

3/24/2020

# Billings County School District

COVID-19 Response Plan

Submitted to DPI – March 24, 2020

## **Emergency Response Plan Pandemic - Epidemic**

PERSONNEL	ACTION
<b>All</b>	<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 well students and parents contacted.</li></ul>
<b>Administrators</b>	Normal School Operations <ul style="list-style-type: none"><li>· Monitor attendance of students to determine the impact</li><li>· Report any significant elevations in absences to district nurses.</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></ul> Extended Closure <ul style="list-style-type: none"><li>• Identify essential personnel</li><li>• Set alternate office hours and provide to central office.</li><li>• Execute distance learning programs</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 well students and contacting parents.</li><li>• Follow recommendations from school nurses on how to address student illness.</li></ul>

<p><b>Custodian</b></p>	<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>
<p><b>Teacher</b></p>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>· Students that are symptomatic should be kept away from well students and parents contacted.</li> <li>· Be prepared to provide instructional opportunities in the event of a closure. 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>
<p><b>Tech Department</b></p>	<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>· 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 and 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 principals 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>• 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> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Execute closure plan</li> <li>• Prepare reintegration plan as closure concludes</li> </ul>

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# Communication Plan

## Continuation of Educational Services

In the event of a pandemic / epidemic that significantly affects how we are able to provide educational services BCSD intends to address the following practices and processes to achieve our desired outcomes.

**District Mission:**

The Mission of Billings County School District is to educate and improve the minds of students while making them college and/or career ready, enabling a contribution to society by providing academic and life skills to ensure their success and leadership in the emerging world.

**We Believe:**

- All students are entitled equal access to a free and appropriate public education.
- Schools should promote scholarship, service, leadership, and character.
- Schools should provide students with a quality core curriculum, along with opportunities to pursue interests in the arts, career and technical education, and physical education.

- Schools should equip students with communication, collaboration, critical thinking, and creativity skills.
- Schools should provide a system of support services that will allow all students to succeed.
- Schools should inspire students by creating a safe, caring, and respectful learning environment.
- Parents and the whole community are partners helping schools to achieve the mission and vision of the District.

### **Health & Safety:**

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

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

## **Student Attendance and Engagement**

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.

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

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.

### Sample Letter:

As part of the community and district, response to COVID-19 BCSD is suspending sections of the student handbook in relation to attendance and test exemption. The NDDoH in relation to student absences while sick is making these changes following recommendation.

Specific recommendations that pertain to you are:

- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose, or mouth
- Cover your cough and sneezes
- And most importantly, stay home when you are sick.

If you are sick, follow the guidance in the BCSD handbook and have your guardian contact the office. If the illness is going to last more than 2 days (or if you become quarantined) be prepared to provide the school office a note from your family's health care provider.

# Educational Services

During any extended closure due to a pandemic/epidemic, BCSD believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

BCSD can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through Microsoft Teams.

## **Microsoft Teams**

Teams is a learning management system that can be used K-8.

Teams allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Teams allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.

Teams also provides us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure. Teams provides a robust learning management platform and video conferencing tools within its suite of products.

## **iPads by Apple**

BCSD leverages the power of the iPad in our classrooms. All students receive an iPad upon enrollment.

Learn more about the iPad in Education program here -

<https://www.apple.com/education/>

In the event of a pandemic-epidemic, educators must possess the needed skills to ensure they can create, distribute, and support educational opportunities for our students. An assessment of educator skills may be needed to evaluate the need for additional training before an online learning environment can be fully implemented. Every effort shall be taken to elevate and prepare for online instruction before a full closure. BCSD will leverage our technology staff to train our educators.

Training modules are available to develop the needed skills for educators. These include:

- Teams Course Basics

- COVID Canvas Basics

## **Tech Support**

The technology department will make their staff available starting on Monday, March 30, 2020. The phone number, 701-290-7339 or 701-290-2229 is available for staff and parents to call when issues arise and will be manned by all the building techs during normal business hours.

## Self-Care

As this situation persists, please be sure to be taking time to care for yourself and your families. These are exceptional times and it calls for all of us to ensure that we are our BEST selves over the next few weeks. Stay home, take care of your families and be sure to reach out when you need help.

## Ensuring Quality and Equitable Educational Experiences for Students

BCSD is leveraged to transition to a 100% online learning environment. Having a digital learning device in each students' hands and leveraging the power of Teams provide us a leg up. Transition will be rapid and focus on providing the time to transition from a blended learning environment to one that is completely online.

### Student Access to Devices

BCSD provides an iPad to all student K-8.

Measures should be taken to ensure all students have their device during a closure.

- If possible, devices shall be sent home with student with their chargers before a closure is announced.
- If devices are with students when a closure is announced principals should arrange times for parents/students to pick them up in ways that follow recommended guidance to protect from pandemic/epidemic.

### Assistive Technology

BCSD in partnership with West River will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

### Internet Access

Online learning requires access to robust internet services. BCSD residents, for the most part, reside in areas that have high-speed internet provided via Midco, Century Link, Midstate or other providers. However, parts of the district do not have high-speed capabilities by either landline or cellular.

### Ensuring Access

Before a closure, each family should be surveyed to determine if they have internet access. This information should be used to plan for an extended closure ensuring educational opportunities for all students.

#### No Access Options

- Contact families directly to discuss commercial connection options.
- Work with community partners to provide service.
- Utilize USB drives to view recorded lessons

- However, Teams modules can be constructed to allow for easy dissemination via others means – email or even by paper. If all else fails families will be contacted directly to discuss further these options.

## General Education

Academic programming during a closure due to a pandemic/epidemic shall continue to deliver instruction aligned to our district's guaranteed and viable curriculum. BCSD has utilized staff and parental feedback to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials.

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>

## Models of Instruction

### *PK Special Education*

West River is creating a system to connect with our families to ensure the needs of our PK special education students are being met.

We utilize West River Student Services and will be following their recommendations regarding SPED students. IEP and 504 students are currently receiving goal oriented materials based on their individual needs, additionally, our SPED teachers are providing opportunities for weekly/daily check ins and instruction.

We also do not qualify for Title I Services at this time.

### *Elementary (K-8)*

During a partial or full closure, Teams will be used to virtually interact with our student synchronously and asynchronously to provide services and support. We shall organize learning opportunities around our current curriculums.

We are utilizing our 1-to-1 iPads for grades K-8. Each student will receive an iPad with the Teams App uploaded and registered for each student. Each teacher will be creating classes through teams. They will have office hours and teach live classes throughout the entire day. The instruction will follow their grade level standards and will be tailored to the student's unique learning needs and environment.

## Progress monitoring

Monitoring student progress will be accomplished through Teams as this system allows us to review student submissions and provide feedback.

Teacher teams will continue to meet weekly to monitor student progress and address learning gaps that are recognized. Teacher teams will have access to

specialists to assist them in providing resources and supports to students demonstrating academic needs.

## Grading

BCSD will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic.

BCSD will continue to offer school guidance counseling lessons leveraging Teams

ASCA Guidance -

[https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS\\_Virtual.pdf](https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf)

### **Mental Health Crisis Line**

The district shall have a counselor available for students and families to access in event of a crisis providing families with available resources and supports within the community.

### **K-8**

School level and/or grade level Teams courses will be created accessible by school counselors, building principals, and family liaisons. These shall allow counselors to provide broad counseling courses or small group/individual sessions.

## Services Assurances to Needy Populations

Ensuring high quality, age appropriate instruction for all students is always our goal, including during a pandemic/epidemic closure. Special considerations shall be made for needy and unique populations.

### **PreK Special Education**

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

### **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 managers shall connect with students and families concerning continuation of services. All parties normally part of the IEP team should do this communication in a way that ensures access. Case managers should pay attention to:

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

### *Notice to Change without an IEP Team meeting*

Following guidance, our case managers will be in contact with each IEP student's 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*

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. If feasible and meeting, the accessibility concerns of participants IEP meetings may be conducted virtually.

### *Services at School*

BCSD shall provide services to students based on the needs outlined in each child's IEP. Educational services decisions shall comply with guidance from the DOE and NDDPI. These may include:

- Online learning through Teams
- Additional supports provided remotely (teams, phone, and email)

### *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**

EL students and the services they receive are unique during a closure. Online educational opportunities shall be provided via Teams courses. However, EL staff shall communicate with each EL student's family to address individual supports necessary. In addition, translation services shall be provided to EL families.

## **Student Meals and Feeding**

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. To address this need, if it arises, BCSD shall develop a feeding plan for these families. BCSD will follow guidance from NDDPI in the distribution of student meals.

## **Human Resources – Supporting Our Adults**

During any crisis including a pandemic/epidemic, 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 business office and district operations will be necessary.

## Business Office

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation shall be made to ensure continuation of payroll, funds receivable, funds payable, and HR services at remote/home.

These operational plans shall be organized by the business manager and submitted to the Superintendent for review and approval.

BCSD has approved paying classified and certified staff during the week of March 16<sup>th</sup> – 20<sup>th</sup> due to the COVID-19 closure. These payments shall be made as prescribed in our 2019-2020 expenditure budget. Beginning the week of March 23, 2020, the district will follow the H.R. 6201 Families First Coronavirus Response Act.

Before the event of a full closure of schools and district, operations due to a pandemic/epidemic preparation the Business Manager shall present a plan on how to address sick leave, personal leave, and leave without pay to the Superintendent for approval

The school board may wish to suspend policies that limit or prevent operational efficiency or conflict with emergency declarations or guidance from community health officials.

## Federal Program and Funds

BCSD will continue to comply with guidance and regulations of all federal programs that affect the district.