

Bottineau Public Schools

Distance Learning Plan

Approved by the BPS Board - August 18, 2020

Submitted to DPI – August 19, 2020

District Communication Plan

District leaders will ensure consistent communication with stakeholders. The administration will advise on specific measures to be taken during this event.

Continuation of Educational Services

In the event this pandemic significantly impacts how we are able to provide educational services, Bottineau Public School District intends to address the following practices and processes to achieve our desired outcomes.

District Mission:

The Mission of the Bottineau Public School District is to provide opportunities that allow all students to develop their potential intellectually, socially, and physically in a safe environment as they prepare to meet the challenges of a diverse global society.

Vision:

Bottineau PSD will strive to be a school of excellence by providing a safe environment and current technologies to promote comprehensive student learning and success.

This will be accomplished by:

- Offering a well rounded and challenging curriculum.
- Encouraging participation in a variety of extracurricular activities.
- Offer quality professional development for staff that enhances instructional delivery and other support services.

Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. Bottineau PSD decisions will be made from a global perspective with guidance from local health officials, the NDDoH, DPI, and information gained through meetings with community leaders.

Student Attendance & Engagement

Attendance policies will change during a pandemic event. The CDC provides guidance for schools on when to alter attendance practices and/or close schools. Bottineau PSD will utilize the following plans:

1. Elementary
 - a. Google Classroom
 - i. Teachers
 1. Upload daily recorded lessons and assignments to Google Classroom.
 - ii. Students
 1. Daily attendance will be recorded in PowerSchool. Students will be expected to complete lessons as assigned.
2. Junior High
 - a. Google Classroom
 - i. Teachers
 1. Upload daily recorded lessons and assignments to Google Classroom.
 - ii. Students
 1. Daily attendance will be recorded in PowerSchool. Students will be expected to complete lessons as assigned.
3. High School (non-quarantine students)
 - a. NDCDE will be monitoring academic progress and will be communicating with the school administration.
 - i. School
 1. Will provide training on the CDE orientation,
 2. Review transcripts and assure students are enrolled in the proper courses and will progress check weekly.
 3. The Principal and the Guidance Counselor will enroll students and orchestrate the process for all distance learning. (See attached form)
 - ii. Student
 1. Make adequate progress on a weekly basis,
 2. Maintain passing grades on a weekly basis,
 3. Students will have a grace period to switch away from distance learning to the face-to-face instruction, this is included in detail on the Distance Learning Application,
4. Quarantine Students
 - a. School
 1. Will provide classroom instruction in recorded fashion via Google classroom.
 2. Upload daily classroom sessions and work for students to participate on time with alterations to the current delivery.
 3. Assignments and assessments will be determined by the teacher and due dates will be planned.

- b. Students
 - 1. Make adequate progress (checked weekly)
 - 2. Make academic progress

Teachers/Grade Level Teams will monitor prolonged absences and disengagement and communicate with guardians to provide accommodations.

Educational Services

During any extended closure Bottineau Public Schools believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

Google Classroom

Bottineau Public School will provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups.

Google Classroom

Students in grades K-12 will participate in Google Classrooms when they are absent for an extended period of time.

Chromebooks

Students in need of a device will receive a Chromebook to utilize at home during distance learning. All students have a Bottineau Public School Google Account to access these devices remotely.

Preparing for Online Learning – Educator Skills

In the event of a closure educators must possess the needed skills to ensure they can create, distribute, and support educational opportunities for our students. An assessment of educator skills has been conducted for additional training before an online learning environment can be fully implemented. BPS will also partake in online teacher training provided by the NCEC, EduTech and Peace Garden Special Services.

The PLC time will be utilized to assure distance learning requirements are understood and can be incorporated effectively.

Student Access to Devices

Bottineau Public School will provide a Chromebook to all students needing a device during distance learning.

Deployment of devices will be established by our Technology Coordinator and will take place through our BHS library media staff. Deployment information will be sent out via social media platforms and phone calls to ensure that all students receive their devices in a timely manner.

Assistive Technology

Bottineau Public School in partnership with Peace Garden Special Services 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. Bottineau Public School residents, for the most part, reside in areas that have high speed internet provided via Turtle Mountain Communications or other providers.

General Education

Academic programming during a closure shall continue to deliver instruction aligned to our district's vision of a guaranteed and viable curriculum.

Models of Instruction

PK Special Education

During an orange phase, ECSE students may meet with staff to receive direct instruction on a scheduled basis. Optional distance learning will be available.

During a red phase, ECSE staff will provide direct virtual instruction via Google Classroom and/or individualized work packets with corresponding materials sent home.

Speech services will be offered individually utilizing video conferencing.

Weekly individual communication will take place through providers.

Elementary (K-6)

During green/yellow phases, teachers will utilize Google Classroom for all distance learning students. Core instructional lessons will be recorded and uploaded into Google Classroom.

During orange/red phases, teachers will utilize Google Classroom for all instruction. Teachers will do this by individualizing student learning targets, assigning activities that are specific to state standards.

Speech services will be offered individually utilizing video conferencing.

Junior High (7-8)

During green/yellow phases, teachers will utilize Google Classroom for all distance learning students. Core instructional lessons will be recorded and uploaded into Google Classroom.

During orange/red phases, teachers will utilize Google Classroom for all instruction. Teachers will do this by individualizing student learning targets, assigning activities that are specific to state standards.

Speech services will be offered individually utilizing video conferencing.

High School (9-12)

During green/yellow phases, distance learning students will utilize staff from the ND Center for Distance Education (NDCDE) for all courses received on this platform.

During orange/red phases, teachers will utilize Google Classroom for all instruction. Teachers will do this by individualizing student learning targets, assigning activities that are specific to state standards.

* All NDCDE students who begin at the beginning of the year will remain in their current platform until the semester ends. At this time they will transition into the regular distance learning platform.

Speech services will be offered individually utilizing video conferencing.

K-12 Special Education

During an orange phase, students on IEPs may meet with staff to receive direct instruction on a scheduled basis. Optional distance learning will be available.

During a red phase, special education staff will provide direct virtual instruction via Google Classroom and/or individualized work packets with corresponding materials sent home.

Progress monitoring

Monitoring student progress will be accomplished through teacher assessments.

Students have been divided into manageable groups to ensure effective monitoring by teachers and paraeducators on a weekly basis.

Grading

Bottineau Public School District will continue to follow our policies, practices, and grading structure.

Counseling & Student Support Services

Bottineau Public Schools will continue to offer school guidance counseling. Additionally, the counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed across all platforms.

ASCA Guidance -

https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf

Mental Health Crisis Line

The district shall implement a hotline for students and families to call our counselors. This will be posted on the district website. They will direct people to our contracted counselor for mental health.

Outside Support

Students receiving services from outside agencies will be able to continue through virtual services.

K-12

School level and/or grade level courses will be created and be accessible by school counselors and building principals. These shall allow counselors to provide broad counseling courses or small group/individual sessions as they are needed.

At the high school, grade level career courses shall provide a conduit for counselors to schedule courses, advise students on college/career, and promote scholarship opportunities.

Services Assurances to Disadvantaged Populations

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

PreK Special Education

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

At Risk Students

At Risk Students are defined as students who received Title I services during the school year. To ensure equitable services to these students during distance learning, Title I teachers should communicate with classroom teachers to provide additional support as needed to support general education courses. These supports could be:

- Learning materials – take home bags
- Books
- Assisting parents in supporting their students while at home.
- Parenting tips and online resources
- Assigning a paraprofessional in the same class as the at risk student and providing guidance through lessons in a mentor capacity.

Special Education / 504

Students receiving special education services through an IEP are unique and require special services in the event of distance learning. Bottineau PSD will work in conjunction with Peace Garden Special Services to ensure our special education case managers and service providers are meeting (virtually or by phone) to collaborate with parents/guardians on a contingency learning plan for their child. The parents/guardians, case managers, and service providers will collaborate on each IEP goal and determine how best to meet these goals through distance learning. Teams will take into consideration the student's preferred learning method, ability for independent work, access to adult support, adaptations/accommodations, assistive technology needs, how progress will be monitored, and where services will take place. Ongoing communication with families throughout the closure will also be delineated.

Communicate & Plan

Building principals, 504 case managers and/or SPED case managers 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:

- Restarting 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 with an on-site and/or online learning 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

Bottineau Public School 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.

English Language Learners

EL students and the services they receive are unique during distance learning. Online educational opportunities shall be provided. 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

Bottineau Public School shall develop a meal plan to support all students. Bottineau Public School will follow guidance from NDDPI and USDA in the distribution of student meals.

During Green/Yellow Phase meals will continue to be provided to all students based on their current hot lunch status. Distance learning students must pick up meals at the school.

During Orange/Red Phase meals will continue to be provided to all students based on their current hot lunch status, meals picked up at the school, delivery may be an option.

Supporting Our Employees

During any crisis 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 will be necessary.

Business Office Operations

In the event of a full closure, preparation shall be made to ensure continuation of payroll, funds receivable, and funds payable.

These operational plans shall be organized by the business manager.

Bottineau School Board has assigned the Superintendent authority to make decisions regarding classified and certified staff during the duration of a closure. These payments shall be made as prescribed in our 2020-2021 expenditure budget.

Policies & Procedures

Superintendent shall present a plan on how to address sick leave, personal leave, and leave without pay to staff.

Federal Programs & Funds

Bottineau School District will continue to comply with guidance and regulations of all federal programs that affect the Bottineau Public School District, including pay of employees under federal program allocations.