

# Maple Valley Public Schools

COVID-19 Response Plan  
Submitted to DPI – March 24, 2020

## Communication Plan

### District Communication Plan

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

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### Continuation of Educational Services

In the event of a pandemic / epidemic that significantly impacts how we are able to provide educational services Maple Valley Public School intends to address the following practices and processes to achieve our desired outcomes.

#### District Mission:

The Mission of Maple Valley Public Schools is engaging students in world class education preparing them for lifelong success.

#### We Believe:

- All students are entitled equal access to a free and appropriate public education.
- Schools should promote scholarship, service, leadership, and character.
- Schools should provide students with a quality core curriculum, along with opportunities to pursue interests in the arts, career and technical education, and physical education.
- Schools should equip students with communication, collaboration, critical thinking, and creativity skills.
- Schools should provide a system of support services that will allow all students to succeed.
- Schools should provide students with a safe, caring, and respectful learning environment.
- Schools should inspire students to succeed.
- Parents and the whole community are partners helping schools to achieve the mission and vision of the District.

#### Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Maple Valley Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, the Center for Disease Control, and community leaders.

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

## **Student Attendance & Engagement:**

Attendance policies will transition during a pandemic/epidemic event. The CDC provides guidance for schools on when to alter attendance practices and/or close schools.

### **Student Attendance Policy Considerations**

- Families that make decisions to keep students at home due to EPIDEMIC should be addressed on a case by case basis by building principals
- Encourage families with symptomatic students to stay home.
- Suspend attendance incentives/testing requirements as needed to discourage sick students attending school

### **Attendance During A Closure:**

During an extended closure student engagement in learning opportunities is critical to a student's continued academic growth. Attendance shall still be monitored by teachers through student logins in asynchronous learning experiences and participation in synchronous learning experiences. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact that student's guardian to seek input and assist them as needed to ensure student participation.

### **Sample Letter:**

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As part of the community and district response to COVID-19 Maple Valley High School are suspending sections of the student handbook in relation to attendance and test exemption. These changes are being made following recommendation by the NDDoH in relation to student absences while sick.

Specific recommendations that pertain to you are:

- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose, or mouth
- Cover your cough and sneezes
- And, most importantly, stay home when you are sick.

<https://www.maple-valley.k12.nd.us/cms/lib/ND01911324/Centricity/Domain/93/precautions%20to%20keep%20your%20family%20healthy.pdf>

If you are sick, follow the guidance in the Maple Valley Student handbook and have your guardian contact the office. If the illness is going to last more than 2 days (or if you become quarantined) be prepared to provide the school office a note from your family's health care provider.

## Semester Test Exemption (p14)

At this time the semester test exemption is being suspended for the following students:

- students with documented cases of COVID-19,
- students being quarantined by health officials, or
- student with documented vulnerability to COVID-19

These students shall not be subject to the absence requirements on page 14 of the Senior Test Exemption Guidelines portion of the handbook. Students be prepared to provide school officials with a note from your family's health care provider. If you are sick, we want you to stay home and get well.

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### **Educational Services:**

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

At Maple Valley, technology will serve as a means for communication, delivery of content, professional communication, social-emotional learning, counseling services, assessment, data collection, and grading. Our first priority was to ensure that each family in our district had the necessary device and Internet service to participate in all learning opportunities.

### **Canvas, Edmodo, Computers, & iPads:**

Maple Valley Public School can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through our learning management system (LMS), Canvas, Edmodo, Zoom, Facebook, ShowMe, FaceTime, Office 365 and Remind.

In 2017, Maple Valley launched the 1:1 initiative. Grades 5-12 have access to computers and grades K-4 have access to iPads. This provides for a comprehensive 1:1 program that ensures every student in grades K-12 has a personal learning device. Maple Valley Public Schools has leveraged two programs to reach this goal:

### **Canvas:**

Canvas is a learning management system that can be used 7-12.

Learn more about Canvas here - <https://www.instructure.com/canvas/k-12>

Canvas allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Canvas allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.

Canvas also provides us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure. Canvas provides a robust learning management platform and video conferencing tools within its suite of products.

## Edmodo:

Edmodo is a learning management system that can be used 7-12.

Learn more about Edmodo here - <https://www.edmodo.com>

Edmodo allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Edmodo allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.

Edmodo also provides us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure. Edmodo provides a robust learning management platform and video conferencing tools within its suite of products.

## iPads by Apple:

Maple Valley Public School leverages the power of the iPad in our classrooms. All students in grades K-4 receive an iPad upon enrollment.

Learn more about the iPad in Education program here - [\\_https://www.apple.com/education/](https://www.apple.com/education/)

## Computers by Apple:

Maple Valley Public School leverages the power of the computers in our classrooms. All students in grades 5-12 receive a laptop computer upon enrollment.

### Maintaining Online Learning – Educator Skills

In the event of a pandemic-epidemic educators must possess the needed skills to ensure they can create, distribute, and support educational opportunities for our students. An assessment of educator skills may be needed to evaluate the need for additional training before an online learning environment can be fully implemented. Every effort shall be taken to elevate and prepare for online instruction before a full closure. Maple Valley Public Schools will leverage our LMS, Canvas, Edmodo, iPads, and computers to train our educators.

## Sample Letter and Resources:

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Hello Staff,

Below is an update on our educational plan for teachers and parents as we continue. Due to the steps we've taken with the 1:1 initiative, Maple Valley Public Schools is well-positioned to utilize our technology for distance learning.

First and foremost, our goal is to provide our teachers with the resources and training required to provide our students with the best possible learning opportunities while we are not physically in school. To do this, we are in the process of creating training courses in Canvas for teachers at all levels to support you in this process as we are preparing for the worst – a multiple week shutdown. The following is an excellent article on strategies for online learning during the Coronavirus outbreak: [ISTE article](#).

**Below is the timeline for our teacher training rollout:**

- March 16, 2020 Prepare lessons for week of March 23<sup>rd</sup>
- March 17, 2020 Work @ home
- March 18, 2020 10 AM re-convene @ school and report out plans to all, and building administrators
- March 19, 2020 Work @ Home-updates from DPI & CDC
- March 20, 2020 No School
- March 23, 2020 Implement plan and 2pm All Staff Zoom Conference
- March 24, 2020 Monitor plan and learning students @ home
- March 25, 2020 Monitor plan and learning students @ home
- March 26, 2020 2pm all staff Zoom conference Monitor plan and students @ home
- March 27, 2020 Plan in place for following week

**Tech Support:**

Tech support will make themselves available starting on Monday, March 23. The phone number, 749-2570 is available for staff, students, and parents to call when issues arise and will be manned by all the building techs during normal business hours. Tech support is available at frank.egan@k12.nd.us.

**Self-Care:**

As this situation persists, please be sure to be taking time to care for yourself and your families. These are exceptional times and it calls for all of us to ensure that we are our BEST selves over the next few weeks. Stay home, take care of your families and be sure to reach out when you need help.

If you have questions, feel to contact me.

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

Maple Valley Public Schools is leveraged to transition to an 100% online learning environment. Having a digital learning device in each students' hands and leveraging the power of Canvas and Edmodo provide us a leg up. Transition will be ongoing and focus on providing the time to transition from a blended learning environment to one that is completely online.

**Student Access to Devices:**

Maple Valley Public School provides an iPad or Laptop Computer to all students in grades K-12.

Measures should be taken to ensure all students have their device during a closure.

- If possible, devices shall be sent home with student with their chargers before a closure is announced.
- If devices are with students when a closure is announced principals should arrange times for parents/students to pick them up in ways that follow recommended guidance to protect from pandemic/epidemic.

### **Assistive Technology:**

Maple Valley Public School in partnership with Sheyenne Valley Special Education Unit will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

### **Internet Access:**

Online learning requires access to robust internet services. Maple Valley Public School residents, for the most part, reside in areas that have high speed internet provided via BEK, Midco, or other providers. However, parts of the district do not have high speed capabilities either by landline or cellular.

### **Ensuring Access**

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

### **No Access Options:**

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

### ***If nothing else works:***

Canvas/Edmodo modules can be constructed to allow for easy dissemination via others means – email or even by paper. If all else fails families will be contacted directly to discuss further these options.

### **General Education:**

Academic programming during a closure due to a pandemic/epidemic shall continue to deliver instruction aligned to our district's guaranteed and viable curriculum. Maple Valley Public Schools has used a PLC structure to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials.

During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with North Dakota Standards <https://www.nd.gov/dpi/districtschools/k-12-education-content-standards>

## **Models of Instruction:**

### ***Special Education:***

During a partial closure small group instruction shall be used.

During a full closure Canvas will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Support to family will also be provided through this mechanism.

<https://docs.google.com/document/d/1LT4AC7xrOKWZtSRkimco5RcW66kBuCZEmcN9sqr7Mu8/edit?usp=sharing>

### ***Elementary (K-6):***

During a partial or full closure various platforms will be used to interact with our student synchronously and asynchronously to provide services and support. We shall organize learning opportunities around the premise of choice boards.

### **Teacher Expectations:**

- Teachers will be working online preparing and planning from 8:10 am-3:50 pm during school calendar days.
- Each teacher has devoted a time frame to be able to interact with students through various platforms. Individual teachers will be communication with you on those specific times. Between 9:00am-11:00am and again from 1:00 pm - 2:00 pm teachers will be available to answer any questions via phone, email, or any other platform that has been set up.
- Teachers will be sending out information Wednesday, March 18th, that may include daily or a weekly set of activities.
- Teachers who teach an alternative core curriculum in reading and/or math will be providing learning materials to those students.

### ***Junior/Senior High School (7-12):***

During a partial or full closure numerous platforms will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Maple Valley Public School uses Canvas and Edmodo course shells to deploy blended learning experiences every school day. During a closure these blended Canvas and Edmodo lessons will be modified to address essential learning targets in a 100% online environment.

### **Teacher Expectations:**

Teachers will be directly in contact with students in grades 7-12 and will use primarily Edmodo as their connection point. Instructions will be posted in their respective Edmodo classes. To avoid content overload as students and teachers learn to navigate a fully online classroom, teachers will be communicating with students throughout the week.

\*\* Please remember to give all teachers, students and parents grace and flexibility as we navigate this current situation together.

### **\*\* How to Prepare for Online Learning:**

- 1) Prepare a learning workspace in your home that you can focus on learning and have all your supplies near. This includes your textbooks, school supplies, and computer.
- 2) Log into Office 365. This is your K12 email. You will be utilizing this platform for email, OneDrive, and TEAMS – maybe more.
- 3) Log into Edmodo and ensure you have access to your classes? If not email your teacher and ask for the code.
- 4) Make sure you are a part of your grade level's news group as this is where announcements will be posted.
- 5) Teachers will be connecting with students via several platforms, but Edmodo will be the primary instrument. Teacher Online Learning Expectations

- Teachers will be working online preparing and planning their classes from 8:10 AM - 3:50 PM Monday through Friday.
- Each teacher has devoted a 3-hour time frame to be available to interact with your child(ren) in real time 9:00 am-11:00 am and again from 1:00 pm-2:00 pm. During this time, teachers will be available to answer questions and check in on students.
- Teachers will update PowerSchool weekly. Keep in mind we will have fewer physical grades due to the online platform and therefore each assignment will have an impact on your final grade.
- Give students and parents grace and flexibility as we all navigate this current situation.

### ***CTE & Lab Sciences:***

During a partial or full closure Edmodo and Office 365 will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Maple Valley Public School uses Edmodo and Office 365 course shells to deploy blended learning experiences every school day. During a closure these blended Edmodo and Office 365 lessons will be modified to address essential learning targets in a 100% online environment. These courses require hands on learning opportunities that will now be addressed with the use of video lessons, virtual fieldtrips & experiences, and real-world projects that can be completed at home.

Sheyenne Valley Career and Technical Center:

<https://docs.google.com/document/d/1LT4AC7xrOKWZtSRkimco5RcW66kBuCZEmcN9sqr7Mu8/edit?usp=sharing>

## **Progress Monitoring:**

Monitoring student progress will be accomplished through Canvas, Edmodo, Office 365 as these systems allow us to review student submissions and provide feedback.

Staff Zoom Conferencing will continue to meet weekly to monitor student progress and address learning gaps that are recognized. Staff Zoom groups will have access to specialists to assist them in providing resources and supports to students demonstrating academic needs.

## **Grading:**

Maple Valley School District will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic.

## **Counseling & Student Support Services:**

Maple Valley Public Schools will continue to offer school guidance counseling lessons. Additionally, the counselors will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed our synchronous and asynchronous platform.

Counselor's Link: <https://sites.google.com/view/kaspari-counseling/home>

ASCA Guidance:

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

## **Mental Health Crisis Line:**

The district shall implement a hotline for students and families to call in event of a crisis providing families with available resources and supports within the community.

## **Outside Support:**

Community mental health providers:

<https://www.maple-valley.k12.nd.us/cms/lib/ND01911324/Centricity/Domain/56/Community%20Mental%20Health%20Providers.pdf>

## **K-12:**

School level and/or grade level courses will be created accessible by school counselors, building principals, and family liaisons. These shall allow counselors to provide broad counseling courses or small group/individual sessions.

At the high school level grade level courses shall provide a conduit for counselors to schedule courses, advise students on college/career, and promote scholarship opportunities.

## **Services Assurances to Needy Populations:**

Ensuring high-quality, age appropriate instruction for all students is always our goal, including during a pandemic/epidemic closure. Special considerations shall be made for needy and unique populations.

## **Special Education:**

Follow the recommendations set forth in the Special Education / 504 section below.

## **At Risk Students:**

At Risk Students, are defined as students who received Title I services during the school year. To ensure equitable services to these students during a closure Title I teachers should communicate with classroom teachers to provide additional supports as needed to support general education courses. These supports could be:

- Learning materials – take home bags
- Books
- Assisting parents in supporting their students while at home.
- Parenting tips and online resources

## **Special Education / 504:**

Students receiving special education services through an IEP are unique and require special services in the event of a closure. USDOE guidance indicates that once schools provide learning opportunities to students during a closure the LEA must make every effort to provide special education services and related services to a child in accordance with the IEP.

## ***Communicate & Plan:***

Building principals, 504 case managers and/or SPED case managers shall connect with students and families concerning continuation of services. This communication should be done in a way that ensures access by all parties normally part of the IEP team. Case managers should pay attention to:

- Resumption of services
- Duration and scheduling of services
- Educational services being provided

## ***Notice to Change Without an IEP Team Meeting:***

Following guidance our case managers will be in contact with each IEP student's guardian to plan for services and accommodations. Plans should be made for continuation of services within a "Services at school" and "Services Online" model to be prepared for both scenarios.

## ***Hosting an IEP Meeting:***

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. If feasible and meeting the accessibility concerns of participants IEP meetings may be conducted virtually.

### **Services at School:**

Maple Valley Public School shall provide services to students based on the needs outlined in each child's IEP. Educational services decisions shall comply with guidance from the DOE and NDDPI. These may include:

- Online learning
- Additional supports provided remotely (Phone and email)
- Individual or small group instruction on school property. This is allowable following guidance by local health officials. At such time as the safety of student or educators is compromised supports will be moved to an online platform.

### **Services Online:**

When permissible or necessitated by health regulations services may be provided in a synchronous or asynchronous model following the guidance above.

### **Resources:**

<https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/#Q-A-1>

### **English Language Learners:**

EL students and the services they receive are unique during a closure. Online educational opportunities shall be provided. However, EL staff shall communicate with each EL student's family to address individual supports necessary.

### **Student Meals & Feeding:**

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

### **Sample Letter:**

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Maple Valley Families:

Starting on Tuesday, March 17th, Maple Valley Public Schools will provide meals for any students in grades K-12 on a normally scheduled school day. A to-go bag which will include lunch for that day and breakfast for the next day will be dropped off from 11:00 to 1:00 pm each day. Meals will be provided using a drive-up or walk-up process at specific sites.

The free meal distribution will be solely for picking up meals as meals cannot be consumed on-site.

The following locations will be participating:

- **Epsworth Methodist Church** – 680 8th Ave SW, Valley City. Distributed daily from 11:00 – 11:30 pm.
- All other meals will be distributed according to bus routes.

If any student or chaperone of a student is exhibiting cold or flu-like symptoms, please stay in the vehicle.

For more information please visit the school website:

[https://docs.google.com/forms/d/e/1FAIpQLSeGyuZbIEtxNE\\_tTY6vR-4Jal67qDsSqVOvZdzL-0nLhkBDfA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeGyuZbIEtxNE_tTY6vR-4Jal67qDsSqVOvZdzL-0nLhkBDfA/viewform)

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### ***Human Resources – Supporting Our Adults:***

During any crisis including a pandemic/epidemic supporting our educators and support personnel is necessary to continue to provide quality and consistent educational services to our students. Continual evaluation and emergency planning for the business office operations will be necessary.

#### **Business Office Operations**

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation shall be made to ensure continuation of payroll, funds receivable, funds payable, services at remote/home.

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

Maple Valley School Board has approved paying classified and certified staff during the duration of the COVID-19 closure. These payments shall be made as prescribed in our 2019-2020 expenditure budget

### **Business Manager Policies & Procedures:**

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation the Business Manager shall present a plan on how to address sick leave, personal leave, and leave without pay to the Superintendent for approval.

The school board may wish to suspend policies that limit or prevent operational efficiency or conflict with emergency declarations or guidance from community health officials.

#### **Federal Programs & Funds**

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