

MT. PLEASANT PUBLIC SCHOOL DISTRICT #4

SCHOOL CLOSURE PLAN

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Introduction

This is our closure plan in response to the mandate by Governor Burgum. That mandate prompted all school districts to design a plan to be approved by the state. This plan will deal with all the aspects that Governor Burgum outlined to ensure that school districts across the state are prepared for and ready to provide a new innovative method of delivering instruction to students across North Dakota.

Our plan consists of using Google Classroom as the main platform from which our educational information will be delivered. We had to first make sure our online educational process was equitable to all of our children. A meeting with Turtle Mountain Communications was our first step. Our staff came in and did a phone tree to all parents and quickly accessed the information we needed to proceed with our plan.

From that information and our partnership with Turtle Mountain Communications we identified that we would be able to provide broadband internet access to all of our families in the district. Then we analyzed how we would provide devices to any student who did not have access to a device. Once we had a method of delivery, internet access to that delivery and devices to participate in that delivery, we had our foundation.

The next step was to provide professional development in order for our staff to successfully implement, grow and succeed with our online educational process. We spent four grinding days, arguing, teaching, complaining and growing as educators through this process. The ultimate compliment to our staff was watching this process evolve and seeing them grow as friends and professionals. The way they worked together, discussed possibilities and came up with solutions was amazing and a very proud moment. We told them they are educators who write amazing lesson plans every day and deliver them on a daily basis to our students in their classroom. Their challenge now was to take these amazing standards based lesson plans and adapt them to the new playing field. Instead of teaching children face to face in a classroom they were going to have to present these same lesson plans on a new platform, Google Classroom. They would have to be creative and find innovative ways to deliver their educational messages and design a variety of ways for assessment, to assure educational growth continues for the last quarter of the school year. We will continue to adapt and change our process and presentation as we learn and grow in this new innovative adventure.

We have configured our plan utilizing the strengths of our staff, the knowledge of our community, the outreach and kindness of our stakeholders and the leadership of our teachers, administration and state officials who have been pillars of strength throughout this whole process. It is our hope this plan will allow us to continue presenting a quality education through a difficult time and hopefully be the start of triggering new innovative education opportunities for the future.

STAFF ROLES:

All Personnel:

- Stay at home if not feeling well or recently traveled out of state.
- Encourage hand washing.
- Take precautions as necessary.
- Practice social distance of at least 6 feet.
- Wear gloves when serving food.
- Practice and teach good personal hygiene.

Superintendent:

- The coordinator and spokesperson for the school during extended closure.
- Daily meeting, during closure, with administrators, either face to face or Zoom, at 1:00 PM.
- Daily meeting, during closure, with kitchen staff at 7:00 AM.
- Daily meeting, during closure, with the custodial staff at 8:00 AM.
- Meetings with office personnel as necessary.
- Coordinate distance learning programs.
- Keep district patrons informed using Instant Alert and recorded videos of pertinent information on school's webpage.
- In contact with School Board President, as needed, and request special board meetings when necessary.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Principals:

- Daily meetings, during closure, with Superintendent, either by or face to face or Zoom at 1:00 PM.
- Daily contact with teaching staff, by emails, text messages, or face to face on an individual basis.
- Daily contact with Special Education Staff, emails, text messages, or face to face on an individual basis.
- Daily contact with Paraprofessionals, emails, text messages, or face to face on an individual basis.
- Daily contact with Title Staff, emails, text messages, or face to face on an individual basis.
- Execute distance learning plans.
- Communicate daily schedule to office personnel.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Secretary:

- During an extended closure will be paid for a 40-hour work week (even if less hours are worked) and overtime if applicable.
- Aware of changes in policies.
- Let administration know of work schedule on a weekly basis.
- Answer phone and door as in normal operation.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Business Manager:

- During an extended closure will be paid regular salary.
- Continue with the business operation of the school district.
- Let administration know of work schedule on a weekly basis.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Cooks:

- During an extended closure will be paid for their regular work week (even if less hours are worked) and overtime if applicable.
- Clean and disinfect kitchen area before and after food preparation.
- Prepare breakfast and lunch to be delivered daily to students.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.
- Meet daily with the Superintendent at 7:00 AM.

Custodians:

- During an extended closure will be paid for a 40-hour work week (even if less hours are worked) and overtime if applicable.
- Clean and disinfect all areas of the school that are still in use.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.
- Meet daily with the Superintendent at 8:00 AM.
- Continue with other assigned duties as needed.

Paraprofessionals:

- During an extended closure will be paid for their regular work week (even if less hours are worked) and overtime if applicable.
- Work with classroom teachers on their online lesson plans.
- Help in the delivery of any classroom materials and technology that students or parents need.
- Help with the daily meal delivery.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Classroom Teachers:

- Be in contact daily with their building principal.
- Set a daily schedule that administrators are aware of.
- Be electronically available for your students, weekdays from 8:00 AM to 4:00 PM.
- Prepare age appropriate lessons that can be delivered electronically or paper copy, create a connection to your students, reinforce previously learned skills, and develop new skills in all content areas aligned to the NDSS.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Encourage parent involvement.
- Weekly contact will be made with parents and students.
- Stay at home if not feeling well or recently traveled out of state.

Special Education Teachers:

- May work at home or at school isolated in their classroom.
- Be in contact daily with their building principal.
- Set a daily schedule that administrators are aware of.
- Be electronically available for your students, weekdays from 8:00 AM to 4:00 PM.
- Prepare age appropriate lessons that can be delivered electronically or paper copy, create a connection to your students, reinforce previously learned skills, and develop new skills in all content areas aligned to the NDSS.
- Encourage parent involvement.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Title I Teacher:

- May work at home or at school isolated in their classroom.
- Be in contact daily with their building principal.
- Set a daily schedule that administrators are aware of.
- Be electronically available for your students, weekdays from 8:00 AM to 4:00 PM.
- Prepare age appropriate lessons that can be delivered electronically or paper copy, create a connection to your students, reinforce previously learned skills, and develop new skills in all content areas aligned to the NDSS.
- Encourage parent involvement.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

Counselors:

- May work at home or at school isolated in their classroom.
- Be in contact daily with their building principal.
- Set a daily schedule that administrators are aware of.
- Be electronically available for your students, weekdays from 8:00 AM to 4:00 PM.
- Prepare age appropriate lessons that can be delivered electronically or paper copy, create a connection to your students, reinforce previously learned skills, and develop new skills.
- Encourage parent involvement.
- Follow Mt. Pleasant Work Schedule as work conditions dictate.
- Stay at home if not feeling well or recently traveled out of state.

I. **Opportunity Learning**

How much time will students and teachers be required to participate in opportunity learning each “school day”?	
Students	<p>During opportunity learning, students will be provided work from their teachers in all of their subjects that would equate to no more than 1.5 of hours per day.</p> <p>Students will be exposed to standards based content, providing a seamless transition from regular classroom setting to opportunity learning to prepare for the next grade level.</p> <p>Students will be monitored to ensure adequate progress. To ensure students are progressing, weekly contact will be made to build family engagement capacity. Support systems will be put into place for any students in need.</p> <p>A variety of formative and summative assessments will be used by all staff, embedded in lesson plans. Our goal is to assess students in unique ways such as PBL, interactive video, parent proctoring/engagement, electronic submission through Google Forms and fillable documents.</p>
Elementary Teachers- PK-8	<p>I. At this time, we have planned for one week (5 hours per week, or age level appropriate). Staff will be required to remain 2 weeks ahead in their plans of instruction. We will be challenging students to learn new concepts, while reviewing what students have already learned this year.</p> <p>A. We are exploring the multitude of resources to bring in cross-curricular learning opportunities. Some of those resources include meeting with students through Google Meet, Zoom along with a myriad of educational resources that have become available to educators in this unprecedented time of need.</p> <p>B. Math, reading (with actual books or online) and writing should be a priority; paired activities with the reading are at the teacher’s discretion. Teachers are utilizing current curriculum, using technology to create videos to connect familiar content to students.</p>

	<p>C. Students will have traditional materials, i.e. books at home. Pick up times were scheduled for student texts/materials. For those parents unable to pick up materials, a drop off or pick up time will be established. Students will also be accessing online material through Google Classroom.</p> <p>D. Although online resources are nearly infinite, our staff is utilizing resources that are free to all.</p> <p>E. We conducted a survey to determine technology needs of all stakeholders. In cooperation with Turtle Mt. Communications, all families have been provided with broadband internet access. All families that indicated a need for devices will be provided with them.</p> <p>F. An on-line grade level support schedule has been developed, to ensure teachers are available at scheduled times or as needed for student support.</p> <p>G. School website will be used to share instructions for accessing online platforms.</p>
High School Teachers, Gr. 9-12	<p>I. At this time, we have planned for one week (6 hours per week, or age level appropriate). Staff will be required to remain 2 weeks ahead in their plans of instruction. We will be challenging students to learn new concepts, while reviewing what students have already learned this year.</p> <p>A. We are exploring the multitude of resources to bring in cross-curricular learning opportunities. Some of those resources include meeting with students through Google Meet, Zoom along with a myriad of educational resources that have become available to educators in this unprecedented time of need.</p> <p>B. Core subjects, along with CTE classes, (with actual books or online), paired with activities will be the focus. Teachers are utilizing current curriculum, using technology to create videos to connect familiar content to students. Lab courses will be conducted via Google Meet, virtually, or</p>

	<p>independently. Teachers are encouraged to utilize project-based learning concepts and creativity in their formative and summative assessments.</p> <p>C. Students will have traditional materials, i.e. books at home. Pick up times were scheduled for student texts/materials. For those parents unable to pick up materials, a drop off or pick up time will be established. Students will also be accessing online material through Google Classroom.</p> <p>D. Although online resources are nearly infinite, our staff is utilizing resources that are free to all.</p> <p>E. We conducted a survey to determine technology needs of all stakeholders. In cooperation with Turtle Mt. Communications, all families have been provided with broadband internet access. All families that indicated a need for devices will be provided with them.</p> <p>F. An on-line grade level/subject area support schedule has been developed, to ensure teachers are available at scheduled times or as needed for student support.</p> <p>G. School website will be used to share instructions for accessing online platforms.</p>
Non-Certified Staff	These individuals will be available to students and parents on opportunity days through assignment from the building administrator (typical time 8-3).
How will we provide appropriate remote facilities and access for all students participating in opportunity learning, including computers, internet, and other forms for electronic communication that will be utilized in the program?	
Elementary School Students-PK-8	I. During this prolonged closure of school, all students in need of a device will be provided one. Can borrow a device from the school or use their own device at their residence. Opportunity learning lessons will be

	<p>posted for all students via Google Classroom. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will be available to support student learning and answer any questions.</p> <p>II. Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate modification for any electronic/home based learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers and co-teachers will be available to support student learning and answer any questions via email.</p>
High School Students Gr 9-12	<p>I. Can borrow a device from the school or use their own device at their residence. Assignments will be posted via Google Classroom.</p> <p>II. Special Education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special Education teachers will work with regular education teachers to determine appropriate modification for any electronic/home based learning materials. These assignments may include Gen Ed teacher assignment, or it could be something completely different related to one of the students' goals. All teachers and co-teachers will be available to support student learning and answer any questions via email.</p>
How will we provide opportunity learning to students who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.	
District	Our district has the infrastructure and professional capacity is in place to support opportunity learning in this unprecedented time of extended school closure. Our school

	has taken measures to assure that all students have devices and internet access.
How will we endure appropriate learning opportunities for students with special needs?	
SPED Resource Staff	Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.
How will we monitor and verify each student's electronic participation?	
District	<p>Students: All work will be posted via Google Classroom, attendance will be monitored through student log-in. Family engagement will play a vital role in this process. Weekly communication will be established between school and families to ensure student attendance and participation. Assignments will need to be completed and turned in either electronically or paper form by assigned due date. Students on IEPs/504 etc, will follow the accommodations in their learning plan.</p> <p>Staff:</p> <ol style="list-style-type: none"> 1. Certified Staff: <ul style="list-style-type: none"> • All staff will be responsible to put 4 hours of time in the building anytime between 8:00 and 4:00 pm (unless plans have been approved- see below). • All staff will be responsible to keep 1 week ahead in preparation and ready to use lesson plans. <ul style="list-style-type: none"> • These plans must be approved by their building principal • Once a teacher has prepared lessons two weeks ahead and has them approved teachers may work from home. • Staff will set up schedules with their principals for reporting student contact time. <ul style="list-style-type: none"> • Staff will do weekly check ins with students and parents, to be logged via google docs. Principals will send out link to documents. • Staff will need to check in (via email, face to face, texts etc.) with their principals two times per week. 2. Hourly Staff

	<ul style="list-style-type: none"> • All staff will continue to report for work with normal working hours. <ul style="list-style-type: none"> • Janitorial – 7:00 am to 3:00 pm • Paraprofessionals – 8:00 am to 3:00 pm • Office – 8:00 to 4:00 pm • Staff assignments may change over the course of time, but we continue to keep you busy. <p>3. Administration</p> <ul style="list-style-type: none"> • Administration will continue to report to work with normal working hours. <ul style="list-style-type: none"> • 8:00-4:00 pm <p>If our situation should deteriorate and we are no longer capable to have the school building open to workers, our protocol would be:</p> <p>1. Certified staff:</p> <ul style="list-style-type: none"> • Work from home to keep the online educational platform functional. <ul style="list-style-type: none"> • Same rule and procedures as listed above, just all hours would be done at home. <p>2. Hourly Staff:</p> <ul style="list-style-type: none"> • Essential staff needed to keep the boiler going or shut it down. • Work from home if directed to do so. <p>3. Office Staff:</p> <ul style="list-style-type: none"> • Work from home to keep the online educational platform functional. <ul style="list-style-type: none"> • Same rule and procedures as listed above, just all hours would be done at home. <p>4. Administration:</p> <ul style="list-style-type: none"> • Administration will continue to report to work with normal working hours, if possible. Will work remotely to keep the online educational platform functional, as well continuing to facilitate ongoing communication with certified staff, hourly staff, office staff and stakeholders.
<p>How will we address the extent to which student participation is within the student's control as to the time, pace, and means of learning?</p>	
Students	<p>I. Student Participation time, pace and means of learning will vary based on the ND state standards by grade level.</p> <p>II. Weekly communication with families will be used to assess and monitor progress. With this information,</p>

	instructors will be able to adjust the pace according to individual needs.
How will we provide effective notice to teachers, staff, students and their parents or guardians of the use of opportunity learning?	
Parents and students	<p>Parents and students were contacted by:</p> <ul style="list-style-type: none"> ● Personally contacted via telephone ● Instant Alert messages ● School webpage ● School Facebook page ● School Twitter
Staff	<p>Staff will be continually notified by the following as part of the district's update on the coronavirus:</p> <ul style="list-style-type: none"> ● Instant Alert messages ● Email ● School Webpage ● School Facebook page ● School Twitter
Teachers and Staff	<ul style="list-style-type: none"> ● All teachers (elementary and high school) have been assigned a device if needed, for use at school and at home. Teachers and specialists will be available for support as needed. ● All staff received training the week of March 16-19 from 8-4pm on use of the Google Classroom as the platform for delivering opportunity learning. ● The staff will be offered the "Teaching online learning" course through the North Dakota Center for Distance Education. ● All staff received training on various online resources/tools to be used in lesson delivery. ● There will be ongoing training as needs arise.
Expectations during this time.	
Staff	<ul style="list-style-type: none"> ● Staff is required to have lesson plans prepared extending two weeks out.

	<ul style="list-style-type: none"> ● Certified staff will check-in and out at the end of the day with their building principal via email. ● Staff is required to plan and deliver instruction at school or remotely as need arises. ● Lesson plans will be submitted weekly for approval by building principals.
Special Education/Title Teachers	<ul style="list-style-type: none"> ● Students receiving special services through an IEP or a 504 plan are unique and require special services in the event of a closure. 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.” ● Mt. Pleasant School will work in conjunction with Peace Garden Special Education Unit to ensure our special education case managers and service providers are meeting (virtually or by phone) to collaborate with parents/guardians on a contingency learning plan for their child. The parents/guardians, case managers, and service providers will collaborate on each IEP goal and determine how best to meet these goals through distance learning. Teams will take into consideration the student’s preferred learning method, ability for independent work, access to adult support, adaptations/accommodations, assistive technology needs, how progress will be monitored, and where services will take place. Ongoing communication with families throughout the closure will also be delineated. ● Documentation of the alternate learning plans will be shared with parents on a Prior Written Notice of Special Education Action (PWN). These PNW’s will be sent digitally or by mail. 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).

	<ul style="list-style-type: none"> • ELL- we will follow ELL procedures to provide services as stated in the District ELL plan. At this time our district does not have any ELL students. • We are a schoolwide Title school, all students will benefit from Title support, through collaboration with grade level teachers and use of Google Classrooms.
Educational Support Personnel	<ul style="list-style-type: none"> • Assignments may vary depending on the nature of duties and the condition of the buildings (if cleaning is needed or being done). • Secretarial staff may vary depending on if staff is allowed into the buildings and/or the activities that could be completed at home - this would require establishing a schedule with the building principal. • Paras, kitchen staff, drivers, and custodians are considered on call for needs as they arise.

II. **Student Re-entry Plan:**

The following protocol will be put in place regarding student re-entry to school by Mt. Pleasant Public School District #4 in conjunction with our Community Health Partnership (Presentation Medical Center, Northland Community Health Center, Rolette County Public Health):

1- Parents are encouraged to monitor their child's temperature.

- Students will be subject to temperature checks throughout the school day.
- Students with a temperature of 100.4 and higher will be sent home.

2- Anyone known to have traveled to high-risk areas must be self-quarantined for 14 days.

- High risk areas are defined on the CC website. Information on high, medium and low risk changes daily.
- Self-quarantine is defined as isolating oneself and monitoring symptoms for 14 days.
- <https://www.cdc.gov/>

3- Any students exhibiting COVID-19 symptoms may not return to school for 14 days after the symptoms have subsided.

4- Limited access to the school:

- Nobody is allowed in the school except staff and students.
- Parents checking their students out of school for any reason will remain outside the school. Parents may call or communicate through the school's buzzer system and intercom. The student will check out from the office and will be escorted by a staff member to their parent(s).
- Deliveries: All deliveries will be buzzed in from the office. All packages will be left at the doors and school staff will disperse the packages to the proper location.

5- All high school internships will be suspended until further notice.

6- Food Service--See Food Service Plan

7- Stagger lunch--See Food Service Plan

8- Stagger recess: All recesses will be staggered to allow for one class at a time to be at recess.

9- Stagger dismissal times: All dismissal times (preK-12) will be staggered to minimize cross grade contact in the hallways.

10- Secretary plan:

- Will work normal hours in school building as allowed or from home as needed.
- Will monitor the security system as outlined in protocol for school entry.

11- All school personnel will review the Principles for Talking to Children About COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>

III. Food Service/Nutrition Plan:

1- Upon re-entry, food service will no longer have self-served foods:

- Salad bar will be served by lunch staff
- Trays and silverware will be handed out individually by lunch staff
- Lunch staff will be punching in all students' lunch numbers
- Cleanliness and sanitation will be a top priority as it always has been
- Staggered lunch schedule

2- Closure Plan:

- Breakfasts and lunch will be delivered to all patrons upon request.

IV. Custodial Plan:

With the pandemic declaration of the corona virus and the mandated closure of all schools in ND. The following steps are being taken by the custodial staff here at Mt. Pleasant school in Rolla.

1. There is an increased emphasis on disinfecting high touch areas. Such as light switches, door handles, keyboards, desks and phones as well as anything else that gets touched by multiple people on a daily basis.
2. Lockers are being wiped down and disinfected and will be done on a weekly basis or more often if needed.
3. Gym equipment and weight lifting equipment will be all sanitized this week and will be wiped down daily going forward.
4. All classrooms are being cleaned and disinfected this week and will have all desks wiped daily going forward.
5. An increased emphasis on daily cleaning and disinfecting of all bathrooms such as wiping the privacy panels, walls and mirrors. It will be more of a daily deep cleaning.
6. We also will be using large area disinfecting misters to disinfect hallways, gyms, commons areas and cafeteria on a daily basis.
7. Every classroom has been given rubber gloves if the need should arise that they need to use them.

The custodial staff is working diligently to ensure the cleanliness and safety of the school for all students, staff and parents. Every precaution is being taken here at Mt. Pleasant school to stop the spread of COVID-19.

V. Behavioral Health/School Counselor Plan:

1. School Counselor has developed a multi-grade level plan using ASCA guidelines to address student behavioral health. Social and emotional learning resources and tools will be delivered using Google Classroom, made available to all students.
 - a. On-line tools include:
 - i. screenings
 - ii. checklists
 - iii. support hotline info
 - iv. parent and student mental health/SEL resources
 - v. individual virtual counseling services available with a school counselor.

VI. HR Plan:

Continual evaluation and emergency planning for the business office and for HR operations will be necessary.

1. *HR Policies and Procedures*
 - a. Before the event of a full closure of schools and district operations due to a pandemic/epidemic, the business manager shall present a plan on how to address sick and personal leave and leave without pay to the Superintendent for approval. The plan will comply with state and federal FMLA mandates. 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.
2. *Federal Programs and Funds*
 - a. Mt. Pleasant School District will continue to comply with guidance and regulations of all federal programs that affect the Mt. Pleasant School District. Our Title staff will continue to be paid through Title funds. Our state funded employees will continue to be paid as such, which includes para-professionals, custodial staff, cooks, administration, and certified staff. All classified and certified staff will be paid during the duration of COVID-19 closure. These payments will be made as laid out in our 2019-2020 expenditure budget.
3. *Business Office Operations*
 - a. 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, accounts receivable, accounts payable, and any other HR services remotely. These operational plans shall be organized by the business manager and submitted to the Superintendent for review and approval.

VII. Early Childhood Plan:

1. We have a Preschool in our building. We will continue to provide instruction via Google Classroom and learning packet.
2. At this time local daycares remain open, meeting the needs of our community. Presentation Medical Center has an emergency daycare plan in place if necessary.