
GOLVA ELEMENTARY SCHOOL DISTANCE LEARNING PLAN



Developed by Dr. Tharp by updating the spring distance learning plan approved by NDDPI.

Approved by the Golva School Board on August 12, 2020

August 2020

Golva School Families,

Although it is a similar format, this is different than our School Reopening Plan. A secondary mandate from the Governor's Office and the State Superintendent is that we have an approved distance learning plan. It is my hope for this school year that we will NOT have to implement any components of this and this prep work will prove to have been unnecessary. But as much as we would never expect our building to burn down, we practice fire drills.....therefore, we should plan accordingly. And Dwight D. Eisenhower once said, "I have always found that plans are useless, but planning is indispensable."

With that said, this plan did not have the same amount of staff and community input as the Reopening Plan had because I'm still getting to know staff and the reality is that if we are forced to go into an orange/red COVID-19 status, as determined by the Governor, we'll have a little bit of time to plan accordingly during the first weeks of school.

We realize that reviewing this plan may not address every question you have and if we are forced to transition to distance learning, we will certainly be flexible. As I have previously indicated, my goals include getting staff and students sharper on technology so that we can be ready to go with distance learning if required.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, our school can provide quality education to our children in a safe manner, if we work together to solve problems.

Respectfully,

Dr. Tim Tharp
Superintendent

Gene Weinreis
School Board President

Assumptions & Assurances

Golva Elementary School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

The Golva Elementary School Distance Learning Plan is a living document that will continue to evolve. The plan will also be shared with West River Student Services once approved.

Who does this apply to?

This Distance Learning Plan for Golva Elementary School will apply to:

- Students and their families who elect to learn via distance learning while the school is still open under 'green' or 'yellow' as defined in the Reopening Plan.
- Students who may find themselves isolated or in quarantine as directed by a health official.
- This plan will apply to ALL students if the Golva Elementary School is forced to close for any length of time which would prevent face-to-face education from occurring on the school campus.

Communication Plan

The Golva Elementary School's board has adopted policy ACBB: Significant Contagious Disease, which designates the school administrator as the spokesperson for the district. The administrator will receive, initiate and facilitate communication with all stakeholders through letters, emails, phone and/or text messages so the information is consistent.

A district Facebook page (<https://www.facebook.com/Golva-Elementary-School>) will be utilized as a form of communication with families, students, staff, and other stakeholders as a more immediate and long-term method of communication. We are also in the process of updating and improving the District website at www.golva.k12.nd.us which will be utilized as well.

Continuation of Educational Services

In the event of a pandemic/epidemic that significantly impacts how we are able to provide services the Golva Elementary School intends to implement a full continuation of educational services. Students will be able to access grade-level and subject-matter content. Instructional support will be provided, including assessment and evaluation of work. Measurable student progress will be expected. A blend of materials and instructional methods will be used, including workbooks, worksheets, books, phone calls/conferences, text messages, email, on-line streaming, educational websites and games, Zoom, YouTube, and Facebook. Staff will also explore additional electronic methods for instruction including contracting with entities such as Edgenuity, the Center for Distance Education, or other providers.

District Vision

Our VISION of education is to develop critical, innovative thinking skills; positive self-esteem; academic achievement with creativity; and cooperative, responsible attitudes that promote learning in a caring atmosphere.

District Mission

Our MISSION is to empower students with the knowledge, skills, and attitudes necessary to meet global challenges.

1. We believe that students can learn.
2. We believe that students are unique individuals.
3. We believe parents are responsible for their children coming to school prepared to learn.
4. We believe a positive school environment is essential.
5. We believe in high standards.
6. We believe school should continuously assess and improve the educational experience.
7. We believe in a global curriculum that prepares students for life.
8. We believe students, parents, staff, and community members have a collective responsibility to keep students at the center of decision making.

Health & Safety Considerations

Health and safety of our students, staff, and community are paramount during a widespread health emergency. Any specific information on plans/procedures can be found in the Reopening Plan

Attendance Procedures

Attendance policies will transition during a pandemic/epidemic event. The CDC (Center for Disease Control) provides guidance for schools on when to alter attendance practices and/or close schools.

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 phone calls, 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.

Ensuring Equitable Services during Closure

During any extended closure due to a pandemic/epidemic, the Golva Elementary School believes students benefit from delivery of educational services through a combination of alternative methods. These services provide our families and students with consistency and support.

Preparing for Online Learning — Educator Skills

The Golva Elementary School will continue to provide online training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through online platforms such as TEAMS, You Tube, Facebook and Zoom.

The district will utilize computers, iPads, document cameras, other electronic devices, personal devices, and paper-pencil learning packets to deliver lessons to the students. The district is preparing delivery through Facebook and Zoom, in addition to telephone calls and text messages, to ensure that students have regular personal contact with their school instructional and support staff.

Staff Development

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. Teachers have been participating in professional development on using technology in their classroom to enhance their lessons and student engagement. However, a more precise assessment of educator skills will be needed to evaluate the need for additional training before an online learning environment can be fully implemented. Together, the administrator and staff will

continually collaborate to train each other, utilizing online resources from EduTech, RESP, Office 365, YouTube, Zoom and Facebook. Training will continue to be provided to develop the needed skills for educators.

Internet Access

Online learning requires access to robust internet services. Results from a telephone survey conducted on 3-19-2020 determined that all 17 families in our district have functioning electronic devices to use for online learning and communicating. Only one family did not have internet access. Four families did not have a Facebook account, but were willing to create one. Most did not have Zoom, but were willing to download the app. A YouTube video on how to download Zoom was posted on the district's Facebook page for parents to access. As of 3-25-2020 all of the families have Facebook accounts, have joined the Golva Elementary School Facebook page and each teacher's Facebook page that pertains to their children. Most of our students are not 13 years old, so parents will be monitoring their children's Facebook activity on their accounts.

Our district is in the process of continuing to update our website. We will be using the Golva Elementary School Facebook page to communicate with families and students. Facebook is also the easiest platform for our teachers to use. Staff is being provided additional training to help them create their classroom Facebook pages and how to use Zoom. We will assist them with practicing and applying their newly found skills to Facebook Live and Zoom, and will provide continual support to them during the school closure.

Assistive Technology

Golva Elementary School, in partnership with West River Special Services (WRSS) will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

Ensuring Student Success through Robust Relationships

Teachers will prepare learning packets each week to be picked up by each family on Monday. The packets will include homework, along with a detailed explanation of student expectations and schedule/checklist for the parents and students to follow. The students are expected to complete the work in the packet throughout the week, according to the teachers' directions. Packets will be returned to school the following Monday and a new packet will be picked up. The teachers will correct and grade the work completed and supply feedback to the students. Teacher will contact students and their parent if work is not submitted, is incomplete or done incorrectly. The learning packets and online learning will complement each other and enhance the students' learning experience. Teachers will be available for questions and will check in with students each day via online or on the phone. Parents will be notified of office hours, which will be posted on the school's Facebook page. If a family is unable to pick up or deliver a packet, staff is available to do this. This will be determined case-by-case, week-by-week.

Access to All Classes/Courses

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

Models of Instruction for Elementary (K-8)

During a partial or full closure, teachers will prepare standards-based lessons and send home learning packets for students to complete. The teachers and students will use Facebook, Zoom, telephone calls, emails, and text messages to interact with each other synchronously and asynchronously and to provide services and support. We shall organize blended learning experiences every school day.

Daily learning expectations will vary based on grade level. This is what was used this past spring and will serve as a template for this year if necessary.

- Kindergarten students will be engaged for approximately 45 minutes.
- Grades 1-2, students will be engaged for approximately 60 minutes.
- Grades 3-5, students will be engaged for approximately 90-120 minutes.
- Grades 6-8, students will be engaged for approximately 120 minutes:
 - Math: 30 minutes daily per grade level. Students will access online video for instruction corresponding with textbook daily lesson.
 - ELA: 30 minutes daily per grade level. Grade 6 will interact with Facebook live for teacher led instruction that corresponds with standard based skills and curriculum sent home in their learning packets. Grade 7-8 will interact on Zoom discussing with each other on current novel they are reading and watching teacher led video on writing assignments. Students also have reading logs in their learning packets. Spelling units are used for grades 6-7-8 for daily work in their learning packets.
 - Science: 30 minutes daily per grade level. Grade 6 will use teacher led videos that correspond with the day's lesson as well as using Discovery Learning Online. Gr. 7-8 will interact with teacher led instruction using Facebook live and Discovery Education streaming.
 - Social Studies: 30 minutes daily per grade level. Grade 6 will use materials in packets that teacher led videos will correspond with. Gr. 7-8 students will work with teacher led videos and material in learning packets.

High-Quality, Effective, Standards-Based Education

Teachers will prepare standards-based learning packets that will complement online learning opportunities to enhance the students' educational experience. These learning packets, as well as online learning opportunities, will be differentiated to meet the needs of all students. To develop these standards-based learning packets, teachers will continue to utilize our district's guaranteed and viable curriculum. Some examples of our curriculum include: Step Up to Writing, Journeys, Saxon Math, Houghton Mifflin Harcourt Science, and other curriculum materials approved for instruction by our District's Curriculum Committee.

Provisions for Instructional Support

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

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

We will utilize instructional supports as we were doing before the extended closure; offering one-to-one instruction for students who are struggling with the content through the classroom teacher or a para professional via video conferencing using Facebook and/or Zoom, phone calls, text messaging and emails.

Academic Progress Monitoring

Teachers will utilize online tools to monitor student progress and adjust through differentiated instructional formats for students not making progress. Teacher will assess student submissions digitally and/or physically and provide feedback.

Assessment

Teachers will use the following to assess student learning:

- Distance learning quizzes/tests with feedback given to students from their instructor.
- Electronic delivery of assignments with follow-up online 'quick checks'.
- Online data gathered through "spot checks" on Facebook and Zoom.
- Level of student engagement during online lessons, activities, projects, and group work.
- Any combinations of above.

Grading

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

Services Assurances to Students with Needs

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.

Pre-K Special Education

Golva Elementary School will follow the recommendations set forth by our special education unit, West River Student Services (WRSS) and North Dakota Department of Public Instruction (NDDPI).

At-Risk

The district has no At-Risk (Title I) students at this time.

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

The case managers and/or teacher 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

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. IEP meetings will be held virtually, or rescheduled in accordance with the law and guidelines provided by WRSS and NDDPI.

Services at School

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

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

Services Online

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

English Language Learners

The district has no EL students at this time. However, if a new student enrolls during the distance learning time, Golva Elementary School will use the services of RESP and the EL Coordinator to service the EL student according to state guidelines.

School Counseling

Golva Elementary School will continue to offer school guidance counseling lessons through weekly tasks provided by the counselor. Additionally, this past spring, the counselor has provided each family with contact information for herself and links to other on-line resources. See the communication below that was used in the spring of 2020:

Dear Parents,

Because of the Coronavirus (COVID-19) outbreak, the state of North Dakota has cancelled school for the time being. Our teachers are at school or home, working hard to prepare lessons and activities for students to do at home, so they can keep up with the standards of education that are expected.

When students are at home instead of school, they follow a different set of routines than they are used to. They are also separated from their peers. This can lead to anxiety, depression, or other mental health issues. Also, children can be inundated by the newscasts, like most of us are, and become fearful of getting the virus, or of someone close to them dying. Here are some ideas for parents to use at home that can be helpful.

1. Keep them busy. Work with them to do the packets and teams that our teachers prepared for them. Also, use the free internet sites to extend their learning. Teach them the card games you played when you were young.
2. Talk to them about the virus. Be honest about it. Ask them if they have questions and listen to them.

Here are some websites that explain it as well:

<https://youtube.com/watch?v=ZD9KNhmOCV4&1eature=youtu.be&app=desktop>

<https://www.cdc.gov/coronavirus/2019-ncov/community/school/s-chi/dcare/ta/kina-with-children.html>

Many students are very frightened. Explain to them that we are all doing our part by staying home. We are slowing the virus down, so we will all be safer.

3. Watch for signs of depression or suicidal thoughts. During times like this, students are more vulnerable to depression and suicidal thoughts. Be sure to monitor them and keep communication open with them. If your child has dealt with mental health issues in the past, please be extra watchful of them. Continue their outside therapy if possible.

If they express suicidal thoughts please call the national suicide hotline 1-800-273-8255 or call 911.

If students would like to talk to me they can e-mail me and I will get back to them as soon as possible. I will be contacting all my students via classroom Facebook. My email is:

Email: karen.maus@k12.nd.us Work phone: 872-4253 Home phone: 872-4328

Student Meals & Feeding

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. Unlike the spring of 2020, we are not anticipating a state-wide school closure with universal guidance at this time. Instead, we expect short term and isolated closures which will make this a dynamic and fluid process. The decision to continue providing meals or not to all students during a shut-down will be addressed by the board at a later date. The district will follow guidance from NDDPI in the distribution of student meals.

The Golva Elementary School rarely gets new students. However, if a new family moves into the district during this extended closure, they will have to contact the school and arrange to enroll their child(ren). The family will be given the enrollment packet which includes the Free-Reduced application. The family will be assessed to determine their needs in regards to the availability of internet access, electronic devices, Facebook, Zoom and any other platforms that are being accessed at the time. Family needs will be determined and addressed case-by-case.

Human Resources Processes, Protocols, and Policies

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 will be necessary.

The Golva Elementary School would hope to pay all certified and classified staff that are available to the district's needs during the duration of any COVID-19 closure. These payments shall be made as prescribed in our budget. Depending on the length of any closures, we will expect classified staff unable to perform their regular job duties, however, they may be asked to perform alternate duties to be arranged with the Superintendent in order to continue earning their wages.

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

The district has reviewed its policies relating to staff leave and will monitor other policies that may need to be addressed to ensure operations amidst local health requirements or other state and/or federal requirements. 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.

The Golva Elementary School will continue to comply with guidance and regulations of all federal programs that affect the district.

Additional Resources

- <https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirusdisease-2019-outbreak/#Q-A-1>
- CDC Considerations for Schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- CDC Print Resources <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Youth and Summer Camps <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- CDC Face Coverings <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Handwashing Information <https://www.cdc.gov/handwashing/index.html>
- CDC Social Distancing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- National Federation of High School Sports Associations https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf