

**Apple Creek School
2000 93rd St SE
Bismarck, ND 58504**

2020 Distance Learning Plan

Created by our school community, which includes all staff,
parents, school board members and students

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Communication Plan

At Apple Creek School we have a school website and school wide email for families and staff where we communicate with all of our stakeholders. The Apple Creek School Board met on March 15 and again July/August 2020 to revise distant learning plan. In March and again the beginning of the school year all teachers were reminded to keep in contact with all students and parents during the learning process whether face to face or distant learning. I also informed them to document everything they do related to their job as a teacher. Our school website contains our distant learning plan and our Restart Plan for August 2020 along with other need to know information in regards to COVID-19.

Methods of communication that will be used at Apple Creek School include phone calls, text messages, use of school website and emails, and virtual classroom instruction using ZOOM, Google, or Microsoft Teams. Our teachers continue to teach each other how to use the various platforms and resources available.

Level of Continuation

At Apple Creek School we believe that we will be able to do FULL CONTINUATION of services by being creative, collaborating, communicating and thinking critically. Our students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measureable student progress is expected. Materials and instructional methods used might include a variety of options for families. Families who choose distant learning or students who must learn from home due to a COVID-19 instance will be virtual learners in our school and attend daily with our students. If we must close our physical school we will continue to provide education virtually. It will include the following: Materials are sent home and picked up weekly in our school parking lot using necessary precautions when handling the material. Staff wear gloves and families stay in their vehicles during distribution and pick up of school work. Apple Creek School will provide high quality distance learning experiences in Grades K-5. The learning experiences in each content will be a continuation of the regular school experience in which students will be able to access grade-level and subject-matter content. Textbooks and online books along with instructional videos will be used. Teachers are using Microsoft Teams, Zoom, SeeSaw and Class DoJo to hold morning and afternoon meetings with all students. Instruction through technology is taking place weekly along with educational packets that cover the grade level content. Every Friday our school has a drop off/pick up time from 1-3pm. All teachers are present at the school and educational materials are given out to parents for the upcoming week. Completed school work is collected at this time too. Some teachers are also utilizing online platforms for sharing of school and educational materials. The content that teachers use to create lessons align with North Dakota Content Standards. Each teacher has developed a plan to assess student learning and give grades which will be posted in PowerSchool. The school will continue to share educational resources on our Apple Creek website and via school email to all families. Teachers will regularly communicate with families via phone calls, text messages and other online means

to keep them informed of the timeline of school closure and the district's plan for delivering distance learning.

Ensuring Student Success through Communication

Mission-Vision Statement:

At Apple Creek School we are developing educated and responsible youth for a challenging future

All teachers have been instructed to communicate with their students at least twice a week. The teachers are asking the students what went well and what questions do they have. Teachers will also be teaching new content and skills via camera or another platform. Teachers are also documenting all communication that is taking place during this pandemic. Parent communication is also critical. We will continue with parent teacher conferences as scheduled but if school is closed we are doing them via phone or through a virtual program (Zoom, Microsoft Teams).

Health and Safety Considerations

The Apple Creek School District has reviewed the CDC guidelines and created appropriate protocols for cleaning, social distancing and accommodating for students who are at risk. We have also been in contact with our Burleigh County Health nurse. Parents received a one page information notice about COVID-19.

Throughout the duration of our distance/virtual learning time, the school counselor will adhere to the American School Counselor Association (ASCA) National Standards and continue to focus on academic, social/emotional and career support to Apple Creek students. The school counselor will focus on the recommended ASCA standards to follow during this unique time. The school counselor will also follow the ASCA ethical guidelines. The counselor will communicate with Apple Creek Students with their teacher utilizing different online platforms, such as Microsoft Teams and through email. Each week the school counselor will provide an asynchronous lesson to Apple Creek students through a newsletter that is sent home. The newsletter will also include social/emotional learning support such as coping mechanisms, and journal prompts, encouraging the students to email the counselor. The school counselor will be available to students and their families by email. Should an individual counseling session need to be set up virtually, a designated time will be discussed to utilize a platform to have a phone/video call.

Attendance Procedures

Attendance will be taken daily for virtual learners during the days school is in session whether distant learning or hybrid model. Teachers will monitor prolonged absences and disengagement and communicate with parents/guardians to provide accommodations. 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. Apple Creek School will work with families who decide to keep students home when school is in session on a case by case basis. Our school does not utilize attendance incentives and we encourage families with symptomatic students to stay home.

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, and recorded in PowerSchool. Students who are distant learning while school is also conducting face to face instruction will be required for daily attendance and participation in the school learning via remote distance learning. Any student with prolonged absence or disengagement is a cause for concern. Teachers shall contact that student's parent/guardian to seek input and assist them as needed to ensure student participation. Teachers have been instructed to document school related events every day. Teachers were also informed to let administration know about absences.

Preparing for Distance Learning

The Apple Creek School District will utilize student computers and iPads to deliver lessons to students. All families in our district have internet access at this time. A check-out system was established for technology and the parents signed a user/technology contract during distance learning. At beginning of school year all students will be taught the basics of computer/ipad and other pertinent information so to ensure a seamless transition to distant learning if needed. Communication will also be shared with families and support provided as necessary.

Parents were also notified of many great educational websites that can be used during this time.

Our district uses several online resources to enhance student learning such as Moby Max, Epic, IXL, textbook online access, etc and student progress can be monitored daily. Parents were given passwords to access all additional resources.

The District will have teachers collaborate and share the methods being used for instruction. NDCEL, CREA, and EduTech offer additional training to teachers in regards to distance learning.

The school counselor will teach lessons every other week to all students. A schedule is provided to the Principal from the counselor.

The staff at Burleigh County Special Education will be in contact with the families that currently get services through this special education unit. Virtual learning along with communication with the parents and students will continue during this time.

Teaching Grade Level Standards

All teachers in our district will continue to teach to the standards as mandated by the North Dakota Department of Public Instruction.

Assessments

All teachers in our district will continue to assess students on the skills being taught. Our district will not be taking the NDSA as this years test has been waived by the President of the United States. Fall 2020 our district plans to follow the state assessment schedule as provided.

Grades

All teachers in our district will continue taking grades using Power School.

Students Receiving Special Services

Apple Creek School receives special education services through Burleigh County Special Education Unit. The specialists that service our students will continue working with each child. Apple Creek School does not receive Title I services. A learning plan was created by the case manager for every child that receives special education services. Here is a sample:

Burleigh County Special Education Unit Individual Temporary Service Plan - COVID-19 Response

Student Name:

Parent Name:

Parent Address:

Parent Phone:

Annual Goal:

Improving _____ skills in the area of reading will help her be more successful in academic and general settings.

Using AIMSweb Plus, Brynna will improve her skills including (but not limited to):

*using a variety of strategies to decode unknown words

*using a variety of strategies to increase reading fluency

to a proficiency of 51 words or higher on first grade passages.

Current skill level:

_____ is doing better with this goal. Her fluency can be inconsistent but when words are read in isolation, student does better. _____ has been doing a very good job with distinguishing between long and short vowel sounds when reading words in isolation. Reading words with blends has been fantastic.

Plan for Services:

Special Education staff will assign Read Works stories for student to complete at home. Stories should be practiced for about 20 minutes at least twice a week. Student will read the story and complete the accompanying comprehension questions. Students progress with each story can be monitored online. Staff will provide feedback to the parents through phone, text, email, or Zoom. Live video chats or sessions may be requested by the parent through email or phone.

Students login information is as follows:

website: readworks.org

Student can choose which stories she'd like to read in any order. The due date next to the story is an automatic feature the website includes. Student does not have to worry about the due dates with the stories.

This plan is a work in progress and will be modified as needed. If this work is too much or too challenging for student to complete, please contact his case manager so changes can be made.

Annual Speech/Language Goal:

In order for student to have more success within the classroom and other environments throughout her day, student will improve her auditory and visual memory skills by:

1. recalling 4 or more words
2. recalling 5 or more numbers
3. recalling 10-14 syllable sentences
4. Follow 2-3 step directions containing basic concepts (Ex. without, either, neither nor, all but one, between, after, before, at the same time) with at least 85% accuracy for 3 consecutive data taking days.

Current Skill Level:

Student is targeting auditory memory skills by recalling 4 words/numbers, answering listening comprehension questions from a sentence and following 2-3 step verbal directions. This means at home, student should be somewhat successful with repeating 4 word/numbers without repetition of the numbers or words. Student requires repetitions of directions and sentences to have a higher level of success. Also, student has practiced all these skills while completing activities with her peers (ie, in a distractive environment).

Plans for Services: Special Education staff will send activities to be completed at home. Once per week, send a video, picture or email of tasks being completed. Staff will monitor the progress and provide feedback to the parent through phone/text or email. Live video chats/sessions may be requested by the parent through email or phone.

Student Meals and Feeding

Our district does not participate in a school lunch program through the state. The lunch program we use will resume once school is back in session in the building. Parents will be reimbursed for the meals their child(ren) did not get. Various businesses in town are giving free meals to school age children. This has been shared with the parents. Bismarck Public Schools is also giving breakfast and lunch to all children ages 2-18 and our parents were notified of this as well.

Human Resources Processes

The district will continue to pay all teachers.

The district will pay all staff who report/work from home as needed throughout the closure.

The district is working to adopt the FFCRA.

Working Document

The Apple Creek School District understands that this distance learning plan is a working document. There may be items that need to be added, deleted or revised as determined by the North Dakota Department of Public Instruction.

Created March 2020

Revised August 2020