

3/30/2020

# Enderlin Area School

## COVID-19 Response Plan

Submitted to DPI – March 26, 2020

Resubmitted March 30, 2020

### ***Emergency Response Plan Pandemic - Epidemic***

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

<b>Custodian</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Follow enhanced cleaning procedures as prescribed by your supervisor.</li> <li>• Clean highly touched surfaces daily.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>
<b>Teacher</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Students that are symptomatic should be kept away from well students and parents contacted.</li> <li>• Be prepared to provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office.</li> <li>• Begin reaching out to parents preparing them in the event of a closure</li> <li>• Reassure your students and provide emotional supports as needed.</li> <li>• Direct additional supports as necessary including counseling services.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Execute distance learning plan</li> <li>• Set daily office hours and inform your students (families)</li> </ul>
<b>Tech Department</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Ensure operations of educational tools used for online learning.</li> <li>• Prepare to support teachers in providing instruction remotely.</li> <li>• Create canvas sandboxes to allow virtual conferences as needed for administrative and PLC groups.</li> <li>• Provided additional training and support as needed.</li> <li>• Prepare for implementation of helpdesk operations during closure.</li> <li>• Create communications portal on district website.</li> <li>• </li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Implement helpdesk operations</li> <li>• Continue to support educators and needed.</li> </ul>

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

## Communication Plan

District leaders should reference the District Communication Plan to ensure consistent communication with stakeholders. The Superintendent will advise on specific measures to be taken during this event.

Once this Emergency Response Plan is fully approved, the Superintendent will share the plan with all stakeholders.

All communications to the public will be shared on the followed platforms:

- Enderlin Area School Website and App [www.enderlin.k12.nd.us](http://www.enderlin.k12.nd.us)
- Enderlin Area School Facebook page
- @enderlineagles Twitter account
- Enderlin Area School District-wide emergency alert system

### SAMPLE LETTER:

Enderlin Area School  
Public Announcement  
March 17, 2020

Since learning of the closure order Sunday evening, by Governor Burgum, the Enderlin Area School staff have been working diligently on plans to continue to provide our students with nutrition and a proper education during the school closure due to the covid-19 virus concerns. As we progress through this unprecedented situation we will do our best to keep the community informed.

I believe it is very important for all to understand that this is a very fluid situation. Information from the state agencies is changing on almost an hourly basis. Currently the Governor has announced that all schools are to be closed this week. With that said, our entire staff is at the school this week preparing for the worst-case scenario of school closing for the entire school year. While I have no evidence that this will happen we want to be as prepared as possible. The CDC is currently recommending eight-week closures of any mass gathering organizations or events. Again, this information is constantly changing.

I have organized our staff into groups working on the following areas:

- Continuing food service to our students during an extended shut down
- Special Education planning on providing services to students during an extended shutdown
- K-6 and 7-12 staff planning, organizing, and preparation of lessons, and the distribution of such, during an extended shut down
- Custodial efforts to keep our school clean and sanitized
- Daycare options and availability (currently we are at a maximum allowable enrollment)

Our goal is to have all plans in place, and implemented, no later than Monday, March 23<sup>rd</sup>. If the school closures do not extend into next week and beyond we will have reopening procedures in place for our staff and students for the purpose of returning to normal school life on Monday the 23<sup>rd</sup>.

In addition, I am working with the state agencies to determine whether, or not, expectations will be adjusted based on state standards, graduation requirements, and grading standards. I will share this information with the public once the state has come up with a formal plan.

Our entire staff is amazing. They have taken on this incredible challenge with a can-do attitude. As I presented my expectations to the staff they immediately rolled up their sleeves and went to work. I am very proud to be working with such a positive and professional group of people.

Please check back at approximately 3:00pm today for more specific information on the progress of our nutritional and academic planning.

## ***Continuation of Educational Services***

In the event of a pandemic / epidemic that significantly impacts how we are able to provide educational services Enderlin Area School intends to maintain our focus and purpose to achieve our desired outcomes.

### **District Mission:**

Enderlin Area School is committed to providing students with optimal learning opportunities so that they can reach their full potential.

### **District Vision:**

Creating learners who believe in the power of their education to help them learn, excel, influence their world, and direct their future.

### **District Slogan:**

#### **DARE TO SOAR**

Dare to Learn

Dare to Excel

Dare to Influence your World

Dare to Direct your Future

### **Health & Safety:**

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Enderlin Area School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, the North Dakota Department of Instruction, and community leaders.

- Ensuring safety may impact the intensity, location, and duration of services we provide.

## ***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**

- Suspend Enderlin Area School District Policy FFB
- Families that make decisions to keep students at home due to 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.

## ***Educational Services***

During any extended closure due to a pandemic/epidemic, Enderlin Area School believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

### **Educational Staff Expectations**

Enderlin Area School engages in professional learning strategies through collaboration with our Committee for School Improvement (CSI). The committee consists of teachers that represent all grade levels in our school. The CSI will work closely with administration on the development of our distance learning plan. On March 16-18 our staff met and began preparations in structuring a distance learning plan regarding an extended school closure. On Monday, March 23 we rolled out our distance learning model and continue to engage our students through this model. Please refer to the section 'Models of Instruction' beginning on page eight (8).

Our professional development schedule with teachers is as follows:

- March 16 – 18
  - Teachers met to develop distance learning opportunities for all grade levels and subject areas
  - Teachers were trained on the using online platforms Zoom, Microsoft Teams, and YouTube live.
- Daily professional development (beginning Monday, March 23, 2020)
  - 8:00am – District leadership team
  - 9:00am – Grades 7-12 teachers
  - 10:00am – Grades K-6 teachers
  - 1:00pm – CSI team

## Teacher Office Hours

## Grades 7 - 12

Distance Education Teacher Office Hours

ENDERLIN AREA  
PUBLIC SCHOOL

March 27th, 2020

Teacher	Teachers will be available for instructional help during these office hours. Please reach out to them via email, Microsoft Teams, and phone.								
	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	Other
Anderson, J.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Bernstedt, E.	By Appointment	Zoom High School Staff Meeting	Office Hour	Office Hour	By Appointment	Office Hour	Office Hour	By Appointment	As Needed
Bjorklund, A.	Office Hour	Zoom High School Staff Meeting	Office Hour	By Appointment	By Appointment	Office Hour	Office Hour	By Appointment	As Needed
Bratland, K.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	By Appointment	By Appointment	By Appointment	As Needed
Delvo, S.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Egan, T.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Farnham, T.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Jones, M.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Hanre, K.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Iwen, C.	By Appointment	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Kraft, B.	By Appointment	Zoom High School Staff Meeting	By Appointment	By Appointment	By Appointment	Office Hour	Office Hour	By Appointment	7:00am-9:00am
Kraft, C.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Krueger, J.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	By Appointment	By Appointment	By Appointment	By Appointment	As Needed
McNeely, S.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	By Appointment	By Appointment	By Appointment	By Appointment	7:00pm-9:00pm
Michaelson, J.	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Schlecht, J.	By Appointment	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Special Ed	Office Hour	Zoom High School Staff Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed

## Grades K – 6

Teachers will be available for questions and instructional help during these office hours. Please reach out to them via email, Remind, Seesaw, or phone calls.									
Teacher	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	Other
Finger	Office Hour	Office Hour	K-6 Zoom Meeting	By Appointment	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Friederichs	Office Hour	Office Hour	K-6 Zoom Meeting	By Appointment	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Mark	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	Office Hour	By Appointment	Office Hour	Office Hour	As Needed
Midthun/Bunn/Kaspari	By Appointment	Office Hour	K-6 Zoom Meeting	Office Hour	Office Hour	By Appointment	Office Hour	Office Hour	As Needed
Scheer	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	By Appointment	Office Hour	Office Hour	Office Hour	As Needed
Smith	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	Office Hour	Office Hour	By Appointment	By Appointment	As Needed
Madsen	Office Hour	By Appointment	K-6 Zoom Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Schlecht	Office Hour	By Appointment	K-6 Zoom Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Hanson	Office Hour	Office Hour	K-6 Zoom Meeting	By Appointment	Office Hour	Office Hour	Office Hour	Office Hour	As Needed
Hoy	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	Office Hour	Office Hour	By Appointment	Office Hour	As Needed
Bratland	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	By Appointment	Office Hour	Office Hour	Office Hour	As Needed
Special ED/Speech	Office Hour	Office Hour	K-6 Zoom Meeting	By Appointment	By Appointment	Office Hour	Office Hour	Office Hour	As Needed
Title One	Office Hour	Office Hour	K-6 Zoom Meeting	Office Hour	Office Hour	Office Hour	Office Hour	Office Hour	As Needed



## **District Technology**

Enderlin Area School can provide virtual training to our educators, quality instruction to our students, and support the unique health and wellness needs to both groups through district technology. Families will be given the choice of instructional delivery via online technology or hardcopy student instruction packets. Instructional packets will be distributed weekly as possible or as allowed by state mandates.

Enderlin Area School will contact local internet providers to provide internet access to families who may not have internet service. We are not a 1:1 school district for student devices and therefore will provide devices (MacBook Air) to our students who may not have access to an online learning device.

Enderlin Area School will utilize various virtual instruction methods through Microsoft Office 365, Microsoft Teams, YouTube, Seesaw, Remind, FlipGrid, and Zoom.

### **Microsoft Office 365**

- Microsoft Office 365 is a learning environment that can be used K-12.
- Microsoft Office 365 allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Office 365 allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.
- Microsoft Office 365 also provides us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure. Office 365 provides video conferencing tools within its suite of products.

## **Preparing for Online Learning – Educator Skills**

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. Enderlin Area School has been utilizing Zoom and Microsoft Teams to facilitate professional development instruction for our staff.

## **Ensuring Quality & Equitable Educational Opportunities for Students**

Enderlin Area School is leveraged to transition to meet all of our student's distance learning needs. Students will have access to a digital learning device. Transition will be rapid and focus on providing the time to transition from a blended learning environment to one that is completely online.

### **Student Access to Devices**

- Measures will be taken to ensure all students have access to a device during a closure.
- If possible, devices shall be sent home with students with their chargers before a closure is announced.

- If devices are with students when a closure is announced, principals should arrange times for parents/students to pick them up in ways that follow recommended guidance to protect from pandemic/epidemic.

## Assistive Technology

Enderlin Area School, in partnership with South Valley 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 robust internet services. Enderlin Area School residents cover parts of three counties (Ransom, Barnes, and Cass) and internet services to our students varies. Enderlin Area School will work with the various internet providers on plans to provide temporary internet service during any prolonged closure to any students that do not have internet service.

## Ensuring Access

Before a closure each family should be surveyed to determine if they have internet access. This information should be used to plan for an extended closure ensuring educational opportunities for all students.

## No Access Options

- Contact families directly to discuss commercial connection options.
- Work with community partners to provide service.
- Remove barriers to allow families to connect wirelessly on school property.
- Provide a list of community locations that provide free wifi access.

## ***Parent/Guardian Option***

Enderlin Area School will provide hardcopy packets or alternative assignments as requested and when needed. Modules will be constructed to allow for easy dissemination via others means – email or even by paper. If all else fails families will be contacted directly to discuss further these options.

## 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. Enderlin Area School has used a PLC structure (Committee for School Improvement) 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

Enderlin Area School is strictly a K – 12 school.

### *Special Education*

- During a partial closure small group instruction shall be used.
- During a full closure Microsoft Teams and Zoom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Support to family will also be provided through this mechanism.

### *Elementary (K-6)*

During a partial or full closure Remind, SeeSaw, and YouTube will be used to virtually interact with our student synchronously and asynchronously to provide services and support.

- K – 3
  - Enderlin's K-3 will focus on keeping our students as involved and excited about learning as we can during this time. Students will be provided instructional packets inclusive of all academic areas. We will also be encouraging Lexia and IXL practice on your devices at home. Teacher's will utilize the communication interactive platforms Remind, SeeSaw, and YouTube for classroom interaction, instruction, and office hours.
  - Student materials pickup and drop-off each Monday from 7:00-9:00am; 11:00-12:30pm; 3:00-4:30pm.
- 4 – 6
  - Enderlin's 4-6 staff will send home 1-2 assignments per subject, per week as not to be overwhelming. We are each making YouTube accounts and posting lessons to go along with assignments for each week. Additionally, we are planning on utilizing YouTube Live for office hours and where students can ask us questions and we can answer them once a day potentially.
  - Student materials pickup and drop-off each Monday from 7:00-8:30am; 11:00-1:30pm; 3:00-4:30pm

### *JH & High School (7-12)*

- During a partial or full closure Microsoft Teams will be used as a live platform for the purpose of homework distribution and will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Enderlin 7-12 staff will also utilize Zoom meetings for classroom interaction, instruction, and office hours. Each teacher will be meeting every week for a minimum of one 30 minute segment time slot with each class. Core Classes will be meeting 2-3 times per week with their students via the Microsoft Team software. Microsoft Calendar tool is being used to create a schedule for teachers to sign up for time slots for online meetings with students.
- Student materials pickup and drop-off each Monday from 7:00-8:30am; 11:00-1:30pm; 3:00-4:30pm

## Provisions for Instructional Support

Student Engagement	Recommendation of minimum number of minutes per day by grade level:
	Kindergarten: Students will be engaged in learning activities for 45 minutes per day.
	1 <sup>st</sup> – 3 <sup>rd</sup> Grade: Students will be engaged in learning activities for 60 minutes per day.
	4 <sup>th</sup> – 6 <sup>th</sup> Grade: Students will be engaged in learning activities for 90 minutes per day.
	7 <sup>th</sup> – 12 <sup>th</sup> Grade: Students will be engaged in learning activities for 120 minutes per day.

## Progress monitoring

Monitoring student progress will be accomplished through utilizing Microsoft Team platform as well as individual instructional packet deliveries. Progress will also be monitored via teacher-students interaction through the aforementioned online platforms and personal phone calls and emails. Each teacher will keep a daily log of student interactions and check-ins.

K-6 and 7-12 Principals will continue to meet weekly to monitor student progress and address learning gaps that are recognized. Subject area groups will have access to specialists to assist them in providing resources and supports to students demonstrating academic needs.

## Grading

Enderlin Area School will continue to follow our existing K-12 policies, practices, and grading structure during a closure due to a pandemic/epidemic.

## Counseling & Student Support Services

Enderlin Area School will continue to offer school guidance counseling lessons leveraging Microsoft Teams at the 7-12 level and Youtube and FlipGrid at the K-6 level. Information documents and lesson worksheets will be sent home for the students who do not have access to internet devices. Microsoft Teams and Flip Grid have been set to private to ensure that only our students with the code are approved on seeing the content. Additionally, our counselor will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed our synchronous and asynchronous platform.

ASCA Guidance

- [https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS\\_Virtual.pdf](https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf)

## Outside Support

Enderlin Area School utilizes The Village Counseling Services to enhance our ability to reach all of our students that may struggle with any measure of mental health concerns. The Village will continue to conduct counseling sessions with students via tele-health during the shutdown at the parent's discretion. If a family connected with The Village does not want to partake in tele-health conferencing, their account will not be closed, and they are welcome to resume when schools open back up.

## K-12

School level and/or grade level will utilize Microsoft Teams as an accessible platform to the school counselor, building principals, and family liaisons. This shall allow our counselor to provide broad counseling courses or small group/individual sessions.

At the K-6 level, the school counselor has access to K-6 families via Remind. The school counselor has not and will not give out my personal cell phone number to non-staff families. Flip grid and YouTube are the platforms on which elementary lessons will be posted. The school counselor will be available for parents to contact via email/remind/zoom if their student needs to talk with me individually so to not break confidentiality.

At the 7-12 level, students will have access to the school counselor during office hours, crisis resources, stress management techniques, guidance lessons on career development, and scholarship/college information. Each student has the option to individually message the school counselor on Microsoft Teams without breaking confidentiality. If there is an extended shutdown, scheduling courses for next year will be available through this site.

## Services Assurances to Needy Populations

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.

### 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 a closure Title I teachers should communicate with classroom teachers to provide additional supports 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

## 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**

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*

- Enderlin Area 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 Team and Zoom
  - Additional supports provided remotely (Microsoft Teams, Zoom, 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 Online*

- 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 Language Learners

Enderlin Area School serves our EL students at the Grant Colony. The Grant Colony students are the only EL students in our District.

EL students and the services they receive are unique during a closure. Online educational opportunities shall be provided via Microsoft Team. 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 & Feeding

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. To address this need for these, and all our students, Enderlin Area School will develop a feeding plan to support these students. Enderlin Area School will follow guidance from NDDPI in the distribution of student meals.

## Sample Letter – school website and social media post

Food Distribution Program  
Enderlin Area School  
March 17, 2020

Beginning March 23<sup>rd</sup>, 2020, the Enderlin Area School will be providing a breakfast and sack lunch sack. If your family is interested in this service, please call 701-437-6166 and leave a message OR email [sherrie.holub@k12.nd.us](mailto:sherrie.holub@k12.nd.us) NO later than 3pm on Thursday March 19<sup>th</sup> for your student to receive their breakfast and sack lunch, Monday through Friday until further notice. Rural delivery provided by bus drivers. The cities of Enderlin and Sheldon will have designated locations to pick up your meals.

The Enderlin Area school will start sack lunch food distribution on Monday, March 23, 2020.

- Curbside pickup at the school parking lot for the Enderlin town kids.
- Curbside pickup for Sheldon town kids will be in front of the Sheldon Catholic church.
- Rural delivery will be done in school vehicles by Alisha, Megan or Nicole.
- Alice Area- Candy, Nome/Fingal/Kathryn - Patsy.

The meals will include both Breakfast and Lunch together. We will re-evaluate at the end of the week to fine tune and make the process run smoother if needed. The kitchen staff created a cycle menu. Supplies lists have been created and jobs designated.

## 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.

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

The Enderlin Area 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.

## **District 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.

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**

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