

Distance Learning Plan 2020-21

Garrison Public Schools

1. The decision to enroll your child in the distance learning option is made at the semester and if you select distance learning, face to face education cannot be chosen until the following semester for any grade K-12.
2. Chromebooks will be provided by the school district for grades K-12.
3. All students are required to be assessed to establish a baseline per the state within the first 4 weeks of school starting. Distance learning students will need to schedule an appointment to get this completed during school hours.
4. Internet accessibility will be the responsibility of the parent.
5. A quiet and distraction free work area for each student participating will be required.
6. Cameras will be on during live stream sessions and microphones muted when requested.
7. School appropriate clothing dress code still applies.
8. Grades K-5 who are choosing to enroll in distance learning will be expected to follow the in-person school schedule via technology from home for their assigned teacher using Google Classroom or Zoom in collaboration with the classroom teacher and distance learning liaison.
 - a. Teachers will follow grading procedures defined by the school district as if the child were in actual physical attendance.
 - b. Attendance will be taken by classroom teachers by student's presence online.
 - c. Grades will be in Powerschool and parents or guardians granted access to allow for accountability of the student.
 - d. If distance learning is selected, these students will continue their enrollment within this program through the entire semester and will not be given the option to come to school for face to face until the start of the next semester.
9. Distance learning for grades 6-12 will be provided by the North Dakota Center for Distance Education (NDCDE) at district expense.
 - a. Each student will have a minimum of 6 classes and will work with building principal to ensure they are on schedule to meet graduation requirements.
 - b. Teachers for NDCDE are not employees of Garrison Public School and contact among student/parent/teacher will be done through NDCDE portal.
 - c. Principals will track student progress on the backside of NDCDE to ensure all students are keeping pace.
 - d. Eligibility is determined by both grade and pacing between both schools.
 - e. Seniors may take less than 6 credits, so long as they are meeting their graduation requirements with a minimum of 5 classes per semester.
 - f. If NDCDE is selected, these students will continue their enrollment within this program through the entire semester and will not be given the option to come to school for face to face until the start of the second semester due to fees associated once a student is enrolled.
 - g. Test passwords will be obtained from principal or designee.
 - h. All courses, including failed courses, will be added to the student's historical grades and/or high school transcript.
 - i. Parents are required to attend registration of these classes by appointment with Mr. Dangel and Mrs. Fuller, which will include 6th graders. Appointments can be made starting August 10 by calling the school at 701-463-2818.
10. If we are forced to conduct a mandatory closure, all K-12 students except those enrolled in NDCDE courses (#9), will follow what is outlined in #8.
11. Preschool students are not eligible for distance learning in any capacity other than those required by special education law.

How much time will students and teachers be required to participate in distance learning each school day?

Students	During distance learning, students will be provided e-learning opportunities equivalent that of face-to-face opportunities to the best of our ability. This will be provided from highly qualified teachers in all required subjects focused on essential learning standards, which will allow them to progress in their learning. Families selecting distance learning for a semester should understand that this will involve a full schedule for their student to meet the requirements of all classes in grades K-12 as outlined below. Students will be expected to follow the schedule set by each course instructor and be present online as well as participate and complete assignments electronically. Attendance will be taken and is required by the state.
Elementary Grades K-5	For students who select distance learning for the semester, students in elementary grades kindergarten through grade 5 will follow the schedule of the classroom teacher assigned to them at the time of their registration: <ul style="list-style-type: none">A. 8:30-3:25 are the elementary school day hours Monday, Tuesday, Thursday, and FridayB. 8:30-3:00 are the elementary school day hours WednesdayC. Distance learning students will follow exceptions to these hours as per the school calendar as published on our school website (eg early out days, holiday breaks, etc.)D. The teacher will communicate the schedule of live instructional class session times with the student and parent with assistance from the distance learning liaison before the first day of school.E. It is a student and parent/guardian responsibility to ensure access and attention to the instruction and to provide guidance and assistance for technical and instructional issues as needed for their individual student as the teacher cannot physically access the student from a distance.F. All one-to-one devices for grades K-12 deployed on or before August 19, 2020G. All teachers will include their prep times in the schedules given to families, as well as the hours of 8:00-8:10 and 3:30-4:00 as hours for which appointments for parent contact may be made to discuss any challenges or issues that may occur.
Grades 6-12	For students who select distance learning for the semester, students in elementary grade 6 through high school grade 12 will have their instruction provided by the North Dakota Center for Distance Education (NDCDE) at district expense. Each student will have a minimum of 6 classes (exception may be high school seniors who need a minimum of 5 classes) and each parent/guardian and student

	<p>will work with their respective building principal to ensure they are on schedule to meet graduation requirements.</p> <p>Distance Learning when school is on shutdown:</p> <ol style="list-style-type: none"> 1. High School days are 8:30 – 3:30 on Monday, Tuesday, Thursday, and Friday. 2. On Wednesday, the school day is 8:30 – 3:00 3. Teachers are available from 8:00 – 4:00 every day. Please contact your teachers via email, remind, or calls to the school to setup specific times for help. 4. Distant learners will follow exceptions to these hours as per the school calendar as published on the District website (Holiday breaks, early outs, Professional Development Days) 5. Students and teachers will use zoom meetings for live instructional class session times. These meetings will be held at the same time as their scheduled classes. 6. Attendance will be taken every day and students will be expected to be in class with their videos on 7. It is a student and parent/guardian responsibility to ensure access and attention to the instruction and to provide guidance and assistance to the technical and instructional issues as needed for their individual student as the teacher cannot physically access the student from a distance. 8. Students will be able to access materials remotely via google classroom or remind using district or personal devices. 9. All one-to-one personal devices will be deployed K12 on or before Aug 19, 2020. 10. All teachers will include their prep times in their schedules to be given to families for which appointments can be made to discuss challenges or issues that may arise.
<p>Professional Development</p>	<ul style="list-style-type: none"> *Continued meetings to develop the plans; multiple emails, phone calls, Facebook, and website posts to communicate with stakeholders including teachers, staff, parents, students, administrators, and community members. *Innovative Academy training 2019 & 2020 to prepare for innovative practices *Collaborative efforts and peer-led professional development 2019-20 to guide best practices in instruction and collaboration *Cultivate 21 Ongoing Professional Development 2020-21 for collaborative innovative practices to maintain motivation and integrate technology tools into teaching *GoGuardian Professional Development 2020-21 for management of technology tools in good use of instruction *DreamBox Learning Professional Development 2019-21 *Peer assistance in use of Google Classroom, GoFormative, Zoom, Kahoot, Epic, and other helpful technical tools and resources *Nurtured Heart Approach professional development 2019-21

	*Trauma Informed School training and determine a Social Emotional Learning curriculum 2020-21 as planned in our Cognia education improvement plan
English Language Learners	We partner with our Regional Education Association to identify and provide English Language Learners appropriate accommodations identified in their learning plans to meet their needs to the best of their ability.
Federal/Title	We are schoolwide Title in our elementary school only. Title funds are used to pay for salaries of our teachers with all other things being supplemented locally. Our Title teachers are working directly with our elementary staff and meeting with all classes a minimum of one time per week during their whole group virtual meetings. Additionally, they are providing direct interventions virtually using Systems 44 as tool for those students who were identified previously. Title is also providing assistance in the oversight of DreamBox ensuring students continue on the correct math pathway and monitoring student progress, so they are not simply clicking through assignments. If this does occur, classroom teachers are reported, and phone calls are also being made home.
Other Certified Staff	Certified staff members will carry out specific duties needed within our buildings. While it may not be the position they were originally hired to complete, they will continue work as permissible.
<p>How will we provide appropriate remote facilities and access for all students participating in distance learning, including computers, internet, and other forms for electronic communication that will be utilized in the program?</p>	
Elementary School Students	Elementary students do not take their devices home under normal circumstances. Students whose parents/guardians have elected to participate in distance learning will be granted use of a school-owned device for the semester for which they are distance learning. Also, for a forced mandated closure of schools the devices will be sent with K-6 students. The students can complete the work electronically to turn in to the teacher. Teachers will be available as outlined in their posted schedules to support student learning and answer any questions. Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate adaptations/modifications for any electronic/home-based learning materials for students during distance learning. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers will be available during school hours on school days as outlined on the calendar to support student learning and answer any questions via email or phone.
Grades 7-12	Grades 7-12 have their district-provided devices that they can and do take home daily. The students can complete the work electronically google classroom or GoFormative. Teachers will be available during school hours on school days as outlined on the calendar to support student learning and answer any questions.

	<p>Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate adaptations/modifications for any electronic/home-based learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers will be available during school hours on school days as outlined on the calendar to support student learning and answer any questions via email or phone.</p>
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How will we provide distance learning to students who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

<p>District</p>	<p>Families who do not have the required technology to support distance learning should work within their resources to acquire these necessary requirements in their learning environment prior to the start of the semester if they are considering distance learning for their student. Our district has the infrastructure and professional capacity in place to support eLearning days in the event of a health emergency that necessitates mandatory forced school closure. The school staff will work with individual families to accommodate as needed if there is no internet access. Additionally, we have worked with our local co-op in the spring 2019 to get these families services where possible. If there is a power outage or another issue out of the family's control, staff will work with the student/parent to plan for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.</p>
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How will we ensure appropriate learning opportunities for students with special needs?

<p>Students</p>	<p>Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider to reflect use of technology for their learning needs throughout use of distance learning. Therapies and specialized instruction will be provided via zoom until students are able to be returned to school meeting directly with case managers.</p>
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How will we monitor and verify each student's electronic participation?

<p>District</p>	<p>All work will be posted using google classroom for grades K-12 by the due dates established by the teachers during a forced school closure/hybrid distance learning situation. Attendance will be tracked in Powerschool for all students K-12 during a forced school closure/hybrid distance learning situation, just as though students were physically in attendance in the classroom setting, following the same protocol as outlined in the distance learning plan for K-5 above.</p>
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	<p>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. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact that student’s guardian to seek input and assist them as needed to ensure student participation. Building Principals, School Resource Officer, and Counselor will be involved, and we will follow our student handbook and Garrison School Board policies and ND Century Code regarding student attendance, truancy, and compulsory attendance.</p>
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How will we address the extent to which student participation is within the student’s control as to the time, pace, and means of learning?

<p>Students</p>	<p>Students will be expected to follow the classroom schedule at the elementary level (K-5), which should be deemed developmentally appropriate with scheduled breaks for movement between instruction and independent work time. Concerns with the schedule and difficulties for students should be communicated between parents and classroom teachers as they navigate this new balance of in-person and digital distance learning blend, understanding that flexibility is necessary on everyone’s part and the needs of many often outweigh the desires of few.</p> <p>Students in grades 6-12 who are participating in NDCDE courses will rely on the pacing of each individual teacher, and parents/guardians and students will receive weekly emailed updates of their pace and progress from NDCDE. It is expected that the student is engaged and manages their time with the help and guidance of their parent/guardian who has elected to supervise the distance learning at home due to the increased age and maturity level, and the distance learning liaison for each building will be in frequent communication in regard to progress and any challenges the student may be experiencing.</p> <p>In the case of a forced school closure/hybrid distance learning situation, students in grades K-12 would be expected to follow their normal daily schedule, which should be deemed developmentally appropriate with scheduled breaks for movement between instruction and independent work time. Concerns with the schedule and difficulties for students should be communicated between parents and classroom teachers as they navigate this change in schedule, routine, and structure. Concerns not addressed at the teacher level should next follow the chain of command, moving from teacher, to building principal, to superintendent, to school board president.</p>
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How will we provide effective notice to teachers, staff, students and their parents or guardians of the use of distance learning?

Parents and students	<p>Parents/guardians were given a survey via our website, email, text, Facebook, app alert system to make them aware of the option for distance learning for 2020-21 for K-12 for a semester at a time.</p> <p>In the case of a forced school closure/hybrid distance learning situation, parents/guardians and students will be notified by via our notification system as part of the district's update on the coronavirus. This sends out a text, email, Facebook post, website post, and posts to our live feed of our app. This ensures that our community at large is also aware of the change. Additionally, we will be using Remind at the individual classroom teacher and building principal level, as well as Google Classroom for individual teachers.</p>
Staff	<p>Staff will be notified by via our notification system as part of the district's update on the coronavirus. Additionally, the district will continue to use Remind and our notification system to send text and voice message alerts.</p>
<p>How will we ensure that all teachers and staff who may be involved in the distance learning program will have access to any and all hardware and software that may be required for the program?</p>	
Teachers and Staff	<p>All teachers (elementary, middle, and high school) have been assigned a laptop for use at school and at home. Teachers and specialists will be available for support during their contracted times as per our school calendar.</p>
<p>Staff Expectations</p>	
Staff	<p>Staff must be available during the hours listed above</p> <p>Certified staff will check-in and out at the end of the day with the administration. They will continue work, while permissible, in small groups performing a variety of maintenance tasks. Plans to allow teachers the opportunity to work from home will be reviewed by our board and are subject to their approval.</p>
Special Education Teachers	<p>Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special education teachers will work with regular education staff to determine the appropriate modifications for any e-learning materials.</p> <p>Help may be provided via email, zoom, or google hangout. Counselor will be setting up zoom meetings for individual students.</p>
Educational Support Personnel	<p>Assignments may vary depending on nature of duties and the condition of the buildings (if cleaning is needed or being done)</p> <p>Secretarial staff may vary depending on if staff is allowed into the buildings and/or the activities that could be completed at home.</p> <p>Paras, kitchen staff, drivers, and custodians offered the opportunity to work in other areas as long as we are able to enter our buildings.</p>

Counseling Services	We will offer school guidance counseling lessons leveraging google classroom. Additionally, the counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed using zoom.
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How are we adhering to the ND Department of Health’s Guidelines regarding COVID19?

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Garrison Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, and community leaders, while ensuring that safety may impact the intensity, location, and duration of services we provide.

Hybrid Learning Plan 2020-21

Garrison Public Schools

In the event of school, district, or state-wide designation of yellow, the Garrison Public School District may elect to go to a Hybrid Learning Plan. This means our students will shift to a hybrid schedule with students attending school on alternate weeks so some students are learning part-time in school and some students are learning part-time at home. Based on conditions, hybrid schedules could be implemented in a single school, within a cluster of schools or districtwide. Reminder of purpose of a hybrid schedule is keeping fewer households in schools at the same time to slow the spread of COVID-19.

We will follow the following procedure:

1. The Governor of North Dakota designates the color of risk for our state, which determines the necessity for our school district to operate within the Hybrid Learning Plan.
 - a. Our School Administration, in conjunction with our COVID crisis team and in consultation with our local school board, may implement this plan when our state is at a lower risk level if deemed appropriate.
2. Alternate with students whose last names begin with A-K (Cohort 1) coming to school face to face and those whose last names begin with L-Z (Cohort 2) participating in distance learning (see above guidance) one school week at a time, following the school calendar to reflect planned days off for holidays, conferences, etc.
 - a. If you are a family with multiple student last names who reside in your household, you follow the schedule of the last name of the oldest child in your household.
 - b. Upon completion of Week 1 of Hybrid Learning, if Yellow Designation is still in effect, Cohort 2 attends face to face and Cohort 1 participates in distance learning.
 - c. Continue in this pattern until Color Designation changes.
3. The Garrison Public School Board, in consultation with the Administration, may elect to utilize the Hybrid Learning Plan within a single school building or the entire district.
4. The Garrison Public School District will communicate the change of instructional delivery to patrons via our alert system call, text, email, app, Facebook post, individual teacher and staff Reminds, and Google Classrooms.
5. All students in grades K-12 would be able to take a school-owned device home to access the technology required to participate in distance learning.
6. Increased health and safety precautions will be put into place as outlined in the Health and Safety Plan to lessen the risk to staff and students.