

Roosevelt Public School - Carson

District 18

COVID-19 Response Plan

Submitted to DPI – March 25, 2020

Updated with School Board Approval August 5th, 2020

Distance Learning Plan

Communication Plan

District Communication Plan

The district uses Living Tree as their primary communication with parents. The district launched it January 1st, 2020. The teachers post daily. We also use our school web page, PowerSchool, Google extensions, and Roosevelt School Facebook page.

<http://www.carson.k12.nd.us/>

Continuation of Educational Services

Roosevelt Public School - Carson intends to implement the following practices and processes to achieve our desired outcomes during school closures.

District Mission:

Roosevelt Public School in partnership with the community provides students with the skills and experiences that empower them to reach their full potential as independent thinkers.

District Vision:

We promise to provide a diversified curriculum and a school environment that fosters self-esteem and respect for individual differences.

Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Roosevelt Public School- Carson takes 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.

Students and teachers required participation in opportunity learning each “school day”.

Students

During opportunity learning, students will be provided work from their teachers in all of their subjects that would equate the same as in-class face to face instruction.

Teachers/ Other Certified Staff

- I. For opportunity learning days teachers, non-certified staff, and students will follow the normal school hours. Teachers and paraprofessionals from 7:55-3:45. Students from 8:20-3:20.

Appropriate remote facilities and access for all students participating in opportunity learning, including computers, internet, and other forms for electronic communication that will be utilized in the program.

Students

- I. Students do not take their Chromebooks home under normal circumstances. However, in the case of prolonged closure of schools or extended absenteeism of a student, chromebooks will be sent home with the student(s). The students can complete the work either electronically or on paper based on the assignment and teachers request. Teachers will be giving instruction and available online for help the same hours as a normal school day, 7:55 - 3:45.
- II. 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 modification 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 and co-teachers will be available from as

	they are during a normal school day, following the schedule that is used during in-class instruction.
Opportunity learning for students who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.	
District	Our district has the infrastructure and professional capacity in place to support eLearning days as an emergency measure in the event of a health emergency that necessitates extended school closure. All families were surveyed personally and all have internet access. If there is a power outage or another issue out of the family's control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.
Appropriate learning opportunities for students with special needs.	
Students	Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.
Monitoring and verification in each student's electronic participation.	
District	All work will be posted on Living Tree and/or Google Extensions by 8:20 on e-learning days. Students and teachers will meet daily for lectures in each subject via Google Meet. Teachers will be available online during normal school hours for help. Lectures will be recorded

	for students to rewatch. Attendance will be taken by participation in Meets.
<p>Addressing the extent to which student participation is within the student's control as to the time, pace, and means of learning.</p>	
Students	<ul style="list-style-type: none"> I. Student Participation will vary based on the grade level: <ul style="list-style-type: none"> A. Pre K - Roosevelt does not have a PreK, we do house West River Head Start in the building. They are their own entity. B. K-8 students will be engaged in classroom instruction and assignments throughout the day from 8:20 - 3:20, following their normal in class daily schedule. C. We do realize that we have parents that work during school hours and will do our best to accommodate students that are affected by this.
<p>Providing effective notice to teachers, staff, students and their parents or guardians of the use of opportunity learning.</p>	
Parents and students	Parents and students will be notified by Living Tree and/or Google extensions as part of the district's update.
Staff	Staff will be notified by Living Tree and/or Google extensions as part of the district's update.

Ensuring that all teachers and staff who may be involved in the opportunity learning program will have access to any and all hardware and software that may be required for the program.

Teachers and Staff	All teacher's/staff have been assigned a laptop for use at school and at home. The Technology Coordinator will be available on an "as needed" basis.
--------------------	--

Expectations during this time.

Staff	<ol style="list-style-type: none"> I. Staff must be available during normal school hours 7:55 - 3:45. II. Certified staff will check-in at the beginning of the day with their building principal via Living Tree and/or Google Classroom. III. Staff will provide the required resources to meet the educational mission of Roosevelt Public School.
Special Education Teacher	<ol style="list-style-type: none"> I. Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP. The special education teacher will work with regular education staff to determine the appropriate modifications for any e-learning materials. II. Help may be provided via Living Tree and/or Google platforms
Educational Support Personnel	<ol style="list-style-type: none"> I. Assignments may vary depending on the nature of duties and the condition of the buildings per the discretion of the administration. II. Paraprofessionals will follow their normal in-class daily schedule. III. Secretarial staff may vary depending on if staff is allowed into the buildings and/or the activities that could be completed at home per the discretion of the administration. IV. Kitchen staff, drivers, and custodians' assignments may vary depending on the nature of duties and the condition of the buildings per the discretion of the administration.

Student Roles and Responsibilities

- Establish daily routines for engaging in the learning experiences

<ul style="list-style-type: none"> ● Identify a space in your home where you can work effectively and successfully ● Identify a space in your home where you can participate in live online learning. Sit at a table with a wall behind you, if possible. Follow the school dress code ● Regularly monitor online platforms ● Engage in all learning with academic honesty ● Communicate proactively with your teachers if you cannot meet deadlines or require additional support ● Comply with School Internet Safety policies including expectations for online etiquette 	
For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology related problem or issue	Ms. Miller-Kraft - cody.millerkraft@k12.nd.us and Mrs. Brenda Voth - brenda.voth@k12.nd.us
a personal, academic or social-emotional concern	Ms. Miller-Kraft - cody.miller@k12.nd.us
other issues related to distance learning	Ms. Miller-Kraft - cody.millerkraft@k12.nd.us

Parent Roles and Responsibilities	
<p>Provide support for your children by:</p> <ul style="list-style-type: none"> ● Establishing routines and expectations ● Defining the physical space for your child to study ● Monitoring communications from your child's teachers ● Beginning and ending each day with a check-in ● Taking an active role in helping your child process his/her learning ● Establishing times for quiet and reflection ● Encouraging physical activity and/or exercise ● Remaining mindful of your child's stress or worry ● Monitoring how much time your child is spending online ● Keeping your child social, but set rules around their social media interactions 	
For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology related problem or issue	Ms. Miller-Kraft - cody.millerkraft@k12.nd.us and Mrs. Brenda Voth - brenda.voth@k12.nd.us
a personal, academic or social-emotional concern	Ms. Miller-Kraft - cody.millerkraft@k12.nd.us and contracted counselor through CREA

Student Attendance & Engagement

Attendance During A Closure

During an extended closure, student engagement in learning opportunities is critical to a student's continued academic growth. Attendance shall be monitored by teachers through daily online participation. 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.

Educational Services

Roosevelt Public School - Carson is providing virtual training to our educators, quality instruction to our students, and supporting the unique health & wellness needs of both groups through Chromebooks, Living Tree, and Google extensions.

Learning Platforms

LivingTree is a mobile online education communication platform.

Google extensions allow teachers to provide a user friendly online learning environment and address the unique needs of students by organizing content and learning tools to meet their specific needs. Google extensions provide a comprehensive learning management platform and video conferencing tools within its suite of products.

Google extensions also provide us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure.

Chromebooks

Roosevelt Public School uses Chromebooks in our classrooms. Upon enrollment, all students receive a Chromebook that they are allowed to take home for closure or extended absenteeism.

Online Professional Development/Skills

Teacher and paraeducator professional development will be specifically targeted to what teachers need for successful implementation of online teaching and learning for all students. Through the use of Google extensions, along with a shared folder/document the staff continues working through learning, sharing, and planning how to consistently use online platforms including Google extensions to plan classroom instruction. Teachers will be trained by a lead teacher in Google extension at fall inservice.

Teachers will train students in Google extensions at the beginning of the school year. Google extensions include training materials to assist educators and families.

www.support.google.com/edu/classroom

Ensuring Quality & Equitable Educational Opportunities for Students

All students have a Chromebook assigned to them and all students will start training on Google extensions and all websites and applications that individual teachers use fall of 2020.

Students will use technology daily and have an E-Day once a week.

Assistive Technology

Roosevelt Public School in partnership with Southwest Special Education Unit will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure. At this time there are no students in Roosevelt Public School District that require assistive technology above and beyond what is being offered.

Student Access to Devices

Roosevelt Public School - Carson provides a Chromebook to all students K-8. Devices will be sent home for extended closures and/or absenteeism.

Internet Access

All Roosevelt Public School families have access to the internet through West River and Hughes Net.

Ensuring Access

Each family was surveyed in March of 2020 to determine if they have internet access. This information was used to plan for an extended closure ensuring educational opportunities for all students. New families to the district will be surveyed via new student packets.

No Access Options

- Contact families directly to discuss commercial connection options.
- All families currently have access.
- Work with community partners to provide service.
- Remove barriers to allow families to connect wirelessly on school property.
- Provide a list of community locations that provide free wifi access.

General Education

During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities to all students that align with North Dakota Standards.

Lesson plans will be submitted to administration Monday mornings. All lessons are required to be aligned to North Dakota State Standards. The lesson plans must reference the state standards that they are aligned to.

<https://www.nd.gov/dpi/districtschools/k-12-education-content-standards>

Models of Instruction

Special Education

During a full closure Google extensions will be used to virtually interact with our students to provide services and support. Support to families will also be provided through this mechanism from the special education teacher.

PreK Roosevelt Public School does not offer PreK, as we house West River Head Start.

Elementary (K-4)

During closure Google extensions and a variety of other technology will be used to virtually interact with our students to provide instruction and support daily during normal school hours. Packets may also be sent home and be sent back on a weekly basis. We do recognize that parents may be working during normal school hours. We will do our best to help accommodate students that are affected.

Middle School (5-8)

During closure Google extensions and a variety of other technology will be used to virtually interact with our students to provide instruction and support daily during normal school hours.

Progress monitoring

Monitoring student progress will be accomplished through engagement in Google Meets and completed daily work.

General educators will continue to communicate daily with students to monitor student progress and address recognized learning gaps.

Grading

Roosevelt Public School - Carson will continue to follow our policies, practices, and grading structure during the closure.

Counseling & Student Support Services

Roosevelt Public School - Carson will continue to offer school guidance counseling lessons through Google extensions. Additionally, the counselor will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed.

ASCA Guidance -

https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf

Outside Support

Grant County Social Services and other community partners will continue services.

Virtual counseling hours will be available for students.

Services Assurances to Needy Populations

Ensuring high-quality, age appropriate instruction for all students is our goal. Special considerations shall be made for any students who need them.

Special Education

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

At Risk Students

Roosevelt Public School is School-Wide Title I that encompasses all students. These supports could be:

- Learning materials
- Books and materials
- Assisting parents in supporting their students while at home.
- Parenting tips and online resources

Special Education / 504

Students receiving special education services through an IEP are unique and require special services in the event of a closure. USDOE guidance indicates that once schools provide learning opportunities to students during a closure the LEA must make every effort to provide special education services and related services to a child in accordance with the IEP.

Communicate & Plan

Building principals, 504 case managers and/or SPED case manager shall connect with students and families concerning continuation of services. This communication should be done in a way that ensures access by all parties normally part of the IEP team. Case managers should pay attention to:

- Resumption of services
- Duration and scheduling of services
- Educational services being provided

-accommodations and modifications in collaborating

Notice to Change without an IEP Team meeting

Following guidance our special education case manager will be in contact with each student on an IEP. The special education teacher will contact the legal 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

The IEP team will review and complete necessary planning for each student on an IEP. The IEP team meeting will be conducted virtually.

Services at School

Roosevelt Public School- Carson shall provide services to students based on the needs outlined in each child’s IEP. Educational services decisions shall be in compliance with the IDEA laws.

These may include:

- Online learning through Google extensions
- By each student’s contingency plan

Services Online

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

Resources

<https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/#Q-A-1>

English Language Learners

Currently, there are no ELL students at Roosevelt Public School - Carson.

Student Meals

Roosevelt Public School- Carson will follow guidance from NDDPI in the distribution of student meals.

Human Resources – Supporting Our Adults

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 administration, school board, and stakeholders is ongoing.

Business Office Operations

Plans have been made to ensure continuation of payroll, funds receivable, and funds payable.

Administration and the school board will work with the business manager to maintain the operational plans of the school.

HR Policies & Procedures

The school board and administration shall develop a plan on how to address sick leave, personal leave, leave without pay and other policies.

Federal Programs & Funds

Roosevelt Public School's Distance Learning Plan is a live and working document and may be altered or changed by the Health & Safety Smart Restart representative team at any time.

Representatives:

Jerry Erdahl - Superintendent

Cody Miller- Kraft - Principal

Kayla Tatro - Teacher

Dan Stewart - Community Member/School Board Member

Carmel Miller - Parent/School Board Member

Roosevelt Public School - Carson will continue to comply with guidance and regulations of all federal programs that affect the Roosevelt Public School District.

Jerry Erdahl
Superintendent
701.622.3263
jerry.erdahl@k12.nd.us

Cody Miller-Kraft
Principal
701.622.3263
cody.millerkraft@k12.nd.us