



# **Belcourt School District #7**

## **Distance Learning Plan**

### **COVID-19 Response**

Submitted to North Dakota Department of Public Instruction  
on  
March 25, 2020

#### *District Distance Learning Intent*

*To educate and graduate the students of North Dakota through the end of the academic year while maintaining the health and safety of students, staff and community.*

#### **Introduction**

Belcourt School District #7 takes the well-being of our students very seriously. Employees have been working diligently on the Distance Learning Plan to ensure quality educational services continue for Turtle Mountain Students in spite of the impact the COVID-19 Pandemic has had on our community, state, country and world. Above all, ensuring equity amongst all students has driven decisions in presentation of instructional delivery included in this plan. Course content will be [OCR compliant](#). We are confident that we can continue to effectively serve our students through innovative modes of instructional delivery, providing standards-based learning opportunities, daily meals, and technology support.

**\*\*This plan is also submitted on behalf of Ojibwa Indian School, who receives State Foundation Aid through a Donation Agreement between North Dakota Department of Public Instruction and the Bureau of Indian Education.**

## PANDEMIC—EPIDEMIC JOB ROLES

PERSONNEL	JOB ROLES
All	<ul style="list-style-type: none"> <li>• Take precautions as directed by the Center for Disease Control (CDC) and North Dakota Department of Health (NDDoH).</li> <li>• Encourage hand washing.</li> <li>• Adults that exhibit symptoms will remain home.</li> </ul>
Administrators	<p><b><u>Normal School Operations</u></b></p> <ul style="list-style-type: none"> <li>• Monitor attendance of students to determine the impact.</li> <li>• Report any significant elevations in absences to Rolette County Health and/or Indian Health Services.</li> <li>• Promote attendance policies that reinforce students who are sick to stay home.</li> <li>• Be prepared to address large numbers of staff absences.</li> <li>• Prepare distance learning plan in the event of a prolonged closure.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Identify essential personnel.</li> <li>• Set alternate office hours and provide to Belcourt School District #7 Superintendent’s office.</li> <li>• Execute distance/virtual learning programs.</li> </ul>
Secretary	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of absence policy changes to inform parents and families.</li> <li>• Assist keeping symptomatic students away from well students and contact parents.</li> <li>• Follow recommendations from school nurses on how to address student illness.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>

<p style="text-align: center;"><b>Custodian</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Follow enhanced cleaning procedures as prescribed by supervisor and CDC and/or ND DoH cleaning guidelines.</li> <li>• Clean highly touched surfaces daily.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Follow Bureau of Indian Education (BIE) Guidelines for cleaning protocols.</li> <li>• Follow enhanced cleaning procedures as prescribed by supervisor and CDC and/or ND DoH cleaning guidelines.</li> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>
<p style="text-align: center;"><b>Nurse</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Provide support to building principals and staff with response guidance and actions.</li> <li>• Assist in providing support to students exhibiting symptoms.</li> <li>• Ensure schools have needed medical supplies.</li> <li>• Monitor absence levels across the district and report any areas of concern to District officials.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Continue to provide recommendations to the district office in regard to closure.</li> <li>• Provide guidance as needed for various stakeholders.</li> <li>• Assist building principals with implementation of telehealth as needed for students.</li> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>
<p style="text-align: center;"><b>Teacher</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Students that are symptomatic should be kept away from well students and parents contacted.</li> <li>• Be prepared to continue instructional opportunities in the event of a closure. Be prepared to continue teaching from home/office.</li> <li>• Reach out to parents to prepare them for the event of a closure.</li> <li>• Reassure your students and provide emotional supports as needed.</li> <li>• Direct additional supports as necessary including counseling services.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Execute distance learning plan.</li> <li>• Collaborate (on-site and through virtual learning opportunities) as needed to continue focus on PLCs.</li> <li>• Set daily virtual office hours and inform students (families).</li> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>

<p><b>Tech Dept.</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Ensure operations of educational tools needed for online learning.</li> <li>• Prepare to support teachers in providing instruction remotely.</li> <li>• Organize and clean all mobile devices and develop a process to provide devices to students for virtual learning.</li> <li>• Provided additional training and support as needed.</li> <li>• Prepare for help desk operations.</li> <li>• Create a survey to gather information schoolwide on internet and device access.</li> <li>• Coordinate with Internet Providers on internet access to student homes.</li> <li>• Prepare for implementation of help desk operations during closure.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Implement help desk operations.</li> <li>• Continue to support educators and needs.</li> <li>• Provide relevant (education, health, community) links on school website for educators, parents, students and community.</li> </ul>
<p><b>Food Service</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Prepare for food service to transportation should a closure occur</li> <li>• Work with public relations to inform stakeholders as needed.</li> <li>• Complete food production records and reimbursement requirements</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate with Summer Lunch Program to extend food service to every child (1-18 years old) within the school district</li> <li>• Complete food production records and reimbursement requirements.</li> <li>• Operate breakfast and lunch distribution and/or delivery for food service.</li> </ul>
<p><b>Transportation</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Prepare to assist the Food Service for food distribution if a closure would occur.</li> <li>• Determine food distribution points along bus routes and/or curb-side service at the school.</li> <li>• Prepare mini buses for food distribution: sanitization, stock personal protective gear, and refill log sheets</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Collaborate with Food Service for food distribution and/or delivery for food service.</li> <li>• Inform community of established food distribution points along bus routes and/or curb-side service at the school.</li> <li>• Use mini buses for food distribution: sanitization, stock personal protective gear, and refill log sheets</li> </ul>

<p><b>District Office</b></p>	<p><b><u>Normal Operations</u></b></p> <ul style="list-style-type: none"> <li>• Prepare communications, press releases, and statements to share information with stakeholders.</li> <li>• Begin initial preparations for pandemic.</li> <li>• Begin activating plans for distance/virtual learning opportunities for students.</li> <li>• Maintain contact and monitor information from NDDoH, NDDPI, and BIE..</li> <li>• Attend district administration meetings to ensure consistency of messaging.</li> <li>• Test communications systems to ensure they will be available when needed.</li> <li>• Create a communication portal on the district website.</li> <li>• Maintain contact and work with Rolette County Public Health and Indian Health Services.</li> <li>• Determine event and school closures based on recommendations.</li> <li>• Identify essential personnel and work duties in the event of a closure.</li> <li>• Prepare for business operations to continue as needed during a closure.</li> <li>• Prepare guidance for staff on leave and work hours during closure.</li> <li>• Prepare for instruction and support services during closure.</li> <li>• Prepare for transportation needs during closure.</li> <li>• Prepare for food distribution during closure.</li> </ul> <p><b><u>Extended Closure</u></b></p> <ul style="list-style-type: none"> <li>• Execute closure plan.</li> <li>• Prepare reintegration plan as closure concludes.</li> <li>• Continue to prepare communications, press releases and statements for stakeholders.</li> <li>• Continue to attend district administrative meetings/conference calls to ensure consistency of messaging.</li> <li>• Continue to work with agencies related to health and school closures.</li> <li>• Provide support, as necessary, for staff to engage in a distance/learning environment.</li> <li>• Identify essential personnel and work duties during closure.</li> </ul>
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## **COMMUNICATION PLAN**

BSD#7 consistently communicates regularly with staff, students and parents via:

- School website
- NASIS Alert System
- School Social Media Accounts
- [BIE Website](#) and [Department of Interior, Bureau of Indian Affairs](#) have updates about COVID-19 and authorized documents for public release.

Press releases, school closures, FAQs and other information pertaining to COVID-19 are continuously updated to the above mentioned modes of communication (See Attachment A).

## **LEVEL OF CONTINUATION**

BSD#7 plans on 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 include asynchronous and synchronous instruction.

## **ENSURING STUDENT SUCCESS THROUGH ROBUST RELATIONSHIPS**

### **Vision Statement**

Excellence in academics, community and cultural education-where every employee is a teacher, every parent a partner, every child a winner.

### **Mission Statement**

Ensure excellence and respect for the local culture.

### **Beliefs**

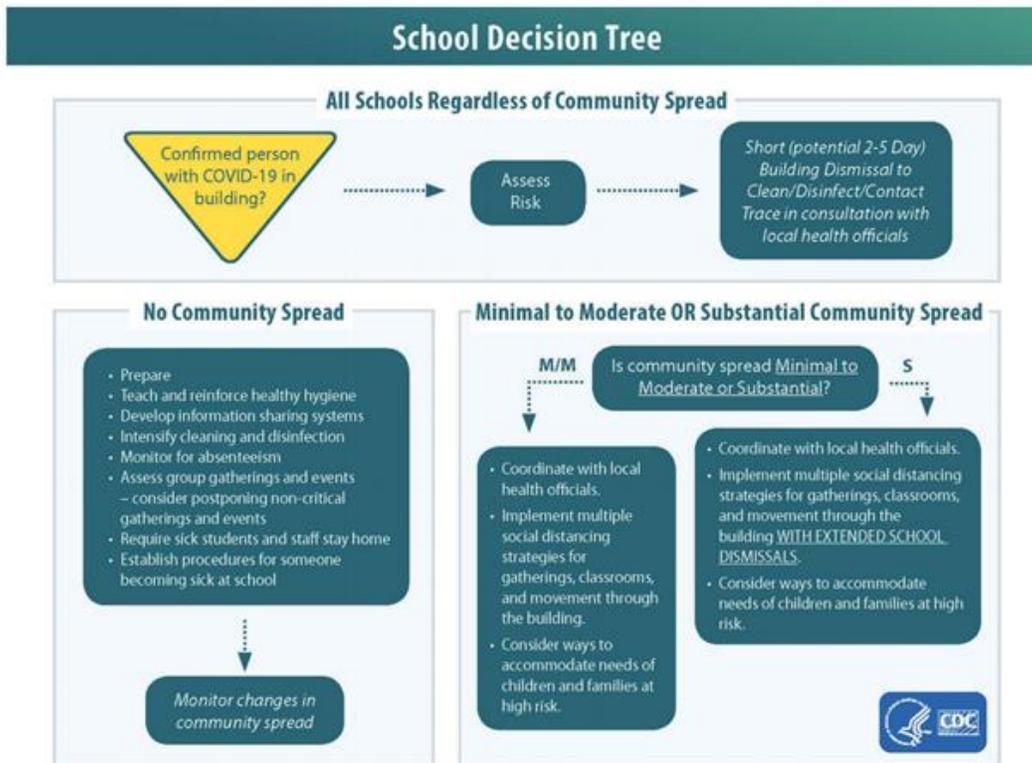
We believe that parents play an integral role in the education of his/her child. Through collaboration, it takes a team to provide the highest quality of instruction to our Turtle Mountain Students. Regardless of the obstacles in front of our Native American students, working together empowers all learners to succeed, ultimately becoming productive citizens of our community.

BSD #7 recognizes the importance of keeping student relationships a top priority. Although the modes of instruction, student support, and communication have changed during this pandemic, the quality and strength of our relationships will endure.

## **HEALTH AND SAFETY CONSIDERATIONS**

BSD#7 has reviewed the Center for Disease Control guidelines, and created appropriate protocols for cleaning, social distancing, and accommodating for students and/or staff who are identified as at risk.

An emergency preparedness plan specific to COVID-19 is also in place to ensure the health and safety of students and staff. The district created leveled staff expectations by building to ensure that, regardless of threat level, there is clarity on procedures (Attachment B).



## ATTENDANCE AND PARTICIPATION PROCEDURES

During an extended closure, student engagement in learning opportunities is essential to his/her continued academic growth. Attendance will still be monitored by teachers through student logins in asynchronous learning participation and in synchronous learning experiences. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact students' parents/guardians to seek input and assist as needed to ensure student participation. Subgroups will be taken into special consideration on a case-by-case basis, such as:

- Students with disabilities
- Homeless students
- Gifted and Talented students
- Native Language Students
- Ill students

Student attendance will be recorded during family phone calls. Paraprofessionals will make contact via telephone, email, texting to students in designated homerooms K-12 as a check-in procedure. Verification of attendance will be logged. Student participation will be measured through submission of assignments given by the teacher.

## ENSURING EQUITABLE SERVICES FOR STUDENTS AND FAMILIES DURING CLOSURE

BSD #7 has considered and implemented a plan that addresses the unique needs of all students and families regarding distance/virtual learning. During distance/virtual learning, students Pre-K-12 will be provided work from teachers in their subject areas,

through either distance or virtual learning experiences. BSD #7 has the infrastructure and professional capacity to support distance/virtual learning experiences as an emergency measure during an extended closure. Staff are trained to use distance/virtual instruction strategies, methods and/or technologies to ensure equity and quality of learning.

***Determining Resources (Student access to internet and devices)***

Surveys

BSD #7 distributed surveys simultaneously with food distribution, phone calls, Infinite Campus Parent Portal, and BSD #7 school website. This survey provided BSD #7 with information on families that required internet access and/or technology devices to fulfill learning objectives. BSD #7 Technology director has worked with local service providers to provide access, as well as setting up designated locations to install hard-line access points for students to upload/download information pertinent to virtual learning. The surveys provided the following information:

School	Internet Access	Device Access	Mode of Instructional Delivery
Pre-K TMCS	39/40 = 98%	39/40 = 98%	Synchronous & Asynchronous
TMCES (K-5)	424/546 = 78%	424/546 = 78%	Synchronous & Asynchronous
TMCMS (6-8)	280/373 = 75%	219/373 = 59%	Synchronous & Asynchronous
TMCHS (9-12)	306/326=94% *This number only represents 60% of TMCHS student body. Still attempting to reach students and parents.	240/326=34% *This number only represents 60% of TMCHS student body. Still attempting to reach students and parents.	Synchronous & Asynchronous

BSD#7 is working with local service providers and families to discuss connection options. Hot spots are in the process of being set up to allow families to connect wirelessly on school properties. If families indicate the inability to use virtual learning, BSD#7 will work with families to ensure continued learning through other means.

***Preparing for Distance Learning***

BSD#7 will utilize computers, iPads, Chromebooks, personal devices, and paper packets to deliver instructional lessons to students.

The online platforms for each school level will be posted on the school website:

Pre-K	TMCES/OIS	TMCMS/OIS	TMCHS
Funinfirst.com Prodigy National Geographic Typing Club Squiggle Park	IXL Prodigy EPIC Moby Max FastForWord Tumblebooks FreedomFlix YouTube Abcya ABC Mouse Pebblego ndstudies Think Central Pearson Realize	Google Classroom Khan Academy Achieve3000 Youtube Pearson Education Catchup Math	Google Classroom Khan Academy Textbook Publishers Youtube NewsELA Discovery Education Pearson Education GW Online Blackboard Infobase

**Staff Development**

Collaboration and Coordination of Instruction

Many BSD #7 staff have been trained and are in the initial phase of implementation of standards-based education through Professional Learning Communities (PLC's). These PLCs will continue to operate to ensure high quality learning experiences.

BSD #7 recognizes the support needed to elevate staff to effectively deliver online instruction. Turtle Mountain Community Schools is collaborating with Turtle Mountain Community College to provide training to TMCS staff, learn best strategies for online instruction and to employ the use of the Canvas program to continue grade level and content area PLCs virtually. These PLC's will be monitored by building level leadership to ensure high quality experiences for collaboration and cooperation.

The Belcourt K-12 school system will ensure the education of all students in accordance with the approved 2019-20 school calendar. All TMCS will continue to educate students via the Distance Learning Plan 2020 for the remainder of the school year. The last day of educational services to students, unless otherwise determined (i.e., IEP, etc.) will be May 21, 2020.

Students/parents and staff will be encouraged to limit telephone/social media/texting communication to school/office hours, which is 8 am to 4 pm for school/workdays. During non-work days and non-work hours, there should be no obligation of

communication or educational services. School email, school phone/extension, or school approved virtual domain (e.g., Google Docs, etc.) will be the recommended means of communication. Discretion should be determined by the teacher/counselor, social worker/administrator on communication times with students and parents between the work days hours (8am-4pm).

Non-work days for each school are as follows:

- TMES/TMMS- April 10, 13, 14, and May 8
- TMHS- April 10, 13, 14, 24, and May 8

### Distance and Virtual Learning Support

Staff have been engaged (onsite and virtually) in creating, supporting and implementing distance and virtual learning plans. The staff have prepared for, at a minimum, one-week's worth of instruction. Dissemination of instruction is determined at each building level (Pre-K, K-5, 6-8, 9-12).

Instructional staff will participate in grade level/content area distance instruction technical training 2-3 times per week, professional learning communities 2 times per week, and individualized technical assistance sessions as needed with district information technology staff to strengthen staff skills, capacity and effectiveness, resulting in quality distance/virtual instruction for all students.

The ability to effectively implement this Distance Learning Plan depends heavily on the efficacy of teachers. Professional development will be consistently offered on a weekly basis utilizing Zoom for PLC's. A Google Classroom is being set up to provide a forum for professional learning, teaching resources, links to educational activities, and other professional development resources.

Topics to be addressed in future professional development:

- Assessment in Distance Learning
- Using Zoom for Professional Development and Classroom Engagement
- NDCEL and CREA: How to Be a Great Distance Learning Instructor

We will also survey staff for topics of interest in relation to professional development.

### Tech Support

The technology department will be made available at TMCES, TMCMS and TMCHS starting on Monday, March 23rd, 2020. Each technology specialist will provide office number and extension for staff and parents to call should issues arise during normal business hours (Attachment C). Calls to work phones and extensions can be FORWARDED to cell phones: Hit FWD button > 9 + "Cell Number". If it's a local cell number please omit the area code, if it's a long distance number please include 1 + area code + cell number. Technology issues can also be sent to BSD #7 Technology Director via BSD #7 website: [belcourt.k12.nd.us/](http://belcourt.k12.nd.us/) > Staff Resources > Elementary Tech Support Work Order Form/Middle School Tech Support Work Order Form/High School Tech Support Work Order Form. This work order form will be used to address both

student and staff technology. If unable to resolve through this method, students will be notified of building level contact information.

### **Students experiencing homelessness**

BSD#7 anticipates increased support needs for homeless students. BSD#7 Homeless Liaisons, social workers and counselors will make initial contact with homeless students and their parents to ensure they know about food distribution and the Distance Learning Plan. Thereafter, ongoing communication with these families will occur to provide any additional support they need as a result of their living conditions. Students and parents will be given Homeless Liaisons' contact information for consistent communication in the event their living situation changes, sharing difficulties in participation of Distance Learning and troubleshooting assistance.

### ***Supporting Students with Special Needs***

Case managers will review each student's goal(s) and objective(s) on current Individualized Education Plan (IEP) and create deliverables for a two-week period of time with a focus on review of existing materials in an effort to maintain existing knowledge and skills and prevention of regression. Special education teachers will work collaboratively with general education teachers to ensure materials meet the specific needs detailed in each student IEP (accommodations and/or modifications). Teachers are encouraged to supplement any materials with online resources. General education and special education teachers will participate in a bi-weekly PLC to discuss progress, concerns, etc., of students with disabilities.

Case managers will be available through virtual meeting hours, making themselves accessible to support students and families. Modes of communication include telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods. All case managers will communicate with the family of each student they case manage on a weekly basis.

Necessary meetings outlined in IDEA will continue to be held. Case managers will communicate with students' families throughout the school closure and prior to the beginning of distance/virtual learning instruction, during instruction and commencement of the extended school closure.

It may be necessary to adjust special education and/or related services, such as physical therapy, occupational therapy and speech services while students are receiving distance/virtual learning. Any changes to services will be reflected in the child's IEP per an individualized contingency plan. The ability to provide related services will be determined based on school closures, risk assessments and student needs. Students may be provided services and instructional supports through online, face-to-face, individual and small group methods. If necessary, professional and support staff may travel to a home or other location to provide educational and/or related services.

Upon commencement of extended school closure, BSD #7 will determine if the closure has impacted each individual student through progress monitoring and applying

regression/recoupment measurements. Additional services and/or ESY may be utilized to support the child's learning based on those measurements.

### ***Supporting Section 504 Students***

BSD #7 will continue to follow each student's 504 plan as applicable to distance/virtual learning. BSD #7 will ensure that a student on a 504 plan will have equitable access to the general education curriculum and instruction of the distance/virtual learning plan. BSD #7 will revise 504 plans to accommodate virtual learning as needed and if requested by students and/or parents.

### ***English Learners***

Home Language Surveys (HLS) were distributed at the beginning of SY19/20. To date, BSD #7 does not have any students identified as English Learners. A process has been established to identify English Learners should the extended closure impact this area of need.

### ***School Counseling***

Counseling services may include virtual opportunities. Counseling guidance throughout virtual/distance learning will be shared with Turtle Mountain Community School students. Counselors will individually contact students who receive counseling services on a weekly basis. These check-ins will determine the need to set up phone conferences, virtual meetings and/or dissemination of resources to students.

### ***At-Risk Students (Title I)***

At-Risk Students are defined as students who receive Title I services during the traditional school year. BSD #7 is Title I School wide; therefore, all students benefit from Title I services.

## **FAMILY AND STUDENT VIRTUAL ACCESS SUPPORT**

Each staff member will provide online office hours to be available to students and/or families at least one hour per day. These services will occur to maintain strong relationships with students as well as provide assistance to students and/or family questions on learning opportunities as well as troubleshooting.

The following staff schedules will be implemented across the district levels. Individualization of schedules are allowed when communicated to students and their caregivers as well as building administrator approval.

### Pre-K (Tiny Turtles)/Turtle Mountain Community Elementary School

Teacher Availability Hours	
Monday - Friday	Online office hours 8:00-4:00
Tues. Wed. Thurs	Reading 9:00-10:00 Math 10:00-11:00 Social Studies 1:00-2:00 Science 2:00-3:00

### Turtle Mountain Community Middle School

Teacher Availability Hours	
<p>Monday</p> <ul style="list-style-type: none"> <li>6th grade teachers will come in from 8:00 - 10:00 for lesson plans/10:00-12:00 PLC's. <b>NOT</b> available to students.</li> <li>Parent pickup/drop off course work/packets for 6th grade.</li> </ul>	<p>Online Office Hours</p> <p>6th: 12:30 - 4:00 7th/8th/Related Arts/Resource: 8:00 - 4:00</p>
<p>Tuesday</p> <ul style="list-style-type: none"> <li>7th grade teachers will come in from 8:00 - 10:00 for lesson plans/10:00-12:00 PLC's. <b>NOT</b> available to students.</li> <li>Parent pickup/drop off course work/packets for 7th grade</li> </ul>	<p>Online Office Hours</p> <p>7th: 12:30 - 4:00 6th/8th/Related Arts/Resource: 8:00 - 4:00</p>
<p>Wednesday</p> <ul style="list-style-type: none"> <li>8th grade teachers will come in from 8:00 - 10:00 for lesson plans/10:00-12:00 PLC's. <b>NOT</b> available to students.</li> <li>Parent pickup/drop off course work/packets for 8th grade.</li> </ul>	<p>Online Office Hours</p> <p>8th: 12:30 - 4:00 6th/7th/Related Arts/Resource: 8:00 - 4:00</p>
<p>Thursday</p> <ul style="list-style-type: none"> <li>Resource Teachers will come in from 8:00 - 10:00 for lesson plans/10:00-12:00 PLC's. <b>NOT</b> available to students.</li> </ul>	<p>Online Office Hours</p> <p>Resource Teachers: 12:30 - 4:00 6th/7th/8th/Related Arts: 8:00 - 4:00</p>
<p>Friday</p>	<p>Online Office Hours</p> <p>Related Arts: 12:30 - 4:00</p>

<ul style="list-style-type: none"> <li>• Related Arts will come in from 8:00 - 10:00 for lesson plans/10:00-12:00 PLC's. <b>NOT</b> available to students.</li> </ul>	6th/7th/8th/Resource Teachers: 8:00 - 4:00
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### Turtle Mountain Community High School

Teacher Availability Hours	
Monday & Thursday	Online Office Hours 8:00am-4:00pm
Tuesday	Period 1 8:00-10:00 Period 2 10:15-12:15 Period 3 1:00-3:00 Online Office Hours 3:15-4:00
Wednesday	Period 4 8:00-10:00 Period 5 10:15-12:15 Period 6 1:00-3:00 Online Office Hours 3:15-4:00
Friday	Grade Book Updates Professional Learning Community Meetings Lesson Planning Staff Meetings via Zoom or Google Meet

### HIGH QUALITY, EFFECTIVE, STANDARDS-BASED EDUCATION

The expectation is to provide a range of 4-14 hours per week of virtual/distance learning instruction depending on the grade level and ability level of the student:

Learning priorities will be focused around course essential learning outcomes. Students may have online, off-line and/or hybrid learning activities. The primary tools for communication will be Google Classroom, Achieve 3000, Zoom, video conferencing, teleconferencing, email, online resource activities, and/or traditional methods (paper and pencil delivery). BSD #7 is supportive of new learning experiences (virtual/distance learning), and yet recognizes limitations of families living in a high poverty area (Turtle Mountain Reservation). Each respective grade level will consider these limitations, and will provide several modalities of instructional delivery to ensure equity is present.

## ***Exposure to Standards-Based Skills and Content***

### Subject Matter Content

- Teachers will complete weekly lesson plans that connect state standards to expected learning outcomes identified in the curriculum.
- Teachers are required to review and reinforce information of standards-based content through distance learning implementation. Teachers will also need to be flexible and considerate knowing that student personalization will be required when creating assignments (i.e., extended submission, multiple users for one device).

### Printed Assignments

- Students will only receive paper copies if there is no other option available or the student has a required accommodation which states otherwise. Students who do not have access to the internet and does not have a device will be given paper copies of the assignments weekly. It is strongly encouraged to use digital platforms to submit completed work for timely feedback and grading procedures. Printed work will be picked up on Monday and dropped off on Thursday at school drop off location.

## ***Collaboration and Coordination of Instruction***

BSD #7 staff have already been trained and are implementing standards-based education practices through Professional Learning Communities (PLC's). These PLCs will continue to operate to ensure high quality learning experiences. Each virtual team (Elementary—grade level teams; Middle School and High School—Departmental teams).

BSD #7 recognizes the support and elevate staff to effectively deliver online instruction. Turtle Mountain Community Schools is collaborating with Turtle Mountain Community College to employ the use of Canvas for PLCs. These PLC's will be monitored to ensure high quality experiences continue virtually.

## ***Distance and Virtual Learning Support***

Staff have been engaged (onsite and virtually) in creating, supporting and implementing distance and virtual learning plans. The staff have prepared for, at a minimum, one-week's worth of instruction. Dissemination of instruction is determined at each building level (Pre-K, K-5, 6-8, 9-12).

Staff time and effort in supporting distance and virtual learning will be monitored by the building administrator. Additional support, including technical training, professional learning communities, will be scheduled as needed to strengthen staff capacity, resulting in quality instruction for all students.

## Attachment A

### *Sample Letter*

#### BELCOURT SCHOOL DISTRICT #7

#### **Response to Novel Coronavirus (COVID-19)**

There is global concern and uncertainty due to the novel coronavirus disease (known as COVID-19). We understand there may be anxiety, and we care about our community. BSD#7 has a team in place and is working with health officials to monitor and respond accordingly.

Here are some of the actions that each of us can take to ensure that we all stay as healthy as possible:

**Stay informed:** *ND Department of Health and the US Centers for Disease Control (CDC)*

**Practice daily preventative care:** Prevention (CDC)

**Remain calm:** While the progression of COVID-19 is still emerging, the CDC is reporting that for the general American public, who are unlikely to be exposed to the virus at this time, the immediate health risk from COVID-19 is considered low.

**HOTLINE:** For questions related to COVID-19 the public can call the NDDoH health hotline at 1-866-2072880 from 7 a.m. to 7 p.m. Monday through Friday.

#### **Frequently asked questions**

*Is BSD #7 aware of any students, faculty, or staff who have been exposed to COVID-19?*

We know of no members of the BSD#7 community who have been exposed to COVID-19.

*What is COVID-19?*

COVID-19 is the name for the disease caused by the recent spread of a Novel Coronavirus. Coronaviruses are a member of a large family of viruses. Many of them infect animals, but some coronaviruses from animals can evolve (change) into a new human coronavirus that can spread from person-to-person. This is what happened with the current novel coronavirus which causes the disease known as COVID-19. Diseases from coronaviruses in people typically cause mild to moderate illness, like the common cold. Some, like the SARS or MERS viruses, cause serious infections like pneumonia. The name of this new virus is SARS-CoV-2; the disease caused by this virus is known as COVID-19.

*How does the virus spread?*

- Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.
- The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

*How can I protect myself from acquiring the virus?*

- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Be aware that facemasks are not recommended for healthy individuals.

*What is BSD#7 doing to respond to COVID-19?*

- Activating our Crisis Management Response Team, with representation from the district that are monitoring the situation and preparing to respond to various scenarios.
- Staying in regular communication with state health officials.
- Regularly monitoring national and state organizations, including the Center for Disease Control (CDC), North Dakota Department of Health, Rolette County Public Health and Indian Health Services.
- Monitoring and reacting to changes in travel recommendations from official government agencies.
- Keeping our community informed by sharing best practices and expert guidance on public health infection control.

*Has BSD#7 implemented any travel restrictions?*

Yes. Starting immediately, BSD#7 staff/students who have traveled to any country with a Level 3 Travel Notice from the CDC must stay away from schools and self-monitor for 14 days. The situation is changing rapidly and the list is subject to change. Prior to returning to school after international travel, we advise you to follow the procedures in place from the North Dakota Department of Health for proper steps regarding any self-monitoring that could be required.

If you have personal travel plans monitor the travel recommendations at [travel.state.gov](http://travel.state.gov) and [cdc.gov](http://cdc.gov) for updated information.

### How is BSD#7 reducing the risk of exposure?

BSD#7 has established a crisis management response team responsible for preparing, monitoring and reacting to the spread of this disease. The team is following the guidance of health officials to help in its efforts of preparation and response.

We have provided information about the international COVID-19 outbreak and steps being taken along with recommendations on how to minimize the risk of acquiring infection for this as well as the common cold and influenza. The CDC also provides guidance on the following topics:

- o How COVID-19 Spreads
- o COVID-19 Symptoms
- o Prevention and Treatment
- o What to Do If You Are Sick with COVID-19
- o Other Frequently Asked Questions About COVID-19

### Is BSD#7 restricting visitors to schools?

Because US health officials still consider the risk of contracting COVID-19 in North Dakota to be low, there has been no reason to restrict visitor access to the schools.

### What about School Trips due to ongoing concerns about COVID-19?

The decision has been made to cancel out-of-state trips scheduled for our students and staff in March 2020 until further notice. We will continue monitoring conditions in order to make decisions for out-of-area and out-of-state trips scheduled for the remainder of the school year. The safety of our students and staff is our first priority, and we feel that this decision has been made with that in mind, even though we regret not being able to provide these opportunities for students.

### What are the symptoms of COVID-19?

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure:

- Fever • Cough • Shortness of breath

### What if I am immunocompromised or have another chronic medical condition?

According to the CDC, it is possible that older adults and people with underlying chronic medical conditions such as immunocompromising conditions, chronic lung, heart or kidney disease, may be at risk for more severe outcomes related to COVID-19. It is recommended that if you have any underlying chronic medical condition, you consult with your doctor on ways to protect yourself.

It is currently the flu season in the US, and advice for those with chronic medical conditions is the same as always: Prevention is key! Wash your hands, avoid those who are coughing or sneezing, do not touch your face and clean frequently touched objects and surfaces. A mask is currently not recommended if you are immunocompromised, but you should always check with your doctor about what's best for your specific situation.

*What should I do if I am sick?*

Anyone who has returned from an affected region within the past 14 days and is sick with fever and a cough, or difficulty breathing, should call their healthcare provider's office to inform them of recent travel and symptoms. Students with symptoms should call their primary healthcare provider immediately.

*What other resources are available to learn more about COVID-19?*

There are a variety of regularly updated resources available to those who want to learn more about COVID-19:

- US Centers for Disease Control (CDC)
- National Institutes of Health (NIH)
- World Health Organization (WHO)
- North Dakota Department of Health

## **Attachment B**

### **BSD#7 Coronavirus Staff Guidance Document**

#### **In effect immediately in Low Risk Environment (no community transmission)**

- Begin a block schedule to ensure staggered start/departure times, transition times, and staggered lunches. Also afford time for coordinating online learning for absent students.
- Cancel field trips, assemblies and large gatherings including HS activities and other non-essential school affiliated events. Cancel all rentals and events by outside entities at BSD#7 in the next three weeks.
- Students Lunch
  - Students will not line up together for lunch. Students will be seated at tables and dismissed by table to go to lunch with hand washing/sanitizer required. Space in common areas/gym will be used to spread out lunch (groups of 50 or less). Lunch lines and staff will adjust serving protocols.
- Students are discouraged from congregating in large groups in common areas before and after school.
- Secretaries/custodians will eliminate extra desks in areas. Teachers move desks to maximize space in classrooms to move towards social distancing guidelines (preferably 6 feet).
- Intensify cleaning and disinfection. Implement extra cleaning procedures by moving all custodial staff to day shifts and having specific assignments. All frequently touched surfaces will be cleaned twice daily.
- Cleaning supplies will be provided for students to wipe down their computer after use.
- Monitor absenteeism
  - Attendance staff will submit reports to administration on changes to attendance and any COVID-19 symptoms reported by families. Staff will also report any COVID-19 symptoms to administration.
- Teach and reteach hygiene practices.
- Sick students and staff are to stay home.
- Students are allowed to use backpacks. Encourage students not to use lockers all at the same time.
- If someone becomes sick at school, we will utilize a sick bay until the student can be picked up and a request made for cleaning of the area the student used.
- Begin to prepare for extended staff/student absences or potential school closures
  - Distance learning/Virtual Learning

#### **In effect in Moderate Risk Environment (minimal community transmission)**

##### **CDC Guidance in Bold**

- Cancel field trips, assemblies and other large gatherings. **Cancel activities and events such as field trips, student assemblies, athletic events or practices,**

special performances, school-wide parent meetings or evening school-sponsored events.

- Cancel or modify classes where students are likely to be in very close contact. For example, in PE or Choir, consider having teachers come to classrooms to prevent classes mixing with others.
- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn to face in the same direction rather than facing each other to reduce transmission caused from virus-containing droplets (from talking, coughing, sneezing).
- Avoid mixing students in common areas.
  - Eat in classrooms
  - Limit transition times
  - Stagger lunches
  - Avoid taking multiple classes to restroom at once
  - Stagger arrival and/or dismissal time.
  - Reduce congestion in the Nurse's office.
- Limit non-essential visitors
- Teach staff, students and their families to maintain distance from each other in the school. Educate staff, students and their families at the same time and explain why this is important.

### **In effect in High Risk Environment**

- Consider school dismissals and the use of distance/virtual learning
- Consider IEP needs and plan for accommodating
- If COVID-19 is discovered with a student/staff member who has been in attendance, school would be dismissed for a minimum of 72 hours for a period of deep cleaning and disinfection.
- If school is to resume, additional screening may be needed.

#### COVID 19 Screening Questions/Process (NDDoH website)

1. Have you traveled to any of these locations outside of North Dakota in the last 14 days?
2. Have you had any contact with anyone with confirmed COV-19 in the last 14 days?
3. Have you had any of these symptoms in the last 14 days?
  - a. Fever greater than 100?
  - b. Difficulty breathing?
  - c. Cough?

If you answered yes to any of these questions, please call your primary care provider or your State Department of Health for further direction.

Developed in accordance with guidelines for administrators from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>