

Updated 7/30/2020

03/26/2020

Newburg United Public Schools

COVID-19 Response Plan

Submitted to DPI – March 26, 2020

Emergency Response Plan for Pandemic - Epidemic

PERSONNEL	ACTION
All	<ul style="list-style-type: none">• Take precautions as directed• Encourage hand washing• Adults that exhibit symptoms should remain home• Students that are symptomatic should be kept away from well students and parents contacted.• Students and Teachers will wipe down their work area before the next class period.
Administrators	<p>Normal Operations</p> <ul style="list-style-type: none">• Monitor attendance of students to determine the impact.• Report any significant elevations in absences to tele-health nurses.• Promote attendance policies that reinforce students who are sick to stay home.• Be prepared to address large numbers of staff absences. <p>Extended Closure</p> <ul style="list-style-type: none">• Prepare distance learning plan in the event of a prolonged closure• Identify essential personnel• Set alternate office hours• Execute distance learning programs

<p>Secretary</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Be aware of absence policy changes to inform parents and families. • Assist keeping symptomatic students away from well students before they are sent home • Contact parents when a student becomes symptomatic <p>Extended Closure</p> <ul style="list-style-type: none"> • Follow recommendations from CDC, NDDoH and First District Health of Bottineau County. • Available to make phone calls to families to check on how distant learning is going.
<p>Custodian</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Follow enhanced cleaning procedures as prescribed by your supervisor. • Clean highly touched surfaces daily. <p>Extended Closure</p> <ul style="list-style-type: none"> • Follow recommendations from supervisor for alternative work hours & expectations.
<p>E-Nurse Avera Tele-Health</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Provide support to building principals and staff with response guidance and actions. • Assist in providing support to students exhibiting symptoms. • Ensure schools have needed medical supplies. <p>Extended Closure</p> <ul style="list-style-type: none"> • Provide guidance as needed for various stakeholders • Assist building principals with implementation of tele-health as needed for students.

<p>Teacher</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Students who are symptomatic should be kept away from well students and parents contacted. • Be prepared to provide instructional opportunities in the event of a closure. Prepare to be able to continue teaching from home/office. • Begin reaching out to parents, preparing them in the event of a closure • Reassure your students and provide emotional supports as needed. • Direct additional supports as necessary including counseling and mental health services. <p>Extended Closure</p> <ul style="list-style-type: none"> • Execute distance learning plan through Google Classroom, Zoom, IXL, ESpark, Teach Your Monster to Read, Packets, EdPuzzle, teacher recorded lessons, Remind App., Whats App. • Set daily office hours and inform your students (families)
<p>Tech Department</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Ensure operations of educational tools used for online learning. • Prepare to support teachers in providing instruction remotely. • Provided additional training and support as needed. <p>Extended Closure</p> <ul style="list-style-type: none"> • Continue to support students and educators as needed.

<p>Superintendent and Principal</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Prepare shared communications folder for district administrators to share information. • Attend district administration meetings to ensure consistency of messaging. • Prepare statements for stakeholders as needed. • Prepare press releases and manage media contacts. • Test communications systems to ensure they will be available when needed • Create communications portal on district website. <p>Extended Closure</p> <ul style="list-style-type: none"> • Continue to prepare statements for stakeholders. • Continue to attend district administrative meetings to ensure consistency of messaging. • provide multiple platforms of communication such as website, Instant Alert, social media, and e-mail.
<p>Food Service</p>	<ul style="list-style-type: none"> • Prepare for food distribution if a closure would occur. • Work with Superintendent to inform stakeholders as needed.
<p>District</p>	<p>Normal Operations</p> <ul style="list-style-type: none"> • Maintain contact and monitor information from CDC, NDDoH, and NDDPI. • Determine event and school closures based on recommendations. • Identify essential personnel and work duties in light of a closure. • Prepare for business operations to continue as needed during a closure • Prepare guidance for staff on leave and work hours during closure • Prepare for transportation needs during closure • Prepare for food distribution during closure <p>Extended Closure</p> <ul style="list-style-type: none"> • Execute closure plan • Prepare reintegration plan as closure concludes

Communication Plan

District Communication Plan

District leaders should reference the District Policy Manual to ensure consistent communication with stakeholders. The Superintendent will advise on specific measures to be taken during this event.

Parents and students are encouraged to stay updated by visiting the school Facebook page and website: newburg.k12.nd.us.

Continuation of Educational Services

In the event of a pandemic/epidemic that significantly impacts how we are able to provide educational services Newburg United School intends to address the following practices and processes to achieve our desired outcomes.

District Mission:

The Newburg United School is committed to providing a safe, friendly environment where all students are valued and encouraged to become confident, responsible citizens and independent life-long learners.

We Believe:

- All students are entitled equal access to a free and appropriate public education.
- Schools should promote scholarship, service, leadership, and character.
- Schools should provide students with a quality core curriculum, along with opportunities to pursue interests in the arts, career and technical education, and physical education.
- Schools should equip students with communication, collaboration, critical thinking, and creativity skills.
- Schools should provide a system of support services that will allow all students to succeed.
- Schools should provide students with a safe, caring, and respectful learning environment.
- Schools should inspire students to succeed.

Health & Safety:

Health and safety of our students, staff, and community are paramount during a widespread health emergency. All actions Newburg United School takes will be balanced with guidance from local health officials, the North Dakota Department of Health, and community leaders.

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

Student Attendance & Engagement

Attendance policies will transition during a pandemic/epidemic event. The CDC provides guidance for schools on when to alter attendance practices and/or close schools.

Student Attendance Policy Considerations

- Attendance policies will follow regular school policy
- Families that make decisions to keep students at home due to EPIDEMIC should be addressed on a case by case basis by building principals
- Families with symptomatic students are required to stay home.
- Suspend attendance incentives/testing requirements as needed to discourage sick students attending school

Attendance During A Closure

During an extended closure student engagement in learning opportunities is critical to a student's continued academic growth. Attendance shall still be monitored by teachers through student logins in asynchronous learning experiences and participation in synchronous learning experiences. Any student demonstrating prolonged absence or disengagement is a cause for concern. Teachers shall contact that student's guardian to seek input and assist them as needed to ensure student participation.

Parent Letter 1

March 13, 2020

Dear Parents,

As all of you probably know, the state has confirmed it's first case of the COVID-19 (Coronavirus). The intent of this letter is to ensure you are aware of the developing situation and monitoring both the Center of Disease Control (CDC) and the North Dakota Department of Health (NDDOH) websites for their advice and guidance. The CDC has released guidance on how schools can navigate during these times. The link to this guidance is found below:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

Our custodians and kitchen staff have been instructed to spend extra time sanitizing all surfaces. We have also instructed our custodians to insure we have soap in all dispensers.

Preparation and prevention combined is very important. Because this is important, we are asking our staff and students to do the following:

- Avoid close contact with people who are sick
- Stay home from school and other social activities if you are experiencing flu-like symptoms and call your doctor immediately for guidance
- It is essential to stay home from school/day care if you have a fever of 100 degrees or higher
- Cover your cough or sneeze with a tissue, then throw it in the garbage or cough or sneeze into your elbow
- Avoid touching your eyes, nose and mouth
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing. --If soap and water are not readily available, use an alcohol based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Any decisions on field trips and out of community activities will be made as we receive further information.

We will continue to monitor this situation and follow the guidelines of the CDC, NDDOH and Department of Public Instruction to try and ensure the safety of our students and staff. We also ask parents to reinforce the above guidelines at home. As the Governor has emphasized, we need to Prepare, Prevent and NOT Panic. Thank you for your support. We will continue to communicate more as the situation develops.

Jason A. Kersten, Superintendent Newburg

Parent Letter 2

3-25-2020

Dear Newburg Parents/Guardians

Although there are no known cases of COVID-19 (Coronavirus) in our district at this time, being well-informed and well-prepared is important to the health and safety of the students, families and staff we serve. As school leaders we want to be proactive by advising students, families and staff to:

- **Stay home when you are sick.** If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. If you are sick do not return to school until you are fever free for 24 hours.

- **Avoid touching your eyes, nose, or mouth.** Germs spread this way.
- **Cover coughs and sneezes.** Use a tissue to cover coughs and sneezes, then dispose of the tissue. When a tissue is not available, cough or sneeze into your elbow.
- **Clean and disinfect surfaces or objects.** Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. [CDC has additional resources on how to clean and disinfect schools at https://www.cdc.gov/flu/school/cleaning.htm.](https://www.cdc.gov/flu/school/cleaning.htm)
- **Wash hands for 20 seconds.** Washing hands often under clean, running water can help prevent the spread of germs. If unable to wash use an alcohol based hand sanitizer.

We know that the schools will be collaborating with the state and local health departments as conditions change. Here is a link to the CDC website that gives the most up to date information.

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

Sincerely,

Jason Kersten, Superintendent
Newburg United School

Educational Services

During any extended closure due to a pandemic/epidemic Newburg United School believes students benefit from delivery of educational services. These services provide our families and students with consistency and support.

Google Classroom Learning Management System

Newburg United School can provide virtual training to our educators, quality instruction to our students, and support the unique health & wellness needs to both groups through our learning management system (LMS), Google Classroom

Learn more about Google Classroom here:

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

Google Classroom allows us to provide a challenging learning environment that is adaptable to the unique needs of all our students with a focused solution. Google Classroom allows teachers to address the unique needs of students by organizing content and learning tools to meet their specific needs.

Ipads and Laptops

Newburg United School leverages the power of the iPads, Laptops, and Chromebooks in our classrooms. All students who do not have a device at home will be given a device to take and keep at home through the duration of the campus shutdown

Learn more about iPads in Education program here:

<https://www.apple.com/education/>

Preparing for Online Learning – Educator Skills

In the event of a pandemic-epidemic educators must possess the needed skills to ensure they can create, distribute, and support educational opportunities for our students. An assessment of educator skills may be needed to evaluate the need for additional training before an online learning environment can be fully implemented. Every effort shall be taken to elevate and prepare for online instruction before a full closure. Newburg United Schools will leverage our LMS, Google Classroom, to train our educators.

Training Plans

Training sessions and information have been shared completed to develop the needed skills for all of our educators and staff. These include:

- Google Classroom Course Basics
- Zoom Video Conferencing Basics
- COVID-19 Precautions from Avera eCare
- United State CDC Precautions and Recommended Precautions
- COVID – 19 ND Safety for Schools: Classroom Considerations

Sample Letter and Resources

Hello Staff,

Below is an update on our educational plan for teachers and parents as we continue. Newburg United School is well-positioned to utilize our technology for distance learning.

Please watch the short video for vital information:

Zoom: https://www.youtube.com/watch?v=AoqfNdMPQ_c

Google Classroom: <https://youtu.be/rCNlmsWUxZA>

Meeting Dates:

Tuesday March 17, 2020 -8:30 A.M.- Staff met to discuss the most viable online platforms for teachers, students, and parents. Decided on Google Classrooms and Zoom.

Wednesday March 18th, 2020- 9 A.M.- Staff began training on Google Classroom and gathered student belongings and textbooks.

Monday March 23rd, 2020- 9 A.M.- Response Plan Meeting (Response Plan Team)

Monday March 23rd, 2020- 9 P.M.- Elementary Teacher Plan Meeting

Tuesday March 24th, 2020- 9 A.M.- Response Plan Meeting (Response Plan Team)

Tuesday March 24th, 2020 7 P.M.- Elementary Meeting with Administrators

Tuesday March 24th, 2020 8:30 P.M.- Jr./Sr. High School Meeting with Administrators

Thursday, March 26th, 2020 9 A.M.- All Staff Meeting about Response Plan & Curriculum (Necessary training and support will be given at this time)

Friday, May 29th, 2020 – Zoom meeting distance learning

Thursday, July 16th, 2020 7 P.M. – School Reentry Meeting

Tuesday, July 28th, 2020 7 P.M. – School Reentry Meeting

Thursday, July 30th, 2020 5:30 P.M. – School Reentry Meeting

Thursday, July 30th, 2020 6:30 P.M. – School Reentry Meeting (All members)

First and foremost, our goal is to provide our teachers with the resources and training required to provide our students with the best possible learning opportunities while we are not physically in school. To do this, we are in the process of sharing training videos.

Tech Support

Our technology personnel will be available starting Thursday, March 19. Our personnel consist of Jackie Godfrey (701)238-6806, Levi Gourneau (701)550-0928, Chuck Werner (701)822-2327, and Bob Beaudrie (701)263-7012. They will be available for staff and parents to call when issues arise and will be manned during normal business hours. These personnel are also available by email which can be found on the school website.

Self-Care

As this situation persists, please be sure to be taking time to care for yourself and your families. These are exceptional times and it calls for all of us to ensure that we are our BEST selves over the next few weeks. Stay home, take care of your families and be sure to reach out when you need help. If you have questions, feel to contact me at jason.a.kersten@k12.nd.us.

Ensuring Quality & Equitable Educational Opportunities for Students

Newburg United School is prepared to transition to an 100% online learning environment. Having a digital learning device in each students' household and leveraging the power of Google Classroom and Zoom is our primary initiative. Transition will be rapid and focus on providing the time to transition from a blended learning environment to one that is completely online. If more devices are needed for your household, please contact the school or Bob Beaudrie at bob.beaudrie@k12.nd.us.

Schedule

New Schedule will follow the daily schedule for all JH & HS students.

Elementary schedule will be posted at a later date.

Student Access to Devices

Newburg United School has completed a parents survey regarding parents access to high speed internet and devices to support Google Classroom and Zoom at home.

Newburg United School is in preparation to be 100% online capable for all students by 3/27/2020.

Future closures measures should be taken to ensure all students have their device during a closure.

- If possible, devices shall be sent home with students before a closure is announced.
- If devices are with students when a closure is announced principals should arrange times for parents/students to pick them up in a manner that follows recommended guidelines to protect from pandemic/epidemic.

Assistive Technology

Newburg United School in partnership with Peace Garden Special Education Unit will contact families with students that may require assistive technology to ensure continued access to quality education and services during any prolonged closure.

Internet Access

Newburg United School worked with local wireless provider SRT to identify four families in our district who did not have access to high speed Internet. SRT reported to Newburg United

Schools that all four homes have had high speed internet installed free of charge for 6 months as of 3-27-2020.

Ensuring Continued Access In The Future

Before a closure each family will be surveyed to determine if they have internet access. This information will be used to plan for an extended closure ensuring educational opportunities for all students.

No Access Options for the Future

- Contact families directly to discuss commercial connection options.
- Work with community partners such as SRT to provide service.

Parent Survey

March 18, 2020

Newburg United School Online Capabilities Survey

1. Does your household have internet (Wifi) capabilities?
2. Do your children have access to a computer or device with internet capabilities?
3. If your household does not have any internet capable devices, would you need a school issued device?
4. Can you please fill out the updated information? An updated cellphone number and email address are extremely important in our effort to increase our ability to get pertinent information to parents.
5. Do you have any suggestions or recommendations for our school?
6. If the school were to provide devices for home use during this time, how many devices would you need?
7. If closure continues, would you be interested in a lunch for your kids on days we normally would be in session (In Newburg: pick up at school; Out of Newburg: Delivered).
8. Names and grades of students that you want to participate in Lunch meals:

General Education

Academic programming during a closure due to a pandemic/epidemic shall continue to deliver instruction aligned to our district's guaranteed and viable curriculum. Newburg United School has and will use a virtual PLC structure to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials. Partnership with the NCEC REA to utilize video conferencing platforms, such as ZOOM and EdPuzzle.

During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities that align with North Dakota Standards <https://www.nd.gov/dpi/districtschools/k-12-education-content-standards>

Models of Instruction

PK Special Education

During a partial closure small group instruction shall be used.

During a full closure Google Classroom will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Support to families will also be provided through this mechanism to assist them in providing resources and supports demonstrating academic needs

Elementary (K-6)

During a partial or full closure Google Classroom and ZOOM will be used to virtually interact with our student synchronously and asynchronously to provide services and support.

High School (7-12)

During a partial or full closure Google Classroom and ZOOM will be used to virtually interact with our student synchronously and asynchronously to provide services and support.

CTE & Lab Sciences

During a partial or full closure Google Classroom and ZOOM will be used to virtually interact with our student synchronously and asynchronously to provide services and support. Courses that are hands on will have the learning opportunity through video lessons, virtual field trips, and experiences.

Progress monitoring

Monitoring student progress will be accomplished through Google Classroom as this system allows us to review student submissions and allows staff to provide feedback.

Teachers will meet weekly or more frequently as needed to monitor student progress and address learning gaps that are recognized. They will have access to specialists to assist them in providing resources and supports to students demonstrating academic needs including the Peace Garden Special Education Unit Specialists, NCEC Professional Staff, DPI Staff, and other state and regional supports.

Grading

Newburg United School will continue to follow our policies, practices, and grading structure during a closure due to a pandemic/epidemic.

Counseling & Student Support Services

Newburg United School will continue to offer school guidance counseling lessons leveraging Google Classroom. Additionally, the counselor will adhere to the ASCA virtual learning guidance and ethics, which have been reviewed and addressed our synchronous and asynchronous platform.

ASCA Guidance -

https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf

Outside Support

National Suicide Prevention Lifeline: 1-800-273-8255

NCHSC Mental Health Outreach Clinic & Youth Center 701-857-8500

Mohall Medical Clinic 701-756-6841

Trinity Hospital ER 701-857-5000 (24 hr)

Trinity Behavioral Health Services 701-857-2715

Trinity Riverside 701-857-5998

K-12

School level and/or grade level Google Classroom courses and Zoom will be made accessible by school counselors, building principals, and family liaisons. These shall allow counselors to provide broad counseling courses or small group/individual sessions.

At the high school level grade level Google Classroom courses and Zoom shall provide a conduit for counselors to schedule courses, advise students on college/career, and promote scholarship opportunities.

Services Assurances to Needy Populations

Ensuring high-quality, age appropriate instruction for all students is always our goal , including during a pandemic/epidemic closure. Special considerations shall be made for needy and unique populations.

PreK Special Education

Follow the recommendations set forth in the Special Education / 504 section below. Zoom will be used to keep in contact with the students and parents.

At Risk Students

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 be:

- Learning materials – take home bags
- Books
- Online resources such as IXL, Teach Your Monster to Read, E-Spark, Epic, etc.

- Assisting parents in supporting their students while at home.
- Parenting tips and online resources

Private / Parochial Partners

At this time Newburg United School does not have any private or parochial partners, but if the need arises Title I staff shall communicate with and provide support to our private school/parochial school partners to ensure they can meet the educational needs of the students served in their schools.

Special Education / 504

Students receiving special services through an IEP or a 504 plan are unique and require special services in the event of a closure. From a Supplemental Fact Sheet Addressing the Risk of COVID-19 in Schools developed by the US Department of Education, “the Department encourages parents, educators, and administrators to collaborate creatively to continue to meet the needs of students with disabilities. Consider practices such as distance instruction, teletherapy and tele-intervention, meetings held on digital platforms, online options for data tracking, and documentation. In addition, there are low-tech strategies that can provide for an exchange of curriculum-based resources, instructional packets, projects, and written assignments.”

Newburg United School will work in conjunction with Peace Garden Special Education Unit to ensure our special education case managers and service providers are meeting (virtually or by phone) to collaborate with parents/guardians on a contingency learning plan for their child. The parents/guardians, case managers, and service providers will collaborate on each IEP goal and determine how best to meet these goals through distance learning. Teams will take into consideration the student’s preferred learning method, ability for independent work, access to adult support, adaptations/accommodations, assistive technology needs, how progress will be monitored, and where services will take place. Ongoing communication with families throughout the closure will also be delineated.

Documentation of the alternate learning plans will be shared with parents on a Prior Written Notice of Special Education Action (PWN). These PNW’s will be sent digitally or by mail. Further changes to services can be discussed and documented as needed. Learning plans will consider both synchronous online learning (e.g. chat, streaming, video, instant message, web conferencing) or asynchronous online learning with capability for remote communication and assessment (e.g. email or learning management systems that deliver, track and manage classes or projects).

Distance learning for special needs students may include virtual learning, web-based sites, online services and telephone contacts. Contingency learning plans could also utilize textbooks, workbooks, worksheets, documents made available on technology devices, online resources and other Internet content.

Case managers will be available through virtual meeting hours to be established by each case manager. During this time, case managers will be accessible to support families and students. This may be done through telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods as needed. Progress reports will be provided to parents to assist in determining progress with IEP goals.

It may be necessary to adjust special education and 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 learning plan. The ability to provide related services will be determined based on school closures, risk assessments, and student needs.

While the learning plan is utilized during school closures, the student's IEP will remain in place and services defined in that document will be resumed once students return to school.

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.

Communicate & Plan

Building principals, 504 case managers and/or SPED case managers shall connect with students and families concerning continuation of services. This communication should be done in a way that ensures access by all parties normally part of the IEP team. Case managers should pay attention to:

- Resumption of services
- Duration and scheduling of services
- Educational services being provided

Notice to Change without an IEP Team meeting

Following guidance our case managers will be in contact with each IEP student's parent/guardian to plan for services and accommodations. Plans should be made for continuation of services within a "Services at school" and "Services Online" 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.

Services at School

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

- Online learning through Google Classroom
- Additional supports provided remotely (ZOOM, Facetime, Etc.)
- Individual or small group instruction on school property. This is allowable 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

When permissible or necessitated by health regulations services may be provided in a synchronous or asynchronous model following the guidance above.

Resources

<https://sites.ed.gov/idea/idea-files/q-and-a-providing-services-to-children-with-disabilities-during-the-coronavirus-disease-2019-outbreak/#Q-A-1>

English Language Learners

EL students and the services they receive are unique during a closure. At this time Newburg United School does not have any EL students but in the event we do online educational opportunities shall be provided via Google Classroom courses. EL staff shall communicate with each EL student's family to address individual supports necessary. In addition, translation services shall be provided to EL families.

Student Meals Program

Students who receive free or reduced-price meals during the school year are particularly vulnerable during a long-term closure. To address this need for these, and all our students, Newburg United School has developed a feeding plan to support these students during a partial or full closure. Newburg United School will follow guidance from NDDPI in the distribution of student meals.

Parent Letter 1

March 16, 2020

The Newburg United School will be offering Lunch Service on Tuesday and Wednesday this week. It will not be offered on Thursday and Friday as these days were already scheduled to be non-school days.

Any child from age 1 to 18 in your household is eligible to receive these meals.

These meals can be picked up at the front door of the school, or we will be delivering them by bus to your house.

Tuesdays meal will consist of a hamburger, fruit and a vegetable.

Wednesday meal will consist of a hot dish, fruit, and a vegetable.

Pick-up at the school will be available from 11:00 AM to 12:00 PM

Deliveries will be made between 11:00 AM and 1:00 PM.

Any students that live in Newburg would be expected to pick-up their meal at the school between 11:00 AM and 12:00 PM.

Meals will not be eaten at the school - they are for pick-up or delivery only.

To place orders for these two days, we would request that you either call the school at 272-6151, or text Mr. Beaudrie at 263-7012, or email Mr. Beaudrie at bob.beaudrie@k12.nd.us. We would ask that orders for these meals be requested by no later than 7:00 PM the night before.

Again - that information is as follows: To place orders for these two days, we would request that you either call the school at 272-6151, or text Mr. Beaudrie at 263-5012, or email Mr. Beaudrie at bob.beaudrie@k12.nd.us. Please have orders made by 7:00 PM of the preceding day.

We will need to know the following:

Your Name

How many meals are needed

If you will pick up the meal - or if it needs to be delivered.

Parent Letter 2

March 20, 2020

Lunch Information March 24th-27th

Tuesday March 24th:
Ham or Turkey Sandwich

Wednesday, March 25th:
Pasta and/or Taco Salad

Thursday, March 26th:
Lasagna

Friday, March 27th:
Chicken Nuggets or Fish

All Main entree' items will be included with a fruit, vegetable, and possibly desert each day. We have ordered small cartons of white milk, which, depending on delivery, may or may not be included in each meal as well.

If you want to have your student receive the school lunch meal - please let the school know by calling 272-6151 or by emailing Mr. Beaudrie at bob.beaudrie@k12.nd.us or by texting Mr. Beaudrie at 263-7012 starting on Monday, March 23rd.

If you are already receiving the school lunches - you will not need to call/email/text unless there is a day(s) that you do NOT want to receive the school lunch:

If you wish to participate and receive lunches. The information we need is as follows:

1. How many students in your household that will receive the meal (Ages 1-18).
2. What day(s) you want them to receive the meal (Tues-Friday next week)
3. If you will pick up the meal - or want it delivered. (All in-town students are requested to pick-up the meal.)

Pick-up times will be from 11:00 AM - 12:00 PM Tuesday-Friday next week.

Delivery times will be from 11:00 AM 1:00 PM Tuesday-Friday next week.

Thank you,
Mr. Beaudrie

Supporting Our Adults

During any crisis including a pandemic/epidemic supporting our educators and support personnel is necessary to continue to provide quality and consistent educational services to our students. Continual evaluation and emergency planning for the business office will be necessary.

Business Office Operations

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation shall be made to ensure continuation of payroll, funds receivable, and funds payable at remote/home.

These operational plans shall be organized by the business manager and submitted to the Superintendent/Board President for review and approval.

Newburg United School Board has approved paying classified and certified staff during the duration of the COVID-19 closure. These payments shall be made as prescribed in our 2019-2020 expenditure budget.

Policies & Procedures

Before the event of a full closure of schools and district operations due to a pandemic/epidemic preparation the Business Manager shall present a plan on how to address sick leave, personal leave, and leave without pay to the Superintendent/Board President for approval

The school board may wish to suspend policies that limit or prevent operational efficiency or conflict with emergency declarations or guidance from community health officials.

Federal Programs & Funds

Newburg United School will continue to comply with guidance and regulations of all federal programs that affect the district.

Continuity of Leadership Plan

Newburg United School has developed a three tiered continuity of leadership plan for continuation of leadership and education services in the event school leaders, teachers, and other staff become sick from a prolonged pandemic.