

**BOARD OF TRUSTEES
Sun River Valley School District #55F
Special School Board Meeting
Thursday, March 26, 2020
Simms High School – Conference Call
7:00 p.m. Google Meet
Meeting Agenda**

1. Call Meeting to Order
2. Public Comment on Non-Agenda Items
3. Consideration and Action on the Districts COVID – 19 Plan of Action for Submission to the Governor's Office.
4. Consideration to Adjourn

Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting. Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions. The Board Chair is authorized to adjust the order of non-action agenda items to accommodate scheduling needs of interested parties.

Join Hangouts Meet
meet.google.com/kxg-wris-jes

Join by phone
+1 484-841-5351 PIN: 976 992 604#

**Sun River Valley Schools
Instructional Plan of Action
March 30, 2020 - April 10, 2020
Fort Shaw Elementary Pre K-5**

1. **Offsite learning instruction and structure:** The District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be assessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each student.

Instruction: Lessons and activities need to be documented within Seesaw/Infinite Campus and include the following expectations:

1. Communicate what students are learning and doing, with links to materials and platforms.
2. Be mindful of the time requirement for your class. Remember that many students have to share devices with siblings and have responsibilities at home (like helping watch and guide younger siblings in their learning).
3. Focus your personalized learning on the State Standards and simplify when possible.
4. Do what is right for students.

Communication: Follow the guidelines of a minimum of two contacts with student/families a week (or roughly every other day)

Contact examples include but are not limited to:

- i. School Emails
- ii. Seesaw
- iii. Updated gradebooks (Infinite Campus)
- iv. Text messages (if you would like to share that information)
- v. On-line platform (Zoom and/or other means)
- vi. Phone calls-We must document this!

Communicate your availability times for student/parent contact.

“Faculty Office hours”

If a parent/student needs to reach you:

Monday - Tuesday - Wednesday - Thursday
9:00 AM - 10:00 AM & 1:00 - 2:00 PM

All phone calls from students/families should be returned within 24 hours (Monday-Thursday)

When you can't reach a student or family-

Call 2x – document

Email 2x – document

Then, if still are unable to reach; turn it over to administration who will:

Call 2x – document

Email 2x – document

Send a electronic letter of concern from the home school

Teaching Staff: Check school email two times daily – and always at the end of the traditional school day

K-5 Students:

School Announcements:

Each Monday 9:00 AM Announcements will be delivered through:

Infinite Campus, Fort Shaw Elementary Facebook, & FSE Twitter (Mr. Miller).

General reminders for students, parents, and important academic and/or general information will be shared.

Attendance Tracking:

Be required to log into Seesaw;

Monday - Tuesday - Wednesday - Thursday (anytime with-in the day)

Student to Teacher Communication:

Use email, Seesaw, and/or Zoom to correspond at least once per week.

Zoom Student Participation:

One lesson per week.

Participation will be tracked by faculty & graded as per their discretion.

Seesaw Student Participation:

Complete weekly required activities as assigned by the teacher.

Participation will be tracked by faculty & graded as per their discretion.

Student Lesson/Work Packets:

Packets will be sent home on the bus routes every Thursday.

Completed packets will be picked up every Thursday on the bus route.

The packets will contain a weeks worth of lessons, activities, and/or work pages.

Packets will be grades at teacher discretion.

Academics & Grading Standards:

All weekly assignments in Seesaw will have a due date determined by the teacher.
Student packets are completed and returned each Thursday.
Students' grades will be determined by each teacher and posted in each course weekly.

Assessing work for mastery:

1. Collection and evaluation of student work will provide personalized and important feedback for mastery.
2. Everything you provide for work, requires feedback. Remote/distance learning removes a teacher's ability to read the non-verbal clues that a student is understanding. As a result, the work assigned needs specific feedback.
3. Keep grades updated, making sure that all grades are entered and updated by the end of the week, for work collected.
4. Be mindful that hardcopy work has a lag time of grading. In order to keep you safe, work will be collected, quarantined for five days, and then delivered to you once a week. It is important that you grade it promptly and provide feedback.

Own your professional responsibility:

5. Be an ambassador for your school by following the cultural beliefs of the school and district.
6. Stay off social media during traditional school hours.
7. Reposting from the District website and Facebook page is safe and encouraged.
8. Utilize your time to provide a valuable resource for families and a personalized experience for students, during an uncertain time in our educational history.
9. Attend scheduled distance meetings with other teachers and administration, held within the traditional school day.

Sun River Valley Schools
Instructional Plan
March 30, 2020 - April 10, 2020
Simms (6-12) Schoolhouse

Instruction: Lessons and activities need to be documented within Google Classroom/Infinite Campus and include the following expectations:

1. Communicate what students are learning and doing, with links to materials and platforms
2. Be mindful of the time requirement for your class. Remember that many students have to share devices with siblings and have responsibilities at home (like helping watch and guide younger siblings in their learning)
3. Focus your personalized learning on the State Standards and simplify when possible
4. Do what is right for students

Communication: Follow the guidelines of a minimum of two contacts with student/families a week (or roughly every other day)

Contact examples include but are not limited to:

- i. School Emails
- ii. Google Classroom Format & Hangouts
- iii. Updated gradebooks (Infinite Campus)
- iv. Text messages (if you would like to share that information)
- v. On-line platforms (Zoom, Google Meet, Google Voice, etc)
- vi. Phone calls-We must document this!

Communicate your availability times for student/parent contact.

- i. **“Faculty Office hours”**

If a parent/student needs to reach you:

Monday - Tuesday - Wednesday - Thursday

9:00 AM - 1:00 PM

All phone calls from students/families should be returned within 24 hours (Monday-Thursday)

When you can't reach a student or family-

Call 2x – document

Email 2x – document

Then, if still are unable to reach; turn it over to administration who will:

Call 2x – document

Email 2x – document

Send a electronic letter of concern from the home school

Teaching Staff: Check school email two times daily – and always at the end of the traditional school day

6-12 Students:

School Announcements:

Each Monday 9:00 AM Announcements will be delivered through:
Infinite Campus, Google Classroom, & Facebook SRVS. (Mr. McKinley)
General reminders for students, Google Classroom, and important academic activity needs within the school house.

Attendance Tracking:

Be required to log into the Google attendance classroom;
Monday - Tuesday - Wednesday - Thursday (anytime with-in the day)
Attendance is set up through rosters from your classroom study halls.
(Google Document- shared with Mr. McKinley & Ms. Hanna)

Student to Teacher communication:

Email/Google Classroom correspond for each class during the week.

Google Classroom Student Participation:

1 week grace period for late work in each class.
Participation will be tracked by faculty & graded as per their discretion.

Academics & Grading Standards:

Monday(s) all weekly assignments are due in Google Classroom.
Tuesday to Tuesday Eligibility each week, report generated at 9:00 AM.
Students will be given 2 grades per week in each course by each teacher.

Assessing work for mastery:

1. Collection and evaluation of student work will provide personalized and important feedback for mastery.
2. Everything you provide for work requires feedback. Remote/distance learning removes a teacher's ability to read the non-verbal clues that a student is understanding. As a result, the work assigned needs specific feedback
3. Keep grades updated, making sure that all grades are entered and updated by the end of the week, for work collected

4. Be mindful that hardcopy work has a lag time of grading. In order to keep you safe, work will be collected, quarantined for five days, and then delivered to you once a week. It is important that you grade it promptly and provide feedback

Own your professional responsibility:

5. Be an ambassador for your school by following the cultural beliefs of the school and district.
6. Stay off social media during traditional school hours.
7. Reposting from the District website and Facebook page is safe and encouraged.
8. Utilize your time to provide a valuable resource for families and a personalized experience for students, during an uncertain time in our educational history.
9. Attend scheduled distance meetings with other teachers and administration, held within the traditional school day

2. School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.

The District is serving grab-and-go breakfast and lunches.

The District is delivering meals to students at designated stops using school buses.

3. Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students. The District has implemented:

The District is providing a Free and Appropriate Education for student with disabilities. The District is conducting IDEA and 504 meetings via electronic means and/or meeting in person or via telephone, complying with CDC, State and/or local health guidelines.

The District is providing educational and related services, in collaboration with parents and staff, through all means available, including alternative learning sites

On-line learning/emailing parents and students weekly while responding to emails daily

Video chats/tutoring and behavioral checklists/Phone conference calls

Hard copy packets of materials and checking homework

Textbook guides and text books given out

4. Other Services customarily provided to students: The District has implemented the following strategies to ensure that our students receive services that we provide the same as if pupils were being educated off-site.

Counseling & Altacare:

Simms & Fort Shaw- The K-12 Counselor is servicing students through secure phone lines and emailing parents to reach out and see if a phone call is needed. I have also created a Google Classroom that is accessible to all students that has a variety of resources for students to utilize, as well as let me know if I need to reach out via phone to offer additional support.

Simms & Fort Shaw Altacare:

Altacare will continue to provide services during this time. We have gone to a “telehealth” model, meaning we will be using the app RingCentral by Zoom to conduct video therapy sessions, whenever possible. For those with technology issues, we will be staying in constant contact with those students through phone and email. Altacare has set up a Google Classroom for both Simms and Fort Shaw students; each of our clients has been sent an email to access these. These pages will contain encouraging videos from staff, links to activities they can do in their free time, and announcements. Altacare staff is also going to attempt to provide group services through RingCentral, when all Altacare students can gather at the same time and check in, not only with staff, but with each other. Altacare staff has Google Voice phone numbers that both parents and students have been provided, which can be used to access staff when needed.

Title I Services

On-line learning/emailing parents and students weekly while responding to emails daily

Video chats/tutoring and behavioral checklists/Phone conference calls

Title I will utilize platforms that general education teachers are using to provide instruction

CHECKLIST

During the planning and implementation of the District's Plan of Action, we have implemented the following processes/mechanisms to ensure compliance with the Governor's March 19, 2020 Directive, ongoing collaboration with all stakeholders and effective communications with our community, staff, parents and students:

Check all that apply:

- ☒ On March 17, 2020, the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA
- ☒ At a properly- noticed meeting, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.
- ☒ Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.
- ☒ Our certified and classified staff participated in the development and implementation of this Plan.
- ☒ All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children.
- ☒ We have maintained regular contact with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students.
- ☒ The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection.
- ☒ The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats.

- ✓ The District leadership has reviewed COVID-19 basic information provided by the CDC.
- ✓ The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community.
- ✓ The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>.
- ✓ The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:
 - Washing hands with soap for at least 20 seconds
 - Avoiding touching eyes, nose, and mouth
 - Covering coughs and sneezes with tissues and throwing away tissues
 - Avoiding contact with others when sick
- ✓ The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19.
- ✓ The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.
- ✓ The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc., to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.
- ✓ The District has adequately equipped maintenance and cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.
- ✓ The District has a cleaning schedule that is updated daily.
- ✓ The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves.
- ✓ The District has cancelled school sponsored-events/travel of students and staff.
- ✓ The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students.

✓ The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor's Office.

Board Chair

Date of Adoption by Trustees

Updated: 3/24/2020 at 3:10 p.m.