

**Zeeland Public Schools  
Distance Learning Plan  
Approved by the Zeeland School Board August 10, 2020**

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## Pandemic – Epidemic Job Roles

<b>PERSONNEL</b>	<b>ACTION</b>
<b>All</b>	<ul style="list-style-type: none"> <li>• Take precautions as directed</li> <li>• Encourage hand washing</li> <li>• Adults that exhibit symptoms should remain home</li> <li>• Students that are symptomatic should be kept away from well students and parents contacted.</li> </ul>
<b>Administrators</b>	<p>Normal School Operations</p> <ul style="list-style-type: none"> <li>• Monitor attendance of students to determine the impact</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>Extended Closure</p> <ul style="list-style-type: none"> <li>• Identify essential personnel</li> <li>• Set alternate office hours and provide to central office</li> <li>• Execute distance learning programs</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Be aware of absence policy changes to inform parents and families.</li> <li>• Assist with keeping symptomatic students away from well students and contacting parents.</li> </ul>
<b>Custodian</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Follow enhanced cleaning procedures as prescribed by your supervisor.</li> <li>• Clean highly touched surfaces daily.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Follow recommendations from supervisor for alternative work hours &amp; expectations.</li> </ul>

<b>Teacher</b>	<p>Normal Operations</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 provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office.</li> <li>• Prepare parents 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>Extended Closure</p> <ul style="list-style-type: none"> <li>• Execute distance learning plan.</li> <li>• Set daily office hours and inform your students (families).</li> </ul>
<b>Tech Coordinator</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Ensure operations of educational tools used for online learning.</li> <li>• Support teachers in providing instruction remotely.</li> <li>• Provided additional training and support as needed.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Continue to support educators as needed.</li> </ul>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>• Prepare for food distribution if a closure would occur.</li> <li>• Work with public relations to inform stakeholders as needed.</li> </ul>
<b>District (Board and Administration)</b>	<p>Normal Operations</p> <ul style="list-style-type: none"> <li>• Maintain contact and monitor information from NDDoH and NDDPI.</li> <li>• Provide information as needed for all stakeholders.</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>• Provide guidance for staff on leave and work hours during closure.</li> <li>• Prepare for transportation needs during closure.</li> <li>• Prepare for food distribution during closure.</li> </ul> <p>Extended Closure</p> <ul style="list-style-type: none"> <li>• Execute closure plan.</li> <li>• Prepare reintegration plan as closure concludes</li> </ul>

## Communication Plan

<b>Parents and Students</b>	Parents and students will be notified by the Honeywell Alert System, parent email group, school website, and school Facebook page as part of the district's update on the corona virus as needed.
<b>Staff</b>	Staff will convene virtually during full closure using the Microsoft Teams video conferencing feature at 8:15 AM daily prior to student morning meetings. Updates regarding school operations will be provided during daily virtual staff meetings. Additional updates will be provided through the Honeywell Alert System, staff email group, school website, and school Facebook page as part of the district's COVID-19 update.
<b>School Board</b>	School board members will be provided any necessary updates of happenings by phone call or email.

## Level of Continuation

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 below.

## Ensuring Student Success through Robust Relationships

The mission of the Zeeland Public School District (ZPS) is to promote educational excellence, personal responsibility, and balanced growth which will enable success in life.

Our vision is that ZPS students will succeed in life beyond high school as lifelong learners and responsible, productive citizens.

ZPS, located in South-East North Dakota serves as the educational establishment for 34 students grades Pre-K – 12. Our team of two administrators and eight teachers work diligently to provide robust educational experiences. The unique nature of our school allows us to maintain our student-centered approach throughout this transition to distance learning.

## We Believe:

- The school has a responsibility to the student and community to accept them as they are, and to assist all students in developing their potential.

- The school program should give the students a strong background in academic and life skills while instilling in them the desire to learn. Also, we must also teach an appreciation of our democratic and cultural heritage, and the ability to think logically in decision making.
- The teacher to be of great influence on the students and their lives. Through the instruction, attitude, behavior, knowledge of skilled areas, guidance, and understanding he/she becomes an important and integral part of the students' lives.
- The Board of Education, administration, and faculty should have an aura of professionalism. It is imperative that they continue to advance in their belief and work.
- The school serves as the community center with family, church, and community sharing and serves as a partner sharing common goals with stakeholders.
- They should be cooperatively involved in the school's advancement. On-going, two-way communication between the home, students, staff, administration, and the Board of Education is necessary to implement our educational philosophy.

## Health and Safety Considerations

Health and safety of our students, staff, and community are paramount during a widespread health emergency. ZPS will follow guidance from the Center for Disease control, North Dakota Department of Health, McIntosh County Public Health Unit and community leaders. Please refer to the Zeeland Health and Safety Smart Restart Plan posted on the school website.

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

## Instructional Plans

### Plan 1

All PK-12 levels will operate traditional face to face learning.

Distance learning will be provided for students who cannot attend due to quarantine or other factors. Students in grades 7-12 not attending face to face instruction will attend virtually via Microsoft Teams. Students opting for full distance learning for the semester have the option to take their classes from NDCDE.

Teachers have the option to teach virtually from home if needed for quarantine or sickness. A monitor will be provided for the classroom at the physical location.

### Plan 2

Partial closure.

Due to COVID-19 exposure or other environmental factors, the school may be partially closed to face to face learning. For example, certain grades or classrooms may be

closed while other students will attend. Another model may be the full closure of the school except for vulnerable student populations.

During partial closure, the traditional face to face daily schedule will be followed.

### Plan 3

Full distance learning procedures. See below.

### Attendance Procedures during Distance Learning

Students and guardians have been asked to report absences to the office per usual.

To ensure continuity of school community during full distance learning, students and staff associated with grades PK-6 will hold a school-wide morning meeting every day at 8:30 AM using the video conferencing platform, Microsoft Teams. Morning meetings will be formatted to include a greeting, sharing, activity and morning message. In addition, this time will allow for the reciting of the pledge of allegiance. While video conferencing is preferred, dial in via phone is also available for those experiencing technical difficulties. Alternative arrangements will be made for those who are unable to attend due to family circumstances. For example, if elementary students are at daycare during the morning meeting, it will be recorded to be viewed outside of daycare hours. The morning meeting procedure will serve as a mechanism for tracking attendance and following up with students who are unexpectedly absent. Attendance will be entered into Power School.

Student attendance for grades 7 - 12 will be monitored through student participation in daily, scheduled synchronous class periods. Students and guardians have been asked to communicate known absences in advance. Attendance will be entered into Power School.

Teachers will monitor prolonged absences and disengagement and communicate with guardians to provide accommodations. Teachers and administration will contact guardians via phone call or email to determine the cause of the absences and/or disengagement and collaborate with the guardians to address the issue.

### Ensuring Equitable Services for Students and Families during Closure

#### Preparing for Distance Learning

ZPS will utilize computers, iPads, laptops, personal devices, and paper packets to ensure educational continuity. The District has selected Microsoft TEAMS as our learning management system (LMS) and video conferencing tool. Teachers will select instructional tools to enhance lesson delivery as they deem appropriate.

## Staff Development

ZPS has prepared staff to facilitate Distance Learning through professional Development by engaging in the following activities:

3-17-20 – Assimilation to Microsoft Teams

3-23-20 and 3/31-20 – EduTech Microsoft Teams Virtual Training (*access to the recorded training is available for staff to refer to*)

3-24-20 – 3-31-20 (*and ongoing*) – Weekly Paper Packet Assembly (*determined resources to support essential learnings*)

7-22-2020 and 7-28-2020 – Schools PLP demonstration

8-18-2020 – Professional Development Day

Just-In-Time support including, but not limited to, the EduTech Helpdesk, Central Region Education Association (CREA) Virtual Instructional Coach by appointment, Live Virtual Online Learning Instructional Tools, Sandboxes or recordings for reference as needs are identified

Ongoing - Virtual Regional Professional Learning Communities established in conjunction with CREA and Daily 3:00 PM ZPS Virtual Professional Work Community

Universal and targeted professional development will be requested as further needs are identified.

## Student Development

In addition to staff, students and their families were assimilated to Microsoft Teams as an LMS during the time period of March 24 – 31. Each teacher has or will work to develop a navigation activity designed to help students and families familiarize themselves with Microsoft Teams. Teachers also connected a video conference with each student to ensure all can use the platform successfully.

ZPS plans to host further parent training on Microsoft Teams and the selected learning platform in the fall of 2020.

## Sample Stakeholder Communication

### Off-Campus Learning Procedures

1. Bus drivers will deliver assignments, books, laptops or iPads, and band instruments on Monday, March 23, 2020 between 8:00-8:30 am. Students and parents wishing to pick up their materials themselves may do so on Thursday and Friday, March 19-20 or should contact the school (701-423-5429) before the morning bus route. Junior High

and High School materials will be placed on tables in the lobby. Elementary materials will be in the classrooms.

2. For closure of longer than one week, bus drivers will deliver new assignments for the week and pick up completed assignments on Monday mornings between 8:30-9:00 am. Learning packets will be prepared using the following guidelines for paper packets:  
[Paper Packet Considerations](#)
3. Detailed instructions, due dates and teacher contact information should be included with each subject area.
4. Students will have the opportunity to be in contact virtually with their teachers at least once each school day. All elementary students (PK – 6) will connect for a morning meeting at 8:30 AM and may meet individually or in small groups with teachers throughout the day for assistance. At minimum, elementary students will connect with their teacher via Microsoft Teams video conference or phone call once per week for a progress check in to discuss progress toward learning goals. All secondary students (7-12) will meet daily at 8:30 a.m. and for three class periods per day via Microsoft Teams video conference. Students may meet individually (or in small groups) with additional teachers throughout the school day via video conference or phone call per teacher or student request.
5. Students may contact teachers anytime throughout the school day (8:30 AM – 3:00 PM) for assistance in completing work using Teams, email, or phone.
6. Teachers may request meeting times with students to follow up on coursework progress.
7. Assignments that are completed will be submitted electronically or picked up from home by the bus drivers when the new assignments are delivered.
8. School lunch is available in a brown-bag format for the normal school prices. Please contact the school the day before you wish to have a school lunch so we have an accurate count. Lunch may be picked up starting at 11:30 a.m. each day.
9. Thank you all for your time and patience as we all adjust to this new way of learning and living. Zeeland Public School will keep its patrons informed of developing changes through the school Facebook page, the school webpage ([www.zeeland.k12.nd.us](http://www.zeeland.k12.nd.us)), and through the Honeywell Alert System.
10. For any questions, call the school at 701-423-5429 or email Superintendent Trudy Fraase Wolf at [Trudy.FraaseWolf@k12.nd.us](mailto:Trudy.FraaseWolf@k12.nd.us) or Principal Tracy Mittleider at [Tracy.Mittleider@k12.nd.us](mailto:Tracy.Mittleider@k12.nd.us).

### Student Access to Devices

ZPS provides laptops to students in grades 7-12 and iPads to students in grades PK-6 (1:1). Additionally, all staff have devices to support distance learning. Devices have been sent home with chargers.



## Assistive Technology

Currently, ZPS doesn't have students requiring assistive technology. Should a student requiring assistive technology enroll, we will work with South Central Prairie Special Education Unit to provide the necessary accommodations.

## Internet Access

### Ensuring Access

The District surveyed families to determine the number of households needing reliable, high-speed internet access. As of March 16, 2020, all patrons of the Zeeland Public School District reported having internet access.

A further survey was sent out to families on July 29 to assess the level of connectivity for each family.

### No Access Options for the Future

- Contact families directly to discuss commercial connection options.
- Work with community partners such as BEK 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 to All Classes/Courses

### Elementary (PK-6)

During a full closure, Microsoft Teams will be used to virtually interact with our students synchronously to engage in a morning meeting, provide individual instruction and intervention (individual or small group) and to provide required services. Morning meetings will be recorded for students to attend at a later time if necessary. Teachers will work with families to schedule individual instruction and intervention. Homework packets may provide a means for asynchronous, individualized learning and will be sent out each Monday and delivered by the bus drivers. Teachers will schedule 30-minute daily student progress meetings using the video conferencing feature. Students will work on the homework packets and may chat or video call their teacher for help during daily teacher office hours. The week's work will be picked up on Mondays when the new week's packets are delivered.

*Sample Elementary Student Schedule*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 a.m.	<i>Virtual Morning Meeting</i>				
Teacher - Family Co-created Schedule	<i>30-minute Individual or Small Group Student Progress Meetings</i>				
On Own	<i>Independent Work Time, Meals, Physical Activity Time</i>				

**Secondary (7 – 12)**

During a full closure, Microsoft Teams will be used to virtually interact with our students synchronously during scheduled class periods to provide educational instruction, support and required service. Scheduled class periods will be recorded and made available for review in the event students are absent or unable to attend. Teachers will deliver instruction related to new course content during this time. Teachers will be available during scheduled times for individual or small group assistance and/or instruction. Homework packets may provide a means for asynchronous, individualized learning and will be sent out each Monday and delivered by the bus drivers.

**7-12 Student Schedule (schedule posted in Microsoft Teams weekly)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Meeting	Meeting	Meeting	Meeting	Meeting
9:00-9:30	Period 1	Period 4	Period 7	Period 3	Period 6
9:30-11:30	Teacher office hours	Teacher office hours	Teacher office hours	Teacher office hours	Teacher office hours
11:30-12:00	Period 2	Period 5	Period 1	Period 4	Period 7
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Period 3	Period 6	Period 2	Period 5	Make-up
1:00-3:00	Teacher office hours	Teacher office hours	Teacher office hours	Teacher office hours	Teacher office hours
3:00-3:30	Teacher meeting	Teacher meeting	Teacher meeting	Teacher meeting	Teacher meeting

## CTE / Science / Lab

Zeeland Public School District provides access to CTE courses in partnership with the Central Region Area Career and Technical Center. Instruction is delivered virtually through a variety of learning management systems. Students are well versed with accessing the curriculum as they have been enrolled in these courses for the duration of quarter 3. COVID-19 has not interrupted CRACTC coursework.

## Services Assurances to Students with Needs

### At-Risk

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

- Additional learning materials – take home bags
- Assisting guardians in supporting their students while at home
- Parenting tips and online resources

### Sick Students

Students who are ill and can still work from home are encouraged to do so. If the illness is severe enough to negatively impact student performance, the school's illness policy allows the student two days for each day missed in which to submit work without penalty. Long-term illnesses will be dealt with on a case-by-case basis.

### Homeless

At this time, ZPS does not have any students identified as homeless. However, in the event this would arise due to the current economic situation, the ZPS homeless liaison will work with the student's family to address needs on an individual basis.

## Special Education and 504

- Special Education Considerations - Individualized Educational Plans (IEPs) and 504s: All educational decisions for students with IEPs must be made on an individual basis and be consistent with the Individuals with Disabilities Education Act (IDEA) and the North Dakota Department of Instruction's Office of Special Education guidelines. [More information](#) regarding Special Education can be found online.
  - Procedures for ensuring each student on an IEP or a 504 plan is continued while maintaining student and staff safety

The South Central Prairie Special Education Unit Zeeland Public School will continue to provide special education and related services to our students to the greatest extent possible, in accordance with the IDEA, throughout the 2020-2021 school year. Our greatest concern is for the health and safety of our students, staff and communities. We will make a good faith effort to provide continuous learning in any given scenario.

All case managers and service providers will review each Individual Education Program (IEP) for the students they serve. Each child's team will determine the services and accommodations most appropriate for the student to provide a Free Appropriate Public Education (FAPE). When determined necessary by the IEP team, an alternative plan will be developed and implemented in the event of school absence due to COVID 19.

Service providers and students will follow their school district's Health and Safety Plan and Distance Learning Plan to the greatest extent possible. If, because of the student's disability, specific aspects cannot be met, this will be addressed in the student's IEP.

### *Communications and Plans*

Case managers will connect with guardians of students on an IEP throughout partial or full closures. South Central Prairie sent out a letter to parents (see below) to communicate procedures and options.

[South Central Prairie Parent Letter](#)  
[South Central Prairie COVID 19 Action Plan](#)

### *Notice to Change without an IEP Meeting*

Following guidance our case managers will be in contact with each IEP student's guardian to plan for services and accommodations. [See SCP COVID-19 Action Plan] Plans should be made for continuation of services within a "Services at school" and "Services Online" (see below) model to be prepared for both scenarios.

### *Hosting an IEP Meeting*

If feasible, the IEP team will review and complete necessary planning for each student with an IEP. If feasible and meeting the accessibility concerns of participants IEP meetings may be conducted virtually via phone call or video meeting platform such as Teams or Zoom.

### *Services at School*

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

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

### *Services Online*

Distance Learning provisions will be offered considering all above preparations.

### English Language Learners

ZPS has no English Language Learners enrolled at this time. Should an ELL student enroll, the District will contact Central Regional Education Association and contract with them to provide services as required.

### School Counseling

ZPS will continue to offer school guidance counseling lessons via paper packets. Individual counseling that was scheduled prior to the transition to distance learning will continue using the Microsoft Teams video conferencing platform. The school counselor has worked to establish times with students and families. The need for individual counseling sessions is expected to increase. Students, families or teachers may refer concerns to the school counselor through email, phone call, or video conference.

Additionally, the school counselor will adhere to the [ASCA Ethical Standards](#), which have been reviewed and listed in the parent resources channel in our Microsoft Teams learning management system.

### High-Quality, Effective, Standards-Based Education

Academic programming during a closure due to a pandemic/epidemic shall be designed to continue to provide instruction aligned to our district's guaranteed and viable curriculum. ZPS has ensured that all distance learning core curriculum and supplemental materials are aligned to ND Standards. Curriculum tools include, but are not limited to; Journeys, Go Math, Inspire Science, etc. Essential learnings have been identified. Instruction and paper packet materials will remain focused on identified essential learning. Explicit instruction will be delivered through virtual video conferencing rather

than face to face. Video conferencing will also provide a means for intervention, formative assessment and progress monitoring. The size of the ZPS student body allows for learning to be customized to match student ability and interests.

## Provisions for instructional support

### *Assessments*

Teachers will use formative and summative assessment strategies to plan for individual learning. Assessment tools may include, but are not limited to:

- Teacher-generated quizzes/tests embedded in the curriculum and aligned with identified essential learning (paper or electronic),
- Surveys, polls, bell ringer/exit ticket questions (paper or electronic),
- Weekly paper packet assignments,
- Online tools such as Reading Counts,
- Student discussions via video conferencing, allowing for two-way feedback loop.

### *Grades*

At this time the ZPS grading policy is appropriate for distance learning and will be utilized. Assignments will be graded and entered into PowerSchool. As with the entire distance learning plan, ongoing evaluation and re-evaluation is necessary to determine the extent to which the plan is serving enrolled students and their families.

### *Academic progress monitoring*

Staff meetings will be held daily at 3:00 PM for the purpose of evaluating our distance learning plan and monitoring student progress. Collaborative problem solving will allow teachers to collaborate with each other as well as support personnel (as needed) to ensure students are receiving instruction and supporting course materials matched to need.

## Student Meals & Feeding

ZPS currently provides meals in a non-congregate setting for pick-up at the school building. Parents are asked to notify the school if they wish to take advantage of this service.

## Human Resources Processes, Protocols, and Policies

Zeeland Public School will pay all staff who report/work from home as needed throughout the closure. Non-certified staff should consider themselves to be “on call” and be prepared to report (when asked) for duties that may or may not fall within their typical

job description. The cook will report to prepare the meals. The bus drivers may be asked to deliver materials. The secretary/business manager and janitor will report to work as needed to maintain necessary district functions". Non-certified staff may "opt-out" of on-call status but should not expect to be paid if choosing to be not available. Certified staff should plan to work from home. Certified staff will use sick or personal leave days if they are not reporting to "work" either at school or at home. Considerations will be made for staff without sick or personal leave available.

The District has reviewed its policies relating to staff leave and will monitor other policies that may need to be addressed to ensure operations amidst local health requirements or other state and/or federal requirements.