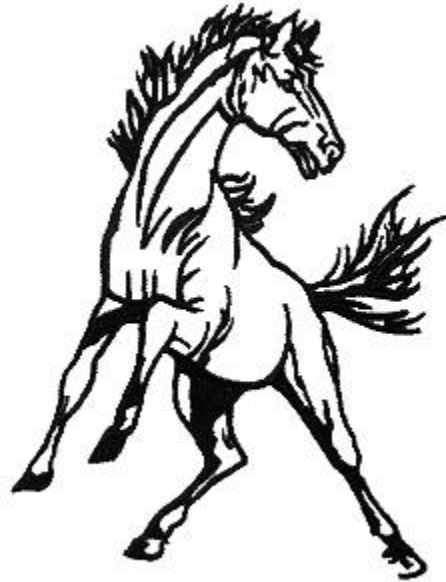


KENSAL PUBLIC SCHOOL

Distance Learning Plan



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Kensal Public School Distance Learning Plan

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Kensal Public School

Distance Learning Plan

Approved 3/31/2020

Attendance Procedures

- Kensal Public School will be moving to a Distance Learning Plan for all students in grades K – 6 beginning March 30, 2020. Our building remains locked down to all students. On March 18, our entire staff of 8 certified and non-certified staff met at 9:00 am to determine how we could continue the education of each student at Kensal School. The school district also outlines an extensive cleaning plan in preparation for the return of our students to school. This meeting quickly moved toward how we could educate our students if they didn't return to school for several weeks. Since our school has a one to one technology connection, we felt Distance Learning would be feasible. Mrs. Stephanie Ramsey (Kensal Technology Coordinator) advised our staff about the technology information needed to make this transition possible. We also established a daily Facebook Challenge for our students which began Monday, March 23. The Kensal staff was advised to use teacher collaboration, YouTube tutorials, and other academic sources to transition our teaching models. Our staff met again on Tuesday, March 24 to answer most of the questions in this Distance Learning Plan. We are organizing educational materials in boxes to be picked up by our families on Friday, March 27 from 8 am to 3:30 pm. K -3 teachers have prepared weekly booklets or binders for each student and sent them home in advance through April 24. They will monitor progress each week. Booklets can be mailed to the school or picked up by a school official and a new set will be sent out by the same means on April 24 if necessary. The staff experts trained the novice staff members on how to use Microsoft Teams and Seesaw for communication with our students and families. We established a staff collaboration time of 8:00 – 8:30 am each morning and 3:00 – 3:15 pm each afternoon. Kensal School plans to maintain these collaboration meetings for staff via Microsoft Teams for the remainder of the executive order to ensure compliance with the guidelines as set by the Governor, ND DPI, the Department of Health, and the CDC.
- Attendance policies will change somewhat during an epidemic event. Kensal Public School will follow CDC guidance for schools on when to alter attendance practices and/or close schools.
- Student Attendance Considerations:
 - Families that make decisions to keep students at home due to an epidemic should be addressed on a case by case basis by the school principal.
 - Encourage families with symptomatic students to stay home.
 - Suspend attendance incentives for classroom parties, field trips, and testing requirements throughout the school.

Attendance During Distance Learning

- We expect our students to maintain a routine connection with our educators each day. Attendance will be monitored by teachers through students' logins, participation in learning experiences, completion of assignments and Microsoft Team meetings. Any student demonstrating a consistent absence or disengagement is a cause for concern. Teachers are advised to contact that student's guardian to determine a plan that will ensure their future participation. Please see guidance on reaching special education students in the section titled: Special Education Considerations – IEP's and 504's

Level of Continuation - Full Continuation

- Full Continuation will be our priority. Student 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.

Pandemic - Epidemic Job Roles

All

- The Kensal staff would follow our 2020 Corona Virus Back to School regulations. **DO the FIVE:** Wash Often, Elbow Coughs, Don't Touch Face, 6 Feet Apart, Sick-Stay Home.

Administrators

- Full Continuation with Distance Learning
- Identify essential personnel
- Establish alternate hours and community to the Central Office
- Execute and communicate the Distance Learning Program for the Kensal Public School

Secretary/Business Manager

- Assist in implementing the school absence policy
- Help identify and separate unhealthy students and contact parents about removal from school
- Communicate with our school nurse and/or the ND Dept. of Health about students who appear to be sick

Custodian *Extended Closure*

- The custodian will follow the 2020 Coronavirus Cleaning Guidelines and any others assigned by the Administration

Paraprofessionals *Extended Closure*

- They will follow the expectations from the East Central Special Education Consortium for alternate hours and services

Teachers *Extended Closure*

- Prepare and implement the new Distance Learning Plan
- Set daily communication plans with students, staff and parents as directed by School Administration

Tech Department *Extended Closure*

- Instruct the Kensal School staff on how to operate Zoom and Microsoft Teams
- Prepare laptops for all families in need of a device
- Continue to support the daily use of our technology system

Food Service *Extended Closure*

- Prepare and organize the distribution of meals to our families who qualify

District *Extended Closure*

- Provide all necessary communication of our Distance Learning Plan
- Test and correct any problems with our Distance Learning Plan

Educational Staff Expectations

How does the school district plan to provide *Professional Development* to educators to prepare them for distance learning?

- Most of our staff has been expanding their skills and knowledge through online distance learning when taking college credits. So, they are familiar with certain systems available for distance learning. Every effort has been made to use school collaboration and communication with our technology coordinator capabilities. Teachers have shared the best YouTube or online resources they have found with other staff members. Our staff will be meeting daily online to continue sharing new methods they have found to improve this Distance Learning Plan. The school technology coordinator continues to send valuable links to our entire staff that will assist each of us. She is also ready to help staff members with technical problems that may arise. The following are training modules that will assist our entire school community.

Training Modules in Teams:

<https://education.microsoft.com/en-us/course/b1e15cfc/overview>

<https://education.microsoft.com/en-us/course/9afd76de/overview>

In conclusion, all Kensal staff members will include the principal as a participant with their learning platform. This will allow our principal to continue ongoing observations and discussions with each staff member about best practices and other sources of student content.

What is the school district's process to revisit human resource policies and procedures to provide adequate flexibility and guidance regarding sick leave, personal leave, and leave without pay?

- Kensal Public School will follow the emergency provisions that are contained in the Family Medical Leave Act of 1993 for both certified and noncertified staff regarding leave as a result of COVID-19. These provisions allow for staff members affected to take advantage of leave over and above the provisions set forth in the Kensal Public School District policy.

Ensuring Equitable Services

How has the school district assured that all students have access to a device, if necessary?

- Kensal Public School has 25 students in K – 6th grade. This has allowed our school to be one to one with iPads or laptops for each student. The principal contacted all our families and determined every family had internet service and which families might need an iPad or laptop. We have two families that requested the use of a school laptop. These will be picked up by our families on Friday, March 27. The custodian and principal will bring these education supplies to each family. Our staff will begin with some quick communication with their students on Monday, March 30. This should allow our teachers and the technology coordinator a chance to correct any problems which occur.

Students who require assistive technology.

Kensal Public School is a member of the East Central Special Education Unit. Our school Special Education Coordinator has already equipped our student's families with the devices they require. Paraprofessionals will continue to support their students.

High Quality Standards-Based Education

- Kensal Public School is a PreK – 6th grade school which has met the states requirements to provide instruction to students in the state of North Dakota. The entire Kensal staff is required to link their daily and weekly lessons to ND State Standards. Our teachers have been notified to continue connecting lessons offered through distance learning to ND State Standards. These lessons should be submitted to the principal via email by 9 am Monday morning each week.

Elementary (K – 6)

- During a partial or full closure teachers will utilize school facilitated delivery services for lesson materials and electronic communication such as Microsoft Teams, Seesaw and Zoom to virtually interact with our students synchronously and asynchronously to provide services and support.

Examples:

Kindergarten lesson

https://app.seesaw.me/pages/shared_item?item_id=item.b582818c-fd5b-4b17-bfb9-87638e2a03e3&share_token=7XI1mUPwTG6BG7OhzJ4KIQ&mode=share

K.RF.2. d- I can read and make words in the -at family. K.SL.2- I can answer questions about a text. K.L.2.e- I can read sight words. K.CC.6- I can compare two groups of objects and decide which group is greater than, less than, or equal to. K.CC.4. a-I can count objects by saying the number names in standard order, pairing each object with one and only one number name and each number name with only one object.

1st Grade Lesson

https://app.seesaw.me/pages/shared_item?item_id=item.ae2ef417-2203-414b-8fe1-d49a1b077db0&share_token=YiGBxDL0Tdm9R7CvrmtCqQ&mode=share

K.RF.2. d- I can read and make words in the short a family. K.SL.2- I can answer questions about a text. K.L.2.e- I can read sight words. K.OA.4- I can use math strategy to add to 10. K.NBT.1- I can use groups of tens and ones to make the numbers 11-19.

5th Grade Lesson

<https://www.youtube.com/watch?v=y4NV6EbFceg&feature=youtu.be>

5.MD.1 Convert among different-sized standard measurement units within a given measurement system. Use these conversions in solving multi-step, real world problems. Include standard and metric systems. Example: Convert 5 cm to 0.05 m

6th Grade Lesson

<https://www.youtube.com/watch?v=NQSN00zL5gg&feature=youtu.be>

6.NS.6 Understand a rational number as a point on the number line. Extend number line diagrams and coordinate axes from previous grades to represent points on the line and in the plane with negative number coordinates.

a. Recognize opposite signs of numbers as indicating locations on opposite sides of 0 on the number line. Recognize that the opposite of the opposite of a number is the number itself, for example: $-(-3) = 3$, and that 0 is its own opposite.

b. Understand signs of numbers in ordered pairs as indicating locations in quadrants of the coordinate plane. Recognize that when two ordered pairs differ only by signs, the locations of the points are related by reflections across one or both axes.

c. Find and position integers and other rational numbers on a horizontal or vertical number line diagram. Find and position pairs of integers and other rational numbers on a coordinate plane.

High Quality, Effective, Standards-Based Distance Education for each Grade

- The Kensal Kindergarten students will be expected to engage in 45 minutes of distance learning instruction each school day.

Language Arts/Social Studies	20 minutes
Math/Science	15 minutes
Specials	10 minutes

- The 1st grade students will be expected to engage in 60 minutes of distance learning each school day.

Language Arts/Social Studies	20 minutes
Math/ Science	25 minutes
Specials	15 minutes

The K – 1st grade students have two classroom teachers, one who teaches Language Arts and the other teaches Math, Science and Social Studies.

The Kindergarten and 1st grade students have a 3-week learning packet created by their teachers based on ND State Standards. The packets include activities on Math, Science, Language Arts and Social Studies. The teachers will use Seesaw to share prerecorded video lessons throughout each week. Seesaw will be used to communicate with these students and their parents. These students (families) will use Zoom for large group interaction and discussion.

- The 2nd grade students will be expected to engage in 60 minutes of distance learning instruction each school day.

Language Arts/Social Studies	25 minutes
Math/Science	20 minutes
Specials	15 minutes

- The 3rd grade students are expected to engage in 90 minutes of distance learning each school day.

Language Arts/Social Science	40 minutes
Math/Science	35 minutes
Specials	15 minutes

The 2nd and 3rd grade students have two classroom teachers, one teaches Language Arts and one teaches Math, Science and Social Studies.

The 2nd and 3rd grade students have also received a 3-week learning packet created by their teachers based on ND State Standards. The packets include activities on Math, Science, Language Arts and Social Studies. Teachers will communicate through a private Facebook group and share prerecorded video lessons also. The students will access IXL and Prodigy to practice standards specific skills.

- Kensal School does not have any 4th grade students currently.
- The 5th and 6th grade students will be expected to engage in 120 minutes of distance learning instruction each school day.

Language Arts/Social Science	55 minutes
Math/Science	50 minutes
Specials	15 minutes

The teachers will provide standards-based lessons that they will communicate to students through Microsoft Teams by 9:30 am each school day. Teachers will use a combination of prerecorded videos and video conferencing through Teams to present their lessons. Students will turn in their assignments through Teams. The students will also be required to access IXL, Khan Academy and Prodigy.

General Education

- Kensal Public School is committed to delivering a high-quality learning environment which is aligned to the ND State Standards to each of our students. Our school will continue to provide researched based curriculum no matter where our students are educated. The following outlines the way our teachers intend to interact with their students during this prolonged closure. If we move from a full closure to a partial closure the district will utilize small group instruction, learning packets, Socratic seminars, and PBL's.

District Planning Document

- Our K – 3rd grade students will be working on ND State Standards based worksheets and workbooks in the core subject areas. They will watch lectures and tutorials on new subject matter and use group discussions provided through Zoom. We don't have any 4th grade students. The 5th and 6th grade students will use Microsoft Teams for teacher instruction and communication. Seesaw will continue to be used to communicate with parents about assignments and feedback for grades K – 3.

What does progress monitoring look like?

- The teachers will monitor and evaluate the work submitted through online platforms. Other assignments may be checked quickly through their Zoom or Microsoft classrooms.
- Packet assignments will be returned to the school. Routine phone calls and emails will be used to communicate directly with students and families. Appointments with individual students and their parents will be arranged for any challenges or concerns.

What does grading look like?

- Kensal Public School will continue to follow our policies, practices, and grading structure during this prolonged closure. Grades will continue to be recorded in Power School every few days.

Access to Classes/Courses

1. How much time will students and teachers be required to participate in distance learning each school day?

- Each student will spend approximately 5 to 10 hours per week engaged in learning. The learning opportunities for students with disabilities will consist of activities related to their IEP goals and should closely resemble the amount of time normally spent each day in the learning process. Student time will be based on the grade level. *See chart below.*

PK-K	45 minutes
Grades 1 – 2	60 minutes
Grades 3 – 4	90 minutes
Grades 5 – 6	120 minutes

Teacher time will be broken down as follows:

8:00-8:30	Collaboration Time: Teachers will modify learning activities and make accommodations where necessary. Professional Development.
8:30-9:30	Learning activities planned and posted to online platforms.
9:30-12:00	Teachers available to students and guardian, time scheduled for instruction and discussion.
12:00-1:30	Duty free time.
1:30-3:00	Teachers available for continued support.
5:00-5:30	Teachers available for dual working parents/guardians.

Weekly time Requirements

- Teachers will begin to post educational opportunities online beginning Monday, March 30, 2020. Think “Guided Instruction” and limit screen time.
- Daily instructional minutes have been provided in the previous section, but students are welcome to do more.

2. How will we provide appropriate remote facilities and access for all students participating in distance learning, including computers, internet and other forms of electronic communication that will be utilized?

- The special education staff will work with district administration and staff to ensure all students with disabilities have the necessary equipment to engage in learning opportunities. Our special education staff has already provided the technologies needed to all families of students with disabilities.
- The special education staff along with our regular staff have created packets with papers, pencils, crayons, and glue to go home with all our families. These boxes will be picked up Friday, March 27. Arrangements will be made for families to return these packets to the teachers.
- The special education staff will work with the regular education staff to provide the accommodations and modifications required for each IEP.

3. How will we ensure appropriate learning opportunities for students with disabilities?

- The special education staff will not have direct student contact with their students. Kensal School is closed to all students and nonessential staff. Student contact will be through a virtual platform or by phone when necessary. Special education staff will make sure accommodations and modifications are implemented for all learning activities.
- Related service such as OT and Speech/Language teachers will arrange virtual instruction sessions one time each week. The need for direct supports will be determined for individual students with the input of parents. Related services will work with case managers to provide home activities for students as needed.

- Special Education staff should document all efforts to make learning accessible to all students with disabilities.

4. How will we monitor and verify each student's participation and progress on goals?

- Students' progress on virtual assignments will be monitored electronically through the given application used by each teacher. Teachers will contact parents at least once a week to get updates on students' progress. Paper and pencil activities will be corrected by the teacher at least once a week. Progress reports will be issued every 4 weeks.

5. How will we provide effective notice to teachers, staff, students, and their parents/guardians of the use of distance learning?

- The Special Education staff will be notified by school administration through telephone and/or email from the director as part of the district's updates on the Coronavirus. Case managers will communicate directly with families of students with disabilities regarding learning opportunities and how their student will be supported during this process.

6. How will we ensure that all teachers and staff involved in distance learning have access to all hardware and software required?

- The entire Kensal School staff has laptops provided by the school. Teachers will be available at designated times each school day to assist students and families. (See Schedule page 5)

7. How will Special Education staff continue to meet IEP deadlines, complete evaluations, and reevaluations, and hold team meetings?

- *IEP Meetings:* The case managers will schedule IEP meetings with the team through various distance methods like Zoom, Microsoft Teams, or conference calls. These arrangements must accommodate the student, family and the entire IEP team. We currently use these distance strategies for some IEP team members.
- *Evaluations and Reevaluations:* The Kensal Special Education team will make every attempt to complete evaluations that are in progress in a safe and timely fashion. Any inability to complete those evaluations will be documented with Prior Written Notice (PWN). Reevaluations will be scheduled, but if there is an inability to be completed because of exceptional circumstances, a PWN will be provided.
- Initial IEP's must be created within 30 days of determination. If this is not possible, parents must be notified, and arrangements made for the earliest time possible.
- *Notice of changes to an IEP without a team meeting:* The parent and team may agree not to convene a meeting to make changes and instead may amend or modify the current IEP if all team members agree.
- All educational decisions must be made on a case by case basis and consistent with the IEP.

8. Expectations at this time?

- The Kensal staff will be available to support students at designated times. Schedules have been made to check in with students and families through approved methods. Our Special Education teacher will work with regular education teachers to determine appropriate accommodations and modifications to e-learning plans. The Special Education teacher will utilize paraprofessionals to support the distance learning plans as appropriate.

Special Education Considerations – IEP's and 504's

- Kensal School belongs to the East Central Special Education Unit. Our Special Education Director is Ashly Wolsky and the Kensal School Special Education Teacher is Megan Thompson. These two special education teachers have worked out a plan in cooperation with our special education families to continue each students IEP goals.

English Learner Considerations – Individual Language Plans (ILP's)

- The Kensal Public School District currently has no students receiving ELL services. Online educational services will be offered if a student requiring those services enrolls in Kensal School. Our ELL director would communicate with each EL student's family to provide individual services as deemed appropriate. In addition, translation services would be provided to any EL families. Language apps would be provided to our EL students for further language development.

Federal Title Considerations

What is the process to provide for appropriate instruction to ensure accessibility to content, dependent on federal title designation?

- Kensal Public School does not currently qualify for Title I assistance.
 - No Program

School Counseling Services

- The Kensal Public School District recognizes the importance of continued counseling services during this health crisis. Our school counselors contact information has been made available to our school families. She serves our school every Thursday afternoon. We plan for her to continue her weekly lessons on friendship, self-discipline, and anxiety via Zoom. The preferred method for one on one conversations will be by telephone or Zoom. In extreme circumstances face to face consultation could be possible.

Food Service

- The Kensal Public School District is committed to the nutritional needs of our students in a financially sound manner. To address the needs in this area the Kensal School Board approved the provision of breakfast and lunch to those families that are qualified from free meals. This decision was made at the Kensal School Board meeting on Tuesday, March 17. Our families that qualify for free meals were contacted on March 18th and have been receiving meals that typically cover three or four days. We have been seeking greater clarity on whether an expanded meal list will be financially supported by the state or federal government. Melissa Anderson emailed the Kensal School that the state is still waiting for a final waiver to be approved by the federal government.

Supporting Our Adult Population

- The Kensal school community believes it is essential to ensure the health and well-being of our entire student community and those adults who guide and facilitate their development. If in the coming weeks essential staff is not allowed in the building, our business manager and administration would continue some essential operations remotely.
- The Kensal Parent Teachers Organization has purchased lunch for our staff members as we have been implementing our COVID-19 plans.

Communication Plan

- Parents will be asked during material pick-up on March 27 if they consent for their child/children to participate in video conferencing through Zoom or Microsoft Teams.
- Kensal Staff will meet daily from 8:00 – 8:30 am and 3:00 – 3:15 pm. We will continue to update families with new information through our automated message system, mailings, and Facebook. Teachers will communicate with each student and their family using a variety of methods. Calls to the office will be answered from 8:00 to noon.
- Kensal is a very small school with 25 K – 6 students. Teachers have put in place the means to communicate online. They have also sent each child their usernames and passwords for educational websites they have already been using throughout the year. Should any issues arise with technology, our teachers can easily call each student and their parents individually.

Example of Letter to families

Keys:

1. Create a plan to potentially re-open Monday, March 23rd.
2. Create a plan for an extended closure, if needed.

Plan A: To Potentially Re-Open Our School on March 23, 2020

1. Have our school nurse address the Kensal students and staff about the dangers of the Coronavirus and proper safety precautions. She will visit each classroom.
2. Continue to implement directives required by the ND Department of Public Instruction.

3. We will disinfect all school surfaces, bus surfaces and equipment used by the school community before the students and staff return. This should be completed daily with the help of the entire staff when the school reopens.
4. All classrooms will be arranged to keep students and staff several feet apart (seeking 6-foot separation).
5. The entire school staff should constantly seek to keep students 6 feet apart throughout each school day.
6. All students will have their breakfast and lunch choices placed on their plates by the school cook (no self-serving). This will include any salad bar.
7. Kensal Public School will limit or eliminate any school activities or extra-curricular related events or travel.
8. The Kensal staff will review handwashing procedures during their 1st period class. They will start the school day making sure all students wash their hands 4 times a day.
 - When the classroom day begins
 - Before lunch
 - After lunch
 - When the classroom day ends
9. Students who are capable will assist the sanitation efforts by wiping down all textbooks and computers at the end of the day.
10. Hand sanitizers will be available in each classroom and the lunchroom.
11. Students who exhibit any unhealthy behaviors should be referred to the office.
12. Closely monitor student absenteeism each day.
13. If a student or staff member becomes infected with the Coronavirus, Kensal School will adhere to the most current CDC guidelines on handling the situation.