

Hazelton Moffit Braddock  
Public School District #6

# Distance Learning Plan



COVID-19 Pandemic Response Plan  
Submitted to DPI March 26<sup>th</sup>, 2020

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## Introduction

Hazelton-Moffit-Braddock (HMB) Public School is dedicated to the overall well-being of our students. This plan is submitted for our students to continue learning at HMB Public School. We are confident our plan for delivering instruction and opportunities for learning provides effective and necessary modifications from the classroom to distance learning settings. The staff at HMB Public School have collaborated to provide a variety of methods for delivery of instruction and opportunities for learning while maintaining consistency with activities and curriculum at all grade levels.

## Pandemic – Epidemic Job Roles

PERSONNEL	ACTION
All	<ul style="list-style-type: none"><li>· Take precautions as directed</li><li>· Encourage hand washing</li><li>· Adults that exhibit symptoms should remain home</li><li>· Students that are symptomatic should be kept away from healthy students and parents contacted.</li></ul>
Administrators	<p>Normal School Operations</p> <ul style="list-style-type: none"><li>· Monitor attendance of students to determine the impact</li><li>· Contact public health if any significant elevations in absences</li><li>· Promote attendance policies that reinforce students who are sick to stay home.</li><li>· Be prepared to address large numbers of staff absences.</li><li>· Prepare distance learning plan in the event of a prolonged closure</li><li>· Prepare shared communications folder for district administrators to share information.</li><li>· Hold district administration meetings to ensure consistency of messaging.</li><li>· Prepare statements for stakeholders as needed.</li><li>· Prepare press releases and manage media contacts.</li><li>· Test communications systems to ensure they will be available when needed</li><li>· Create communications page on district website.</li></ul> <p>Extended Closure</p> <ul style="list-style-type: none"><li>· Identify essential personnel</li><li>· Set alternate office hours</li><li>· Execute distance learning programs</li><li>· Continue to prepare statements for stakeholders.</li><li>· Continue to hold district administrative meetings to ensure consistency of messaging.</li></ul>

<b>Secretary</b>	<ul style="list-style-type: none"> <li>· Be aware of absence policy changes to inform parents and families.</li> <li>· Assist keeping symptomatic students away from healthy students and contacting parents. <ul style="list-style-type: none"> <li>· Follow recommendations from public health on how to address student illness.</li> </ul> </li> </ul>
<b>Custodian</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>· Follow enhanced cleaning procedures as prescribed by your supervisor.</li> <li>· Clean highly touched surfaces daily.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>· Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>
<b>Teacher</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>· Students that are symptomatic should be kept away from healthy students and parents contacted.</li> <li>· Be prepared to provide instructional opportunities in the event of a closure.</li> <li>· Prepare to be able to continue teaching from home/office.</li> <li>· Begin reaching out to parents preparing them in the event of a closure</li> <li>· Reassure your students and provide emotional supports as needed.</li> <li>· Direct additional supports as necessary including counseling services.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>· Execute distance learning plan</li> <li>· Set daily office hours and inform your students (families)</li> </ul>
<b>Tech Director</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>· Ensure operations of educational tools used for online learning.</li> <li>· Prepare to support teachers in providing instruction remotely.</li> <li>· Create Microsoft Teams to allow virtual conferences as needed for administrative and staff development groups.</li> <li>· Provided additional training and support as needed.</li> <li>· Prepare for implementation of Helpdesk operations during closure.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>· Implement helpdesk operations</li> <li>· Continue to support educators as needed.</li> </ul>

<b>Food Service</b>	<ul style="list-style-type: none"> <li>Prepare for food distribution if a closure would occur.</li> <li>Work with administration to inform stakeholders as needed.</li> </ul>
<b>District</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>Maintain contact and monitor information from NDDoH and NDDPI.</li> <li>Work with Public Health as needed.</li> <li>Determine event and school closures based on recommendations.</li> <li>Identify essential personnel and work duties in light of a closure.</li> <li>Prepare for business operations to continue as needed during a closure</li> <li>Prepare guidance for staff on leave and work hours during closure</li> <li>Prepare for transportation needs during closure</li> <li>Prepare for food distribution during closure</li> <li>Extended Closure</li> <li>Execute closure plan</li> <li>Prepare reintegration plan as closure concludes</li> </ul>
<b>Support Staff</b>	<p>These individuals will be available to all students and parents on opportunity days through assignment from the building administrator. Times will be scheduled based on student or parent/guardian need.</p>

## Communication Plan

HMB Public School believes that communication is the key for Distant Learning to be effective. Administration will be communicating with all parties as needed to make sure Distant Learning is implemented properly. We will use the following ways to communicate with all parties involved:

- School website consisting of a page dedicated to the COVID-19 Pandemic  
[www.hmb.k12.nd.us/2020/03/16/covid-19/](http://www.hmb.k12.nd.us/2020/03/16/covid-19/)
- Honeywell Instant Alert System
- HMB Facebook page
- Emails
- Phone Calls
- Google Classroom
- Microsoft Teams
- Zoom
- Remind

Below is the letter sent home to parents and is currently available on our website.

Dear HMB Families and Staff,

Thank you for your patience as we work through this unprecedented situation. HMB Public School continues to work with local, state and national officials regarding the Coronavirus (COVID-19). We are trying to do our part to protect our community and the most susceptible, our elderly and medically fragile populations. We will continue to provide updates on this website which includes additional links to keep our community informed, as we determine our next step in this process.

HMB Public School is continuing to monitor the spread of COVID-19, more commonly known as Coronavirus. We are in regular contact with local and state health officials, as well as other local school districts and colleges, and we are taking direction from the Centers for Disease Control and Prevention (CDC).

## **Level of Continuation**

HMB Public School will be using a full continuation for our Distant Learning. We believe we will be able to provide our students the tools necessary to continue to the next level of their education.

**Full Continuation:** Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected. Materials and instructional methods used may include synchronous (Microsoft Teams video, Zoom video, instant messaging) and asynchronous online learning (email, Microsoft Office 365, Google Classroom, or learning management systems that deliver, track, and manage classes or projects), and may include all methods listed below:

**Exposure to Content:** Students will be able to view content that broadly relates to content areas, such as literacy and numeracy. Focused skill development is not expected.

**Supplemental Content:** Students will be able to view and participate in activities that are directly related to grade-level skills, but there is no capacity for assessment or evaluation of work. Limited progress is expected.

**Partial Continuation:** Students will be able to access grade-level and subject-matter content. If instructional support (including assessment and evaluation of work) is provided through another medium, continued learning is possible. Measurable student progress is possible.

## **Ensuring Student Success through Robust Relationships**

The mission of HMB Public School is as follows: The HMB family commits to a high standard of respect, co-operation, and creativity in order to empower today's students to be tomorrow's leaders.

The HMB Public School vision is to develop intelligent, responsible, and productive citizens with a desire to contribute to society.

**We Believe:**

- in providing students educational opportunities through a well-rounded curriculum, a healthy positive learning environment, and an educational climate created by qualified teachers which encourages the respect for individual differences and human dignity.
- it is essential to keep student/teacher relationships a priority as we begin our distance learning plan.
- our students desire to have interactions/relationships with their teachers and are inspired by teachers and staff to succeed.
- Parents and community are partners in helping schools achieve the mission and vision of HMB Public School.

**Health and Safety Considerations**

Health and safety of our students, staff, and community are of paramount importance during a widespread health emergency. All actions of HMB Public School 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.

The District has reviewed the CDC guidelines and created appropriate protocols for cleaning, social distancing, accommodating for students who are at-risk.

**Attendance Procedures****School Reopening Attendance Procedures**

- Families that choose to keep students home due to the Pandemic will be contacted by our PK-12 Principal daily to ensure each student's educational needs are being met
- Encourage families with symptomatic students to stay home
- Suspend attendance incentives/testing requirements as needed to discourage sick students attending school

**Attendance During a School Closure**

- Attendance will be monitored by classroom teachers through student attendance on our educational platforms, class participation, daily communication, and the completion of assignments
- Teachers will monitor prolonged absences and disengagement and communicate with parents/guardians to provide accommodations
- Teachers will also communicate with our PK-12 Principal to assist in communicating with parents/guardians and the student
- Teachers will be in contact with parents/guardians frequently to assist them with distance learning to ensure student participation

# **Ensuring Equitable Services for Students and Families during Closure**

## **Preparing for Distance Learning**

HMB Public School will utilize laptops, personal devices, Chromebooks, and instructional packets to deliver lessons to our students. Online instructional delivery includes Google Classroom, Microsoft Office 365, Zoom, Facetime, Joinme, GoGuardian, Email, and Remind. Teachers will be contacting student through video conferences or by phone to ensure that students have regular personal contact with their teachers.

HMB Public School is prepared to transition to online Distance Learning. We plan to begin Distance Learning on Monday, March 30<sup>th</sup>, with a gradual application of online Distance Learning to provide students the time to adjust to the online environment. Additionally, teachers will be able to make adjustments and determine what activities are effective in the online environment.

## **Staff Development**

- HMB Public School teachers have participated and are prepared to engage in Distance Learning through professional development sessions for Google Classroom on Friday, January 31<sup>st</sup> and on Monday, March 23<sup>rd</sup>, and for Zoom on Tuesday, March 24<sup>th</sup> and Wednesday, March 25<sup>th</sup>. All sessions were instructed by the HMB Technology Team.
- HMB Public School teachers will engage in Distance Learning through professional development ongoing for the remainder of the school year and into next school year.
- The District will use the support offered by EduTech and CREA to provide ongoing teacher support for Distance Learning, including courses for Distance Learning Teaching, Sandboxes for Distance Learning Tools, Distance Learning and Tech Support, and Virtual PLCs and PWCs.
- Any combination of the above

## **Student Development**

HMB Public School is ready to fully transition to an online Distance Learning environment. HMB is a one-to-one technology school. Every student PK-12 has access to their own device daily. Students perform daily technology activities at every grade level. Teachers have trained students throughout the school year and they are prepared to continue learning in an online environment. Students have experience and are prepared to use Google Classroom, Microsoft Office 365, Joinme, and several individual learning applications. Students also have been provided instructions for Zoom from teachers who plan to utilize it. As we roll out our Distance Learning plan on Monday, March 30<sup>th</sup>, teachers will be making a slow transition to provide students an opportunity to adjust and adapt to the learning environment.



## **Sample Letters and Resources**

Dear HMB Families,

Thank you for your patience as we work through this unprecedented situation. HMB Public School continues to work with local, state and national officials regarding the Coronavirus (COVID-19). Teachers continue to make plans for providing education to HMB students. We will be taking this process in an organized and thorough manner. We will begin Distance Learning on Monday, March 30<sup>th</sup>. All students have received their belongings, devices, and all other school materials they need to begin Distance Learning. Teachers have been and will be communicating plans for instruction and are providing learning activities through Google Classroom, Microsoft Office 365, Remind, other platforms, and in some cases instructional learning packets will be sent home to students as well. Daily check-ins will occur with class advisors and teachers to ensure student participation and engagement. Please encourage and help your students to access their device and communicate with their teachers. Thank you again for your patience and understanding. We look forward to continuing the education of our students. Stay safe and stay connected!

### **Student Access to Devices**

HMB Public School is a one-to-one technology school and every student PK-12 is issued their own device at the beginning of the school year. Students in grades PK-2 are issued iPads and students in grades 3-12 are issued Chromebooks. All issued iPads and Chromebooks have been delivered with chargers to students for their Distance Learning.

HMB Public School will partner with South Central Prairie Special Education Unit to ensure access that accommodates students with accessibility needs. All assistive technology will be sent home with students.

### **Internet Access**

All families were contacted by HMB Staff to determine if they have internet access. Once we determine who did not have access, HMB Public School worked with local service providers to waive setup fees and monthly charges for families in need of internet services. After taking these steps, we have confirmed every household in the HMB Public School has full internet access and has the ability to receive online Distance Learning.

### **Ensuring Access**

HMB Public School has confirmed all households have full internet access. This was confirmed by contacting every family by phone and received verbal confirmation by a parent/guardian.

#### **No Access Options**

In the event internet access is discontinued or is no longer able to be provided, HMB Public School will work with the family to ensure continued

learning by providing instructional packets and communicate with family regularly to provide help with engagement and participation.

### **Access to All Classes/Courses**

HMB Public School will continue to deliver instruction aligned to North Dakota State Standards. Students will begin with review activities and slowly move on to new concepts. During this closure, our intent is to deliver high quality, grade level appropriate learning opportunities to our students. Teachers and administration will collaborate to evaluate and monitor the effectiveness of our instruction and make adjustments when necessary. Student progress will be monitored, and students' needs will be addressed. Additionally, Cross-Curricular learning and teaching will be happening at all levels, when and where appropriate.

### **Elementary (PK-6)**

#### **Full or Partial Closure**

- Students will be provided activities and materials from their teachers to prepare students for the next grade level
- Students will be monitored to determine adequate progress
- Students will be exposed to content-based standards, transitioning from a regular classroom setting to Distance Learning
- Students will be using Google Classroom, Microsoft Office 365, Zoom, and other online educational tools

### **High School (7-12)**

#### **Full or Partial Closure**

- Students will be provided activities and materials from their teachers to prepare students for the next grade level
- Students will be monitored to determine adequate progress
- Students will be exposed to content-based standards, transitioning from a regular classroom setting to Distance Learning
- Students will be using Google Classroom, Microsoft Office 365, Zoom, and other online educational tools

### **CTE/Science/Lab**

#### **Full or Partial Closure**

- Students will be provided activities and materials from their teachers to prepare students for the next grade level
- Students will be monitored to determine adequate progress
- Students will be exposed to content-based standards, transitioning from a regular classroom setting to Distance Learning
- Students will be using Google Classroom and Flipgrid for the hands-on learning opportunities required to complete projects and labs
- CRACTC is offering any CTE teacher to access their Distance Learning materials – contact [lyle.krueger@k12.nd.us](mailto:lyle.krueger@k12.nd.us)

## **Services Assurances to Students with Needs**

### **At-Risk**

At-Risk students are defined as students who received Title I services during the school year. HMB Public School is a Targeted Title I school. Equitable services will be provided to Title I students during a closure. Title I teachers will communicate with classroom teachers to deliver additional supports as needed for general education courses. HMB Public School's Title I teacher will be available to support students and parents. The Title I teacher will be providing instruction to identified Title I students with their homework, provide additional assistance in identified areas of concern, parenting tips and online resources, etc. This teacher is available by phone and through email.

### **Special Education and 504**

The goal of HMB Public School and the South Central Prairie (SCP) Special Education Unit is to continue to provide special education and related services to our students to the greatest extent possible during a partial or extended closure. Our greatest concern is for the health and safety of our students, staff and communities.

### **Communication and Plans**

All case managers and service providers have reviewed each Individual Education Program for the students they serve. A Temporary Contingency Plan (TCP) has been developed for each student that includes a plan to assist students to continue to make progress towards their annual goals during the time of school closure. The TCPs are working documents that may be enhanced as the skill and comfort levels of staff and families increases.

Each parent, guardian, or adult student are to be contacted by their child's case manager and/or service provider to discuss these plans. The TCPs are to be mailed via USPS along with a letter from the Director of the SCP Special Education Unit and two copies of a parent consent form that includes a Notice of Changes to an IEP without a Meeting and Prior Written Notice Statement. Parents are asked to agree to or refuse the services outlined in the TCP. Refusal does not extend to core curriculum classes being taught by special education teachers. A self-addressed stamped envelope is provided to return a signed copy of the form. Alternate methods such as email and fax are also provided. The Director will follow up with parents who do not return their forms by April 1<sup>st</sup>.

All case managers and service providers will work with students via Google Classroom, Microsoft Office 365, and Zoom. This may also include the distribution of instructional packets that can be completed at home with parental guidance and/or virtual instruction. Case managers

and service providers will maintain contact with students and parents on a weekly basis, or as determined in the TCP. Resources for supplemental instruction, including online learning programs such as Dreambox, Lexia, Learning Ally, Renaissance Math and Ripple Effects are provided by the Unit. Additional resources will be extended as needed and equitable online learning procedures will be followed.

Case managers will document all communication with students and families during this time including online lessons, provision of materials and student contact time.

### **Hosting an IEP Meeting**

Meetings required under IDEA will be reviewed on an individual basis. If possible, meetings may be held virtually or by phone if all parties are in agreement. If it is not possible to hold meetings while allowing for meaningful participation by all team members, the meetings will be postponed until school resumes. Assessments will not be conducted until school resumes unless reliability and validity of assessment results can be ensured during the assessment process. For triennial assessments due during the school closure, parents and school districts may agree in writing that an evaluation is not necessary and re-examine assessment opportunities when school resumes. A Prior Written Notice of Special Education Action will be sent by the case manager in all instances.

### **English Language Learners**

HMB Public School currently does not have any ELL students. In the event we receive a student in need of EL services, we have a contract with our REA to provide those services. In addition, HMB Public School will provide translation services for families in need.

### **School Counseling**

HMB Public School will continue to offer school counseling services and classes during a full or partial closure. Counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and entered into our synchronous and asynchronous platforms. We will connect with students individually or in small groups by Zoom and Google Classroom. Students and parents/guardians can call or email the school counselor for individual sessions.

## **High-Quality, Effective, Standards-Based Education**

HMB Public School's learning priorities will be focused around course essential learning outcomes. Students may have online, off-line, and hybrid learning activities. The primary tools for communication will be Google Classroom, Microsoft Office 365, Remind, Zoom, Joinme and other online applications. In addition, the district is

supportive of new learning experiences and has directed staff to prioritize maintaining positive and effective relationships and reviewing existing knowledge.

### **Provisions for instructional support**

HMB Public School students will be assessed based on communication between teachers and families throughout the full or partial closure.

### **Assessments**

HMB Public School teachers will use the following for assessments:

- Electronic delivery of assignments
- Online tools
- Regular actionable feedback
- Any combination of the above

### **Grades**

HMB Public School will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic. We will continue to monitor this closely throughout the closure keeping the best interest of the students with every decision.

### **Academic progress monitoring**

HMB Public School students will be progress monitored periodically. If a student is not making adequate progress, extra supports will be provided. The supports will be accomplished with support staff, Title I, Special Education, and/or regular education teaching staff.

- Teachers will continue to communicate to monitor students
- Teachers will utilize online tools to monitor student progress and adjust through differentiated instructional formats for students not making progress.
- Teachers will provide feedback and opportunities for mastery learning to ensure progress
- Teachers will scaffold learning through its Distance Learning platform
- Any combination of the above

## **Student Meals**

HMB Public School will continue to provide breakfast and lunch throughout the duration of the school closure. Due to new funding made available to schools, we have the pleasure and opportunity to provide meals for all children ages 1-18 who reside in our school district. Communication has been made to all families as we make plans to continue to offer food services to the community. We will have meal pickups on Mondays and Wednesdays from 10:00am-12:00pm at two locations; in Hazelton at the school and in Moffit at the post office. The number of meals we provide in the two pickups will contain meals for the entire week.

## **Human Resources Processes, Protocols, and Policies**

HMB Public School has approved an ongoing payment plan with considerations for all certified and classified staff.

- The District will pay all staff throughout the closure
- The District will pay all staff who report/work from home as needed throughout the closure
- The District will pay all staff who are available
- The District will pay for staff in the following manner:

HMB Public School has reviewed its policies relating to staff leave and will monitor other policies that may need to be addressed to ensure operations amidst local health requirements or other state and/or federal requirements.