

## Montpelier Public School Distance Learning Plan

### Learning Modes

**Traditional Face to Face Instruction**- All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.

**Hybrid Learning**- Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models.

### **Distance Learning (Parent Preference)**

**Whole School Distance Learning**-The COVID-19 coordinator and the school board will review specific situations and then make the determination on whether the school needs to move to whole school distance learning.

### Distance Learning Job Roles

All Personnel:

- Maintain Social Distancing
- Self-monitor health. Any symptoms necessitate absence from the physical workspace.

Administrators:

- Prepare distance learning plan
- Identify essential personnel.
- Set office hours.
- Execute distance learning programs.
- Be aware of absence policy changes to inform parents and families.
- Assist in keeping students with symptoms away from other students.

Custodial Staff:

- Follow enhanced cleaning procedures.
- Follow recommendations from superintendent for alternate work hours and expectations.

Teachers

- Keep students with symptoms away from other students.
- Begin reaching out to parents preparing them.

- Reassure students and provide emotional supports.
- Execute distance learning plan.
- Set daily office hours and inform students and families.

#### Tech Coordinator

- Support teachers in providing remote instruction.
- Create online meeting spaces as needed for administrative and teacher meetings.
- Provide additional training and support as needed.

#### Communications Director

- Prepare and deliver statements for stakeholders.
- Prepare daily video and publish to the internet.

#### Food Service

- Distribute food to all families in need.

#### District

- Execute closure plan.
- Prepare reintegration plan as closure concludes.

### Communication Plan

Superintendent serves as communication officer. Superintendent communicates daily via web video, via email list-serv, and the school's Facebook page. All decisions are communicated immediately. Our school website includes ever-changing documentation regarding our planning communications to stakeholders: <http://www.montpelier.k12.nd.us/wordpress/index.php/covid-19-preparation/>

### Level of Continuation

Full Continuation: Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected.

### Ensuring Student Success through Robust Relationships

Mission: Embracing Success Through Education

Vision: Preparing Today for a Better Tomorrow

Belief: Montpelier School believes that each student is unique, capable of learning, has potential, and is able to attain personal goals; Montpelier School is preparing students to succeed in a changing world while supporting students' emotional and physical well-being.

### Health and Safety Considerations

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

## Attendance Procedures

Montpelier School does realize that this is a challenging time for parents and kids and we strive to be understanding of challenging living conditions. In order to be alert, we are implementing the following attendance procedures.

1. Teachers will be reaching out to parents electronically. If electronic communication proves ineffectual, telephone calls will be used.
2. Synchronous and asynchronous learning sessions will be implemented. This will determine student attendance.
3. Teachers will monitor any absences. If a student does not check in every day, teachers will then communicate with parents.
4. If no communication between teachers and students or teachers and parents occur for three days, administration will be alerted.

## Ensuring Equitable Services for Students and Families during Closure

### Preparing for Distance Learning

Google classroom will be the primary distance learning platform. Teachers will use Google Meet for synchronous lessons. In addition, weekly physical materials will be delivered to student homes and physical materials will be returned to teachers weekly. Other online tools will be used to enhance the learning environment.

Students in grades 2-12 are 1:1 Chromebooks. Parents were surveyed to determine what technology needs exist and Chromebooks were sent home if needed. For younger students, iPads are used to supplement hardware deficiencies.

Montpelier School does not currently have any homeless students, but our homeless liaison is alert to the potential during this trying time that pockets of homelessness may erupt and teachers will alert the liaison to any changes they detect.

### Staff Development

1. The District has prepared staff to engage in Distance Learning through professional development.
2. The District will use the support offered by EduTech and SEEC to provide ongoing teacher support for Distance Learning.

## Student Development

The District will partner with James River Special Education Unit to ensure access that accommodates students with accessibility needs.

## Internet Access

### Ensuring Access

The District surveyed families to determine the number of households who need internet access and worked with Dakota Central Telecommunications to ensure access.

### No Access Options

1. Contact families directly to discuss commercial connection options.
2. Work with community partners to provide service.
3. If nothing else works, the District will work with the family to ensure continued learning through other means.

## Access to All Classes/Courses

The district has ensured that all distance learning instruction, resources, and supplemental materials are aligned to ND Standards. It should be noted that we are a small school. The greatest challenge for all schools in an emergency closure situation is communication, but in Montpelier we have a distinct advantage in this area. Our teachers take advantage of our small size by having digital and phone communication with all students and their parents. 100% of our students will have contact with 100% of their teachers. In addition, our school does have 1:1 Chromebooks for students in grades 2-12 and 1:1 iPads for grades PK-1. Our students know how to use the technologies and to go entirely online is not a big challenge. A school closure does not create a distinct problem for Montpelier School due to the above. We simply allow students and teachers to utilize those tools with which they are already familiar in order to ensure education does not suffer.

PK-12: The delivery and pickup of materials will be dependent on closure length and guidance from Central Valley Health and NDDoH. Synchronous learning will be delivered using Google Meets.

CTE/Science Classes and Labs: Our students attend The James Valley Career and Tech Center for coursework. The James Valley Career and Tech Center is under the umbrella of Jamestown Public Schools. Our students take Auto Mechanics courses

which during a closure utilize Google Classroom and a program called Electude for labs. Our science labs are utilized much like regular classrooms with Google Classroom and Google Meet. The difference would be that there are more materials sent home for a science lab than for normal classes.

We are a school-wide Title School. We do have a Title I Coordinator who does still meet with high school and elementary teachers during a school closure just as she does during the normal school year except during a closure those meetings are online using Google Meet. If students are identified as in need, the Title I Coordinator will reach out to those students and provide the supports as needed. Intervention courses delivered through MTSS are still delivered using the means listed for the regular courses.

### **Grading**

Montpelier School District will continue to follow our grading policies.

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

Special Education and 504

#### *Communications and Plans*

Case managers will connect with guardians of students on an IEP throughout partial or full closures.

#### *Notice to Change without an IEP Meeting*

Following guidance our case managers will be in contact with each IEP students 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 scenario.

#### *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 using Google Meet.

#### *Services at School*

The District shall provide services to students based on the needs outlined in each child's IEP. Educational services and accommodations decisions shall comply with guidance from the DOE, NDDPI, Central Valley Health, and NDDoH. These may include:

- Online learning through Google Classroom
- Additional supports provided remotely (phone and email)
- Individual or small group instruction on school property, following guidance by local health officials. At such time as the safety of student or educators is compromised supports will moved to an online platform.

### *Services provided through Distance Learning*

Distance Learning provisions will be offered considering all above preparations.

### English Language Learners

Montpelier School does not have any English Language Learners.

### School Counseling

The District will continue to offer school guidance counseling lessons. Additionally, the counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and entered into our synchronous and asynchronous platforms.

Counselors' contact information is posted on our school website and to our community list-serv. In addition, counselors will reach out to students electronically or by phone.

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

An extended closure of our school requires all stakeholders to change mindsets away from traditional learning to the new methodology of distance learning. Teachers will be expected to review the priority/power standards they have not taught to this point in the year and focus on teaching those standards. All students will be given instruction to ensure they have the skills to successfully move on to the next grade.

Montpelier School's curriculum in every content area in every grade level is a standards-based curriculum. In K-12, we use Saxon Math for math. Our reading curriculum in the elementary is Houghton-Mifflin Harcourt Journeys. At the high school level we use the Prentice Hall Literature series. We will continue to use these for our

core Math and Language Arts curriculum enhancing them with other materials addressing priority standards.

## Provisions for instructional support

### General expectations

- A daily routine for students will be established and followed if possible.
- A learning space including a table should be established in the home.
- Teachers must be aware and empathetic to the various circumstances of their students.
- Consistent and positive communication with students and parents will assist them in the distance learning process.
- Teachers are to be flexible and nimble as this is a learning process for all stakeholders.
- Teachers are to have “office hours” where parents and students know they will be available to answer questions. Teachers understand they may be contacted outside of the “office hours” and will respond as able.

### Assessments

Teachers will use the following for assessments

1. Distance learning quizzes/tests
2. Electronic/delivery of assignments
3. Google Classroom will be used to distribute quizzes.
4. Regular actionable feedback
5. In limited situations, paper quizzes and tests will be delivered to students and back to teachers.
6. Other assessments may be utilized.
7. Any combination of the above

### Grades

The District’s grading policy is appropriate for Distance Learning and will utilize it, grading assignments digitally and/or physically.

### Academic progress monitoring

1. Staff meetings will continue to be held to monitor student progress.
2. Teachers will utilize online tools to monitor student progress and make adjustments through differentiated instructional formats for students not making progress.

3. Teachers will provide feedback and opportunities for mastery learning to ensure progress
4. Teachers will scaffold learning through its distance learning platform
5. Any combination of the above

#### Student Meals

Our kitchen staff will make daily meals available.

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

The District has approved the Emergency Sick Pay Leave and the Emergency Family and Medical Leave policies.