

Diane M. Vallejos

April 5, 2020

Superintendent Signature

Date

*Please print signature or sign electronically*

# CONTINUOUS LEARNING PLAN

Date April 3, 2020

District/State Charter Name Belen Consolidated Schools

## High School Senior Continuous Learning Plan

How are you ensuring credit requirements are met?

*We will ask the School Board to approve reducing the number of credits needed for graduation, for the class of 2020 only, to 24 credits from 28 credits. All students in the class of 2020 will meet the state graduation requirements of at least 24 core and elective credits as required by the NM Public Education Department to graduate. We will implement a pass/fail grading system for the 4th quarter to make sure this does not impact GPA. If needed, however, BHS does use semester grades and if needed will continue with such grades as to not have a negative impact on the students' GPA. Teachers will implement a grading procedure that does not unduly penalize students who are unable fully complete assignments due to various reasons.*

How will you support completion of dual enrollment courses?

*We will contact all students enrolled in dual credit courses to see if there are students who need devices or have limited internet capacity. We will provide the opportunity for students to check out a device if they do not have one. We will also inform students that they can sit in their vehicle in any school parking lot within the Belen Consolidated Schools and access that school's Wi-Fi. In addition, each student's advisory teacher is making weekly contact with the student and/or parent. We are also requiring that teachers maintain contact with all their students through virtual office hours, where the teacher is available for a set amount of time every day to provide whatever assistance students may need to complete the coursework required for the class. Teachers will use phone, email and other applications such as Microsoft Teams, Google Classroom and/or Zoom meetings to maintain contact with students. Finally, we have divided students in the senior class between 4 counselors and two IEP facilitators to provide additional support to students who are seniors.*

Describe the local demonstrations of competency options which will be used for seniors who still need to meet competency requirements in one or more subject areas (PPT presentations, virtual or physical projects, on the job experiences, community services, virtual presentations, local portfolios, etc.).

- Acceptance to an accredited 2- or 4-year Institute of Higher Learning
- Acceptance to a Post-Secondary Certificated or Apprentice Career Education Program
- Acceptance to a branch of the military
- Final Exam Grade of 'C' or better in English III or English IV.
- Final Exam Grade of 'C' or better in an Algebra II class or higher mathematics Course
- Final Exam Grade of 'C' or better in a science course
- Final Exam Grade of 'C' or better in social studies course
- Successful completion of a dual credit course in English
- Successful completion of a dual credit course in mathematics
- Successful completion of a dual credit course in science
- Successful completion of a dual credit course in social studies
- Met proficiency on a student project or essay with rubric or grading guidelines signed off by an educator with site administrator approval
- Met IEP goals for a Career Ability Graduation Pathway

Please describe your plan to ensure graduation and completion of Next Steps Plans for seniors.

*Next Step Plans had already been distributed to seniors before the mandatory school closure, so they could be completed and signed by the students and parents. We will arrange for collection of the completed plans by utilizing the BHS counselors and/or via email. Belen High School will use Xello college and career planning software to provide lessons identified by CTE teachers to students from the ACTE covering workplace soft skills. Students will also complete learning style, personality style, and personal interest surveys using Xello. Completion of these surveys will allow students to explore possible college and career choices based up on the results of the surveys. In conjunction, we will make Precession exams to students, so they can work to obtain certifications in their related classes. Infinity High School will continue with Student Portfolios.*

## **Academic Support**

Briefly describe the professional development plan for your staff related to continuous learning. What support might you need?

*Belen Consolidated Schools will support staff development in the following ways: 1. BCS will provide continuous learning opportunities for staff through external virtual professional development sources such as PBS 2. BCS will offer small group and 1:1 support virtually from internal instructional coaches/district mentor 3. BCS will offer online training sessions provided by instructional coaches/district mentor*

Please describe how you will support continuous learning for Pre-K through 11<sup>th</sup> grade students based on the resources and capacity of your community.

*Support for Continuous Learning for pre-K through 11th grade students will be done through various methods. Students have been identified as to if they do or do not have internet access and/or a device available for remote learning online, those that do not have access, work packets will be created and made available for families. For pre-K through 6th grade teachers will use online applications such as, but not limited to, Seesaw, Class Dojo, YouTube, etc. For students 7th – 12th teachers will use online applications such as Google, Microsoft Teams, Canvas, Edgenuity, etc. Contact will be made with students a minimum of twice a week and teachers will have established office hours where they will be available to accept calls and provide support for online and/or paper-pencil assignments. By Friday of each week the following week's lessons will be uploaded to each individual school's site within the district's website at beleneagles.org. For individuals that will need assignments printed for them the coordination will come from the teacher and school sites. Arrangements will be made to have the packets picked up at the school, delivered via bus route with meals, and/or left at predetermined business in the community as determined by the teacher and family.*

Will online learning be used? If so, what tech support will be available for families and teachers?

*Online learning will take place for individuals that have been identified as having access. Teachers will have access to online platforms such as Seesaw, Zoom, Microsoft Teams, Google, Canvas, YouTube, etc. BCS has three Instructional Facilitators and four computer technicians that are on call and available to support families and teachers with programs. BCS is providing internet access at each school that can be accessed from the parking lots for the students that have devices but are in need of internet access. Information has been shared with families about reduced cost and free internet service that is available in the area. Online learning will not be the only learning available to students.*

If so, how will you ensure that all students have adequate access to devices and the internet? What support might you need?

*BCS has gathered any device that is available to be checked out to a student. Students will have access to the "BCS Guest Network" via parking lots and internet provider hot spots. Support that is needed includes being able to provide additional devices, hot spots, and an expansion of cellular service within our district.*

Please describe additional measures you will take to support students with disabilities, students at-risk, and students served under Title Programs (EL, Migrant, etc.).

*Belen Consolidated Schools is committed to make every effort to provide special education and related services to students with accordance with their individualized education program (IEP). The school closure creates an exceptional circumstance that could affect how a particular service is provided; as a result, therapists and special educators are working together to maintain communication with families to ensure that the needs of each individual student are met, to the greatest extent possible. In instances where technology is not accessible or where educational materials are not available in an accessible format, BCS will provide effective alternate access to the curriculum or services provided to other students. IEP team meeting will continue to be conducted. In some instances, evaluations may need to be delayed until school reopens. Evaluations that do not require a face-to-face assessment or observation assessments or observations will take place while schools are closed so long as a student's parent or legal guardian consents. BCS employees Bilingual Teachers to support English Language Learners at all traditional elementary sites and provides TESOL endorsed teacher at La Promesa Elementary School that has the greatness need of ELL they will be able to support their students in. Bilingual teachers will support ELL students through developing lessons that can be delivered remotely. ELL have been given home access to their Imagine Learning Accounts. Imagine Learning has also provided BCS with additional licenses to be used as appropriate in the support of providing opportunities for English language acquisition. Parents of elementary aged students will be encouraged to have their children tune into the APS PBS broadcast of the English Language Development programing.*

How will teachers check-in with students? How frequently?

*Teachers will utilize a variety of methods to check in students. These include phones, email, Class Dojo, Microsoft Teams, etc. Teachers at each site will have a set time frame each day for office hours to promote teacher/student communication. Teachers will check-in with student a minimum of twice a week. Teachers will be required to track their contact with students through logs.*

Please describe your plan for Career and Technical Education.

*CTE teachers and students will be able to access online lesson development and learning programs. For instructor planning, our teachers can access <https://nm.ctelearn.org> that can assist with making the transition to teaching online. Students will continue to have access to the Precision Exams online package which provides lessons in multiple areas. Lessons can be printed by instructor to provide to those students without access. Students can also access <https://nm.ctelearn.org> for a wide range of career pathway focused lessons and activity through the ACTE CTE Learn program. This online program and its lessons support all pathways at BHS.*

Please describe your plan to address electives/specials.

*Elective teachers and specials will upload to [beleneagles.org](http://beleneagles.org) and have activities sheets suggestions available for families and have established office hours. Teachers will also be asked to help contact students when necessary.*

## Social and Emotional Supports

### How will you utilize counselors and social workers?

*Utilization of Counselors and Social Workers: 1. The district counselors and other support personnel will use and refer to the American School Counselor Association National Model to assess, deliver, define and manage the social emotional needs of students during this phase of remote learning. The ASCA has allowed all counselors to access their site for free to access materials, webinars, etc, for continued support of students. (a) Online Counseling Webinar (b) Ethical Considerations: School Counseling in a Virtual Setting 2. Counselors have been issued laptops to access the Microsoft TEAMS platform and are being asked to train with their school sites the week of April 6th, 2020. The plan is to move toward an online counseling program. 3. Counselors and support personnel have contacted families either by phone or email. A log will be utilized to track the contact and determine needs for students and families. PED Student & Family Wellness Check- In form can be one tool to track student and family needs. 4. Counselors will utilize online platform TEAMS or other means to conduct virtual check-ins with students. For example, Class Dojo and Bloomz has been a means of communication. 5. Teachers have continued to make referrals to counselors based on conversations or concerns. The network of support has continued during this remote learning phase. 6. 5-12 student/family contacts per day will be conducted by school counselors and documented. Based on those initial contacts a triage system will determine further needs and contact will continue. Some families have shared that 'they are fine', meaning counselor time can be spent on those with more need. 7. Counselor office hours will be set for all counselors 8. For some, home visits have occurred, due to lack of initial communication from families. A protocol is being used to practice social distancing during these visits. 9. Class Dojo is another. 10. Phone calls to determine internet access for students and families.*

### How will you support students' social-emotional needs?

*Delivery: 1. Internet: Virtual check-ins, small-group counseling, virtual instruction in counseling curriculum, such as: cyberbullying (with more students on social media sites could see a spike in these instances) coping with social isolation, etc.... (a) Video lessons: with worksheets and activities 2. Phone calls (a) Teletherapy is occurring (b) FaceTime (c) Audio conferencing 3. Emails (a) Student/Family Appointments 4. Cell phone use for text messaging and use apps, such as: Remind, TextNow, etc.... 6. Family Visits to provide necessary needs: school supplies, food, etc.... 7. Collaboration with District counselors and support personnel has been invaluable. Sharing of ideas and resources has created a strong team of support for students.*

## Family & Community Communication

### How will you keep families informed about changing circumstances?

*BCS is utilizing multiple forms of communication to keep families informed about changing circumstances. These include emails to students, teachers, and community members, posts on Facebook, Twitter, and BCS district and site webpages. District and site leadership has the capability to push out text messages to parents, students, and staff, as well as automated calling. Multiple sites are posting weekly newsletters, or more frequently if needed, on their websites. Information is shared between teachers and students via their office hours, online interactions and learning platforms, and a variety of apps.*

How will you support families and caregivers as they facilitate learning at home?

*We will support families and caregivers as they facilitate learning at home by: 1. Teachers will hold office hours 2. Online platforms will be used to virtually meet with parents and students. Ex. 365 Teams, See Saw, etc. 3. Phone calls 4. Counselors, social workers, and other support staff will connect with families through online platforms such as Teams, See Saw, & Google, as well as phone calls etc. 5. Transportation department delivery of homework packets and meals. 6. Promote and encourage participation in the lessons being aired on PBS stations around the state beginning on Monday, April 6 and airing every day from 8am-Noon.*

How will you support families and caregivers as they support the social-emotional needs of their children?

*We will support families and caregivers as they support the social-emotional needs of their children by: 1. Counselors, social workers, teachers, homeless liaison, and many more support staff are reaching out and connecting with students and families through online platforms, video chats, phone calls, etc... to ensure the well-being of our families and provide resources when needed. 2. Messaging regarding the amount of study time/school work is being sent out to relieve the anxiety of parents feeling like they must study all day. 3. The PED Student & Family Wellness Check-in Form to document needs to make referrals and identify needs. 4. Four drop-off appointments per day from McKinney-Vento personnel, with physical distancing practiced providing schools supplies, food boxes, instructional packets, etc..... 5. Career and College information has been shared at HS level via College and Career Counselor for those families that are transitioning from high school to post-secondary plans, beleneagles.org email address for seniors will remain active until August 30th to allow students a means in which to receive information from colleges or career opportunities. 7. NMAA updates will be provided by Career Counselor via HS website. 8. Counselors have joined Facebook groups with other district counselors throughout the world to share ideas and have a support network. 8. Research is occurring by Teen Specialist in future impact on students and families and how to be prepared to assist with families that are unemployed, cannot pay rent, afford food, etc.*

## **Other**

How will you reflect, monitor, and evaluate the effectiveness of the implementation of this plan and the results?

*Reflection is ongoing as to the feedback we receive from principals, teachers and families. Due to the nature of the situation we do receive frequent feedback and made adjustments as necessary. Monitoring will be completed by logs kept by teachers and staff members. Evaluation of the effectiveness of the CLP will take place on or before June 5th.*

**Please include any other relevant information or documents related to your Continuous Learning Plan**

## **Continuous Learning Plan Signature Line**

*Diane M. Vallejos*

April 5, 2020

Superintendent Signature

Date

*Please print signature or sign electronically*

