



HEBRON PUBLIC SCHOOL  
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**Myron Schaff - Superintendent**

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## Hebron Public School

### COVID-19 Response Plan

## Emergency Response Plan Pandemic- Epidemic

### PERSONNEL

- All** Normal School Operations
- Take precautions as directed
  - Encourage hand washing
  - Adults that exhibit symptoms should remain home
  - Students that are symptomatic should be kept away from well students and parents contacted and students sent home.
- Administrators** Normal School Operations
- Monitor attendance of students to determine the impact
  - Promote attendance policies that reinforce students who are sick to stay home
  - Be prepared to address large numbers of staff absences
  - Prepare distance learning plan in the event of a prolonged closure
- Extended Closure
- Identify essential personnel
  - Set alternate office hours
  - Execute distance learning programs
- Secretary** Normal School Operations
- Be aware of absence policy changes to inform parents and families
  - Assist keeping symptomatic students away from well students and contacting parents
  - Follow recommendations from school policy on how to address student illness
- Custodian** Normal School Operations
- Follow enhanced cleaning procedures as prescribed by your supervisor
- Clean highly touched surfaces daily

## Extended Closure

- Follow recommendations from supervisor for alternative work hours and expectations

## Teachers

### Normal School Operations

- Students that are symptomatic should be kept away from well students and parents contacted
- Be prepared to provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office
- Begin reaching out to parents preparing them in the event of a closure
- Reassure your students and provide emotional supports as needed
- Direct additional supports as necessary including counseling services

### Extended Closure

- Execute distance learning plan
- Set daily office hours and inform your students(families) of these hours

## Tech Department

### Normal School Operations

- Ensure operations of educational tools used for online learning
- Prepare to support teachers in providing instruction remotely
- Provide additional training and support as needed

### Extended Closure

- Continue to support educators as needed

## Food Service

### Normal School Operations

- Prepare for food distribution if a closure would occur
- Work with administration to inform stakeholders as needed

## District

### Normal School Operations

- Maintain contact and monitor information from NDDoH and NDDPI
- Work with Custer District Health as needed
- Determine event and school closures based on recommendations
- Identify essential personnel and work duties in light of a closure
- Prepare for business operations to continue as needed during a closure
- Prepare guidance for staff on leave and work hours during closure
- Prepare for transportation needs during closure

### Extended Closure

- Execute closure plan
- Prepare reintegration plan as closure concludes

## Communication Plan

### District Communication Plan

District leaders should reference the District Communication Plan to ensure consistent communication with stakeholders.

## Continuation of Educational Services

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

### District Mission:

The Mission of Hebron Public School is to provide opportunities for student improvement and success.

### We Believe:

- All students can learn and grow
- Create a supportive and positive school climate
- Ensure that all students receive rigorous and relevant instruction from highly qualified teachers
- Foster an active partnership between students, parents, community and staff with open and honest lines of communication to ensure the success of our students
- Provide high expectations and instructional excellence in a stimulating and caring environment
- Provide an environment that is conducive to learning and free from distractions
- Believe that all students are unique with varying learning styles, abilities, strengths and interests and should be offered opportunities to maximize their capabilities.

### Health & Safety

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Hebron Public School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, 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 principal
- Encourage families with symptomatic students to stay home
- Suspend attendance incentives/testing requirements as needed to discourage sick students from 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. If teacher contact does not resolve the situation then the school administration will get involved.

## Educational Services

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

### **Office 365 TEAMS, Zoom, Seesaw Learning Platforms**

Hebron 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 Office 365 TEAMS, Zoom, and Seesaw learning platforms.

### **Office 365, TEAMS, Zoom, Seesaw Learning Platforms**

Seesaw and Zoom is a learning management system that we are using for grades K-3.

TEAMS and Zoom are learning management systems that we are using for grades 4-12.

Office 365 TEAMS, Zoom, and Seesaw learning platforms allow us to provide a challenging learning environment that is adaptable to the unique needs of all students with a focused solution. It allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.

Office 365 TEAMS, Zoom, and Seesaw learning platforms provide us extensive tools to provide professional learning to our educators to prepare for and continue instruction during a closure. They provide a robust learning management platform and video conferencing tools within its suite of products.

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

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

Hebron Public School is leveraged to transition to an 100% online/distance learning environment. Having a digital learning device in each student's hands and leveraging the power of TEAMS, Zoom, & Seesaw provides us a leg up. Transition will be rapid and focus on providing the time to transition from a blended learning environment to one that is completely online.

### **Student Access to Devices**

Hebron Public School has sent home surveys to parents to identify those students who do not have a device to access our online learning platforms.

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

- Students who do not have a device at home will be issued one by Hebron Public School.
- Parents and students will be notified by the school when, where, and how they can pick up their device in a way that adheres to the guidelines of the COVID-19.

### **Assistive Technology**

Hebron Public School in partnership with Morton Sioux 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. Hebron Public School residents, for the most part, reside in areas that have high speed internet provided via WRT or Midco. 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
- Provide a list of community locations that provide free wifi access

### If nothing else works

TEAMS classroom 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. Hebron Public School 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

### *Elementary (K-3)*

During a partial or full closure Zoom and Seesaw will be used to virtually interact with students synchronously and asynchronously to provide services and support. Classroom materials may also be sent home to students on a weekly basis.

### *Elementary, Junior High and High School (4-12)*

During a partial or full closure, TEAMS, Zoom and other instructional resources will be used to virtually interact with students synchronously and asynchronously to provide services and support. Hebron Public School uses these platforms to deploy blended learning experiences every school day. During a closure, these blended lessons will be modified to address essential learning targets in a 100% online/distance learning environment. Classroom materials may also be sent home to students on a weekly basis.

### *CTE & Lab Sciences*

During a partial or full closure, TEAMS, Zoom, Seesaw, and other instructional resources will be used to virtually interact with students synchronously and asynchronously to provide services and support. During a closure, these blended lessons will be modified to address essential learning targets in a 100% online/distance learning environment. These courses require hands-on learning opportunities that will now be addressed with the use of video lessons, virtual field trips & experiences, and real-world projects that can be completed at home.

## Progress monitoring

Monitoring student progress will be accomplished through TEAMS, Zoom and Seesaw as these systems allows us to review student submissions and provide feedback.

Administration and Teachers will continue to meet weekly through video conferencing to monitor student progress and address learning gaps that are recognized. These groups will have access to specialists to assist them in providing resources and support to students demonstrating academic needs.

## Grading

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

## Counseling & Student Support Services

Hebron Public School will continue to offer school guidance counseling lessons leveraging TEAMS, Zoom and Seesaw. Additionally, our counselor will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed on our synchronous and asynchronous platform.

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

### Mental Health Crisis Line

Hebron Public School is going to allow our counselor the ability to work from home or her office to meet the needs of our students and families. Families will be allowed to contact her at any time in times of crisis. She will provide resources and support in any way she can.

### K-12

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

At the high school level TEAMS and Zoom 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.

### 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 support 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
- One on one meetings through the Zoom platform

### 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

### *Parent Consultation and follow up PWN of action for services will be provided*

Throughout this time, we continue to hold virtual parent meetings where feasible as our timelines are still in place. Case managers will be the point of parent contact for Sped programming and related services personnel. As we support our students moving forward, Specialists will have a minimum of a direct weekly contact with each student. Our related services staff will provide therapy activities/supports through contacts with case managers as well as reach out to make direct student contacts each week.

### *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*

Hebron 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 through Zoom, TEAMS and Seesaw
- Additional supports provided remotely (Zoom, TEAMS, Seesaw, phone, email)
- Individual or small group instruction on school property or at homes. This is allowable following guidance by local health officials. At such a time as the safety of students or educators is compromised, supports will move 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.

### **English Language Learners**

Hebron Public School does not have any English language learners at this time. If we do gain some EL students we will make sure they get the services they need. EL students and the services they receive are very unique during a closure. We will provide our EL students the same educational opportunities provided to all our students using the Seesaw, TEAMS, and Zoom platforms. We get our support services for EL students from the Roughrider Educational Services Program. They work in conjunction with staff and students and communicate with each EL student's family to address any individual support they may need. In addition, translation services shall be provided to EL families.

### **Student Meals & Feeding**

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. To address this need for these, and all students, Hebron Public School shall develop a feeding plan to support these students. Hebron Public School will follow guidance from NDDPI in the distribution of student meals. Hebron Public School is sending out surveys to all parents of children ages 1-18 who would like to receive breakfast and lunch delivered to their homes. We are using our head and assistant cooks to deliver meals to families in town. We are using our bus drivers to deliver meals to students living in rural areas.

### **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, and funds payable services at remote locations/home.

These operational plans shall be organized by the business manager and superintendent.

Hebron 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.

### **HR Policies & Procedures**

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

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**

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