



CONTINUOUS LEARNING ASSURANCES DOCUMENT & LOCAL PLAN

As a result of COVID-19 and the closing of schools, superintendents and charter school leaders must complete this packet and submit to the New Mexico Public Education Department by **Wednesday, April 8, 2020**. The packet contains the following items:

1. Assurances Document
2. Continuous Learning Plan

Submission

- All required documents must be emailed as a single package to CL.Plan@state.nm.us by **Wednesday, April 8, 2020**.
- Please direct questions to Gwen Perea Warniment, PhD, Deputy Secretary for Teaching, Learning, and Assessment at Gwen.Warniment@state.nm.us.

To access Continuous Learning guidance documents and resources, visit the PED website at:

<https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/covid-19-coronavirus/>

ASSURANCES DOCUMENT

Date: 3/27/2020

School District/State Charter Name: Des Moines Municipal Schools

Name of Person Completing Assurances: Kodi Sumpter

Contact Phone Number: 575-278-2611 or 719-859-1673

Contact Email: ksumpterdms@bacavalley.com

District/State Charter (LEA) identified/named as Des Moines Municipal Schools hereby assures the New Mexico Public Education Department that:

1. the LEA will follow the requirements for a Continuous Learning Plan for the remainder of the 2019-20 school year;
2. the LEA will develop a Continuous Learning Plan that meets course and demonstration of competency requirements for high school seniors;
3. the LEA will pay all current hourly employees during the balance of the 2019-20 school year based on the plan developed;
4. the LEA will submit a completed Continuous Learning Plan by Wednesday, April 8, 2020; and
5. the LEA will enroll all new students according to state statute and the local district/state charter enrollment policies and provide an education plan for all new students for the duration of the 2019-20 school year.

Kodi Sumpter

3/27/2020

Superintendent Signature

Date

Please print signature or sign electronically

CONTINUOUS /LEARNING PLAN

Date 3/27/2020

District/State Charter Name Des Moines Municipal Schools

High School Senior Continuous Learning Plan

How are you ensuring credit requirements are met?

Des Moines Municipal Schools has gone through each Next Step Plan and current senior transcript. We only have one student needing to complete two current classes for graduation requirements. We are working with those instructors to give an EOC to demonstrate competency in courses that senior is enrolled in. All senior students are passing all classes at the end of the third nine weeks. All but one senior student has exceeded the graduation credit requirements. Assignments, participation and doing the work are our expectations. Grades are to be assigned as usual for the critical content teachers have selected. The fourth quarter grade cannot be any lower than the third quarter grade unless a student fails to put forth the effort or do the work. If work is not completed it will be an incomplete. Students will not fail unless it is certain that it wasn't because of access or equity. We will do everything we can to ensure EVERY student is success regardless of circumstances. We will be very cognizant of any family that has technology issues and ensure equity to all. The superintendent will bring a recommendation to the next school board meeting recommending grade distribution as described above.

How will you support completion of dual enrollment courses?

We are checking with students and professors weekly on progress. Students all have internet access. Dual Credit providers allowed students to select pass/fail or grades for college classes. Our transcripts will reflect those choices.

Describe the local demonstrations of competency options which will be used for seniors who still need to meet competency requirements in one or more subject areas (PPT presentations, virtual or physical projects, on the job experiences, community services, virtual presentations, local portfolios, etc.).

All senior students have completed the competency requirements.

Please describe your plan to ensure graduation and completion of *Next Steps Plans* for seniors.

Our principal is working with seniors to ensure completion of Next Step Plans. They are all on track to complete them. Each will be documented on the next step plan at completion.

Academic Support

Briefly describe the professional development plan for your staff related to continuous learning. What support might you need?

DMMS Staff started zoom conferences on March 24th daily where we taught teachers how to zoom. Staff has been supported in prioritizing standards for last quarter, learning features of Zoom, revisiting Edmodo, screencastomatic, Seesaw for pk-4, online learning techniques, online expectations; online etiquette, daily routines and schedules and much problem solving. We got in put for this continuous learning plan, created norms for online learning, and developed communication plan for families and students. We had multiple school and individual conferences with staff to reassure them, problem solve, and create a model video, etc. It is a work in progress and we are differentiating for all teacher and staff needs.

Please describe how you will support continuous learning for Pre-K through 11th grade students based on the resources and capacity of your community.

We have daily contact with teachers working with staff to refine their technology skills. We have worked with our local internet provider to ensure every home has internet access. We have five homes where we can't get adequate access and have five hot spots ordered for those homes. We are working with those families until they arrive on limited paper based system.

Will online learning be used? If so, what tech support will be available for families and teachers?

We will utilize online learning. Every student was sent home either an ipad or laptop prior to spring break. We are sending home all the passwords for every platform and website used. Students have been training on all the platforms. Step by step how to guides, daily schedule, norms, routines, resources for enrichment are sent home for parent support. We also have a contracted tech support lady that has been working with teachers, students and families as needed. Teachers are all holding office hours for at least an hour a day for students and families to contact them through the remainder of the year in addition to email availability at anytime. Tech support is available during school hours as well. Our schedule for online learning follows the New Mexico PED guidelines. Pre-k- meets 30 minutes daily; K-1 meets 45 minutes daily; 2-3 meets 60 minutes daily; 4-6 meets 90 minutes daily; 7-12 meets in a block schedule of one hour twice a week per class from 9-12. PK-6th grade teachers are communicating with families and have provided instruction through SeeSaw, Zoom and Edmodo in additional to educational apps for students to receive additional enrichment. 7-12th grade students are receiving instruction through Edmodo and Zoom and following the schedule below.

7-12 Grade Schedule

Starting April 6-May 21 (Continue to follow 19-20 school calendar)

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00	1 st period	2 nd period	1st period	2 nd period	Homeroom Zoom
10:00	3 rd period	4 th period	3 rd period	4 th period	Interventions
11:00	5 th period	6 th period	5 th period	6 th period	7 th period
12:00 (optional)				9-12 th Zoom lunch with Jill	
1:00-2:00 Daily	ZOOM Office Hours via ZOOM for 7-12 teachers Zoom number: 283-589-4787				
Maximum three hours each day, including homework					

If so, how will you ensure that all students have adequate access to devices and the internet? What support might you need?

DMMS surveyed students before we dismissed for break about internet access. Teachers followed up with parent surveys after Spring Break . With those results, admin went to work with local telephone/internet provider to insure access to all. We have ordered hotspots to help the rural families with limited access to ensure bandwidth. Those hotspots have not arrived yet. All internet/hot spots we provide have filtering to meet federal requirements. We currently have 97% with internet access. After hot spots arrive we will have 100%. We have expanded the school Wifi so that families can sit in the parking lot and download lessons and access instructional programs on school devices.

Please describe additional measures you will take to support students with disabilities, students at-risk, and students served under Title Programs (EL, Migrant, etc.).

The special education department has been in contact with all families seeking anticipated needs. Prior written notices are being sent out to each family with relevant information. Special education teachers will continue to provide learning opportunities correlated to IEP's. Monday through Thursday they will be in Zoom classes with students and provided additional one to one help with students. Office hours for additional help are provided daily. We have conducted two virtual IEP meetings during the closure. Ancillary staff are part of our transition to virtual learning. They have been trained on Zoom and will conduct remote learning to meet IEP requirements. We do not have any student requiring PT this year. We are working with our ancillary staff to problem solve as well. We have included our social worker on all staff meetings. She has provided training and support to teacher on the importance of taking care social emotional needs first. She has created a padlet we have distributed to teachers. They have distributed it to students. It is also available on our school website and in school communications with families.

How will teachers check-in with students? How frequently?

Elementary teachers check with their classes daily. Our secondary teachers have divided students by the parent-teacher conference list and are checking in with those students weekly. We have a form for them to complete on the check ins. All teachers and instructional staff have been trained on the importance of social emotional needs. We know on Maslow's pyramid this must be met before educational learning can occur.

Please describe your plan for Career and Technical Education.

We will offer virtual lessons per our master schedule. Agriculture education is the only career tech classes with the exception of two students in a dual credit wind energy program through MesaLands. All the classroom virtual learning will continue. We will do the best we can with the hands on learning. The hands on learning for wind-turbine will be resume per Mesa Lands and health crisis. We have two students in Edmentum Career Tech Classes for health services and IT that will continue as dual credits are.

Please describe your plan to address electives/specials.

By following our master schedule all classes including electives will be offered weekly. Students are encouraged to get out and do physical activity daily at home while respecting social distancing. Elementary art activities are provided weekly.

Social and Emotional Supports

How will you utilize counselors and social workers?

We do not have a counselor on staff due to our size, however our social worker who is contracted for a day a week has a schedule to meet students on IEP's and SAT plans weekly. She also has a padlet for students, parents and educators to access. Social worker will work closely with teachers and provide class lessons as needed through this crisis. We are continuing to utilize PBIS as it is part of our school culture.

How will you support students' social-emotional needs?

Teachers are checking in with students weekly before April 5th and daily after April 5th in homeroom. Teachers will complete a survey questionair weekly on students in homeroom. We have a padlet of supports our school social worker created that is available to students, families and educators. Teachers will be in close contact with the school social worker and administration to ensure we meet the needs of all students.

Family & Community Communication

How will you keep families informed about changing circumstances?

We have utilized our ALL CALL system, School Messenger, to send phone calls and emails to families. Additionally, we utilize our school Facebook page, webpage, and Remind app. Our school secretary also emails a school bulletin to families weekly. Elementary teachers have reached out to all their families weekly in phone calls and texts. Secondary teachers have divided the students up and contacted them weekly with phone calls, text and email. We will continue to communicate in the same manner.

How will you support families and caregivers as they facilitate learning at home?

We are keenly aware that families didn't ask to be teachers. We are supporting them with detailed instructions, passwords, daily schedules, norms, routines and much understanding and grace! All teachers are available during office hours to provide support. Families can email or text teachers, technology support or administration in addition to the office hour Zoom time. We are here to support our families!

How will you support families and caregivers as they support the social-emotional needs of their children?

We have provided the social emotional padlet to families in addition to weekly check-ins with them. In our weekly bulletin we also provide a tip sheet about resources and ideas to help with social emotional needs. We are here to provide additional resources if the need arises.

Other

How will you reflect, monitor, and evaluate the effectiveness of the implementation of this plan and the results?

After the first day of going live, we will meet with staff and monitor and adjust. Staff will meet at least weekly as we proceed. We will monitor by how many students are viewing, accessing, and completing assignments. Assignments will be graded and feedback will be provided to students. We will collect data from teachers on how students are participating and completing work. We will survey families after two weeks and determine if

adjustments are needed. Teachers plan to complete Edmodo student checkin surveys daily. We will continue to call families and meet the needs that arise. We are all learning together and anticipate needing to make adjustments on the fly. DMMS is dedicated to doing whatever it takes to ensure EVERY child is successful regardless of circumstances.

Please include any other relevant information or documents related to your Continuous Learning Plan

Continuous Learning Plan Signature Line

Kodi Sumpter

4/3/2020

Superintendent Signature

Date

Please print signature or sign electronically