



# PARSHALL SCHOOL DISTRICT #3

HIGH SCHOOL  
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PARSHALL, ND 58770  
701-862-3129  
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ELEMENTARY SCHOOL  
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PARSHALL, ND 58770  
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*Home of the*  
**Braves**

2019-2020

## Plan Highlights

- Staff should begin brainstorming how distance learning could look for their classroom
- In the event that we are closed for additional time after Friday, March 20th, 2020, the plan is as follows:
  - Staff Expectations
    - Certified Staff
      - Will be required to report to their buildings at regular time on Tuesday-Thursday of every week that we are ordered to be closed, beginning March 24th.
      - You are not locked out of the building, so if you would like to work in your classrooms on other days, feel free to come in
    - Classified Staff
      - Will be required to report to their buildings at regular time Tuesday-Thursday of every week that we are required to be closed, beginning March 24th.
      - Hours will be determined by the average hours worked over the past pay period
      - Tasks will be assigned by the building principals
  - Curriculum
    - HS will be doing The Elders as a book study
    - ES will be completed SFA book studies
    - Review the guide for more information
- Breakfasts & Lunches
  - Short Term (3/16-3/18, 3/23-3/27)
    - 9-9:30 & 12-1
  - Long Term (3/30-?)
    - Monday-Friday serving 9:00 to 1:00
      - This is also the time for students/parents to pick up/drop off their work
    - No food will be eaten at the schools. All meals will be “grab-and-go”



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- Families who have students who ride the bus routes will be allowed to call the school to “order” lunches. Lunches will then be delivered by district staff

### PPS Coronavirus Staff Guidance Document

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

- When school is officially starting, all students and staff will be required to have their temperature taken. Temperature must be 99.9° F or lower. If their temperature is 100.0° F or above, students and staff will be sent home.
- Students will have their temperature taken before they board the school bus and before they enter the building.
- All bus drivers will be provided with thermometers and guiding questions
- Cancel field trips, assemblies and large gatherings including all activities and other non essential school affiliated events. Cancel all rentals and events by outside entities for the next three weeks.
- Elementary student lunch: Students and staff will be required to wash hands and use sanitizer before and after lunch. Students will be called out by grade level to the gym. Students will be dismissed by table to return to classes. Lunch number will be entered by a gloved staff member.
- High School Lunch: Closed Campus. Students and staff will be required to wash hands and use sanitizer before and after lunch. Students are required to stay in the building during lunch. There will be a staggered lunch; students will be called by grade levels.
- Students are discouraged from congregating in large groups in the commons before and after school.
- Begin to move desks to maximize space in classrooms to move towards social distancing guidelines (preference for 6 feet)
- Intensify cleaning and disinfection - Implement extra cleaning procedures by moving all custodial staff to day shifts and having specific assignments. Teachers will clean all frequently touched surfaces before and after school, and during prep/lunch schedules.
- Cleaning supplies will be provided for students to wipe down their computer after use.
- Monitor absenteeism - Families are to call in for child/children absences. Staff submit reports to administration on changes to attendance and any COVID 19 symptoms reported by families. Staff report any COVID 19 symptoms to administration.
- Teach and reteach hygiene practices.
- Sick students and Staff are required to stay home.
- If someone becomes sick at school we will utilize HS PHab Lab classroom/ Elem Lunch Room until the student can be picked up and a request made for cleaning of the area the student used.
- PE no use of locker rooms or weight room. PE will meet in the gym for only walking club, or outside activities. (Admin approved only: students must be 6ft apart)
- Playground: Wash hand/hand sanitizer before and after use to develop controlled activities.
- Large Music classes meet in the bleachers as per schedule from Admin



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- Staff and Families begin to prepare for extended staff/student absences or potential school closures.
  - Digitizing resources, documents and gathering lists of student emails.
    - If E-learning is implemented staff are prepared to support your use of [google classroom](#) if you don't already have a platform developed and in use with students.
    - We will survey and compile a list of students without internet so packets can be sent home.
  - Review Elementary and HS extended dismissal instructional plan.
- If COVID 19 is discovered with a PPS student/staff who has been in attendance.
  - At district discretion, school would be dismissed for a minimum of 48 hours for a period of time for cleaning and disinfecting.

### 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 spirit nights.**
  - HS Activities Association has cancelled all school activities, no PPS activities or practices are allowed at this time.
  - Field Trips and assemblies are suspended and may be rescheduled.
- **Avoid mixing students in common areas. For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a class, suspend the use of lockers).**
  - **Elementary Lunch:** Kitchen/Other Staff will distribute food to classrooms. Students will be required to wash hands/use hand sanitizer before and after eating. Students will be called one by one to get a tray of food.
  - Students will not have large group recess; they will have class by class recess.
  - Implement social distancing block schedule.
  - **HS Lunch:** NO Salad Bar. No more than 4 students per table. 11:55 -12:10(Senior/Junior Lunch) 12:15-12:30 (Soph/Fresh)
  - Students will be allowed to carry backpacks to class and locker use is not recommended.



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- **Cancel or modify classes where students are likely to be in very close contact. For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).**
  - Elementary Music and Phy. Ed.: Currently, each grade level has 40 minutes of music and Phy. Ed. at a time. In the event of moderate risk, classes will be split so that each class has 20 minutes of music and Phy. Ed.
  - HS PE classes will be limited to light individual activities walking, and outside activities. Teacher will keep in mind social distancing of 6 feet.
- **Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).**
  - To maximize space, please remove any extra desks or chairs from your classrooms. These can be put into the hallways and custodians will remove them.
  - Consider your teacher desk location to maximize student space.
  - Elementary: A maximum of 3 students will sit at a table. Students will also be allowed to sit on the floor with clipboards if there is not room at the table.
- **Avoid mixing students in common areas. Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In childcare or elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.**
  - Students will dismiss as bell scheduled.
  - Students are not to use their lockers at this time.
  - Students will use the right hand and left hand side of walkways.
  - 4-6th grade students will have staggered release times between classes so that all students are not in the hallways at the same time.
  - The playground kickball and basketball courts will be segregated by grade levels. Playground equipment will not be used.
- **Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.**
  - HS Students after eating breakfast go straight to the first period classroom.
  - HS Students will not congregate in the commons area. Students are to leave right after school. Only students on buses will be permitted to be in the commons area.
  - Elementary breakfast will be served in the classroom.
  - Elementary dismissal: Students will be dismissed by grade level to go out to the bus.
- **Reduce congestion in the health office. For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.**
  - Student sign in at the office will be suspended.
  - HS Teacher attendance is vital during this time. Attendance must be taken every period within the first 15 minutes. If a student is gone it must be noted in the comment box.
  - Elementary: In the event that a student needs to be quarantined, the sensory room will be used until a family member comes to pick them up.
- **Limit nonessential visitors. Limit the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities.**



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- Please impose this limit at teacher discretion. Consider alternatives such as [zoom conferencing](#) and google hangouts.
- **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.**
  - Education on this would be provided by classroom teachers prior to a moderate risk environment.
  - If a staff member does travel outside of the state during the State of Emergency cancelation; it is at their own risk. A Staff member will have to use their personal days, or leave without pay if the staff members become sick.

Consider ways to accommodate the needs of children and families at **risk** for serious illness from COVID-19. Early information out of China, where COVID-19 first started, shows that some people are at higher risk of getting very sick from this illness.

Homes with any family members who are identified as high risk for serious illness from COVID-19 contact school secretaries.

This includes:

- **Older adults**
- **People who have serious chronic medical conditions** like:
  - Heart disease
  - Diabetes
  - Lung disease
  - Asthma
  - Immune Compromised

We will accept documentation for Parshall students at risk of serious illness in exempting absences as medical. Please send documentation from your doctor to [kim.sanderson@parshallps.org](mailto:kim.sanderson@parshallps.org) (elementary) [Jessica.miller@parshallps.org](mailto:Jessica.miller@parshallps.org) (high school)

- If COVID 19 is discovered with a PPS student/staff who has been in attendance.
  - At district discretion, school would be dismissed for a minimum of 48 hours for a period of time for cleaning and disinfecting.

### **In effect of High Risk Environment:**

- Consider extended school dismissals and the use of e-learning for PPS students. Consider students IEP needs and plan for accommodating these.
  - PPS staff is ready to support the use of google classroom.
  - Individual educators may consider platforms they already use and share classroom work through students @parshallps.org emails.



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- HS Book Study/Google Classroom/Zoom Meetings
  - Jessica Miller: Print a list of students by grade level with emails.
  - BOOK: The Elders by Hunter L. Andes
  - Google Classroom/Zoom Meetings
  - Every teacher will be designated a chapter. The teacher must develop five questions related to the teacher's content area.
  - Teachers will submit their questions to the building principal by March 29, 2020.
  - Students will pick up the book on Tuesday March 31, 2020.
  - Students will be polled at this time to verify access to internet and technology devices.
  - Students will have access to the questions on google classroom March 31.
  - Book Study questions due April 8, 2020.
- On March 24th & March 25th, Elementary and High School staff will come together to create lesson plans for individual classrooms and district plans in the event that the school closure extends beyond April 8th, 2020.
- Elementary ELA
  - Teachers will prepare books and study guides for students that go with our current reading program.
  - Families will pick up and drop off the previous week's work on Tuesdays.
  - Teachers will organize work by family.
- Elementary Math
  - Teachers will make distance learning math packets for students to complete at home.

**COVID 19 screening questions/process: also refer parents to ND health department website**

**1. Have you traveled to any of these locations outside ND in the last 14 days?**

**2. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?**

**3. Have you had any of these symptoms in the last 14 days?**

- Fever greater than 100
- Difficulty breathing
- Cough

**4. Are you currently experiencing fever over 100, difficulty breathing or cough?**

**If you answered yes to question 1 and-or 2, 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>



# PARSHALL SCHOOL DISTRICT #3

## Food Service Action Plan

Subject: COVID-19 Food Service Action Plan

Team Members: Janet Danks, Wendi Wolk, Gabe Fox, Manny Charging Horse, Jessica Bolkan, Carlene Wold, and Debbie Beston

Purpose: How to provide meals for students & families

Audience: Parshall School District

Objectives: Students will be provided with breakfast and lunch

Goals: To provide all students with a meal option

<b>Start Date</b>	<b>Task to be done</b>	<b>Person Responsible</b>	<b>Supplies, materials, equipment needed</b>	<b>Notes</b>
March 16-18, 2020	Provide meals (“grab-and-go”)  Track meals provided using “Summer Data Sheet”	Janet Danks & Wendi Wolk	Kitchen, bags	9-9:30 & 12-1  *3/16: no people for breakfast at HS, 8 people for lunch. No breakfast at ES, 13 people for lunch
March 23-March 27th	Provide meals (“grab-and-go”)  Track meals provided using “Summer Data Sheet”	All kitchen staff	Kitchen, bags	9-9:30 & 12-1



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March 30 - April 3rd	Provide meals (“grab- and-go”)  Track meals provided using “Summer Data Sheet”	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
April 6th - April 10th	Provide meals (“grab- and-go”)  Track meals provided using “Summer Data Sheet”	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
April 13th- April 17th	Provide meals (“grab- and-go”)  Track meals provided using “Summer Data Sheet”	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
April 20th - April 24th	Provide meals (“grab- and-go”)  Track meals provided using “Summer Data Sheet”	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
April 27th - May 1	Provide meals (“grab- and-go”)	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.



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	Track meals provided using "Summer Data Sheet"			
May 3rd - May 8th	Provide meals ("grab-and-go")  Track meals provided using "Summer Data Sheet"	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
May 11th - May 15th	Provide meals ("grab-and-go")  Track meals provided using "Summer Data Sheet"	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
May 18th - May 21st	Provide meals ("grab-and-go")  Track meals provided using "Summer Data Sheet"	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.
	Provide meals ("grab-and-go")  Track meals provided using "Summer Data Sheet"	All kitchen staff	Kitchen, bags	9:00-1:00  *Families can call in to request meals to be delivered if they ride the bus and are within Parshall School District boundaries.



# PARSHALL SCHOOL DISTRICT #3

## Secretary Communication Action Plan

Subject: COVID 19 Secretary Communication Action Plan

Team Members: Jessica Miller and Kim Sanderson

Purpose: Provide communication to staff and families

Audience: PSD Staff & families

Objectives: To have clear lines of communication between parties

Goals: To provide families and staff with facts, not fear.

Due Date	Task to be done	Person Responsible	Supplies, materials, equipment needed	Notes
3/17/2020	Send out all call about food and meals	Kim	computer	Kim will put out an all-call asking for families that need extra assistance with food for the long weekend & while school is normally in session, meals/food can be picked up at the times listed above
3/17/2020	Begin creating a list of families that call for assistance	Kim & Jessica	Google Doc	Kim & Jessica will keep track of families who call in a google doc/sheet. Plans will be made for distribution as the list is compiled



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3/17/2020	Make a Spread Sheet of FAQ's	Kim & Jessica & Orié	Google Doc	Kim & Jessica will keep and update a google doc with FAQ by families. Document will be posted on the school web page by Orié.
3/23/2020	Reminder to staff of attendance on 3/24-3/26	Kim	All Call System	Kim will schedule an All Call to staff reminding them of mandatory attendance on March 24-25, 2020.
3/27/2020	All Call for the time change in breakfast & lunch distribution at the schools	Kim	All Call System	Kim will schedule an All Call to inform parents that students can come pick up "grab and go" meals between 9:00 and 1:00. Assignments will be available for pick up on Tuesdays and Thursdays.



# PARSHALL SCHOOL DISTRICT #3

## Special Education Action Plan

Subject: Special Education Services Plan

Team Members: Shane Sagert, Anthony Esquibel, Amber Young Bird, Mary Quillin, Gary Monton

Purpose: To develop plans for special education

Audience: Parents, staff, Prek thru 21 students

Objectives: Provide students with services through scheduled meeting times.

Goals: Provide accommodation to students with needs beyond the general education classroom.

Due Date	Task to be done	Person Responsible	Supplies, materials, equipment needed	Notes
March 17	Develop Special Education Plan at 10am.	Admin Team, Mary Quillin, and Gary Monton	Conference Room	Team will develop a plan to provide services for students for extended or e-learning instruction.



# PARSHALL SCHOOL DISTRICT #3

## Mental Health Supports Action Plan

Subject: COVID-19 Mental Health Supports

Team Members: Megan Madson and Angela Krueger (maternity leave)

Purpose: Support Student/Staff Mental Health Needs

Audience: Students/Staff/ Parents

Objectives: Provide communications, Provide formats for different circumstances, Provide strategies for coping

Goals: Develop a short term and long-term plan for mental health supports

Due Date	Task to be done	Person Responsible	Supplies, materials, equipment needed	Notes
March 17th - April 2nd	Schedule Student meetings if needed after April 2nd	Megan & Jessica/Amber	Google Calendar	Because Megan is out from March 18-April 1st, appointments can be scheduled through Jessica/Amber  If there is an emergency, contact Amber
April 2nd-May 21st	Availability via email, google hangouts, or scheduled appointments	Megan	Office, Google Calendar, Zoom, Google Hangouts	Megan will be available to students at all regular school hours via email. Scheduled appointments can be made Tuesdays-Thursdays for students to physically be in the building.  Megan will let office staff know if any students will be coming to the building to see her.



# PARSHALL SCHOOL DISTRICT #3

## Custodial Action Plan

Subject: Custodial Action Plan COVID - 19

Team Members: Brent Stacy, Codey McCloud, Alisa Cook, and Diane Francis

Audience: All Staff

Objectives: Provide guidance to all staff on expectations for reopening as well as maintenance of cleaning after school is reopened.

Goals: Break down responsibilities for each employee classification

<b>Due Date</b>	<b>Task to be done</b>	<b>Person Responsible</b>	<b>Supplies, materials, equipment needed</b>	<b>Notes</b>
3/17/2020	Create a list of deep cleaning and disinfecting at each building	Brent	Cleaning Supplies	Deep cleaning of classrooms, entry way, commons area, bathrooms.
3/18/2020	Inventory existing custodial supplies and create list of needed supplies	Brent	N/A	Submit purchase order to Business Office by noon on 3/18
3/17/2020	Ensure all exhaust fans are operating and filters are cleaned/replaced	Building Custodians	Filters	Building principals will communicate with staff that these fans must be running



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3/23/20	Review purchase orders and determine additional necessary supplies to be ordered for inventory	Brent	N/A	
3/18/2020	Provide refresher for all custodians on proper cleaning and disinfection	Brent	N/A	Separate meetings for janitorial staff at each building.
3/23/2020	Water fountain spouts will be covered	Building Custodians	N/A	Bottle fillers will be left available - each school will need to make bottle filling available without fountains
3/23/2020	Each building level will outline expectations for hygiene strategies (i.e. handwashing) and opportunities to regularly practice strategies	Building Principals	N/A	Staff should model expectations for students and allow for regular breaks to practice hygiene strategies
3/23/2020	Consider reassigning night custodians to day	Building Principal		All custodians will work 8-4:30.



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Starting 3/23/2020	Conduct deep cleaning and disinfection	Custodial Staff and Assigned Support Staff	Existing cleaning supplies	Building Principals will reassign support staff, as necessary in each building, to conduct deep cleaning and disinfecting.  This cleaning includes all commonly touched surfaces (i.e. tables, door knobs,) as well as undersides (tables, desks, chairs, etc.).



# PARSHALL SCHOOL DISTRICT #3

## Technology Action Plan

Subject: COVID-19 Technology Plan

Team Members: Orié Gouge, Amber Young Bird, Anthony Esquibel

Purpose: To have technology in place for potential e-Learning and readiness for state testing (if still applicable)

Audience: Staff, Students, Families, Website

Objectives: To provide for district technology needs for distance education

Goals: “ “

Due Date	Task to be done	Person Responsible	Supplies, materials, equipment needed	Notes
3/16/2020	Contact RTC about requirements for Zoom Meetings & wireless hubs/donating internet during the shutdown	Orié Gouge	Phone	Orié was speaking with the local RTC branch. We will be updated.
3/17/2020	Begin sanitizing communal carts & advising teachers how to sanitize their school provided laptops	Orié Gouge (computer carts) & staff (individual computers)	Technology cleaning supplies	Email has been sent to staff on how to properly sanitize their computers  Find a way to indicate that computer carts have been sterilized, so they are not used
3/17-3/18	Verify that State Testing Browser is on all district devices (laptops,	Orié	All student used laptops,	Orié will verify with building principals that devices in each building are ready for state testing



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	chrome books, and desk tops) & that access points are capable of running		chromebooks, and desktop computers Access Points	
3/23/2020	Update website (FAQ page, any other district announcements)	Orie	Website, Computer	This is a mass update, but updates will be continued on a "as-needed" basis
3/23/2020	Create a student waiver for students who may need to use the school's devices during extended closure.  Begin creating a checkout system & process for devices from both the elementary and high school if needed by a student.	Orie	Google Doc/Sheet	Due by the 30th  If students indicate that they need a device, we will have a system in place to track inventory and which devices are issued to which students
3/30/2020 - 4/3/2020	Being checking out devices for students who need them for distance learning	Orie	Computers, Google Doc/Sheet	When issuing laptops to students who need them, use all the laptops first, before issuing Chromebook. We want to avoid issuing the Chromebook, as they are new.