

A stylized illustration of a tiger's head, facing right, with orange and black stripes and a white muzzle. The tiger is positioned behind a white rectangular box with a yellow border.

# **Flex Learning Plan**

**McIntosh School  
District 15-1**

**McIntosh, SD**

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# McIntosh School District 15-1

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In case of an unexpected school closure, McIntosh School District 15-1 has developed a Flex Learning Plan. This plan serves as a tool to provide learning opportunities to students during a school closure. This plan will outline learning modalities, grading plans, meal deliveries, access to school devices, etc. should a school closure be warranted.

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# Table of Contents

Section 1: District Mission and Vision..... 4

Section 2: Purpose of Flex Learning.....5

Section 3: Staff Communication.....6

Section 4: Flex Learning Plan: Option A.....7

Section 5: Flex Learning Plan: Option B..... 11

Section 6: Flex Learning Plan: Option C .....12

    Elementary School (Grades PK – 4)..... 13

    Middle School (Grades 5 – 7).....14

    High School (Grades 8 – 12).....15

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# McIntosh School District Mission and Vision

## **Mission**

The staff, parents, and communities of the McIntosh School District will plan and work together to establish a positive environment to help students develop their greatest potential academically, creatively, physically, socially, and emotionally so they can be successful, productive, responsible members of society.

## **Vision**

To provide every student the skills necessary to succeed in this rapidly changing world.



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# Purpose of Flex Learning

When it may be necessary to implement school closure(s) due to weather or other emergency situations, the McIntosh School District will make every effort to ensure that our students' educational opportunities continue.

Through our FLEX Learning Plan, McIntosh School District will provide students with diverse learning experiences that prepare them for academic success. Teachers will creatively challenge and inspire students with engaging learning activities. At the same time, we acknowledge that distance learning cannot substitute for daily in-person instructional programs. Distance learning requires adjustments to the curriculum while ensuring our standards are not compromised. Questions and feedback from families, students, and the community are welcomed to ensure this plan meets the learning needs of our students.

McIntosh School remains committed to creating learning environments that foster creative thinking, a caring culture, and personal connections. We are particularly mindful of health and wellness issues, including the amount of screen time that is developmentally appropriate for students in different grade levels in a distance learning environment.

The FLEX learning plan invites a community-wide approach to education that supports the needs of our students, families, teachers, and community. Teachers and school-based staff will utilize techniques and strategies to connect remotely with their students to both maintain and strengthen relationships and to address the academic needs of our students, just as they would in a face-to-face classroom setting. Educators who are not in the classroom will work to support both teachers and students in implementing this plan.

Distance learning requires different skills and approaches for students, families, and teachers alike. Staff and family schedules for planning and instruction must be flexible enough to provide learning opportunities for students. We will work together to ensure we all get through this together. **We appreciate your dedication, hard-work, and support!**

**We can't hide our TIGER pride!**

**This is a living document that is subject to change based on the Covid-19 pandemic to the region and the state. The McIntosh School Board of Education along with administration, South Dakota Department of Health, and the South Dakota Department of Education will work together to adapt this document throughout the school year.**

**This plan was approved by the McIntosh Board of Education on 07/22/2020.**

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# Communication

We value our community and understand the importance of effective communication. Communication will take place in a variety of formats to ensure all necessary parties remain informed. Communication methods include the following:

- School Reach
- School Website: <https://mcintoshsd.cyberschool.com/>
- Facebook Page: McIntosh School District, McIntosh, SD
- Twitter: @McintoshTigers
- E-Mail
- Newspaper

If you have any questions or concerns at any time, please feel free to contact the school at (605) 273-4227.



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# Flex Learning Plan A: All Students on Campus

Flex Learning Plan A features a traditional learning model in which all students are attending school on campus with face to face instruction. Due to the nature of COVID-19, social distancing and other health guidelines have been considered throughout this learning Plan.

## **Personal Protective Equipment (PPE)**

Students will be encouraged to wash their hands frequently throughout the day with soap and water. Hand sanitizer will be available for use as well. Masks are not required in the school; however, if individuals wish to wear a mask they are more than welcome to do so. Face shields will be available for instances during which they may be needed.

## **Morning Transportation**

Prior to entering the bus, the bus driver will take temperatures of all students. Any student with a temperature of 100.4 or higher will not be permitted to enter the bus. Student seating will be assigned based on family groupings and social distancing to the best ability possible.

In order to provide social distancing on buses, some families may be offered per diem to drive their student to and from school. This would possibly decrease the number of students on buses and/or allow for increased busing to select locations.

While buses are in operation, ventilation will be used as much as possible by opening windows and opening the top hatches.

## **Building Entry**

Upon arrival buses will drop off students in a strategic manner. Bus drivers will dismiss students from the bus row by row to allow for social distancing. High school students will enter through the south high school door. Elementary students (grades PK – 4) will enter through the south elementary door. The bus will then drive around to the north middle school door where middle school students (grades 5 – 7) will enter.

Students, staff, parents, or visitors who do not ride the bus enter through the main front door and have temperature taken upon entry. If a temperature of 100.4 or higher is identified, building entry will not be permitted.

Teachers and staff will be provided with a list of student transportation modes to ensure proper building entry and that every individual entering the building will have had a temperature scan.

## **Breakfast**

Students will enter through the cafeteria door located in the main hallway and exit through the door on the east wall of the cafeteria. Seating in the cafeteria will be identified by an X taped to benches; students must sit on an X to allow for social distancing. Food service staff will have trays ready to go or do a grab-and-go (granola bars, fruit cups, etc.) to reduce the amount of time students are in line.

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All food will be served by food service workers to reduce the spread of germs. Students in grades PK – 4 will eat in cafeteria. Students in grades 5 – 7 will go to the cafeteria to get their breakfast and then return to their classroom to eat. Students in grades 8 – 12 will get their breakfast and eat in their first period class. If all X's are taken, overflow seating will be available in the library. Students should do their best to eat in a timely fashion to allow for less congestion in the cafeteria.

### **Lunch**

Students will enter through the cafeteria door located in the main hallway and exit through the door on the east wall of the cafeteria. Seating in the cafeteria will be identified by an X taped to benches; students must sit on an X to allow for social distancing. Food service staff will have some trays ready to go to reduce the amount of time students are in line. All food will be served by food service workers to reduce the spread of germs.

Students in grades PK, K, 1 will eat in the cafeteria seated on identified spaces. Students in grades 2, 3, 4 will enter the cafeteria to get their food and then take their trays back to their classrooms. Teachers will permit those students to go back to the cafeteria for a second serving if desired by the student. Students in grades 5, 6, & 7 will eat in the cafeteria seated on identified spaces. Students in grades 10, 11, & 12 will eat in the cafeteria. Students in grades 8 & 9 will eat in the library. If all X's are full in the lunchroom, overflow students will be directed to the library.

Students will be released for lunch on a staggered schedule by a staff member. Students should do their best to eat in a timely fashion to allow for less congestion in the cafeteria.

### **Recess (Grades PK – 7)**

McIntosh School District recognizes the importance of movement opportunities for students throughout the school day. In order to accommodate recess opportunities, staff and students will utilize different play areas including the playground, blacktop, and the north side of building. Classes will rotate among the various play areas weekly. Some classes may be combined for recess depending on the number of students in each class. While outdoors, students must maintain their personal space and avoid physical contact with other students. During lunch recess, students in grades 5 – 7 will use the north side of the building. Staff will monitor the number of students in one space to ensure social distancing is taking place.

### **Hallways/Bathrooms/Lockers**

Elementary and middle school lockers will be assigned to students in a strategic manner (i.e. boy/girl, odd/even numbers, A/B). When releasing students to their lockers, teachers will release students one group at a time to allow for social distancing and spacing. Some elementary classes may keep their coats and other outdoor clothing in the classroom to minimize the number of times students need to be in the hallway. High school lockers will be assigned as per usual. Locker assignments will be made while considering spacing and social distancing.

### **High School Passing Periods**

Each high school passing period will have 2 short bells spaced one minute apart. High school staff will identify a release schedule based on classes or grades to reduce the number of students in the hallway at a time.



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### **RTI Groups**

RTI groups will continue as per usual. These groups are small in nature and typically have less than 10 students in each group. RTI groups will take place in a variety of locations to decrease the number of students in one space. Social distancing guidelines will be followed when students are seated in their groups.

### **Student Learning Materials and Classroom Seating**

Each student will have their own learning materials for use during the school day. There will be no common or shared learning materials. This includes pencils, crayons, calculators, electronic devices, etc.

Teachers will make every effort to follow social distancing in their classrooms. High school and middle school teachers will assign seats throughout the day. Siblings will be assigned to the same seats throughout the day in classrooms if possible. Elementary teachers will space students in classrooms to allow for social distancing.

### **Cleaning and Sanitizing**

Teachers/paraprofessionals will be responsible for cleaning and sanitizing desks, countertops, and doorknobs throughout the day. Middle school and high school staff will sanitize learning spaces after each class or group leaves their classroom. Elementary staff will be responsible for cleaning and sanitizing desks, counters, and doorknobs when students are dismissed for lunch/recess and again at the end of the day.

Custodial staff will be responsible for cleaning and sanitizing common spaces, such as bathrooms and hallways hourly.

### **Special Student Instruction**

In order to prepare for the possibility of future distance learning, teachers will focus on teaching students how to use the Learning Management System in the first few weeks of school. This system will continue to be utilized throughout the school year so students and parents are familiar with the system should distance learning need to occur.

In preparation for distance learning teachers will choose one day to give students an assignment to do on Schoology AT HOME. Students will need to take an iPad home, make sure they can connect to their home WIFI and complete the Schoology assignment. Parents should then fill out a quick “review sheet” letting the school know whether they were able to successfully use the iPad at home. A school reach will be utilized to inform parents about the iPad test run, assignment, and review sheet.

All students will also be instructed in proper hand washing techniques by the school nurse.

### **Classroom Considerations**

Within each classroom, students will have designated seating areas. Elementary students will have the same designated seat for all instructional activities. Students in middle school and high school will have the same seat/workspace for each classroom they enter throughout the school day. Even though cleaning and sanitizing measures will take place throughout the day, teachers will make every

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attempt to use the same seat for family members (i.e. a sibling would sit in the same seat/workspace as a sibling in a previous class period.).

### **Display of COVID-19-like Symptoms**

Should an individual demonstrate any one COVID symptom, they will immediately asked to wear a mask and consult with medically trained school personnel. If symptoms persist arrangements will be made for that individual to leave the building as soon as possible. Symptoms include:

- Close contact (within 6 feet for at least 15 minutes) with a confirmed case of COVID-19
- Chills or a fever of 100.4 or greater
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle or body aches
- Headache (not related to a known health condition i.e. migraines)
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

Individual will be asked to seek immediate medical attention and not return until cleared by a medical professional.

### **Confirmed COVID-19 Case**

The McIntosh School District and the SD Department of Health and the SD Department of Education will collaborate in the event of a positive case. When a positive case has been identified, the affected areas will be closed for 24 hours prior to cleaning and disinfecting. Following the 24-hour period, the area will be effectively sanitized and reopened the following school day.

The individual with a positive case must self-isolate for ten (10) days. The individual may not return to school until the isolation period has passed and has no fever for 72 hours without fever-reducing medication. The Department of Health will conduct contact tracing for those individuals whom may have been exposed. Department of Health recommendations will be made for those whom should also self-isolate for fourteen (14) days. During this time it is important to monitor symptoms and temperature daily.

Please note:

- Isolation is for people who are ALREADY SICK.\*
- Quarantine is for people who are NOT SICK, but may have been exposed.\*
- (\*SD Department of Health)

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# Flex Learning Plan B: Hybrid of Campus and At-Home Learning

## Scenario 1

If the Department of Health identifies a confirmed case of COVID-19 or identifies individuals as having “close contact” with an individual with a confirmed case of COVID-19, a hybrid of on campus learning and at home learning will ensue.

Students identified by the Department of Health as needing to be quarantined will participate in At-Home learning as outlined in Plan C. The student that tested positive for Covid-19 or has a family member with a positive Covid-19 test, will do At-Home learning to the best of their ability for 14 days.

After 14 days, students can come back to traditional learning as long as they are symptom free (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>)

## Scenario 2

Should McIntosh School need to increase social distancing or comply with SD Department of Health or SD Department of Education requests, a hybrid of on campus learning and at home learning will ensue. During this time students would attend 2 days per week on campus and 3 days per week in the home setting. Students will be divided into Group A and Group B for on campus attendance. On campus learning will utilize the same precautions outlined in Plan A. At-Home learners will be expected to complete assignments that will be posted to the Schoology website AND assignments that were assigned while they were in school.

### Group A

Bullhead  
Morristown  
Watauga  
McIntosh

### Group B

McLaughlin  
North Dakota  
Isabel

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# Flex Learning Plan C: School Work in the Home Setting

If multiple cases of COVID are confirmed within our school community it may be necessary to resort to At-Home Flex Learning. In this situation students will do their schoolwork in their home setting with the support of teachers, other staff, and parents. This closure will be made with the recommendation of the South Dakota Department of Health, the South Dakota Department of Education, local health professionals, and local situational health conditions.

In this situation, students in grades K – 12 will be provided with a technology device. Parents can opt out of a school issued device if you have one at home that will support the learning platforms utilized including (but not limited to):

- Schoology
- Zoom
- Word
- Excell

Learning expectations have been outlined in the following pages.



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# At-Home Flex Learning Expectations: Elementary (PK – 4<sup>th</sup> Grade)

## **Attendance:**

Attendance during flex learning is required. Students will need to log in to Schoology daily to answer the “question of the day”. This should be completed no later than 8:00pm MT. If students are unable to be on a device that day, they need to make sure to contact their teacher (ahead of time if possible) and that teacher can possibly give them the daily question in order to record attendances or be able to record them as absent.

## **Assignments/Grading:**

In the event that distance learning is needed, only math and reading/language arts work will be sent as required work. Assigned work should take no more than an hour per subject, however this will vary based on the age level of each student. For example, a kindergarten student will likely have different expectations than a 4<sup>th</sup> grade student. If your student is having difficulty completing their work in a timely manner, please let the teacher know so the situation can be addressed. It is expected that any assigned work will be required (including the previously mentioned “daily question”) and will be due on Schoology by Friday (not daily other than the “daily question”) evenings at 8:00pm. Specials, Science, Social Studies, Health, etc. can be sent home as “extra work” but will not be graded or mandatory.

## **Late Work:**

If work is turned in late, teachers will contact the family to determine why the work is late (to rule out it being a technical issue or unintentional). Any work turned in after the due date will be deducted 10% of that grade each day that it is late. For example, if Suzie turns in her work in three days late and got all of the questions correct, she still would only receive a 70% because she was deducted 10% each day.

## **Students with an Individual Education Plan (IEP):**

Any students who are on IEPs will have to have individual plans developed based on their individual needs to avoid overloading those students with classroom teacher and special education teacher materials. Special education teacher and classroom teacher will need to meet to talk about each student and what the appropriate materials to send home will be.

Note: Teachers will have one full week of assignments/videos uploaded to Schoology by Sunday evenings at 8:00pm. Office hours will be established for teachers and support staff to ensure assistance is available for students/parents.

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# At-Home Flex Learning Expectations: Middle School (5<sup>th</sup> – 7<sup>th</sup> Grade)

## **Attendance:**

Attendance during flex learning is required. Students will need to log in to Schoology daily to answer the “question of the day”. This should be completed no later than 8:00pm MT. If students are unable to be on a device that day, they need to make sure to contact their teacher (ahead of time if possible) and that teacher can possibly give them the daily question in order to record attendances or be able to record them as absent.

## **Lessons:**

Daily lessons will be live on Schoology and also recorded and posted to Schoology with accompanying assignments.

## **Assignments/Grading:**

In the event that distance learning is needed, math, science, social studies, and reading/language arts work will be sent as required work. Assigned work should take no more than three to four hours each day, however this may vary. Teachers will be available for a Q&A support session from 2:00 – 3:00pm MT each day. Links to these sessions will be posted on Schoology. Support staff will also be available throughout the day to offer help or answer questions. If your student is having difficulty completing their work in a timely manner, please let the teacher know so the situation can be addressed. It is expected that any assigned work will be required (including the previously mentioned “daily question”) and will be due on Schoology the following day by 8:00pm. This gives students two opportunities to attend a Q&A session. Specials, Science, Social Studies, Health, etc. can be sent home as “extra work” but will not be graded or mandatory.

## **Late Work:**

If work is turned in late, teachers will contact the family to determine why the work is late (to rule out it being a technical issue or unintentional). Regular classroom rules will be followed for late work and grading. Students will be expected to contact the teacher if there are barriers to successful completion.

## **Students with an Individual Education Plan (IEP):**

Any students who are on IEPs will have to have individual plans developed based on their individual needs to avoid overloading those students with classroom teacher and special education teacher materials. Special education teacher and classroom teacher will need to meet to talk about each student and what the appropriate materials to send home will be.

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# At-Home Flex Learning Expectations: High School (8<sup>th</sup> – 12<sup>th</sup> Grade)

## **Attendance:**

Class teachers will determine attendance based on completion of work and connecting with students on ZOOM meetings. **EXAMPLE:** if all work is completed and the student has checked in at least once for a zoom meeting they will have full attendance. If students complete their work, but do not check in thru zoom, they may be counted absent one day of the week.

## **Student Expectations:**

Student assignments will be posted in Schoology. Students are expected to complete all assignments by posted due dates. Students should commit to checking their school e-mail twice per day and their Schoology account twice per day. Create your own working space and schedule to help you succeed. It is important to manage your materials and supplies to make sure they are returned in the condition you received them. Also, make sure to communicate with your teachers. Teachers are here to help you. Remember, this is not homework, it is school in your home setting.

## **Workload:**

Students should commit to 5 hours of schoolwork per day. Four hours would be spent on core classes (Math, English/ELA, Science, Social Studies/History) and one hour on elective courses. All assignments will be turned in via the Schoology Platform. Assignments will prove to be meaningful and aligned with standards and graded in a timely manner.

## **Teacher Expectations:**

Teachers will make every attempt to communicate with students and parents. Messages and e-mails will be promptly responded to during office hours on school days. Teachers will set aside 5 hours per week for online meetings and office hours. If you are not able to accommodate the office hours, please e-mail the teacher and other arrangements will be made. Other hours will be set aside for prompt assignment grading. Paraprofessionals and other support staff will develop a schedule to work with students as needed to create a workable schedule, offer ideas regarding a home working space, and offering support for assignments and content.

## **Parents:**

Please provide time (5 hours) and place for your child to continue learning. It will be important to assist your student with time management. This process is fluid, so please communicate with teachers concerning pros and cons of flex learning. We are not expecting parents to teach a lesson, but rather to support your student with a learning environment, dedicated time, and support.