

Kindred Public Schools

COVID-19 Response Plan

Submitted to DPI – March 27, 2020

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

DISTANCE LEARNING EXPECTATION

INTENT: To educate and graduate the students of North Dakota through the end of the academic year while maintaining the health and safety of students, staff, and community.

Kindred COVID-19 Team: Superintendent: Mr. Hall, Elementary Principal: Mrs. Kochmann, High School Principal: Mr. Packer, Activity Director/Dean of Students: Mr. Crane, School Nurse: Mrs. Kiefer, School RSD: Mr. Koerber, Administrative Assistant: Toshia Shaw, Board President: Mr. Saewert.

Resources: CDC, ND Dept. of Health and Human Services, Cass County Public Health, ND DPI

Planning Timeline:

- Prior to March 4: Monitoring growing impacts of COVID-19 on school community
- March 4: Cass Public Health Press Conference
 - Email communications from school nurse to parents and staff
- March 10: Governor Burgum Press Conference
- March 12: Elementary All Staff meeting
- March 13: JH/HS All Staff meeting
 - Kindred Response to COVID-19 emailed to parents from Supt. Hall
 - Coaches meeting to postpone all spring activities
- March 15: Governor Burgum Announcement for School Closure
 - Administrative Team Meeting – Sunday Night
- March 16: Kindred Board Meeting – KPS Action Plan Presented to the Board
 - District Planning Team and Staff -- Started
 - Develop a plan for re-opening in one week (Monday, March, 23)
 - Develop a plan for extended closure
 - Provide lunches to students
- March 17-20: School Team Meetings; Principal, Staff. Preparation for distance learning
- March 17-19: Student Device and School Resources Pickup
- March 23-→: Ongoing Planning by team and staff

Table of Contents

Introduction	1
Table of Contents	2
Pandemic/Epidemic Job Roles	3
Specific Roles	3
Communication Plan	7
Continuation of Educational Services	
Level of Continuation	7
Ensuring Student Success through Robust Relationships	7
Health and Safety Considerations	7
Student Attendance and Engagement	8
Educational Services	8
Ensuring Equitable Services for Families During Closure	8
Ensuring Equitable Services for Educational Opportunities for Students	9
Special Education Considerations	10
English Learner Considerations	12
Federal Title Considerations	13
School Counseling Services	13
High-Quality, Effective, Standards-Based Education	14
Student Meals and Feeding	14
Meals for Families	
Human Resources Process, Protocols and Policies	15

Pandemic – Epidemic Job Roles

PERSONNEL	ACTION
All	<ul style="list-style-type: none"> • Take precautions as directed. • Encourage hand washing. • Adults and Students that exhibit symptoms should remain home. • Students: that are symptomatic should be kept away from well students and parents contacted.
Administrators	<p>Normal School Operations</p> <ul style="list-style-type: none"> • Monitor attendance of students to determine the impact. • Report any significant elevations in absences to district nurses. • Promote attendance policies that reinforce students who are sick to stay home. • Be prepared to address large numbers of staff absences. • Prepare distance learning plan in the event of a prolonged closure. • Prepare for district closure recommendation to the board based on school district policies. <p>Extended Closure</p> <ul style="list-style-type: none"> • Identify essential personnel. • Set alternate office hours and provide to central office. • Execute distance learning programs. • Coordinate Brown Bag Lunch Schedule.
Secretary	<ul style="list-style-type: none"> • Be aware of absence policy changes to inform parents and families. • Assist keeping symptomatic students away from well students and contacting parents. • Follow recommendations from school nurse on how to address student and staff illness. • Survey and Compile list of families who need broadband service. • Compile list of Internet Providers in district.

Custodian	<p>Normal Operations</p> <ul style="list-style-type: none"> • Follow enhanced cleaning procedures as prescribed by your supervisor. • Clean highly touched surfaces daily. <ul style="list-style-type: none"> ○ i.e..PE, playground equipment. <p>Extended Closure</p> <ul style="list-style-type: none"> • Follow recommendations from supervisor for alternative work hours & expectations.
Nurse	<p>Normal Operations</p> <ul style="list-style-type: none"> • Provide support to superintendent, building principals and staff with response guidance and actions. • Assist in providing support to students exhibiting symptoms. • Ensure schools have needed medical supplies. • Monitor absence levels at each school and report any areas of concern to administration. • Assist administration in recommendation when extended closure is needed. <p>Extended Closure</p> <ul style="list-style-type: none"> • Listen/Watch press briefings from Public Health Departments (County and State). • Continue to provide recommendations to district office in regard to closure. • Meet with administration to discuss updates related to COVID-19. • Create messaging for staff and parents on COVID-19.
Teacher	<p>Normal Operations</p> <ul style="list-style-type: none"> • Students that are symptomatic should be kept away from well students and parents contacted. • Be prepared to provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office. • Begin reaching out to parents preparing them in the event of a closure. • Reassure your students and provide emotional supports as needed. • Direct additional supports as necessary including counseling services. <p>Extended Closure</p> <ul style="list-style-type: none"> • Meet with PLC teams.

<p>Teacher Cont.</p>	<ul style="list-style-type: none"> ● Consult with IT department on home use of Schoology, Microsoft Teams, Seesaw. ● Execute teacher distance learning plan. ● Set office hours and inform your students (families).
<p>Tech Department</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> ● Ensure operations of educational tools used for online learning. ● Prepare to support teachers in providing instruction remotely. ● PD provided for Microsoft Teams virtual conferences as needed for administrative and teacher groups. ● Provided additional training and support as needed. ● Prepare for implementation of helpdesk operations during closure. <p>Extended Closure</p> <ul style="list-style-type: none"> ● Prepare to deploy computer and iPads for distance education. ● Implement helpdesk operations. ● Provide support to students/families and staff during distance education. ● Continue to support educators and students as needed.

Superintendent (Public Relations)	<p>Normal Operations</p> <ul style="list-style-type: none"> • Hold administration meetings to ensure consistency of messaging. • Prepare statements for stakeholders as needed. • Prepare press releases and manage media contacts. • Create communications for stakeholders. <p>Extended Closure</p> <ul style="list-style-type: none"> • Continue to prepare statements for stakeholders. • Continue to hold district administrative meetings to ensure consistency of messaging.
Food Service	<ul style="list-style-type: none"> • Prepare for food distribution if a closure would occur. • Work with administration to inform stakeholders as needed.
District	<p>Normal Operations</p> <ul style="list-style-type: none"> • Maintain contact and monitor information from NDDoH and NDDPI. • Work with Cass County Public Health as needed. • Determine event and school closures based on recommendations. • Identify essential personnel and work duties in light of a closure. • Prepare for business operations to continue as needed during a closure. • Prepare guidance for staff on leave and work hours during closure. • Prepare for transportation needs during closure. • Prepare for food distribution during closure. <p>Extended Closure</p> <ul style="list-style-type: none"> • Execute closure plan. • Prepare reintegration plan as closure concludes.

Communication Plan

The Kindred Administrative Team (Superintendent, Principals, Activity Director) meets daily, at school or via Microsoft Teams or Zoom. Others included as needed are counselors and school nurse. Each building administrator communicates with staff daily by phone, Teams, or email. Communication to parents is with teachers, principals, school nurse, counselor, superintendent as needed. Communication Chart below:

Stakeholder	Communicator	Method
Students	Teacher, Counselor, Principal	email, phone, Teams, Seesaw, Schoology
Parents	Teacher, Principal, Nurse, Counselor, Supt. Central Office	email, phone, text, Seesaw, web-site, Schoology
Staff	Principal, Supt., Nurse	email, phone, text, Teams
School Board	Superintendent	email, face-to-face, phone, Zoom
Media	Superintendent	email, phone

Continuation of Educational Services

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.

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

Ensuring Student Success through Robust Relationships

Our Motto

Student-Centered, Community Supported

Our Mission

To Educate, Prepare, and Maximize Student Potential

Our Vision

To collaboratively cultivate an environment that challenges learners to reach their full potential in a student-centered, community-supported environment. To achieve this, we will build authentic relationships and promote active engagement that advances learning, literacy, and life skills.

Our Belief

Continuous reflection guides improvement, growth, and innovation, which are critical to our school's success. Establishing and maintaining positive, supportive, and respectful relationships with students, parents' colleagues and the community maximizes student outcomes.

Health & Safety Considerations

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Kindred Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, and community leaders. The District has reviewed the CDC guidelines and created appropriate protocols for cleaning, social distancing, and accommodating for students who are at-risk.

Student Attendance & 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.

Student Attendance Policy Considerations

- Families that make decisions to keep students at home due to a pandemic/epidemic 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

Attendance During A Closure

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.

Counselors and administrators will review absences each week and will make necessary student and parent contact.

Students in each subgroup (disabilities, homeless, EL) have been contacted and all students have received school books and tech devices. They also have broadband connections in the locations they are staying. Teachers, counselors, and principals will continue to check-in with the students to provide supports needed with distance education.

Educational Services

Ensuring Equitable Services for Students and Families during Closure

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

Schoology and Seesaw --- Computers & iPads

Kindred Public School can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through our learning management system (LMS), Schoology and Seesaw.

Kindred Public School District started district 1:1 program in 2014. Currently all students in the Kindred District have a device.

- Grades K-2: iPad Air 1 for each student.
- Grades 3: MacBook Air for each student and iPad.
- Grades 4-6: MacBook Air or MacBook Pro for each student
- Grades 7-12: MacBook Air for each student.
- Instructors: MacBook Pro
- Instructors: Grades K-2: iPad Air 1

Schoology is a learning management system that we use grades 4-12. Seesaw is used in grades PK-3

Schoology makes content easily accessible to students in an online, interactive community.” Using Schoology as the hub of their digital cycle, teachers post everything from lecture notes and worksheets to links to other online resources to the platform, making them accessible to students at home.

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. 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. Kindred Public Schools will leverage our LMS, Microsoft Teams, to train our educators.

Kindred Public School District hired in 2014 a technology integrationist to assist with PD for staff. In 2016 Schoology was purchased as our district LMS for grades 7-12. Staff received training on Schoology during 2016-17 and has been ongoing ever since. Staff new to the district receive training during orientation and ongoing through the year. Teachers in grades 4-6 now have incorporated Schoology since 2018.

During the week of March 17, 2020, teachers and administrators met in groups to continue to prepare for distance learning. Most teachers in grades 3-12 had already been using Schoology and PK-3 teachers were using Seesaw. Because of previous technology training most of the learning focus this past week has been on how to use Microsoft Teams. Teacher PLC teams met to share and discuss delivery of education at home. On March 17-19 our technology coordinator and staff with knowledge about Teams helped provide training on Microsoft Teams. Teacher groups and PLC’s continued sharing and accessing training resources for Microsoft Teams.

Moving forward, Kindred School District will use the support offered by EduTech (and its REA) to provide ongoing teacher training and support for Distance Learning.

Ensuring Quality & Equitable Educational Opportunities for Students

Kindred Public Schools is leveraged to transition to an 100% online learning environment. Having a digital learning device in each students’ hands and leveraging the power of technology will provide students great opportunity to continue their education throughout the remainder of the school year.

Student Access to Devices

Kindred Public School provides a Computer or iPad to all student K-12.

- A deployment plan has been put into play for all students to have their device during the school closure. As of March 23, all students have their student materials and devices.

Assistive Technology

- Kindred Public School in partnership with Rural Cass Special Education Unit 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 internet services. Kindred Public School residents, for the most part, reside in areas that have high speed internet provided via Midco, MLGC, Century Link, Polar, Red River, or other providers. However, parts of the district have limited capabilities either by landline or cellular.

Ensuring Access

A survey sent out by our administrative assistant determined who in our district needed access. Families have been contacted and given the contact information to providers who are providing free service. Verizon wireless Jetpacks will be provided to families with no service by Friday, March 27.

Access to All Classes / Courses -- 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. Kindred Public Schools has used a PLC structure 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

Special Education PreK:

Weekly calendar lesson plan, daily learning videos (i.e. Daily Message, Language Group, Repeated Read Alouds), lesson and activity resources and instructions along with other educational links and resources are accessible through Seesaw. Provided device—iPads.

Kindergarten—3rd Grade:

Weekly calendar lesson plan, daily learning videos, activity packets and other educational links and resources are accessible through Seesaw. Seesaw allows students to demonstrate, create, and share their work. This format also allows teachers to monitor learning, give meaningful feedback, and to provide parents with an interactive communication tool. Additional personalized applications such as Lexia, RAZ kids, and Epic are accessible on student devices, as are other engaging, educational apps. Provided devices—iPads (3rd grade MacBook Air). Non-digital resources were sent home initially (texts, guided reading books, authentic literature, binders, packets) and will continue to be provided in a downloadable format pending extended school closure. Teachers are using ZOOM for virtual class meetings and small group instruction.

4th—6th Grade:

Weekly calendar lesson plan, daily instructional videos, assignments, learning projects, assessment opportunities and other educational links and resources are accessible through Schoology. This format allows teachers to monitor learning, give meaningful feedback, and to provide students and parents with an interactive communication tool. Additional personalized applications such as Lexia are accessible on student devices, as are other engaging, educational apps. Provided devices—MacBook Air laptops. Teachers are using ZOOM for virtual class meetings and small group instruction. In addition, teachers are using Office 365 TEAMS with their learners for Book Clubs, video conferencing, notebooks, and small group collaboration. Non-digital resources were sent home initially (texts, authentic literature, reference materials) and will continue to be provided in a downloadable format pending extended school closure.

7th-12th Grade:

During a partial or full closure Schoology will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Kindred High School uses Schoology to deploy blended learning experiences every school day. During a closure these blended Schoology lessons will be modified to address essential learning targets in a 100% online environment.

CTE & Lab Sciences

During a partial or full closure Schoology will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Kindred High School uses Schoology to deploy blended learning experiences every school day. During a closure these blended Schoology lessons will be modified to address essential learning targets in a 100% online environment. These courses require hands-on learning opportunities that will now be addressed with the use of video lessons, virtual fieldtrips & experiences, and real-world projects that can be completed at home.

Special Education Considerations

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

Prek services for students with disabilities will continue with all students who are eligible for special education services through distance learning in the following ways: live and recorded videos, themed packets sent home on a weekly basis, direct online contact with preschool teacher/paras, as well as weekly consultation with parents. OT, PT, and speech services will continue with consultative or direct services provided via an online virtual platform. We will also continue to process any evaluations and assessments we can carry out without direct contact with students. All scheduled IEP meetings will continue in a virtual platform with parent's permission.

Special Education and 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.

Communications & Plans

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:

- 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

Kindred 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. These may include:

- Online learning through Microsoft Teams and Schoology
- Additional supports provided remotely (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 educators is compromised supports will moved to an online platform.

Services provided through Distance Learning

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 Learner Considerations

EL students and the services they receive are unique during a closure. Kindred Public School District currently does not have any students that receive EL services.

Federal Title Considerations

Targeted Title: An initial letter was sent in student personalized packs to help parents set up online learning accounts. If ND school closures continue, Title I interventionists will make a plan with parents of students who were at the 25th percentile and below on winter benchmarks and/or are at high risk for experiencing significant regression over this extended break. We will offer these parents the option of virtual delivery of our interventions through Zoom or Doxy.me. Typical virtual lessons will be 1x or 2x per week for 20-30 minutes each session, but will be adapted to the needs of individual learners. Seesaw accounts will be created to communicate with students and parents with messages and assignments. Communication with classroom teachers will continue.

School Counseling Services

Kindred 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 our synchronous and asynchronous platform.

Kindred Counseling Department will continue to work with students by monitoring student's academic progress by way of grade reports, close monitoring of at-risk students, and parent contact. The department will continue individual contact hours through technology provided to students or via a phone call with parents or students. Other confidential digital means are available for confidential individualized conferencing with students upon request. Continuation of outside resources and consultation through referrals will be utilized and staffed on a weekly basis as prior to the current events. Outside collaboration will continue with colleges and industries to continue to offer means of support and information from areas within and outside the community. Resources for students on college, career, and social-emotional learning will continue in digital media platforms via YouTube, Zoom, Teams, or Schoology. Community, school, and student resources are sent periodically on various mental health and behavior awareness during traumatic events with support resources.

Mental Health Crisis Line

The district shall implement supports for students and families to call or email in event of a crisis providing families with available resources and supports within the community.

Outside Support

Village Business Institute will continue to conduct telehealth counseling sessions with students. The telehealth (web-based) or telephonic services being our primary modes of therapy.

High-Quality, Effective, Standards-Based Education

Provisions for Instructional Support

Assessments

Teachers will use the following for assessments

- Distance Learning quizzes/tests
- Electronic/delivery of assignments
- Online tools (scholastic,
- Regular actionable feedback

Grades

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

Academic Progress Monitoring

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

PLC and staff meetings (via Teams) will continue to meet weekly to monitor student progress and address learning gaps that are recognized. Staff will have access to specialists to assist them in providing resources and supports to students demonstrating academic needs.

Student Meals & Feeding

Students in our district will be in need of food and nutrition during this pandemic/epidemic. To address this need for our students, Kindred Public School shall develop a feeding plan to support students/families that choose to receive a breakfast and lunch. Kindred Public School will follow guidance from NDDPI in the distribution of student meals.

Parent email notice. --- MEALS

Good morning,

Kindred Public School will be making brown bag meals for children in our school district.

We would like to start Wednesday March 18th.

Meal pick up will be at the Kindred High School between 11:30-12:30 in drop off loop in front of school.

What we will need from parents is a count of the children in each household that would need a meal.

We will need to know this count before 9:30am each day.

Meals will only be available Wednesday and Thursday this week.

Please respond with your children's name/grade or age by email or calling 701-428-3177 As Soon As Possible.

Please watch your email for further information in regards to meals being served next week.

Any questions feel free to email or call the school.

Toshia Shaw

Administrative Assistant

Kindred Public School District #2

Human Resources Process, 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 for the business office and HR operations will be necessary.

Business Office Operations

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, and funds payable services remotely at home.

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

Kindred School Board has approved paying classified and certified staff during the duration of the COVID-19 closure. These payments shall be made as prescribed in our 2019-2020 expenditure budget.

HR Policies & Procedures

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation the superintendent shall present a plan on how to address sick leave, personal leave, and leave without pay to the Board 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 Programs & Funds

Kindred School District will continue to comply with guidance and regulations of all federal programs that affect the Kindred School District.