



## **2020-2021 Distance Learning Plan in Phases 1-4**

Maddock Public School has created a plan that allows us to respond quickly to changing local, regional, state and national conditions. As conditions change, we may be forced to change how we provide instruction during the school year. This plan outlines what students, staff, and parents can expect under different conditions within our local area in regards to the student's education.

Distance learning this year will NOT replicate the distance learning from last spring. There will be higher expectations, new concepts and more rigor in lessons, and high frequency of meetings with teachers.

Maddock Public School will utilize Google Classroom as our online portal for distance learning for all students in preK-12. There will be a training opportunity for all parents as well as training for the students at the start of the year on Google Classroom.

### **Ensuring that all students have access to an educator**

All teachers will have their classes set up in Google Classroom. They will communicate all assignments via this channel. They will also meet with each of their classes between two and five times a week. Students will have classes every day. They will also have a virtual class once a week in each of their classes. Teachers will be available through multiple avenues for student engagement, instruction, monitoring, and support for students and families as needed.

### **Technology Devices**

All students will receive a learning device at the beginning of the school year. Students and parents will be trained in Google Classroom.

### **Special Education Considerations**

Students receiving special services through an IEP or a 504 plan are unique and require special services during a pandemic. From a Supplemental Fact Sheet Addressing the Risk of COVID-19 in Schools developed by the US Department of Education, "the Department encourages parents, educators, and administrators to collaborate creatively to continue to meet the needs of students with disabilities. Consider practices such as distance instruction, tele-therapy and tele-intervention, meetings held on digital platforms, online options for data tracking, and documentation. In addition, there are low-tech strategies that can provide for an exchange of curriculum-based resources, instructional packets, projects, and written assignments." In addition, guidance from ND Department of Education regarding equitable online learning indicates "Schools and districts should consider how alternative schedules, extended periods of remote learning and intermittent school closure may impact the delivery of services for students receiving special education services. Schools and districts need to ensure students have meaningful and effective access to the general education

environment and instruction. Least restrictive environment (LRE) should be central to decision making”.

Maddock Public School work in conjunction with Lake Region Special Education (LRSE) to make educational decisions for students with IEPs on an individual basis in compliance with the Individuals with Disabilities Education Act (IDEA) and ND Department of Instruction office of Special Education Guidelines. Case managers and school teams will meet (in-person, virtually or by phone) to collaborate with parents/guardians on an individual education plan (IEP) for their child. When planning for distance education, 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 additional barriers to student access to general education curriculum.

Distance learning for special needs students may include virtual learning, web-based sites, online services, and telephone contacts. Distance learning plans could also utilize textbooks, workbooks, worksheets, documents made available on technology devices, online resources and other Internet content. LRSE staff will only utilize online platforms that meet FERPA requirements. Ongoing communication with families throughout the distance learning period will also be delineated. Our goal is to develop plans that will ensure equitable and effective access provide FAPE for students with special needs in ALL learning environments.

Contingency Learning Plans may be used in the case of a short-term or emergency school closure. These plans will be developed in conjunction with the student’s IEP. 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. Documentation of the contingency learning plans will be completed and shared with parents on a Prior Written Notice of Special Education Action. These forms will be sent digitally or by mail, if requested, to each

family. Further changes to services can be discussed and documented as needed. Learning plans will consider both synchronous online learning (e.g. chat, streaming, video, instant message, web conferencing) or asynchronous online learning with capability for remote communication and assessment (e.g. email or learning management systems that deliver, track and manage classes or projects). Contingency learning plans will be implemented as needed during selective closure due to a COVID-19 outbreak.

Case managers will be available through virtual meeting hours to be established by each case manager. During this time, case managers will be accessible to support families and students. This may be done through telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods as needed. Progress reports will be provided to parents to assist in determining progress with IEP goals.

It may be necessary to adjust special education and related services, such as physical therapy, occupational therapy, and speech services, while students are receiving distance/virtual learning. Any changes to services will be reflected in the child’s individualized contingency learning plan. In collaboration with parents, the ability to provide related services will be determined based on school closures, risk assessments, and student needs.

While the contingency learning plan is utilized during school closures, the student's IEP will remain in place and services defined in that document will be resumed once students return to school.

### **Preschool Special Education**

During distance learning, teachers and case managers will communicate with families to assist in determining appropriate services for support to be provided in the home setting. Activities will be organized through learning kits and packets that include materials to address goals and objectives in speech, language, early learning readiness and foundational skills, fine motor skills, gross motor skills and behavioral skills as identified by student Individual Education Plans. Materials will be provided with weekly lessons to be sent home digitally, by mail or to be picked up at a pre-determined location. While the majority of materials at the preschool level will be paper/pencil or skill building games and activities based on readiness, language and motor skills, age-appropriate web-based activities will also be provided as requested for families to utilize to continue student learning. Case managers will maintain regular contact hours when families can reach out through email or telephone for communication, additional guidance and assistance. All case managers will follow the same procedures for documentation and communication as outlined in the special education section. For children transitioning from Part C to Part B, LRSE and district schools will meet virtually or by phone with early intervention providers and parents for completing checklists to assist in determining eligibility. If appropriate, IEP meetings will be held as well either virtually or by phone.

### **Federal Title Considerations**

As a targeted Title 1 school, our Title 1 teacher will be available to continue services through virtual and/or phone tutoring. She will work closely with all classroom teachers and will provide extra support where needed.

### **Providing experiences of high quality distance learning experiences in Grades K-12**

1. Teachers will make the distance learning opportunity an extension of the classroom when last in the building. All students will be able to access grade-level and subject-matter content. In every situation possible, students will continue to work on projects and content areas that were taking place before the transition but some situations require teachers to modify this to allow students to continue to grow academically within our new framework. Close monitoring and an abundance amount of communication will allow teachers to assess student learning and to prove growth.
2. All teachers will ensure instruction content will relate to content standards as well as ND Standards. Textbooks and trade books will continue to be used, but videos, games, collaboration, and virtual learning will also be used to increase engagement and connections to 21<sup>st</sup> Century Skills. There will be an emphasis on opportunities to put information into action or to find connections between content and real-world applications.

### **Procedures for when students are not making adequate progress.**

If a teacher knows a student is struggling to keep up with assignments or participating online during distance learning, the teacher will reach out to the parent/guardian and student to discuss the situation and discuss a plan for improvement. If there is no improvement, the principal will then contact the parent/guardian and student. During this conversation, plans will be put into place to support the student. Options include home visits, tutoring, more frequent check ins, interventions, accommodations, and/or modifications. Every effort will be made by the principal and teacher with

the support staff to help every student be successful. If student's show inadequate progress after all supports are provided, the student's grade may be altered to reflect the lack of progress.

### **Provisions for instructional support, including assessment and evaluation of work**

Teachers will be using curriculum materials and online supplemental materials for their instruction. Our teachers have what is needed to teach virtually. Teachers will be utilizing Google Classroom to assess students, provide daily instruction and assign daily work. The traditional grading policy will be in affect during distance learning.

### **Communication:**

#### **Families**

We will utilize our all call system, email, school web page, Facebook page, and personal phone calls to communicate with families as information needs to be shared.

#### **Students**

Students will receive information in all the formats listed above for families. They will also receive information through Google Classroom.

#### **Staff**

Staff will receive information in all the formats listed for families and students. We will also hold staff meetings regularly.

### **Breakfast and Lunch Procedures**

It is the goal of the Maddock School to create as much normalcy in the school day as possible for all students and staff. Every effort will be utilized for every child to enjoy lunch in the cafeteria and additional tables that will be set up.

- Maddock Public School is a peanut free zone. If you pack a meal for your child, do not include any items that contain peanuts.
- Breakfast:
  - High school students will have breakfast in the cafeteria maintaining social distancing. The cafeteria will be disinfected after breakfast.
  - Elementary students will have a grab and go breakfast in their classroom.
  - Breakfast will be served from 8:00-8:20
- Lunch:
  - Lunch will be served from 11:00-12:35
  - Lunch times will be staggered to allow for disinfecting between each group.
    - 11:00-11:20: preK-2 (39 kids)
    - 11:20-11:25: Clean
    - 11:25-11:45: 3-6 (35 kids)
    - 11:45-11:50: Clean
    - 11:50-12:10: 10-12 (27 kids)
    - 12:10-12:15: Clean
    - 12:15-12:35: 7-9 students (35 kids)
  - Students will not be allowed to serve themselves. A staff member will serve the salad bar as well as the lunch serving line.
  - Condiments will be served in individual packets.
  - Disposable containers and silverware will be used.

- Students wanting water will use cups by the water fountain and utilize the fill function.
- Students in 7-12 make take their lunch outside on nice days. They can utilize the door by the kitchen and sit in the grass area outside the door.
- Students will not be allowed to bring cash to any meals to utilize ala carte. All money must go through the office and put into their meal account.
- Students will not enter their own meal number. This will be completed by a staff member in the school.
- If a student is distance learning and the school is in face to face learning, meals must be picked up.
- If the school is in distance learning, meals will be delivered.
- If you wish to participate in meals at home, meals will cost the same as when they are served in the school.
- During distance learning, the school will utilize Survey Monkey for meal sign up each day.
- Masks and gloves will be worn when serving of meals by all staff.

#### **Students Choosing Distance Learning During Face to Face Instruction:**

- Students in K-3 will be required to utilize Google Classroom during the English language arts block (8:30-10:00) and the math block (1:00-2:00). The student will log in and participate in the lesson with the teacher and the other students. Preschool will work closely with the teacher to develop an appropriate schedule.
- Students in 4-6 will follow the schedule set by the classroom teachers and participate in live streaming through Google Classroom for reading, math, grammar, spelling, and social studies. These classes are from 8:30-11:30. Science will be taught in the afternoon and will be set up by each classroom teacher.
- Students in 7-12 will follow their regular schedule. Each teacher will live stream their class through Google Classroom so that the student can participate and learn along with classmates.
- This choice must be made for a full quarter of school. Students may not choose to transition between distance learning and face to face learning on a regular basis. Extenuating circumstances may require a change but must be given administration approval.
- Students choosing distance learning when face to face is offered will need to pick up meals if choosing to receive meals. Meals will cost the same as they would if the student was in school.

## **Phase 1**

*Maddock Public School will reopen for face to face instruction but will incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19. Here's what to expect:*

Districtwide Safety Practices:	<ul style="list-style-type: none"> <li>○ Social distancing where possible and reasonable.</li> <li>○ Masks or cloth facial coverings will be required on the bus, common areas, during cooking or working with food, in the computer lab, and when social distancing is not possible. There will be breaks from masks such as when in some classrooms, when outdoors, and when able to social distance.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.</li> <li>○ Handwashing integrated throughout the day.</li> <li>○ Hand sanitizer available throughout the building.</li> <li>○ Social distancing on school buses will be difficult so we encourage parents to consider alternate transportation to school such as having children walk or bike or carpool.</li> <li>○ Temperatures will be taken of all staff and students at the start of the day and half way through the day.</li> <li>○ Only bottle fillers will be available; water fountains will be closed.</li> <li>○ Limited use of shared materials and supplies. Disinfected between users if shared materials is needed.</li> <li>○ Desks arranged to allow for cohort groups and social distancing where possible and reasonable. Students will have assigned seating.</li> <li>○ Sneeze guards and other protective measures may be implemented in the office, lunch room and potentially other areas of the school.</li> <li>○ Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.</li> <li>○ Access to campus may be limited with new protocols for volunteers/visitors to campus.</li> <li>○ Parents may bring their children to the door but not into the school.</li> <li>○ Parents must enter the school through the main doors and check in at the office.</li> <li>○ Lunch times will be spread out to reduce the number of students in the cafeteria and allow for social distancing. Cafeteria will be cleaned and disinfected between groups.</li> </ul>
Extracurricular Activities	<ul style="list-style-type: none"> <li>○ We will follow guidance and directives from the ND High School Activities Association and the governing bodies of other extracurricular activities.</li> </ul>
Student Expectations	<ul style="list-style-type: none"> <li>● Will not be allowed in the building before 8:00.</li> <li>● Will wear a face covering when on the school bus, in common areas, transitioning from room to room, during cooking or working with food, in the computer lab, and when social distancing is not possible.</li> <li>● Will sanitize and wash hands regularly.</li> <li>● Will have their temperature checked as they enter the building and halfway through the day.</li> <li>● Will sanitize their area work areas when leaving a classroom.</li> </ul>
Parent Expectations	<ul style="list-style-type: none"> <li>● Go over the daily health checklist with our child before sending them to school.</li> <li>● Communicate with administration, teachers, advisors, coaches, and para-professionals.</li> <li>● Will disinfect cloth facemasks on a regular basis.</li> </ul>
Teacher Expectations	<ul style="list-style-type: none"> <li>● Hours will be 8:00 AM to 4:00 PM daily.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will use Google Classrooms to communicate with students not in the building during regular school hours.</li> <li>• Will wear face coverings when not able to properly social distance.</li> <li>• Help food service staff by ensuring to take breakfast and lunch counts.</li> <li>• Will open and close classroom doors in order to minimize the number of people touching the door knobs. Doors will be left open when possible.</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>• Will provide lessons to elementary students weekly.</li> <li>• Will provide lessons to high school students weekly.</li> <li>• Will provide one on one and group sessions as needed.</li> <li>• Will provide distance learning services</li> </ul>
Library and Technology	<ul style="list-style-type: none"> <li>• Will provide instruction on a regular schedule in the library for library lessons on a biweekly basis.</li> <li>• Will provide instruction on a regular schedule in the elementary classrooms for technology lessons on a biweekly basis.</li> <li>• Touch areas will be disinfected between groups.</li> <li>• Will allow for social distancing during story times.</li> <li>• Will quarantine items returned for 72 hours before being handled and reshelfed.</li> <li>• Will display library books for each group on tables. Students will select books off the tables for check out. Any student wanted to browse through books on the shelves must be wearing a mask.</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• Will hold class outdoors whenever possible.</li> <li>• Will provide for social distancing</li> <li>• Will restrict the sharing of materials and sanitize between users any materials that are shared.</li> <li>• Will provide activity ideas for any students preK-6 choosing to distance learn.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Students in the building will have attendance taken by classroom teachers on a daily/period bases.</li> <li>• Students choosing to distance learn will have attendance taken by classroom teachers through participation in the Google Classroom livestream from the classroom. Students must attend all required class times.</li> </ul>
Para Professionals	<ul style="list-style-type: none"> <li>• Will be in assigned classrooms to assist the teacher whether face to face or on Google Classrooms.</li> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will wear a face covering when not able to properly social distance and when aiding in the lunchroom.</li> <li>• Will assist with temperature checks as students enter the building and will wear gloves and face coverings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will assist with recess duty and lunch.</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>• Will drive the route of scheduled students</li> <li>• Will check temperature of students as they enter the bus.</li> <li>• Will wear a face covering when students are present.</li> <li>• Will ensure all students are wearing a face covering and only sitting with a family member</li> <li>• Will disinfectant at the end of each route.</li> <li>• Will check off morning and afternoon rider attendance.</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• Will prepare to go breakfasts for students in preschool through 6<sup>th</sup> grade to be taken to their classroom.</li> <li>• Will prepare breakfast for students in 7<sup>th</sup> to 12<sup>th</sup> grade to be eating in the cafeteria.</li> <li>• Will prepare lunch to be handed to each student.</li> <li>• Will serve salad bar to all students.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will wear a face covering and gloves when handing out food.</li> <li>• Will disinfect the kitchen area before and after food preparation.</li> <li>• Will wear a face covering when not able to social distance.</li> <li>• Will ensure all students receive a reimbursable meal.</li> <li>• Will utilize disposable containers/silverware for serving all students.</li> <li>• Will ensure the cafeteria remains a peanut free zone</li> <li>• Will not handle any cash transactions during meals. Money must go into student accounts to pay for any ala carte.</li> </ul>
Custodial Staff	<ul style="list-style-type: none"> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will clean and disinfect areas that are being used daily.</li> <li>• Will assist the kitchen staff in daily cleaning and disinfecting.</li> <li>• Will sanitize high touch areas several times a day.</li> <li>• Will disinfect all classrooms every school day.</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Will continually monitoring the risk levels.</li> <li>• Will support all staff.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will communicate with stakeholders when there is a case within the school through Blackboard. An alert will be sent that there has been a positive case in our school. Under no circumstances will a name be mentioned.</li> <li>• Support and provide training for parents who need help accessing technology, tools and online curriculum.</li> </ul>
Office Staff	<ul style="list-style-type: none"> <li>• Will perform office duties as needed.</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>



	<ul style="list-style-type: none"> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will monitor the main door to limit visitors to only essential visitors in our school.</li> </ul>
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## Phase 2

*Based on guidance from the Governor's office, the State Department of Public Instructions, the ND High School Activities Association and local Public Health, Maddock Public School may decide to shift to a hybrid schedule where students would attend Monday through Thursday and learn at home on Friday. Here's what to expect:*

Districtwide Safety Practices:	<ul style="list-style-type: none"> <li>○ Preschool will change weekly schedule to Monday, Wednesday, and Thursday.</li> <li>○ Social distancing where possible and reasonable.</li> <li>○ Masks or cloth facial coverings will be required on the bus, common areas, during cooking or working with food, in the computer lab, and when social distancing is not possible. There will be breaks from masks such as when in some classrooms, when outdoors, and when able to social distance.</li> <li>○ Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.</li> <li>○ Handwashing integrated throughout the day.</li> <li>○ Hand sanitizer available throughout the building.</li> <li>○ Social distancing on school buses will be difficult so we encourage parents to consider alternate transportation to school such as having children walk or bike or carpool.</li> <li>○ Temperatures will be taken of all staff and students at the start of the day and half way through the day.</li> <li>○ Only bottle fillers will be available; water fountains will be closed.</li> <li>○ Limited use of shared materials and supplies. Disinfected between users if shared materials is needed.</li> <li>○ Desks arranged to allow for cohort groups and social distancing where possible and reasonable. Students will have assigned seating.</li> <li>○ Sneeze guards and other protective measures may be implemented in the office, lunch room and potentially other areas of the school.</li> <li>○ Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.</li> <li>○ Access to campus may be limited with new protocols for volunteers/visitors to campus.</li> <li>○ Parents may bring their children to the door but not into the school.</li> <li>○ Parents must enter the school through the main doors and check in at the office.</li> <li>○ Lunch times will be spread out to reduce the number of students in the cafeteria and allow for social distancing. Cafeteria will be cleaned and disinfected between groups.</li> </ul>
Extracurricular Activities	<ul style="list-style-type: none"> <li>○ We will follow guidance and directives from the ND High School Activities Association and the governing bodies of other extracurricular activities.</li> </ul>

Student Expectations	<ul style="list-style-type: none"> <li>• Will not be allowed in the building before 8:00.</li> <li>• Will wear a face covering when on the school bus, in common areas, transitioning from room to room, during cooking or working with food, in the computer lab, and when social distancing is not possible.</li> <li>• Will sanitize and wash hands regularly.</li> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will sanitize their area work areas when leaving a classroom.</li> <li>• Will attend classes with alternate schedule on Friday via Google Classrooms.</li> </ul>
Parent Expectations	<ul style="list-style-type: none"> <li>• Go over the daily health checklist with our child before sending them to school.</li> <li>• Communicate with administration, teachers, advisors, coaches, and para-professionals.</li> <li>• Will disinfect cloth facemasks on a regular basis.</li> </ul>
Teacher Expectations	<ul style="list-style-type: none"> <li>• Hours will be 8:00 AM to 4:00 PM daily.</li> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will use Google Classrooms to communicate with students not in the building during regular school hours and on Fridays.</li> <li>• Will wear face coverings when not able to properly social distance.</li> <li>• Help food service staff by ensuring to take breakfast and lunch counts.</li> <li>• Will open and close classroom doors in order to minimize the number of people touching the door knobs. Doors will be left open when possible.</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>• Will provide lessons to elementary students weekly.</li> <li>• Will provide lessons to high school students weekly.</li> <li>• Will provide one on one and group sessions as needed.</li> <li>• Will provide distance learning services</li> </ul>
Library and Technology	<ul style="list-style-type: none"> <li>• Will provide instruction on a regular schedule in the library for library lessons on a biweekly basis.</li> <li>• Will provide instruction on a regular schedule in the elementary classrooms for technology lessons on a biweekly basis.</li> <li>• Touch areas will be disinfected between groups.</li> <li>• Will allow for social distancing during story times.</li> <li>• Will quarantine items returned for 72 hours before being handled and reshelfed.</li> <li>• Will display library books for each group on tables. Students will select books off the tables for check out. Any student wanted to browse through books on the shelves must be wearing a mask.</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• Will hold class outdoors whenever possible.</li> <li>• Will provide for social distancing</li> </ul>

	<ul style="list-style-type: none"> <li>• Will restrict the sharing of materials and sanitize between users any materials that are shared.</li> <li>• Will provide activity ideas for any students preK-6 choosing to distance learn.</li> </ul>
Para Professionals	<ul style="list-style-type: none"> <li>• Will be in assigned classrooms to assist the teacher whether face to face or on Google Classrooms.</li> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will wear a face covering when not able to properly social distance and when aiding in the lunchroom.</li> <li>• Will assist with temperature checks as students enter the building and will wear gloves and face coverings.</li> <li>• Will assist with recess duty and lunch.</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>• Will drive the route of scheduled students</li> <li>• Will check temperature of students as they enter the bus.</li> <li>• Will wear a face covering when students are present.</li> <li>• Will ensure all students are wearing a face covering and only sitting with a family member</li> <li>• Will disinfectant at the end of each route.</li> <li>• Will check off morning and afternoon rider attendance.</li> <li>• Will assist with meal delivery on Fridays.</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• Will prepare to go breakfasts for students in preschool through 6<sup>th</sup> grade to be taken to their classroom.</li> <li>• Will prepare breakfast for students in 7<sup>th</sup> to 12<sup>th</sup> grade to be eating in the cafeteria.</li> <li>• Will prepare lunch to be handed to each student.</li> <li>• Will serve salad bar to all students.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will wear a face covering and gloves when handing out food.</li> <li>• Will disinfect the kitchen area before and after food preparation.</li> <li>• Will wear a face covering when not able to social distance.</li> <li>• Will ensure all students receive a reimbursable meal.</li> <li>• Will ensure the cafeteria remains a peanut free zone</li> <li>• Will not handle any cash transactions during meals. Money must go into student accounts to pay for any ala carte.</li> <li>• Will utilize disposable containers/silverware for serving all students.</li> </ul>
Custodial Staff	<ul style="list-style-type: none"> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will clean and disinfect areas that are being used daily.</li> <li>• Will assist the kitchen staff in daily cleaning and disinfecting.</li> <li>• Will sanitize high touch areas several times a day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will disinfect all classrooms every school day.</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Will continually monitoring the risk levels.</li> <li>• Will support all staff.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will communicate with stakeholders when there is a case within the school through Blackboard. An alert will be sent that there has been a positive case in our school. Under no circumstances will a name be mentioned.</li> <li>• Support and provide training for parents who need help accessing technology, tools and online curriculum.</li> </ul>
Office Staff	<ul style="list-style-type: none"> <li>• Will perform office duties as needed.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will monitor the main door to limit visitors to only essential visitors in our school.</li> </ul>

### Phase 3

*Based on guidance from the Governor's office, the State Department of Public Instructions, the ND High School Activities Association and local Public Health, Maddock Public School may decide to shift to a hybrid schedule where students in preschool through 3<sup>rd</sup> grade would attend Monday through Thursday and learn at home on Friday. Students in 4<sup>th</sup> grade to 12<sup>th</sup> grade would learn at home every day. Here's what to expect:*

Districtwide Safety Practices:	<ul style="list-style-type: none"> <li>○ Preschool will change their schedule to Monday, Wednesday, and Thursday.</li> <li>○ Social distancing where possible and reasonable.</li> <li>○ Masks or cloth facial coverings will be required on the bus, common areas, during cooking or working with food, in the computer lab, and when social distancing is not possible. There will be breaks from masks such as when in some classrooms, when outdoors, and when able to social distance.</li> <li>○ Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.</li> <li>○ Handwashing integrated throughout the day.</li> <li>○ Hand sanitizer available throughout the building.</li> <li>○ Social distancing on school buses will be difficult so we encourage parents to consider alternate transportation to school such as having children walk or bike or carpool.</li> <li>○ Temperatures will be taken of all staff and students at the start of the day and half way through the day.</li> <li>○ Only bottle fillers will be available; water fountains will be closed.</li> <li>○ Limited use of shared materials and supplies. Disinfected between users if shared materials is needed.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Desks arranged to allow for cohort groups and social distancing where possible and reasonable. Students will have assigned seating.</li> <li>○ Sneeze guards and other protective measures may be implemented in the office, lunch room and potentially other areas of the school.</li> <li>○ Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.</li> <li>○ Access to campus may be limited with new protocols for volunteers/visitors to campus.</li> <li>○ Parents may bring their children to the door but not into the school.</li> <li>○ Parents must enter the school through the main doors and check in at the office.</li> <li>○ Lunch times will be spread out to reduce the number of students in the cafeteria and allow for social distancing. Cafeteria will be cleaned and disinfected between groups.</li> </ul>
Extracurricular Activities	<ul style="list-style-type: none"> <li>○ We will follow guidance and directives from the ND High School Activities Association and the governing bodies of other extracurricular activities.</li> </ul>
Student Expectations Preschool through 3 <sup>rd</sup> Grade	<ul style="list-style-type: none"> <li>● Will not be allowed in the building before 8:00.</li> <li>● Will wear a face covering when on the school bus, in common areas, transitioning from room to room, during cooking or working with food, in the computer lab, and when social distancing is not possible.</li> <li>● Will sanitize and wash hands regularly.</li> <li>● Will have their temperature checked as they enter the building and halfway through the day.</li> <li>● Will sanitize their area work areas when leaving a classroom.</li> <li>● Will attend classes with alternate schedule on Friday via Google Classrooms/Zoom.</li> </ul>
Student Expectations 7 <sup>th</sup> through 12 <sup>th</sup> Grades	<ul style="list-style-type: none"> <li>● Will receive their education online through Google Classroom</li> </ul>
Parent Expectations	<ul style="list-style-type: none"> <li>● Go over the daily health checklist with our child before sending them to school.</li> <li>● Communicate with administration, teachers, advisors, coaches, and para-professionals.</li> <li>● Will disinfect cloth facemasks on a regular basis.</li> </ul>
Teacher Expectations	<ul style="list-style-type: none"> <li>● Hours will be 8:00 AM to 4:00 PM daily.</li> <li>● Will have their temperature checked as they enter the building and halfway through the day.</li> <li>● Will use Google Classrooms to communicate with students not in the building during regular school hours and on Fridays.</li> <li>● Will wear face coverings when not able to properly social distance.</li> <li>● Help food service staff by ensuring to take breakfast and lunch counts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will open and close classroom doors in order to minimize the number of people touching the door knobs. Doors will be left open when possible.</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>• Will provide lessons to K-3 elementary students weekly.</li> <li>• Will provide resources and guidance for students in 4-12 through Google Classrooms</li> <li>• Will provide one on one and group sessions as needed both face to face and through Google Classroom.</li> </ul>
Library and Technology	<ul style="list-style-type: none"> <li>• Will provide instruction online for students in 4 through 12.</li> <li>• Students and staff will not be allowed in the library.</li> <li>• Books that are needed by the teacher or students will be delivered curbside upon request.</li> <li>• Will provide lessons in the classroom for students in K-3 if schedule allows.</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• Will hold class outdoors whenever possible and when schedule allows for students in K-3.</li> <li>• Will provide online instruction for all 7-12 courses online.</li> <li>• Will provide activity ideas for any students preK-3 choosing to distance learn and all students in 4-6.</li> </ul>
Para Professionals	<ul style="list-style-type: none"> <li>• Will be in assigned classrooms to assist the teacher whether face to face or on Google Classrooms.</li> <li>• Will have their temperature checked as they enter the building and halfway through the day.</li> <li>• Will wear a face covering when not able to properly social distance and when aiding in the lunchroom.</li> <li>• Will assist with temperature checks as students enter the building and will wear gloves and face coverings.</li> <li>• Will assist with recess duty and lunch.</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>• Will drive the route of scheduled students</li> <li>• Will check temperature of students as they enter the bus.</li> <li>• Will wear a face covering when students are present.</li> <li>• Will ensure all students are wearing a face covering and only sitting with a family member</li> <li>• Will disinfectant at the end of each route.</li> <li>• Will check off morning and afternoon rider attendance.</li> <li>• Will assist with meal delivery on Fridays.</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• Will prepare to go breakfasts for students in preschool through 6<sup>th</sup> grade to be taken to their classroom.</li> <li>• Will prepare breakfast for students in 7<sup>th</sup> to 12<sup>th</sup> grade to be eating in the cafeteria.</li> <li>• Will prepare lunch to be handed to each student.</li> <li>• Will serve salad bar to all students.</li> <li>• Will have their temperature checked as they enter the building.</li> </ul>

	<ul style="list-style-type: none"> <li>• Will wear a face covering and gloves when handing out food.</li> <li>• Will disinfect the kitchen area before and after food preparation.</li> <li>• Will wear a face covering when not able to social distance.</li> <li>• Will ensure all students receive a reimbursable meal.</li> <li>• Will ensure the cafeteria remains a peanut free zone</li> <li>• Will not handle any cash transactions during meals. Money must go into student accounts to pay for any ala carte.</li> <li>• Will utilize disposable containers/silverware for serving all students.</li> </ul>
Custodial Staff	<ul style="list-style-type: none"> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will clean and disinfect areas that are being used daily.</li> <li>• Will assist the kitchen staff in daily cleaning and disinfecting.</li> <li>• Will sanitize high touch areas several times a day.</li> <li>• Will disinfect all classrooms every school day.</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Will continually monitoring the risk levels.</li> <li>• Will support all staff.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will communicate with stakeholders when there is a case within the school through Blackboard. An alert will be sent that there has been a positive case in our school. Under no circumstances will a name be mentioned.</li> <li>• Support and provide training for parents who need help accessing technology, tools and online curriculum.</li> </ul>
Office Staff	<ul style="list-style-type: none"> <li>• Will perform office duties as needed.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will have their temperature checked as they enter the building.</li> <li>• Will monitor the main door to limit visitors to only essential visitors in our school.</li> </ul>

**Note:** Parents/Guardians that are not comfortable sending their child to school in Phases 1, 2, or 3, may choose to have their child do online learning through Google Classrooms. Online learning will be for a minimum of one quarter. Parents must note that online learning in these phases is quite different than in Phase 4. Expectations are listed in the Distance Learning Plan. Parents that choose distance learning in Phases 1, 2, or 3, will not have meal delivery, but can sign up for meals, must pick them up, and must pay for them.

## Phase 4

*In extreme conditions, Maddock Public School will close schools except for essential personnel and shift to remote learning for all students. Here's what to expect:*

Remote Instruction:	<ul style="list-style-type: none"> <li>○ Focused, rigorous instruction on key learning essentials in each grade and content area.</li> <li>○ Traditional grades and accountability.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Clear expectations and communication with students and families.</li> <li>○ Some of the structure of a regular school day with face-to-face online instruction with some flexibility for families.</li> <li>○ Support and training for parents who need help accessing technology, tools and online curriculum.</li> </ul>
School Spaces:	<ul style="list-style-type: none"> <li>○ Closed to the general public except by special appointment.</li> <li>○ There may be opportunities for in-person small group instruction or intervention.</li> </ul>
Extracurricular Activities	<ul style="list-style-type: none"> <li>○ We will follow guidance and directives from the ND High School Activities Association and the governing bodies of other extracurricular activities.</li> <li>○ Athletics and other extracurricular activities would likely be suspended.</li> </ul>
Priorities in Yellow Phase	<ul style="list-style-type: none"> <li>● Reduce the risk of further community spread by closing schools.</li> </ul>
Students	<ul style="list-style-type: none"> <li>● Will receive their education online through Google Classroom</li> </ul>
Parents	<ul style="list-style-type: none"> <li>● Support online education by making sure their children are logged onto Google Classroom.</li> <li>● Communicate with teachers, administration, advisors, coaches, and para-professionals.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>● Will present lessons on Goggle Classroom/Zoom based on the schedule in this plan.</li> <li>● May educate from home or in their classroom.</li> <li>● Will check in daily with administration.</li> <li>● Will attend weekly meetings held with administration.</li> <li>● Will wear a face covering when not able to properly social distance</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>● Will provide resources and guidance to all students through Google Classrooms</li> <li>● Will provide one on one and group sessions as needed.</li> <li>● Will provide support to classroom teachers and students</li> </ul>
Library and Technology	<ul style="list-style-type: none"> <li>● Will provide instruction online for students in 4 through 12.</li> <li>● Students and staff will not be allowed in the library.</li> <li>● Books that are needed by the teacher or students will be delivered curbside or to the teacher upon request.</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>● Will provide instruction online for students in 7-12.</li> <li>● Will provide activities for students in K-6 for physical activity while distance learning.</li> </ul>
Para-Professionals	<ul style="list-style-type: none"> <li>● Will support classroom teachers and students during online learning.</li> <li>● Will help with meal preparation and delivery.</li> <li>● Will wear a face covering when not able to properly social distance.</li> </ul>
Bus Drivers	<ul style="list-style-type: none"> <li>● Will deliver meals to students daily.</li> <li>● Will wear a face covering when not able to properly social distance.</li> </ul>
Kitchen Staff	<ul style="list-style-type: none"> <li>● Will prepare packaged breakfast and lunch to be delivered to students.</li> </ul>



	<ul style="list-style-type: none"> <li>• Will wear face coverings when not able to properly social distance and gloves when preparing meals.</li> <li>• Will disinfect the kitchen area before and after meal preparation.</li> <li>• Will utilize disposable containers/silverware for serving all students.</li> </ul>
Custodial Staff	<ul style="list-style-type: none"> <li>• Will continue to clean and disinfect areas that are being used daily.</li> <li>• Will wear a face covering when not able to properly social distance.</li> <li>• Will assist the kitchen staff in daily cleaning and disinfecting.</li> </ul>
Office Personnel	<ul style="list-style-type: none"> <li>• Will perform office duties as needed.</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Continue to monitor the risk levels.</li> <li>• Support all staff</li> <li>• Hold weekly meetings virtually and face to face for staff</li> <li>• Will wear a face covering when not able to properly social distance.</li> </ul>

### SCHEDULES

<b>2020-2021 Lunch/Recess Schedule</b> <b>22 in Cafeteria</b> <b>16 on Tables in Hallway</b>		
	<b>Lunch</b>	<b>Recess</b>
<b>11:00-11:20</b>	PreK-2 (39 kids)	
<b>11:20-11:25</b>	Clean	
<b>11:25-11:45</b>	3-6 (35 kids)	preK-2 Recess
<b>11:45-11:50</b>	Clean	3-6 Recess 11:45-12:05
<b>11:50-12:10</b>	10-12 (27 kids)	
<b>12:10-12:15</b>	Clean	
<b>12:15-12:35</b>	7-9 (35 kids)	

## **PHASE 3 & 4 Zoom Schedule 7-12**

### **Monday, Wednesday, and Friday**

	<b>Ms. Sears</b>	<b>Mr. Lutz</b>	<b>Mr. Hoffner</b>	<b>Mr. Jacobson</b>	<b>Mr. Wald</b>	<b>Mrs. Risovi</b>
<b>8:20-9:20</b>	English 8	Math 7	World History	Anatomy		
<b>9:25-10:25</b>	English 7	Math 8	POD	Physical Science		
<b>10:30-11:30</b>	English 9		US History	Biology		
<b>12:10-1:10</b>	English 10	Algebra II			Earth Science 8	ND Studies 7
<b>1:15-2:15</b>	English 11	Geometry			Earth Science 7	ND Studies 8
<b>2:20-3:20</b>	English 12	Algebra				

### **Tuesday and Thursday**

	<b>Mr. Wald</b>	<b>Mrs. Yri</b>	<b>Mr. Lutz</b>	<b>Mrs. Risovi</b>	<b>Mr. Hoffner</b>
<b>8:20-9:20</b>	Ag 9	FACS 10			PE 7
<b>9:25-10:25</b>	Ag 11	FACS 8			PE 9
<b>10:30-11:30</b>	Comm Dev 12	FACS 9			
<b>12:10-1:10</b>			Computer Science		
<b>1:15-2:15</b>	Ag 8			Reading 7	
<b>2:20-3:20</b>	Work Study				

## **PHASE 3 & 4 Zoom Schedule 4-6**

### **Monday, Wednesday, Friday**

	<b>Mrs. Kallenbach</b>	<b>Mrs. Becvar</b>	<b>Mrs. Maloney</b>	<b>Mrs. Risovi</b>
<b>8:20-9:30</b>	4th Grade	5th Grade	6th Grade	
<b>9:40-10:50</b>	5th Grade	6th Grade	4th Grade	
<b>11:00-12:10</b>	6th Grade	4th Grade	5th Grade	

## **PHASE 3 & 4 Zoom Schedule 4-6**

**Tuesday, Thursday**

	<b>Mrs. Kallenbach</b>	<b>Mrs. Becvar</b>	<b>Mrs. Maloney</b>	<b>Mrs. Risovi</b>
<b>8:20-9:30</b>	4th Grade	5th Grade		6th Grade
<b>9:40-10:50</b>	5th Grade	6th Grade		4th Grade
<b>11:00-12:10</b>	6th Grade	4th Grade		5th Grade

## **PHASE 4 Zoom Schedule preK-3**

**Monday-Friday**

	<b>Mrs. Herrington</b>	<b>Mrs. Fautsch</b>	<b>Mrs. Follman</b>	<b>Mrs. Hofstetter</b>	<b>Mrs. Buehler</b>
<b>8:30-10:00</b>	Preschool	Kindergarten			
<b>9:30-11:00</b>			1st Grade	2nd Grade	3rd Grade

## **PHASE 2 (Friday ONLY) Zoom Schedule K-12**

	<b>Ms. Sears</b>	<b>Mr. Lutz</b>	<b>Mr. Hoffner</b>	<b>Mr. Jacobson</b>	<b>Mr. Wald Mrs. Risovi</b>	<b>Mrs. Dove Mrs. Yri</b>
<b>8:20-9:20</b>	10th Grade	8th Grade	9th Grade	7th Grade	12th Grade	11th Grade

	<b>Mrs. Fautsch</b>	<b>Mrs. Follman</b>	<b>Mrs. Hofstetter</b>	<b>Mrs. Buehler</b>	<b>Mrs. Kallenbach</b>	<b>Mrs. Becvar</b>	<b>Mrs. Maloney</b>
<b>8:20-9:20</b>	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade