

Killdeer Public School District 16
101 High Street NW
Killdeer, ND 58640

District Distance Education Plan (Pandemic Plan)
Jeff Simmons– Superintendent
Karter Kleeman – High School Principal
Andrew Cook – Elementary Principal

Emergency Response Plan

Personnel

Killdeer Public Schools will consider all functional staff, i.e. primarily department heads from administration, lead teachers, central office, food service, building maintenance, and transportation as essential (critical) staff that is expected to report to work each school calendar day up to the point of a shelter in place order. Instructional staff will be able to work from home (remotely) as much as possible and will have the ability to self-isolate in their classrooms if they need to come in to access materials to plan, preview, and present materials and to assess, grade and maintain student records. Social distancing will be key in the District's daily operation and collaboration with essential staff to the greatest extent possible.

Paraprofessionals will continue as normal until a full school shut down. In the case of a shut down in which all students are distance educating, paraprofessionals will be meaningfully engaged in the task to assisting teachers as they contact students and families and will assist Sped, 504, and EL students as needed.

All students will utilize either Seesaw (grades pre-K – 2) or Schoology. If there are connectivity issues beyond what the district can deal with (no internet service available in their area, etc..) appropriate accommodations will be made.

Communication Plan

We will utilize multiple communication means including email, telephone, texting, paging contacts, Facebook, District website, marquee, and local access television channels during the school shutdown period. The District all-call system will send text messages to every contact number in PowerSchool. The use of the PowerSchool system will be used to communicate essential and urgent matters to our families. All aforementioned communications means will be utilized to some degree to help insure school communications are reaching students, parents, and community members in Killdeer and the greater Killdeer area.

In the case of a full school shut down, classroom teachers, with assistance by central office staff, will facilitate communication with the families of each and every one of their

students via phone call, text, and email. Teachers will make a phone call to each family in their class at least one time per week to check in and will be available by phone or email from 8:00 AM until 3:45 PM on each regularly scheduled school day. Parents and/or students will be able to contact teachers, the school, and the homework hotline, 1 (888) 401-8885, during regular school hours from 8:00 AM until 3:45 PM. Contact time will be expanded as necessitated for students/families to accommodate unique schedules. Calls will be returned within one school day or sooner.

Ensuring Equitable Services During Closure

District Mission – The Mission at Killdeer Public School is to ensure students acquire the KNOWLEDGE, ATTITUDE, ETHICS and SKILLS needed to become productive citizens in our society.

District Vision – Knowledge for a Lifetime.

Health and Safety

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Killdeer Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, CDC Guidelines, and government leaders.

Ensuring safety may impact the intensity, location, and duration of services we provide.

Level of Continuation – Intent

K-6 The focus will center on Priority Standards chosen from the North Dakota Academic Standards. Teachers will be responsible for presenting all grade level priority standards to students and tracking mastery of these standards. Elementary teachers will utilize DIBELS, Pathways to Reading, and benchmark testing in Galileo to identify these initial standards. As students master these standards teachers will move into a slow roll out of new content. Again, all content at the K-6 level will be standards based.

As students engage in learning they will have full support of their teachers in this delivery via phone and email. Student work will be graded and mastery will be measured. When at least 80% of the class has achieved at least 80% mastery of the subject, teachers will consider that standard has been met. This will be measured via the student work product graded and recorded by the teacher.

7-12 Killdeer High School is committed to delivering high quality, grade level appropriate educational opportunities that align with the North Dakota State Standards. Killdeer High School will continue to maintain the effort of providing our students with research based curriculum that aligns to those standards. The plan includes ways that teachers intend to interact with their students to ensure learning targets are being met while the school continues to be closed.

Attendance Procedures

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.

Attendance Policy Considerations

- Families that make decisions to keep students at home due to epidemic should be addressed on a case by case basis by building principals. (soft closure)
- Encourage families with symptomatic students to quarantine.
- Suspend attendance incentives/testing requirements as needed to discourage sick students from attending school. (soft closure)

Attendance During a Closure

Attendance will be monitored through attempted/completed assignments, email, and/or phone check ins.

Teachers will monitor prolonged absences and disengagement. Parents of targeted students will be contacted and appropriate accommodations will be expressed and encouraged.

K-6 Attendance will be documented/measured as follows: Students will have 2 assignments per day to complete, one for AM attendance and one for PM attendance. So, during a typical 5 day week, students will be responsible for 10 assignments per week, if the student turns in 9 assignments, they will be credited for being present 4.5 days for attendance purposes.

7-12 Attendance will be monitored through attempted/completed assignments, email, and/or phone check-ins. Attendance will be monitored through student engagement in asynchronous/synchronous learning sessions. Teachers will monitor prolonged absences and disengagement and communicate with parents/guardians to provide accommodations.

Educational Services

Online Platforms- Currently, Killdeer Public School teaches students from a district that spans in excess of 60 miles in every direction. These areas include, but are not limited to: Dickinson, Dunn Center, Grassy Butte, Halliday, Dodge, northern Billings County, Killdeer, Mandaree, Manning, and Twin Buttes. Internet connectivity is an issue since the district is so large. Multiple internet providers cover the district making it difficult to reach out to every student's home, because different internet providers have specific boundaries that they are limited to. Teacher's main platform for continued distance education will be use of personal devices. In the case that a student cannot gain connectivity to the internet, or the family's preference is printed resources, assigned

individual teachers will reach out to students on a daily basis or as needed through telephone.

Featured Software/Technology- Online platforms that teachers have been trained in and utilized in the classroom include Seesaw, Schoology, Office 365 and Google Classrooms.

Devices- As always, we want to work with families to meet difficult technology needs. All students have been contacted and surveyed. Students were asked questions pertaining general well-being, interest in meal program, availability to internet, types of devices at home and their capabilities, and updated contact information. Students will be able to use individual devices to connect with teachers, and teachers will reach out to individual students via phone if they do not have a device. Families were given the option of online or school pick up.

Preparing our Educators

K-6 Teachers have utilized Zoom meetings to stay connected with administration on school plan updates. Teachers have been trained in Office 365, Seesaw and Schoology. Staff is already utilizing the TEAMS platform to upload lesson plans, update call logs, and organize school closure documents.

7-12 Teachers have been trained in Office 365 and Schoology. Their training has covered Forms, Word, TEAMS, and Outlook. The staff has also received training in Google Classroom. Both these online platforms have been utilized in the classroom throughout the school year. Weekly videos/trainings will be delivered to staff though TEAMS. Teachers with expertise in the platforms will host these trainings and upload them to our school TEAMS site.

Technology support can be provided through these staff as needed:

- Office 365 –
 - Janis Harris – Janis.harris@k12.nd.us
 - Andy Murphy – Andy.murphy@k12.nd.us
 - Sarah McFadden – Sarah.mcfadden@k12.nd.us
- Google Classroom –
 - Deanna Steffan – Deanna.steffan@k12.nd.us
 - Brady Wilz – brady.wilz@k12.nd.us
 - Becki Boltz – Rebecca.boltz@k12.nd.us
- Office 365/Google Classroom passwords –
 - Jason Berg – Jason.berg@k12.nd.us
 - Karter Kleeman – Karter.kleeman1@k12.nd.us
- Website updates –
 - Jenni Wallace – Jenni.wallace@k12.nd.us

Preparing our Students and Families

District Communication

Killdeer Public School understands that when communicating with students and families there is no single, good form of communication, but a series of communication tools. Below are websites that will be updated daily. We will continue to use our school alert system, email, school phone systems, school marquee and newspaper updates to keep the public informed.

District Facebook Page

<https://www.facebook.com/pages/category/School/Killdeer-Public-School-District-16-115476203166773/>

District Website

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

K-6 Distance Lessons

<http://www.killdeer.k12.nd.us/2020/03/30/k-6-distance-lessons-march-30-april/>

7-12 Distance Lessons

<http://www.killdeer.k12.nd.us/2020/03/19/7-12-distance-lessons/>

Ensuring Quality and Equitable Educational Opportunities for Students

Killdeer Public School is not leveraged to transition to a 100% online learning environment. Having a digital learning device in each students' hands would be beneficial, but is not realistic. Killdeer Public School will continue serving our students through a blended learning environment with Schoology/Seesaw as our primary means of instruction.

Student Access to Devices

Currently, Killdeer Public School is moving towards one to one capabilities to provide online education to all of our students and families, but do not have the ability to be one to one. As part of our one to one plan, when enough devices would be obtained, the devices would stay in the school, because of lack of connectivity District-wide. Several families have requested distribution of weekly paper packets instead of school provided devices.

As always we want to work with families to meet difficult technology needs. All students have been contacted and surveyed. Students were asked questions pertaining to general well-being, interest in the meal program, availability to internet, types of devices at home and their capabilities, and updated contact information. Students will be able to use individual devices to connect with teachers and teachers will reach out to individual students via phone if they do not have a device. Families were given the option of online

or physical delivery of resources. Families who chose physical delivery will receive them by mail, bus route delivery or school pick-up.

General Education- Academic programming during a closure due to a pandemic/epidemic shall continue to deliver instruction aligned to our district's viable curriculum.

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

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

Grading- Killdeer Public School will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic. **We understand that mastery is the goal and quality is more important than quantity.**

Grades K-1 utilizes a standards-based grading system.

Grades 2-6 utilizes a A,B,C,D,F grade scale based upon percentages.

Grades 7-12 utilizes a 4.0 grade scale based upon a two semester year.

Assessment- Teachers will use the following for assessments:

- Distance learning quizzes/tests
- Rubrics
- Electronic/delivery of assignments
- Regular actionable feedback
- Any combination of the above
- K-6 Students will have 10 grades per week. 2x Math, 2x Reading, 2x Writing, 2x Science, 2x Social Studies.
- 7-12 Students will have at least 1 grade per subject area per week. 50% will be based on participation / 50% will be based on completion
- All grades will continue to be recorded in PowerSchool.

Teacher/Student Contact- Teachers will contact students/families as requested.

Models of Instruction

Pre – K

Killdeer Elementary typically runs a preschool program. During a full school shut down we will close the preschool to regular education students. Special education students will continue to receive the services required by their IEP. This will be online via the SPED teacher and families method of choice.

Below is the email from Corrine Chruszch from West River Student Services sent in regard to continuation of Preschool IEP Services:*

*Good morning.

This email is to let all of you know what my plan is for West Rivers Preschool Program. As of right now, meetings and testing for children who are in the transition process from Kinder Infant Development Scale (KIDS) Program have been put on hold. I have contacted both the KIDS Program staff and the families who were currently in this process with our schools. I have explained the situation and that we will pick up where we have left off as soon as school resumes. I have been in contact with the Part B Preschool Coordinator at the DPI to confirm my plan is acceptable.

I have also contacted all of the preschool teachers who have children with IEPs to set up what materials will be going out. If I have a home bound child in your district, I have made direct contact with the family and I will be sending home materials specifically for the child. I am also working with the SLPs, OT and PT to ensure we are meeting all of the needs of these children.

I plan to continue to hold all IEP meetings as scheduled as well as transition meetings for any child who will move to kindergarten in the fall. I will be setting up these meeting by Zoom and sending out the information to your staff as needed.

I will have office hours at West River each week on Tuesdays from 9-11 AM but you or your staff can call me directly on my cell phone 701-590-1531 anytime or email me at Corinne.Chruszch@k12.nd.us.

Corinne Chruszch, M. Ed.

*Early Childhood Special Educator
Autism Specialist*

West River Student Services

623 State Ave-Suite D
PO Box 1575
Dickinson, ND 58602
Phone: 701-483-1257
Fax: 701-483-1259

K-6

Each Grade Level will meet and collaboratively develop lessons for students (45 minutes per day for Kindergarten, 60 minutes per day for 1st/2nd, 90 minutes per day for 3rd/4th, and 120 minutes per day for 5th/6th). These lessons will be delivered to distance learners via Schoology and Seesaw. The parameters to guide instruction:

- Offer cross-curricular learning opportunities (reading, writing, math, social studies, science). Teachers will specify two items per subject that will be graded each week.
- Reading and writing should be the priority for primary grades, while other core subjects will receive more equal weight as the grade level increases.
- Students/families can find the lessons on Schoology or Seesaw. Appropriate accommodations will be made for technology issues.

- In addition to these steps, teachers will be in contact with all families daily and the lines of communication from families to teachers will be open during school hours from 8:00 AM – 3:45 PM.
- School counseling staff will reach out via phone and email to all students who were receiving services in the areas of social-emotional learning or counseling to ensure those services continue. We will utilize all available means of continuing these services up to and including home visits.
- We teach to North Dakota Priority standards and progress monitor in the areas of reading, writing, and Math.
- Student progress will be monitored by grading returned materials, and having conversation/discussion with parents. All materials connect/correlate with a North Dakota educational standards for the grade and subject area.
- If students are not making adequate progress we will schedule after school hours contact with parents, students, and teachers via Zoom, FaceTime or Microsoft TEAMS.
- Teachers in grades K-6 will be in the building, quarantining in their rooms, and will utilize the following schedule during a full closure:
 - 8:00 - 8:30 AM – Collaboration time (Touch base with your team via phone, Zoom Meeting)
 - 8:30 – 9:30 – “Office Hours” for parent or student questions
 - 9:30-12:00 – Individual teacher/student contact time
 - 12:00 – 1:00 – “Office Hours” for parents who can contact you over their lunch time.
 - 1:00 – 2:00 – Duty free lunch.
 - 2:00 – 3:15 – Modifying work for IEP, 504, EL, and Homeless students and facilitating communication with these families. Keep these families in the loop and ensure communications are clear regarding accommodations you are providing them.
 - 3:15 – 3:45 – Document daily communication and address any student/parent phone calls or emails.

7-12 Including CTE and Sciences

Each grade level will come up with home-based “Opportunities for Learning.” At this time, we will plan out one week at a time. Teachers will work remotely and are expected to be available for indirect contact from 8:00am – 3:45pm all contracted days.

- **Guiding parameters:**
 - Teachers will communicate daily with students utilizing: eVoice, Office 365 and Google Classroom.
 - Teachers will brainstorm ways students can access materials, including books (i.e., online offerings, book pick-up times, etc.).

- Although online resources are nearly infinite, some of our families do not have access to these resources; please take this into consideration and prepare alternative learning activities for these students.
 - The purpose of continuing instruction during the closure is to keep students engaged in learning the content at a steady pace, not to try and complete your normal coursework load prior to the end of the semester. **Quality over Quantity.**
 - Teachers will provide IEP/504 accommodations according to the IEP guidelines on mainstream classroom activities to students that require modified instruction. Paras will be assigned to students on IEP's, 504's and Learning Plans.
 - Your pace will have to slow as students will not be expected to be online for the entire school day. Many will be responsible for younger siblings, sick, or even working to help carry the financial load of their family during this crisis.
 - Grades and attendance will be given as evidence of learning.
 - Visuals/Videos/Audio / Virtual Field Trips -Meet all learning styles and Hands-On Lab Needs
 - Track student progress and interaction – check on students that are not engaging online. Weekly attendance and deficiency reports will be sent out to teachers to identify at-risk students.
- Teachers in grades 7-12 will follow the normal 7:55-3:15 bell schedule.

Service Assurances to Students with Needs (including Pre-School Students)

At-Risk Students

Parents will be able to call/contact interventionists at any time during the instructional/school day from 8:00 AM – 3:45 PM.

Special Education and 504

Students who are receiving services with an IEP or individuals requiring special services in the event of a school closure will receive the following:

- Guidance from the United States Department of Education indicates that schools will provide learning opportunities to students during a school closure, along with our LEA, West River Student Services.
- The school will continue to make every effort to provide special education services and related services to a student in according to their Individual Education Plan.

- Special Education Teachers will follow the script or directives as outlined for regular education classroom teacher with respect to the IEP for the individual student in their charge.

Communication and Plans

Building principals, 504 and IEP case managers will connect with students and parents concerning continuation of services per the individual IEP plan. Communication will be completed in a way ensuring access by all parties who are normally part of the IEP team. Case managers will be responsible for the resumption of services, scheduling, and duration of services, and providing education services for their students. We have the ability to use multiple modalities for communication including Zoom Meeting, conference calls, text messages, phone calls, emails, and/or Skype, to keep in communication with our families.

Notice to Change Without an IEP Meeting

Killdeer Public School District will follow the recommendations from the North Dakota Department of Public Instruction, West River Student Services, and the United States Department of Education. If the parent/guardian of a child with a disability and the IEP team agree not to convene a meeting for the purpose of making program changes then the school will provide a Prior Written Notice to document the changes. Meeting notes will also be completed in TIENET to document information concerning the individual student's information. The Contingency Learning Plan will address resources/activities provided to the individual student including location of services, adaptations, and supports that would be implemented in the event of an extended school closure. Evidence of the Contingency Learning Plan to the student's IEP will be found in the Adaptation Section.

Hosting an IEP Meeting

Killdeer Public School will host IEP meetings by conference call or Zoom Meeting, depending on the individual need of the parent. Team members will include:

- The student's parents.
- At least one of the student's special education teachers or providers.
- At least one of the student's regular education teachers (if the student is, or may be, participating in the regular education environment)
- A representative of the school system.
- An individual who can interpret the evaluation results
- Representatives of any other agencies that may be responsible for paying for or providing transition services (if the student is 16 years or, if appropriate, younger)
- The student, as appropriate.
- Other individuals who have knowledge or special expertise about the child.

The meeting will review all necessary information including Present Levels of Service, Consideration of Special Factors, Annual Goals, Adaptation, and Educational

Environment/ Related Services. A new IEP will be developed with current information depending on the student's individual needs.

Services at School

The Killdeer Public School District will continue to provide services to students based on the needs outlined in each student's IEP and updated Prior Written Notice. Educational service decisions will be made with guidance from the United States Department of Education, West River Student Services, and the North Dakota Department of Public Instruction. These practices will continue until it is safe for our students and staff to return to school. We will utilize learning packets and online resources for IEP students as appropriate and possible.

Speech-Language Services – (see addendum*)

Federal Title Considerations

Killdeer Public School opted out of the Federal Title I Program, but accepts Title II monies which it uses for staff development. The Title II dollars have been ear-marked for staff development, but any remaining monetary balances may be directed toward staff development for distance learning training with approval from DPI. The Killdeer District serves as the financial manager for Title III dollars that are used by the Roughrider Education Services Provider REA.

English Learner Considerations:

- Each student's parents will be called or contacted via text to identify what means of technology each family has. If the parent does not have any technology means the student can use, it will be decided if a packet would be sent home and how it would get to them. A translator from the district will be used to contact parents who do not speak English. The District's current EL students are served by bilingual staff (language translation) in their course work.
- The EL teacher will contact teachers to see what is being taught or sent home for these students.
- The English learner will be identified as to how much of their grade's weekly work will be modified and supported by the EL teacher. It will also be decided what will need to be pre-taught. These decisions will be made according to recommended accommodations for learning and testing in the student's ILP.
- A list of phone numbers and email addresses of the EL teacher and paraprofessionals will be sent to each family.
- Once the communication means has been established, the EL teacher will inform parents.
- The EL teacher will contact the student to go over material by means discussed with parents.
- A list of websites to help EL students with learning and maintaining skills will be sent to each family.

- After student materials are turned into teachers, the EL teacher or the classroom teacher will communicate with each other if the skills were not met. This concept/skill will be retaught with alternative methods if appropriate.
- Once material is returned,(if needed) the EL teacher and the student's homeroom teacher can address how to grade the assignment.

School Counseling Services:

The Killdeer Public School counseling department will utilize Microsoft Teams and Office 365 to continue school counseling services for students. Parent/Guardian informed consent will be obtained for all tele-counseling services. All resources, lessons, and career planning materials can be accessed through the school counseling web page at www.killdeercounselor.weebly.com

Human Resources Processes, Protocols, and Policies

The Killdeer Public School Board has approved a wage/salary payment plan with considerations for all ancillary and certified staff. Ancillary staff is on a cyclic basis established by Board action to continue receiving an hourly wage and will be addressed at each Board meeting with respect to Federal and State guidance/action.

If staff are unavailable due to sickness or on leave using personal time (personal day), they will email their administrator and the business manager (Rose Hurt). If they are beyond their allotted sick and/or personal days, the superintendent and school board will hear cases on an individual basis according to District Policy.

***Speech Language Addendum**

There are many things you can do at home with your child to work on speech and language skills. The home can offer many natural language and speech opportunities!

Some things you can do to help your child's speech and language while at home are:

- **Read Books Together:** talk about the pictures you see, the characters, the setting, make predictions about the story, etc. Reading the same story over and over again (though potentially boring for you) is very beneficial for your child
- **PLAY!** Playing, especially pretend play, is very important for a child's development. Use all those empty toilet paper rolls as blocks and build something. Give dolls or figures names and create dialog. Encourage your child to use their imagination. Maybe you build a blanket fort and it becomes a castle or a cave! There are really too many possibilities for me to list!
- **Board Games or Puzzles:** this will help with critical thinking skills and turn-taking
- **Cook or Bake:** this can help with following directions, talk about the ingredients and describe them, learn new measuring vocabulary, etc.

- **Spend Time Together:** family meal, game night, go for a walk... these are all opportunities for your child to hear you model language, build social skills, learn new vocabulary, and so many other valuable skills!

I have included a speech packet with activities focusing on your child's specific speech and language goals for you and your child to complete together. Please let me know if you have any questions or concerns. Since our office is closed, the best way to reach me will be via email. You may call and leave a message with Kelly (extension 1) at the West River Student Services Office (701) 483-1257. However, please note our office hours are limited and we will get to you as soon as possible

Jessica Buckman

Speech Language Pathologist

Email: Jessica.buckman@k12.nd.us

Phone: 701.483.1257 (extension #1)

Example K-12 Lesson plans can be found at:

Grades K-6

<http://www.killdeer.k12.nd.us/2020/03/30/k-6-distance-lessons-march-30-april/>

Grades 7-12

<http://www.killdeer.k12.nd.us/2020/03/30/jhhs-distance-packets-330/>

Example of a Daily Teacher Phone Log			
Date	Time	Documentation/Notes	
3/16/20		Created 5 online/digital lesson plans for week of March 23	
3/23/20	9am-4pm	Phone calls to all 14 families- collected survey information: + contact with 11 families Left messages with 3 families / MZ- (2x), KW, AF- (2x)	
3/24/20	8am	Staff Zoom meeting: Mr. Cook briefed us with teaching/student expectations	
	11am-3	K-Teachers meeting - began planning for grade level educational/learning packets +contacted and visited – KW Talked with Ms. Vickie -plan regarding AF	IEP
3/25/20	8:30am	Phone call returned from - AF Parents: asked survey questions AF will receive 2-packets/ I told them to make Ms. Vickie's their priority and the k-packet as needed	
	9-10am	Text and phone with K-Teachers	
	11am-	Sent text messages to families to confirm package delivery method, entered info into 'delivery' file	
	12:30p	-Worked at school in classroom -Attempted to find parent to MZ – no luck -resent a text message asking MZ mom to sign in with our class Remind group- No response	
	3:15-3:45p	Teams updates	
3/26/20	8am	Zoom staff meeting	
	9:00a	Sent text to MZ dad	

	11:50a	Remind: Student correspondence with homework questions	
	10a-3:35p	-Working at school: -K – Teachers met to work on packets -Collecting student personal items for pickup	
3/27/20	8-10am	Computer work at home	
	10a- 3:15p	Worked at school... Collected and organized student binders and personal items for Pick up	