

# Napi Elementary Board Report

## April 2020

After adjourning school on March 12th for an extended weekend, we did not anticipate that we would not be able to return to our campuses without our students and colleagues! As we journey into this new territory, the Napi Elementary Team are continuously figuring out new obstacles and exploring different options to provide our students with instructional and emotional support. I am extremely proud of the action, participation, and concern that all of the Napi Staff have demonstrated during this crisis to support their colleagues, students, and community.

I'd like to provide an update on how we are progressing towards meeting the action steps outlined in the Napi Elementary Offsite Plan. At this time, all of the action steps have been met. We currently have 333 students that have Internet and have received technology. We have 135 students that will receive a second Learning Packet on April 8th. This packet will include lessons for the week of April 14th and 20th.

### Napi's Plan

Part 1: Week of March 20, 2020----On Friday, March 20, 2020, all teachers contacted their students to determine Internet capabilities and technology needs. A plan was developed to provide technology resources to those students with Internet capabilities, which will tentatively begin on April 14th. All students that do not currently have Internet capabilities will be added to the district's 3Rivers list by Friday, March 27th.

Week of March 23, 2020----Learning packets containing Envision math lessons and Wonders reading, writing, spelling, and grammar were mailed out to all Napi Elementary Students for the instructional weeks of March 30th and April 6th. On Tuesday, March 24th, Grade level team meetings were held using Google Meets to discuss Napi's Online/Off Site Plan to provide instruction to students.

### Week of March 30th--

- All students will receive learning packets with Wonders and Envision Math lessons. The Principals and Instructional Coaches have already prepared learning packets and they will be distributing them at the school on Thursday, March 26th. All remaining packets will be mailed out on this same date.
- Leadership will focus on developing a plan to distribute chromebooks to students that have Internet access, but have indicated a need for a chromebook by April 13th. (This action step was accomplished by March 30th and March 31st.)
- Teachers will be in contact with students to progress monitor and provide instructional support throughout the week. Teachers will record all student contact using a designated contact form.
- Students will be asked to return completed work via dropbox (located at the entrance of the Napi Elementary School) or sending screenshots to the teacher's district email address by April 6th. (This may be changed to ensure that CDC safety guidelines are applied.)
- Grade level teams will collaborate and upload universal lesson plans and instructional videos on Wednesday, April 1st for instructional activities for the week of April 6th. This will be the expectation and rotation for every Wednesday moving forward.

### Part 2: The week of April 6, 2020-----

- Teachers will post instructional videos for reading and math to support students with their lessons. Google drive will be used for students to access instructional videos and lesson plans for all subjects.
- All students received a hard copy of the lessons on Thursday, March 26th.
- Leadership will continue to monitor students that are on 3Rivers list for Internet services.
- A daily academic schedule will be implemented beginning this week. ELA/Math instructional teacher support will be provided from 9:00--11:00 and 12:00--2:00. Parents should expect teachers to be contacting their students or expecting students to log into their curriculum resources during these times. Teachers will record all student contact using a designated contact form.
- Teachers will pick up student work on site at a designated time and enter grades into Infinite Campus by Friday, April 10th for the week of March 30th. (This may be changed to ensure that CDC safety guidelines are applied.)
- Students will be asked to return work via dropbox (located at the entrance of the Napi Elementary School) or sending screenshots to the teacher's district email address of completed work by April 9th.

\*\*\*Grade Level Meetings will be held weekly using Google Meets. Specific times will be determined at a later date. First meeting is scheduled for Tuesday, March 24th. Fourth grade will meet at 9:30, 5th Grade will meet at 10:30, and 6th Grade will meet at 11:30.

\*\*\*\*Wednesday PDs will continue to focus on lesson planning and instructional support using Google Meets. A universal planning model will be used for all grade levels moving forward. The first Wednesday PD will be on April 1, 2020. A Google Calendar invite will be emailed.

\*\*\*\*Principals will check-in daily with all staff to see what assistance is needed.

\*\*\*The school will research websites that provide literature to all students and purchase school licenses/materials.

We are currently in the process of developing and organizing Part 3 of our Offsite Plan. Part 3 will include implementing the following pieces:

- Providing Specials lessons and activities.
- Counselors are creating a flow chart that outlines the services their department will provide.
- Developing and organizing a plan that includes Napi TAs in providing instructional support to students.
- Continue to support the 135 students in obtaining Internet and technology. We do have the technology devices available for these students. Largely, thanks to Mr. Holms!
- Continue to provide support teachers in creating Google Classrooms.
- Developing a plan and allocating funds to mail out school supplies and care packages to students for April and May.
- Grading Learning Packet #1 material.
- Explore getting all Napi Students assigned to [www.getepic.com](http://www.getepic.com) which will provide students with a plethora of books to read and take AR tests. Additional seats will need to be purchased for the 6th Grade.
- Organizing ‘Virtual School Activities/Events’ that students can participate in via Internet.
- Developing a plan and allocating a budget to mail remaining Learning Packets for April and May if necessary. At this time, Napi Elementary Principals have made the decision that mailing is the safest option due to the confirmed COVID 19 case in Glacier County. This decision was made to preserve the safety of students, parents, and staff.

After the March 25th Board Meeting, Napi Elementary Principals collaborated with Mrs. BirdRattler to ensure that phone calls are being answered Monday thru Friday, from 8:00--4:00. Mr. Holms has been a great resource during this process and was able to help provide solutions on how to best accomplish this.

The following two documents are copies of the Principal Letters that have been mailed out to all parents since the school closure.

<p style="text-align: right;">March 24, 2020</p> <p>Greetings Napi Elementary Students and Parents,</p> <p>When we left school on March 12th, we definitely did not expect that we would not be returning the following Monday. With the school closure extending to April 10th, due to COVID-19, we are developing a plan to continue to provide our students with their grade level curriculum and instructional support using online and/or off-site methods.</p> <p>For the weeks of March 12th thru March 27th, students will not be held accountable for submitting any school work. For the weeks of March 30th and April 6th, all students will receive a learning packet that contains Wonders Reading, Spelling, Writing, and Grammar and Envision Math lessons. Students should be 100% familiar with these lessons, as they are part of their daily curriculum. Students will be required to complete this work to the best of their ability and return it by Friday, April 3rd and/or Thursday, April 9th. Students can return their work using a dropbox that is located at the entrance of the school or they can take screenshots and email it to their teachers. Teachers will be reaching out to students via phone to ensure they have received their packets and to provide instructional support beginning March 30th and thru April 9th. The packets will be available for pick up on Thursday, March 26th at the Napi Elementary. Any packets that are not picked up, will be placed in the mail. Please help remind your student to put their name on every page in their learning packets.</p> <p>On Friday, March 20th, all teachers contacted their students to see what their Internet capabilities were. From this information, we were able to identify that the majority of our students are not equipped to move to online learning at this time. So, in the event that the school closure continues after April 6th, we will be providing additional learning packets. It is our goal to be able to provide our students that do have Internet with technology and will continue to work towards developing a plan to accomplish this in the near future.</p> <p>Your student's teacher will be contacting you directly to provide one on one support and to share with you the online resources that they are encouraging their students to use during this time.</p> <p>We thank you for all of your patience during this period of transition. Our students' well being and education are our primary concern. Flexibility and communication from all parties will be key to ensuring our students continue to have their educational needs met. Please feel free to reach out at any time to advocate for the needs of your student. The best method is to contact your student's teacher and/or Napi Elementary Principals at 338-2735 or email. All email addresses are included with this letter.</p> <p>Respectfully,</p> <p>Mrs. Bird and Ms. Racine---Napi Elementary Principals Work Cell: (406-845-2760) Work Cell: (406-885-3761)</p>	<p style="text-align: right;">April 8, 2020</p> <p>Greetings Napi Elementary Students and Parents,</p> <p>If the school closure is extended beyond April 10th, Napi Elementary School will continue to provide grade level curriculum and instructional support using online and/or off-site methods. At this time, the majority of our students have received a chromebook and have gained Internet connectivity. We are grateful for the partnership between 3Rivers and the BPS Technology Department to provide the Internet to the majority of our students. I would like to thank the Napi Elementary Teachers and Staff for preparing and distributing chromebooks to our students. Additionally, I would like to sincerely thank all of the parents for taking the time to pick up the chromebooks for their students. Working together has resulted in increasing the number of students that are ready for online learning to 333 students!</p> <p>Your student's teacher will continue providing your student with learning support via Google Meets, Google Classroom, Google Documents, phone calls, and emails. Teachers are making daily contact with their students to ensure our students receive the most effective support we can offer in the core areas of Reading, Writing, and Math. To effectively provide instruction, we will be asking that students be available and online Monday thru Thursday from 9:00--11:00 for ELA instruction and 12:00--1:30 for Math instruction. Students completing Learning Packets will have the same expectation. During these times, students should be studying and completing the worksheets for these subject areas. On Fridays, teachers will be entering grades into Infinite Campus and contacting students that have missing work, or may need to redo an assignment, or reteaching lessons to students that they've identified need extra support. Additionally on Fridays, students will be encouraged to spend 2-4 hours working on enrichment activities.</p> <p>Students that are receiving learning packets, will continue to receive packets and be required to return them on the designated date. Please note that learning packets will only be mailed at this time, due to the positive COVID-19 case in Glacier County. Making this decision was in the best interest to safeguard our students, parents, and staff. The Learning Packet that students receive on April 8th, will need to be returned on Thursday, April 23rd. The packets contain school work for the weeks of April 14th and April 20th. Dropbox containers will be located outside of Napi Elementary School from 9:00--5:00P.M. In the event that the drop off date changes, Napi Elementary Students will receive a 'robo call' with the updated information. As we are functioning in uncertain times, changes may happen, but we will do our best to communicate this information out in a timely manner.</p> <p>We continue to sincerely thank you for all of your patience during this period of transition. Please feel free to reach out at any time to advocate for the needs of your student. The best method is to contact your student's teacher and/or Napi Elementary Principals at 338-2735 or email. The email addresses are attached to this letter.</p> <p>Respectfully,</p> <p>Mrs. Bird and Ms. Racine---Napi Elementary Principals Mrs. Bird's Work Cell: (406-845-2760) Ms. Racine's Work Cell: (406-885-3761)</p>
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I would like to personally thank the BPS School Board and Superintendent Guardipee-Hall for the support, flexibility, and understanding that we have received while transitioning to an Online/Offsite Learning Model. Receiving this support and guidance has made the transition less stressful and more effective. I believe Napi Elementary Staff, Students, and Parents are doing a phenomenal job working together on this new transition. Our goal is to be open minded and solution focused, so all feedback is appreciated.