



Distance Learning Plan

WILLISTON PUBLIC SCHOOL DISTRICT #1

Dr. Jeffrey Thake, Superintendent

WILLISTON PUBLIC SCHOOL DISTRICT #1 | PO BOX 1407, WILLISTON ND 58802

EXECUTIVE SUMMARY

Thank you for the opportunity to submit our distance education plan during this unprecedented statewide school closure due to the Covid-19 pandemic. Our district developed this plan with guidance from the Department of Public Instruction and the North Dakota Council of Educational Leaders and in consultation with our school board. We started by surveying our families to determine what level of technology access they would have at home, and then developed a learning plan that could meet the needs of all our students. Our administrators and district leadership strategized on how to effectively leverage the existing technology platforms already in use throughout our district and determined whether any gaps existed. Our administrators met with their teaching staff by grade level to further develop communication plans and implementation of a full continuation of grade level services. Our District Level Emergency Team has also reviewed the CDC guidelines and collaborated with the Covid-19 Coalition Partners Emergency Response Team and our local health department to ensure that the proposed full continuation of education services can be conducted with the safety and well-being of our staff, students and community partners.

Our district's commitment to providing learning opportunities for our students has provided a strong basis for our teaching staff to prepare our students for the next level during these uncertain times. We are fortunate that the strong relationship between our school board, community, and district leadership, allowed us in the Fall of 2019 to implement a full 1:1 technology program for K-9 with Chromebooks and made devices available for students in grades 10-12. Because we recognize that students learn in different ways and will have different levels of access to technology and structure throughout their day, we will utilize a blended approach to learning that includes synchronous and asynchronous online learning, online or telephone contact between teaching staff and students, and hard copy learning packets to ensure a full continuation of grade level services.

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PANDEMIC – EPIDEMIC JOB ROLES

Administrators:

- Identify essential personnel to still be working in buildings
- Oversee all staff during transition and monitor accountability
- Execute Distance Learning Plan
- Receive guidance from Supervisor on alternative duties and follow expectations

Secretaries:

- Field phone calls
- Schedule times that families can pick up their student's belongings
- Receive guidance from Supervisor on alternative duties and follow expectations

Custodians:

- Follow CDC guidelines to thoroughly clean and disinfect all schools
- Continue to clean as necessary, as teachers, paraprofessionals, and other staff use the building
- Receive guidance from Supervisor on alternative duties and follow expectations

District Nurse:

- Recommend guidelines to the District Office
- Provide guidance as needed for various stakeholders
- Assist building Principals with implementation of telehealth services for students
- Assist Secretaries in giving medications left at school back to families
- Receive guidance from Supervisor on alternative duties and follow expectations

Teachers:

- Execute Distance Learning Plan
- Contact each family to answer questions and offer support
- Expected to still work the contracted hours per day
- Receive guidance from Supervisor on alternative duties and follow expectations

Paraprofessionals:

- Assisting teachers with preparing instructional materials
- Assist Custodians with cleaning procedures
- Take time for Professional Development
- Receive guidance from Supervisor on alternative duties and follow expectations

Food Services:

- Prepare and distribute Grab and Go meals
- Follow CDC guidelines for disinfecting and sanitary practices
- Receive guidance from Supervisor on alternative duties and follow expectations

Tech Department:

- Support continued district operations
- Implement help desk procedures to provide support for remote users (teachers, staff, students)
- Continue to provide training for online learning to teachers
- Communicate with families to ensure they have access to internet and devices
- Receive guidance from Supervisor on alternative duties and follow expectations

District Office:

- Human Resources/Payroll will provide assistance to employees pertaining to EAP, counseling, hiring, and various resources employees might need
- Accounts Payable & Receivables will continue as normal to communicate with vendors, employees, and the public
- Communication with parents, employees, and the public will continue with normal operations in compliance with government directives
- Employees will receive guidance from direct Supervisor on alternative duties and follow expectations

Communications:

- Send timely, consistent messages to school families and staff
- Prepare and send press releases to media and community entities
- Continue to attend Administrator and District Planning meetings
- Receive guidance from Supervisor on alternative duties and follow expectations

COMMUNICATION PLAN

Stakeholders and the community should refer to communications sent by the District Office to ensure consistency. The Communications Specialist will give advice and recommendations on how to construct messages. We will continue to share the innovative and kind things that our schools are doing, even though we are not in the buildings.

We will continue to send messages to staff, families, and community entities with updates. We also have a page on our https://www.willistonschools.org/c_o_v_i_d-19, called “COVID-19.” We will post updates, resources, and FAQs on the web page. Sample message to parents: See Appendix A.

LEVEL OF CONTINUATION

We will follow full-continuation: Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work.

Measurable student progress is expected. Materials and instructional methods used might include all those listed above.

ENSURING STUDENT SUCCESS THROUGH ROBUST RELATIONSHIPS

Vision

The vision of Williston Public School District #1 is to welcome and celebrate the individuality of the students, staff, parents, and community. We educate with passion in a safe and respectful environment. We strive to educate with the highest level of technology. We pledge to prepare students to graduate and achieve personal success.

Mission

Our mission is to prepare students to be successful at the next level of education, work, and life.

In this unique situation, teachers and administrators are using online communication tools, personal phone calls, and positive notes of encouragement for students and families as frequently as necessary based on the needs of each student.

HEALTH AND SAFETY CONSIDERATIONS

Our District Level Emergency Team has reviewed the CDC guidelines and collaborated with the Covid-19 Coalition Partners Emergency Response Team and our Local Health Department to provide our principals and custodians with the necessary guidance to ensure the safety of our buildings and staff. We have been deep cleaning and disinfecting all buildings. We gave all custodians a list of cleaning duties to date and sign when the cleaning was completed.

Since we were on Spring Break March 16-20, many staff traveled. If staff traveled out of North Dakota or showed any symptoms of illness, they were instructed to self-quarantine and work from home following the CDC guidelines.

Teachers coming into the school are instructed to stay in their classrooms and not congregate in groups or common areas.

ATTENDANCE PROCEDURES

School closure has caused us to think creatively as how to ensure that our students are ready for the next grade level. Attendance and accountability for learning are important during the school closure. Our teachers are currently contacting students and parents through personal phone calls and virtual sessions to determine the family needs and how instruction will be facilitated from home. Attendance will be determined in various ways, including: completed work, online contacts through google hangout, google classroom, learning packets, and PowerSchool Unified Classroom. If students are not completing work or participating in learning, teachers will be contacting parents, principals, counselors, and social workers to work with families to develop plans for student engagement based on the needs of each student.

ENSURING EQUITABLE SERVICES FOR STUDENTS AND FAMILIES DURING CLOSURE

Preparing for Distance Learning

To provide education in the presence of a pandemic event or other event where students can't come to school is essential. WPSD #1 staff will continue to follow our professional development plan which will include: on-going training for PLCs, Design Thinking, Learning Menus (See Appendix C – Learning Menus), ELA and Math, Daily 5, SEL 1, Science, Social Studies, Music and PE training opportunities. District leaders will mobilize administrators and staff through Microsoft teams to evaluate additional needs. The method of delivery will change from face-to-face to virtual classrooms with the district approved online platform. Because our district has been incorporating innovative learning opportunities for students through online learning modalities and student menus, we will utilize administrators, teacher leaders, instructional coaches, strategists, interventionists, title I services, and digital innovators to facilitate training for all staff.

In addition to this, book studies, continuing education, and other CEU classes will be conducted as planned and designed throughout facilitators in compliance with requirements set forth by the University of North Dakota office of Continuing Education Department. Ultimately, all WPSD #1 teachers and staff will continue to have equitable access to these PD opportunities.

Educational Services

To be successful in preparing our students for the next level, Williston Public School District #1 believes continuation of education is a critical service we can provide to support our families.

Williston Public School District #1 recognizes that students learn in different ways. We will utilize a blended approach to learning that includes online learning, online or telephone contact between teachers and students, and learning packets (reading materials, worksheets, etc.).

Williston Public School District #1 utilizes PowerSchool Unified Classroom and Google Classroom as our learning management systems. Our online learning resources are all accessible through our district single sign on portal, CoyoNet powered by ClassLink. Utilizing these resources allows us to offer online training, instruction, and support to our faculty, staff and students.

Williston Public School District #1 is fortunate to have strong support from our school board and community. This support has enabled us to implement a 1:1 program for grades K-12 utilizing our learning management system, district approved supplemental learning applications, and the power of Google Chromebooks.

PowerSchool Unified Classroom

PowerSchool Unified Classroom leverages our existing partnership with the PowerSchool Student Information System to create a learning community for student activities. Teachers have access to powerful learning resources enabling stimulating and differentiated instruction. Students can complete lessons, submit assignments, and interact with their instructors and peers. (See Appendix B – Online Learning Resources)

CoyoNet District Portal

Williston Public School District #1 provides single sign on action to a variety of supplemental online resources (i.e. NoRedInk, Hapara, MobyMax, IXL). These resources are easily accessible via our portal, CoyoNet powered by ClassLink. (See Appendix B – Online Learning Resources)

ChromeBooks

Google provides powerful management capabilities to support our 1:1 implementation of Google Chromebook. The Chromebook has quickly become the most popular student device based on their excellent performance, tools, and manageability.

Williston Public School District #1 stresses the importance of augmenting and continuous professional development for our staff. Our teachers have been attending weekly and/or monthly training provided by our Digital Innovators and Technology Integration Specialists since 2016. We have used these opportunities to prepare our teachers to utilize online resources.

Recognizing a pandemic level event requires a new level of dependence on technology, our Digital Innovators and Library Media Specialists are assessing, assisting, and supporting our instructional staff in providing the best learning environment for each student. Training and support options include materials already developed, virtual team training, and one-on-one support for our teachers.

Student Access to Devices

Williston Public School District #1 provides Chromebooks to all students in grades K-9. Grades 10-12 have the option of utilizing their own device or a district provided Chromebook. Measures will be taken to ensure all students have a device during a closure.

- Devices were sent home with students prior to Spring Break in grades 5-12.
- Technology staff in partnership with building staff will oversee deployment of devices to any students who left their device at school and/or do not have a device at home through curbside pickup in accordance with CDC Guidelines.
- Teachers are communicating directly with their student families to determine which students need a device, Internet access, or additional support.

Assistive Technology

Williston Public School District #1 in partnership with Wilmac Special Education Unit will contact families with students who may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

Internet Access

High speed internet service within the geographical boundaries of Williston Public School District #1 is available from the following vendors: Nemont, Midcontinent, Northwest Communications Cooperative, Verizon Wireless, ATT Wireless, and Hughes Net.

Ensuring Access

We have completed a survey of parents identifying needs for home internet service for 5% of our student population (~235 students). Teachers are in communication with families to identify who needs access. Technology Services will work with those families to identify the appropriate internet option for each situation.

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.
- Offer alternative delivery methods to include telephone contacts and learning packets.

ACCESS TO ALL CLASSES

Through our district and school level teams, we have developed this structure for Models of Instruction:

Elementary (K-4)

During a partial or full closure, PowerSchool Unified Classroom, Google Classroom, Supplemental Online Resources, and learning packets will be used to virtually interact with our students synchronously and asynchronously to provide services and support. We are using Microsoft Teams to meet in grade levels and teams to collaborate and develop support. Learning opportunities will center around the premise of Learning Menus.

Bakken Elementary/Williston Middle School (5-8)

During a partial or full closure, PowerSchool Unified Classroom and Google Classroom will be used to virtually interact with our students synchronously and asynchronously to provide services and support. Bakken Elementary and Williston Middle School uses PowerSchool Unified Classroom and Google Classroom. Learning packets will also be available to students. Learning opportunities will center around the premise of Learning Menus. An example of a learning menu will be shared in our appendices.

High School (9-12)

Williston High School will use PowerSchool Unified Classroom, Google Classroom, Odysseyware and online supplemental curricular materials (i.e. No Red Ink, Microsoft Teams) to deliver content to our students. Williston High School will deliver content both synchronously and asynchronously. Williston High School uses the above methods of delivery in our regular school time. In the event of a closure, Williston High School will transition to the use of the online platforms to meet the learning targets set forth in our guaranteed viable curriculum. Students who are unable to connect to the online curriculum will be provided packets with the same materials.

CTE & Lab Sciences

Williston High School will use PowerSchool Unified Classroom, Google Classroom, Odysseyware and online supplemental curricular materials (i.e. No Red Ink) to deliver content to our students. Williston High School will deliver content both synchronously and asynchronously. Williston High School uses the above methods of delivery in our regular school time. In the event of a closure, Williston High School will transition to the use of the online platforms to meet the learning targets set forth in our guaranteed viable curriculum. Students who are unable to connect to the online curriculum will be provided packets with the same materials. Williston High School CTE and Lab Sciences will add the use of virtual field trips,

videos, kitchen-safe lab experiments and at-home projects. Teachers will also use Odysseyware virtual labs and lessons to meet the CTE and science lab requirements.

Services Assurances to Students with Needs

Williston Public School District #1 ensures equitable access to resources through our counselors, social workers, homeless liaison, and our WilMac Special Education Cooperative. We will describe in detail the nature of these services to better define how we achieve equitable access for all students.

PLAN FOR SCHOOL COUNSELORS/SOCIAL WORKERS/HOMELESS LIASON

The Williston Public School District #1 Counseling Program is dedicated to the education of the whole individual-intellectually, socially, emotionally, culturally, and physically. Together, we share the responsibility of helping each individual reach his or her potential as a lifelong learner and a contributing citizen for tomorrow's world. WPSD#1 counselors will continue to provide a comprehensive school counseling program and adhere to the ASCA virtual learning guidance and ethics during the school closures due to COVID-19. ASCA's guidelines have been reviewed and addressed by our team. The following links take you to the ASCA Position Statement on Virtual Counseling and Planning for Virtual Counseling During an Emergency Shutdown. We understand that working with students in a virtual setting poses challenges and limitations, but we will adhere to the same ethical guidelines, recognize and mitigate the limitations of virtual school counselor confidentiality, which may include unintended viewers or recipients. We will provide phone numbers and links for emergency and nonemergency situations when the school counselors are not available.

We will provide helpful links and resources for families.

We continue to believe:

- All students can achieve and meet high standards that will result in success.
- All students can achieve and deserve equitable access to resources, curriculum, and career exploration.
- School counselors must be leaders, advocates, and collaborators who create self-directed personal growth for all students.
- All students have access to a comprehensive school counseling program that is supported by stakeholders and is planned, managed, delivered, and evaluated by licensed professional school counselors.

The WPSD#1 counselors will continue to provide:

Direct Student Services

- Delivering our Core Curriculum by providing virtual lessons K-6 using the district's chosen platform
- Delivering information regarding academics, career/post-secondary planning, scheduling, and four-year rolling plans over electronic platforms for students grades 7-12.
- Advising with Individuals virtually, electronically, or via phone call and collaborating with parents to meet the child's needs
- Continuing to be responsive in the needs of our students by collaborating with parents/families and providing resources
- Encouraging students and their families to use appropriate online resources to enhance their academic, career, and social/emotional development (see district website)
- Be accessible to all students through email, phone, or online platforms for advising students

Indirect Student Services

- Consulting, collaborating, and making referrals with teachers, parents, and administrators virtually, electronically, or via phone call
- Provide a list of outside resources for parents and post on our district website
- Provide 24/7 emergency hotline numbers and links

Program Management

- Counselors will continue to collect data based on the academic, social/emotional, and career goals as set by the team each school year
- Elementary counselors will continue to plan for lessons, individuals, and provide resources for teachers and parents
- 7-12 counselors will continue to communicate regarding student academics, career/post-secondary planning, and scheduling resources for teachers and parents.
- Counselors will manage their comprehensive program by aligning their counseling program to the ASCA National Model, and ASCA's virtual counseling model during an emergency shut down

Non School Counseling Duties

- 504 Coordinator
 - Continue to coordinate the 504 plans for the district
 - Provide the list of accommodations to teachers for 'remote learning'
 - Communicate with parents
 - Provide information on 504 Parental Rights

The WPSD#1 Social Workers will continue to provide:

- School Social Workers will use various school/district approved communication tools (phone/email/online platforms) to facilitate contact with identified families of students (and students themselves as appropriate) in order to assess any potential needs of the students/families.
- Social workers will assist families in accessing community health and social services by identifying public, private, and faith-based organizations that provide services during a public health emergency.
- As part of this process, social workers will review and update the list of available outside mental health services, social/emotional and physical well-being support and share with parents and families as appropriate.
- Social workers will encourage families to continue accessing services throughout and after the school closure period and assist with this process when able/appropriate.
- Social workers will further provide inquiring families with community support or steps to take if they or their children are experiencing a mental health crisis during the closure period.
- Social workers may provide direct support through communication with students with proper permission and in consideration of school/district regulations/communication platforms.
- School Social Workers will be mindful of the impact the school closures will have on the mental health and wellbeing of school staff, and assist in providing support, information, resources, and referrals to staff as the need presents itself.

Homeless liaison Social Worker will connect with all identified families:

- Making sure all students have access to food, internet and devices
- Provide community resources and supports as needed
- Follow up with all community resources to be up to date with the current services available during this time.
- Coordinate needs of students for delivery of food, device and other needs when transportation is an issue.

SPECIAL EDUCATION

Private School (Special Education and Title 1)

During a partial or full closure, case managers/Title 1 teacher will communicate with families through e-mail, phone, and virtual platforms (i.e. Zoom) with our students and parents to provide services and support. Learning opportunities will be created by case managers, in collaboration with St. Joe's Elementary School and Trinity Christian School, utilizing learning packets and virtual platforms.

ECSE (PK Special Education)

During a partial or full closure, teachers will communicate with families through e-mail, phone, and virtual platforms (i.e. Zoom) with our students to provide services and support. We shall organize learning opportunities through learning kits/packets and when possible offer virtual support services. Case managers will update parents with weekly contact utilizing the various instructional packets made available to parents. Asynchronous (this will be used for the majority of instruction) and Synchronous (one to one is often the case for related services) will be utilized with individual students.

Special Education and 504

Students receiving special education services through an IEP are unique and require special education 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 a free and an appropriate public education (FAPE) to a child in accordance with their IEP.

Communications & Contingency Plan

The school district will work in conjunction with WilMac Multi-District Special Education Unit to ensure special education case managers and related service providers will communicate with parents/guardians to develop/implement a contingency plan for their child. A Contingency Plan is a document that outlines special education and related services during school closure. Special education personnel along with parents will collaborate to determine how to meet the IEP goals. Continued communication between team members will be essential for student success. Case managers will be available through specified office hours to be accessible to support families and students. Communication will be completed through telephone, email, teleconference or any other online platform. A Prior Written Notice of Special Education will follow any special education action.

Delivery of Services During School Closure

Distance Learning- for special education students may include virtual learning, web-based sites, online services and telephone contacts. Contingency learning plans could also utilize textbooks, workbooks, paper packets, documents made available on technology devices, web-based resources and other internet content. In cooperation with WilMac, the district will utilize HIPPA compliant virtual platforms for case management duties and service delivery.

School Based Services - are considered when local and state officials will permit students (i.e. Individual or small group) to participate in educational activities within the school building.

Homebound services - will be considered on a case by case basis determined by local/state health official guidance allowing special education personnel to safely provide person to person therapy.

Special Education Actions

IDEA Timelines - The WilMac Multi-District Special Education Unit as a general principle, during this unprecedented national emergency, will work with parents to reach mutually agreeable extensions of time, as appropriate. (i.e. Special Education referrals, assessments, and timelines)

Hosting an Individual Education Plan (IEP) - IEP team meetings will be held in accordance with current community health standards either in person or virtual meetings.

FEDERAL PROGRAMS

School-wide Title I, Title II, Title III, Title IV, Title VI, Targeted Support, and CTE programs will continue and requirements followed. In this time of distance learning and social distancing we will continue to reach out to our non-public schools and support them through this time. Our employees hired through our federal programs will continue to support our at-risk populations through collaboration with WPSD#1 stakeholders to provide supplemental services to raise the academic achievement for all students.

Title I and Strategists

Title I Teachers and Strategists will continue to collaborate with grade level teachers for at-risk students and provide services via online modalities, packets and phone calls.

EL Learners

English Learners will continue English Language Development (ELD) with specialized online classes provided by their EL instructors guided by the distance learning plan set forth by Williston Public School District #1.

All English Language (EL) instructors will use Google Classroom, PowerSchool Unified Classroom and Microsoft Teams to deliver assignments, communication, and feedback for students. How-to videos will be produced and posted within that platform to show students how to navigate these platforms and any other online tools that are used for instruction.

All instructions for online education will be sent to parents in a language they understand, to the extent practicable, via US Postal Service and email. Each instructor will include their times and dates for virtual meetings, as well as her availability during office hours.

EL instructors will utilize Google Hangouts or Microsoft Teams to virtually meet with students and give them a sense of continued unity in their grade-level groups for a minimum of 30 minutes per week. Each instructor will be available in Google Hangouts or Microsoft Teams

providing availability to students and parents for three hours daily, 1.5 hours each in the morning and afternoon.

Elementary School Specifics, grades K – 4

All elementary EL instructors, with the exception of Hagan Elementary, will meet with each grade level team one hour, once a week, to determine how to support English Learners during general classroom instruction with accommodations according to each student's Individualized Language Plan (ILP). At least once a week EL instructors will meet as a team with the EL Coordinator and EL Director to determine how to specifically support each student's English Language Development and achievement in general education classes.

Hagan Elementary has a paraprofessional operating under supervision of an EL Teacher due to staffing shortages. The paraprofessional at Hagan Elementary will meet with each grade level team one hour, once a week, to determine how to support English Learners during general classroom instruction, with accommodations, according to each student's ILP. The paraprofessional will communicate efficiently and seek guidance from the supervising EL Teacher, acting as a liaison between departments.

Paper packets will be mailed to Hagan EL students via US Postal Service along with a letter explaining how to do the work. A letter to parents will be included, as well as contact information/office hours for the supervising EL Teacher, in a language they can understand, to the extent practicable.

The paraprofessional at Hagan will meet with the supervising EL Teacher to determine best practices for ELD with paper packets at least twice a week. The supervising teacher is the EL Coordinator.

Bakken Elementary, grades 5 – 6

The EL instructor will virtually meet with EL students in grade-level groups and newcomers synchronously once a week for 45 minutes each. The EL instructor will meet with each grade-level team one hour, once per week, to determine how to support English Learners during general classroom instruction, with accommodations, according to each student's ILP. There are eight teams at Bakken Elementary. Additionally, the EL instructor will meet with the EL team, EL Coordinator, and EL Director at least once a week to determine how to specifically support each student's English Language Development and achievement in general education classes.

The paraprofessional will meet virtually for 45 minutes twice per week, with the supervising EL teacher to determine best practices to meet the needs of EL students. The paraprofessional will meet virtually with students, during times when EL teacher is in team meetings, to support EL students. The supervising teacher is the Bakken EL instructor.

Williston Middle School, grades 7 – 8

The EL instructor will meet virtually with EL students in each grade-level group and a newcomer group synchronously each for one hour, four days a week. The EL instructor will meet with her assigned team one hour, at least four days a week, to determine how to support English Learners during general classroom instruction, with accommodations, according to each student's ILP. The assigned team is the Blue Team; however, the instructor will be available to work with each team at the school. Additionally, the EL instructor will meet with the EL team, EL Coordinator, and EL Director at least once a week to determine how to specifically support each student's English Language Development and achievement in general education classes.

Williston High School, grades 9 – 12

The EL instructor will virtually meet with EL students in each class as the school day was designed before distance learning was in effect. The newcomers will have a synchronous, virtual class of at least one hour at least four days a week. Afternoon classes will have asynchronous, daily assignments for each of the three classes and a brief synchronous class two days a week.

The EL instructor will meet with any general education instructors virtually or communicate via email during EL office hours to determine how to support English Learners during general classroom instruction, with accommodations, according to each student's ILP. The EL instructor will meet twice weekly (virtually) with a predetermined team of high school teachers. Additionally, the EL instructor will meet with the EL team, EL Coordinator, and EL Director to determine how to specifically support each student's English Language Development and achievement in general education classes.

The paraprofessional will virtually meet with students daily for two hours, one hour in the morning and one hour in the afternoon, to help and support them with the assignments for general education classes. These meetings will take place while the EL instructor is not having office hours. The paraprofessional will virtually meet with the supervising EL teacher daily to determine best practices to meet the needs of EL students. In addition, the paraprofessional will communicate daily with general education teachers. The supervising teacher is the high school EL instructor.

Individualized Language Plans (ILPs)

ILPs will be placed in each student's electronic file via email, document sharing, or scanning. The ILP is a working document and will be updated, as needed before being filed.

Parent Communication

All teachers are encouraged to communicate with parents frequently in a language they understand, to the extent practicable. On-demand interpretation is available to every teacher and administrator in the district through Language Line. Teachers do not need permission to use this service. Document translation is also performed by Language Line and is available to all

teachers, but with administrative approval. Messaging and emails can be composed in English and received by parents in a language they understand, to the extent possible using the options provided by the free applications “Talking Points” or “Remind.” Formal messages should always be translated by Language Line. As deemed necessary, and with prior approval during this time, a live Spanish-speaking interpreter already employed by the school district may provide oral interpretation.

HIGH QUALITY, EFFECTIVE, STANDARDS-BASED EDUCATION

Provisions for instructional support

Assessment

Grade-level assessments have been developed prior to that pandemic and WPSD will continue to utilize these assessments; however, the delivery method will be adjusted and differentiated to meet the needs of all students. This includes all WPSD k-12 students and their schools, respectively.

Grades

Core classes will continue to follow our policies, practices, and grading structure during a closure due to the Covid-19 pandemic. Specifically, K-4 grade schools will continue to use standard-based reporting while Bakken Elementary (5-6), Williston Middle School and Willison High School will use letter grades.

Remediation

We will continue our current services for credit recovery, remediation, and summer school opportunities as needed.

Academic progress monitoring

WPSD #1 teachers will continue to meet as grade-level teams to discuss instructional best-practices, methods, and strategies. This planning time will continue to monitor students’ academic progress in all academic areas; including, but not limited to: ELA, Math, Social Studies, Science, Social Sciences, and SEL. While our district is still in the beginning stages of professional learning communities (PLCs), the framework and model will be what is used.

WPSD #1 teachers will continue to use grade-level assessments. Assessments will be virtual, formative, and summative through our online platforms and by student work. Student progress will continuously be monitored and addressed on a weekly basis. Any differentiation to instructional delivery or interventions will be discussed during grade-level PLCs. Similar to our

current MTSS model, if teachers identify academic concerns or adjustments, differentiation of instruction will occur as identified through our MTSS intervention plan.

Curriculum guides for each academic area will continue to be followed. With distance learning, WPSD #1 will continue to monitor instructional delivery through our weekly PLCs and make adjustments to scaffold learning as needed. In addition to our grade-level PLCs, WPSD #1 will reach out to REA and DPI for guidance and support to successfully provide academic learning for all students.

Elementary (K-4)

WPSD #1 has five K-4 elementary schools: Hagan, Lewis & Clark, McVay, Rickard, and Wilkinson. Student progress monitoring will be done through district-approved modalities. This includes Google Classroom, Microsoft Teams, CoyoNet, school emails, and phone calls. Grade-level teams will meet frequently with students and parents to address instructional needs of their students.

K-4 teachers will offer virtual and asynchronous delivery to their instruction. Progress monitoring will be done frequently utilizing these district communication tools. Teachers will be meeting with grade-level and district-level curriculum leaders to discuss instructional delivery, teacher and student progress, and instructional plans, moving forward. To maintain compliance and accountability of instructional planning and implementation, teachers will verify daily assignment understanding and completion using district-approved modalities.

Bakken (5-6)

Student progress monitoring will be done through district-approved modalities. This includes Google Classroom, Microsoft Teams, CoyoNet, school emails, and phone calls. Grade-level teams will meet frequently with students and parents to address instructional needs of their students.

Fifth and sixth (5-6) grade teachers will offer virtual and asynchronous delivery to their instruction. Progress monitoring will be done frequently utilizing these district communication tools. Teachers will be meeting with grade-level and district-level curriculum leaders to discuss instructional delivery, teacher and student progress, and instructional plans, moving forward. To maintain compliance and accountability of instructional planning and implementation, teachers will verify daily assignment understanding and completion using district-approved modalities.

Middle/High (7-12)

Student progress monitoring will be accomplished through the use of PowerSchool, Google Classroom, and frequent communication between home and school. Teachers will have time daily to plan and collaborate with their teams. Teachers will be available to their students through Google Classroom, Microsoft Teams, phone communication, email, and time to monitor daily student progress with work that has been assigned. Tutors and academic support personnel will be available for students who are struggling to complete academic coursework.

Teachers will make weekly phone calls (at least one per week) home to each student. Elementary teachers will call students assigned to their classrooms. Middle School and High School teachers will call students assigned to their Advisory Classes.

Teachers will meet weekly with their grade level teams to discuss data in an effort to meet the needs of all students.

STUDENT MEALS AND FEEDING

We recognize the need that many students rely on school meals during the day, and we will offer meals Monday through Friday during school closure. This starts Monday, March 23. FREE grab and go meals will be available for all students ages 1-18 from 11:30-12:30 Monday-Friday at 4 locations around Williston.

- McVay Elementary – on sidewalk in front of building
- Bakken Elementary – pick up outside door 4.
- Hagan Elementary - pick up outside door 5
- Housing Authority Park – pick up on 4th Ave W (behind Williston Auto

Directions given to parents:

- Please remain in vehicle at all times
- One car will be served at a time
- Relay how many breakfasts and lunches are needed
- Meals are for students ages 1-18
- Breakfast will be grain, protein, fruit and milk
- Lunch will be entrée, fruit, vegetable and milk
- Wait for awesome lunch lady to bring bags to car
- Children do not have to be present to receive a meal
- All meals are FREE!
- Smile and Wave!

DISTRICT OFFICE PROCESSES

Our District Office consists of several departments including accounts receivable, accounts payables, payroll, human resources, enrollment, communications, and student services. These services are essential to daily business and will continue to function as directed by the Superintendent while remaining in compliance with governmental regulations.

WPSD #1 has approved flexible scheduling and availability for non-essential staff. Essential staff will be required to work their normal schedules with direction from the Superintendent or designee. Federal and state guidelines in reference to payroll and Human Resources issues will be followed.

Appendix A – Sample Letter



Dr. Jeff Thake, *Superintendent*
Lori Olson, *Assistant Superintendent*

Joanna Baltes, *School Board President*
Thomas Kalil, *School Board Vice President*
Sara Kasmer, *School Board Member*
Heather Wheeler, *School Board Member*
Cory Swint, *School Board Member*

FOR IMMEDIATE RELEASE

March 18, 2020

In an effort to combat COVID-19 further in our schools, we are closing schools until April 6, 2020. With the health and well-being of our students, employees, and community remaining the top priority, WPSD#1 is announcing the following actions:

ACADEMICS

We are planning educational opportunities for students. More information about specific learning opportunities will come soon, as we are evaluating options that will be best for students. At this time, Administrators, Teachers, and Support Staff will be meeting early next week to discuss and plan for learning opportunities. Please continue to check messages for updates.

FOOD SERVICES

WPSD#1 recognizes the need that many students rely on school meals during the day and we plan to offer limited meals during school closure. Free Grab and Go Meals will be available to all students ages 1-18 from 11:30-12:30 Monday-Friday. The meal pick up locations will be at Bakken Elementary (Door 4) and Housing Authority Park.

Meals are available for anyone ages 1-18 at all locations. Meals will be bagged and taken off site for consumption. Students will not be allowed inside any building to eat. Meals will only be given to students that are present in the vehicle. At this time, the meal will consist of an entree, fruit, vegetable and milk. A grab and go breakfast for the next day will be available.

All meals for students are FREE.

EVENTS

Following CDC guidelines and guidance from the Governor, all events, athletics, and activities are suspended.

SCHOOL CLEANING AND PERSONAL HEALTH

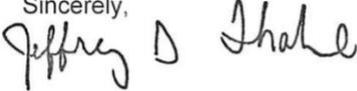
All schools and classrooms are in the process of being deep-cleaned and disinfected.

If you have traveled out of North Dakota or have questions about Covid-19, please refer to the [CDC website](#).

The [North Dakota Department of Health](#) also has a quick survey that you can take, if you are unsure to self-quarantine.

Please continue to check your email, text messages, phone messages, [district website](#) and district [Facebook](#) for information. Additional statements will be made to the public in the coming days. As everyone knows, we are currently in a situation that is changing rapidly. We are all experiencing a situation that is unprecedented, and we are continually making plans based on consultation and guidance from City and State leaders.

Thank you for your patience and understanding during this time and keeping our schools safe!

Sincerely,


Dr. Jeffrey Thake
Williston Public School District #1 Superintendent

Appendix B – Online Resources

PowerSchool Unified Classroom - <https://www.powerschool.com/solutions/unified-classroom/>

“PowerSchool empowers teachers with one solution to improve instruction and personalized learning in the classroom with unified, full-featured capabilities for attendance, lesson plans, standard-based grading, digital content, assignments, behavior, assessments, and collaboration.”

CoyoNet - <https://launchpad.classlink.com/williston1>

“ClassLink provides OneClick single sign-on into web and Windows applications, and instant access to files at school and in the cloud. Accessible from any computer, tablet or smartphone, ClassLink is ideal for 1to1 and Bring Your Own Device (BYOD) initiatives.”

Google Classroom - https://edu.google.com/products/classroom/?modal_active=none

“Classroom helps students and teachers organize assignments, boost collaboration, and foster better communication.”

Microsoft Teams - <https://products.office.com/en-us/microsoft-teams/group-chat-software>

Odysseyware - <https://www.odysseyware.com/>

Hapara - <https://hapara.com/>

MobyMax - <https://www.mobymax.com/>

NoRedInk - <https://www.noredink.com/>

IXL - <https://www.ixl.com/>

Appendix C – Learning Menus

 STUDENT CHECKLIST				
Name				
Class/ Date				
Focus for the Week:	<Insert focus skills or I can statements.>			
My Goal for the Week:				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
   	   	   	   	   
<Student Tracking>				
Self Assessment <small><Student rates understanding using scale of 1-4></small>	Self Assessment	Self Assessment	Self Assessment	Self Assessment
Teacher Check	Teacher Check	Teacher Check	Teacher Check	Teacher Check
Anything I want my Teacher to Know?				



STUDENT CHECKLIST

Name					
Class/ Date					
Focus for the Week:	<Insert focus skills or I can statements.>				
My Goal for the Week:					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
☺☺☺☺☹	☺☺☺☺☹	☺☺☺☺☹	☺☺☺☺☹	☺☺☺☺☹	
<Student Tracking>					
Self Assessment <Student rates understanding using scale of 1-4>	Self Assessment	Self Assessment	Self Assessment	Self Assessment	Self Assessment
Teacher Check	Teacher Check	Teacher Check	Teacher Check	Teacher Check	Teacher Check
Anything I want my Teacher to Know?					



Dr. Jeff Thake, *Superintendent*

Lori Olson, *Assistant Superintendent*

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Thomas Kalil, *School Board Vice President*

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Heather Wheeler, *School Board Member*

Cory Swint, *School Board Member*

Specifics of student and teacher expectations for learning

K-4: Lewis & Clark, Hagan, McVay, Rickard, Wilkinson

K-4 students and staff will adhere to the following schedule. K-4 staff will work with parents to provide flexibility and communication each day. The following times outline when lessons will be recorded by teachers. Teachers will communicate when classroom participation is required.

8-8:50AM: Daily prep with virtual staff meetings

9-10AM: Reading K and 1st (Virtual Teaching and stay available for questions and remediation)
RM- (four groups)

10-11AM: Math 2nd 3rd and 4th (Virtual Teaching and stay available for questions and remediation)
CMC (four groups)

10-11AM. Math K and 1st (Virtual Teaching and stay available for questions and remediation)
CMC Math (Three groups)

11:15-12:15PM: Lunch

12:30-1:30PM: Reading 2nd, 3rd, and 4th Reading (Virtual Teaching and stay available for questions and remediation)
RM (Four groups)

1:30-3:30: (Virtual lessons with activity to be completed)

- 30 min Science
- 30 min. Social Studies
- 30 min PE
- 30 min Music
- **30 min SEL lesson and class meeting Virtual- (Classroom Teacher 4 days a week and Counselor 1 day a week)**

5-6: Bakken Elementary School

Bakken Elementary Staff will work with parents to provide flexibility and communication each day.

8:00 – 9:30 – Staff time to meet as teams, lesson plan, check on student progress. Use Microsoft Team, Google, etc.

9:30 – 3:15 – Available to students through email, phone calls, Microsoft Teams, Google classroom based on their class schedule. For example:

9:30 – 10:15 – Reading Block Time

10:15 – 11:00 – Core Class 1

11:00 – 11:45 – Core Class 2

11:45 – 12:30 – Lunch

12:30 – 1:15 – PE/Music

1:15 – 2:00 – Core Class 3

2:00 – 2:45 – Core Class 4

2:45 - 3:30 – Staff will communicate with all students at least once per week. Staff will progress monitor students, make checks for students who we need extra support.

7-8: Williston Middle School

All WMS teachers will assign instruction and work to students through google classroom. Each teacher has 4 hours of office time that will vary according to the staff member needs. Staff members will also be available by appointment for phone conferences or google meetings. Parents will be contacted if students are not active after three days. The intent is to allow students to work on assignments when they can to fit into their home schedule needs. Strategists, Interventionists, Counselors, and Social Workers will also be checking with students once a week to ensure students are staying on course academically and emotionally. Williston Middle School Staff will also work with parents to provide flexibility and communication each day.

BLUE Team Teachers:

- Mr. J.Finders, Language Arts: 8:30 a.m.-12:30 p.m. and by appointment josh.finders@willistonschools.org
- Ms. Flesness, Life Science: 10:00 a.m. to 2:00 p.m. and by appointment pamela.flesness@willistonschools.org
- Mrs. Branham, Global Studies: 8:00 a.m. - 12:00 P.M. and by appointment crystal.branham@willistonschools.org
- Mr. Henneberry, Math 7 and Pre-Algebra: 10:00-2:00 and by appointment kim.henneberry@willistonschools.org

- Mr. Rizzo, Lifetime Fitness: 9:00 am - 1:00 pm and by appointment. michael.rizzo@willistonschools.org
- Roxanne Klein, Special Education: 10:00-2:00 and by appointment. roxanne.klein@willistonschools.org
- Rachel Anderson, Health: 3:00-7:00 and by appointment rachel.anderson@willistonschools.org

GREEN Team Teachers:

- Mrs. Francesca Land, *Language Arts/Resource*: 4:00 pm-8 pm and by appointment for Google Meet; texts, phone calls or emails any time between 8 am to 9 pm. francesca.land@willistonschools.org
- Mrs. Gina Holman, *Life Science*: M-F 1pm-5 pm. gina.holman@willistonschools.org
- Mr. Anthony Westphal, *Global Studies*:10:00 am - 4:00 pm. anthony.westphal@willistonschools.org
- Mr. Douglas Sarara, *Math 7 and Pre-Algebra*: 2pm - 6 pm. douglas.sarara@willistonschools.org
- Ms. Bonnie Belcourt, *Special Education*: 10am to 3:30pm and anytime via text, phone or email from 9am to 9pm. bonnie.belcourt@willistonschools.org
- Mr. Wade Stueve, *Physical Education*: 1pm-5pm, email 8 am and 10 pm wade.stueve@willistonschools.org
- Ms. Ann Fetzer, *Math and Language Arts Tutor*:12 pm - 4 pm ann.fetzer@willistonschools.org
- Mrs. Nancy Burkett, *Language Arts Tutor*: 12 pm- 4 pm, email 8am-10pm nancy.burkett@willistonschools.org
- Mr. Devin Wittmaier, *Science Electives and Dean of Students*: video calls 8-10 am and 2-4 pm, phone or email from 8 am- 4pm. devin.wittmaier@willistonschools.org

YELLOW Team Teachers:

- Mrs. Veronica Pugliese, Language Arts: 9:00 am- 1:00 pm and by appointment. veronica.pugliese@willistonschools.org
- Mrs. Kelly Wilcox, Math 7 & Pre- Algebra: 10:00 am- 2:00 pm and by appointment. kelly.wilcox@willistonschools.org
- Ms. Danika Owan, Life Science: 9:00 am-11:00 am and 6:00 pm- 8:00 pm danika.owan@willistonschools.org
- Mr. Mark Holman, Global Studies: 9:00 am- 3:00 pm mark.holman@willistonschools.org
- Mrs. Ellen Wittmaier, Art: 9:30 am- 3:00 pm ellen.wittmaier@willistonschools.org

- Mrs. Mary Johnston, Family & Consumer Science: Email 7:30 am- 3:30 pm. Office Hours 9:00 am to 11:00 am and 1:00 pm to 3:00 pm mary.johnston@willistonschools.org
- Mr. Shawn Sneva, Phy. Ed/Lifetime Fitness: 10:00 am- 2:00 pm shawn.sneva@willistonschools.org
- Mr. Ira Compton, Technology and Engineering (ND CTE): 9:00-2:30 p.m. (lunch 11:30-12:00) ira.compton@willistonschools.org
- Ms. Elizabeth Haaland, Band Long-term Sub: 9:00-11:00 am and 1:00-3:00 pm and by appointment elizabeth.haaland@willistonschools.org

PURPLE Team Teachers:

Purple Team teachers have a team meeting every day from 9:00-9:30am. Email anytime we will respond ASAP.

Appointment can be scheduled to fit your needs too. Please don't hesitate to ask questions!

- Mr. Matthew Liebel, *Earth Science*: matthew.liebel@willistonschools.org
 - M&Th(8-9am, 5-8pm) Tu(8-9am, 1-4pm) W&F(8-9am, 10am-12pm, 1-2pm)
- Mr. Aaron Finders, *Math & Algebra*: aaron.finders@willistonschools.org
 - M-F(10am-12pm, 1-3pm)
- Mr. Tyler Negri, *US History*: tyler.negri@willistonschools.org
 - M-F(11am-1pm, 4-6pm)
- Mrs. Alexandria Rienert, *English*: alexandria.reinert@willistonschools.org
 - M-F(11am-3:00pm)
- Ms. Lyndie Monson, *Health*: lyndie.monson@willistonschools.org
 - M-F(10am-2pm)
- Mr. Greg Svihl, *Technology*: greg.svihl@willistonschools.org
 - M-F(10am-12pm, 1-3pm)
- Mrs. Krystal Kvernum, *Math Tutor*: krystal.kvernum@willistonschools.org
 - M-F(9:30-11:30am, 4-6pm)
- Mr. Lamar Murchison, *History Electives*: lamar.murchison@willistonschools.org
 - M-F(10am-12pm, 2pm-4pm)
- Ms. Katrina Teskey, *Special Education*: katrina.teskey@willistonschools.org
 - M&F(8-9am, 10am-1pm) Tu&Th(8am-10:30am, 5-7pm) W(8am-12:30pm)
- Ms. Emily Anderson, *Strings/Orchestra*: emily.anderson@willistonschools.org

- M-F(9:30am-12:00pm, 2:30-5:00pm)

RED Team Teachers

Name	Monday	Tuesday	Wednesday	Thursday	Friday	
Tami Hunter	10 am - 2 pm	monique.hunter@willistonschools.org				
Karen Toavs	8 am - 12 pm	karen.toavs@willistonschools.org				
Tara Hoggarth	9 am - 1 pm	tara.hoggarth@willistonschools.org				
Jackie Johnson	9 am - 1 pm	jackie.johnson@willistonschools.org				
Tristae Kuhn	9 am - 1 pm	tristae.kuhn@willistonschools.org				
Chad Askim	9 am - 1 pm	chad.askim@willistonschools.org				
Felipe Aldwin	9 am - 1 pm	aldwin.felipe@willistonschools.org				
Nicole Richter	10 am - 2 pm	nicole.richter@willistonschools.org				
Doug Richter	9 am - 1 pm	douglas.richter@willistonschools.org				
Gary Heaney	12 pm - 4 pm	gary.heaney@willistonschools.org				

9-12: Williston High School

Here are the expectations for the high school teachers and students. Staff will also work with students and parents to provide flexibility and communication each day.

- 1) 3 hours of content online, per class, per week will be delivered synchronously and asynchronously. This is our first target. We will reassess and see if this was too much or too little content. Students have at least 5 classes, with most having 6/7 classes, so that is 15-21 hours of virtual content a week, total.

- 2) 1.5 hours of virtual office hours in the a.m., and 1.5 hours of virtual office hours in the p.m., set up by the teachers after checking with students on what times would work the best.
- 3) Once a week, each teacher will call and speak with their Advisory students are doing academically and emotionally.
- 4) Bi-weekly department meetings with an admin. These will be on Tuesdays and Thursdays. With building administration present, the department will evaluate how the curriculum is going, different needs of students, tech concerns, teacher concerns.