



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: [Click or tap here to enter text.](#)

School District/State Charter Name: Raton Public Schools

Name of Person Completing Assurances: Andy Ortiz

Contact Phone Number: 575-445-9111

Contact Email: andy.ortiz@ratonschools.com

District/State Charter (LEA) identified/named as Raton Public 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.

Andy Ortiz

April 7, 2020

Superintendent Signature

Date

Please print signature or sign electronically

CONTINUOUS LEARNING PLAN

Date [Click or tap here to enter text.](#)

District/State Charter Name Raton Public Schools

High School Senior Continuous Learning Plan

How are you ensuring credit requirements are met?

Raton High School is ensuring credit requirements are met by following the graduations requirements required by our school district. We are using 3rd Quarter grades as the semester grades. Any student who failed the 3rd Quarter has been enrolled on Plato Online Courses to redo the semester course. Students who needed Dual Credit Class were already enrolled in January for that class online through Santa Fe Community College and those classes are uninterrupted by the school closure. Seniors who did not have the required checkmarks were all tested in January using the EOC's in the remaining areas of their need.

How will you support completion of dual enrollment courses?

RHS runs our dual credit through Santa Fe Community College's online platform. These classes were uninterrupted as they were already on an online platform. The School Counselor is keeping in contact with those students and parents to check and make sure they are completing courses and staying on track.

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 who needed competency checkmarks were testing in January, 2020. All seniors have their 5 competency checkmarks completed.

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

The school counselor has audited all students and their required credit and checkmarks are met. All students who did not meet a 60% on his/her 3rd quarter grade have been place into a Plato Online Course and have been given a deadline in which to finish his/her course. The school counselor is calling all Senior Students to have a phone conversation about their next step plans.

Academic Support

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

Raton Public Schools will engage in many and various methods of professional development related to continuous learning. Professional development opportunities that will be provided to help and support teachers and staff: Training on how to use and implement Google Classroom, Google Meet, and Zoom as our technology platform to deliver instruction to students virtually and using paper packets. Professional Development provided by Dr. Brian Harris on “17 Things Resilient Teachers Do” to support the mental and emotional wellbeing of our staff. A webinar provided by Curriculum Associates on “At Home Resources for New Mexico Educators” will give ideas on more resources for educators to use. Professional Development support from MC2 in the area of math. Their goal will be to continuously provide math support and resources as we deliver it virtually or with packets. CORE-BMSU RAMS reading coaches will continue to offer coaching services and have provided a menu of options for educators to select from. RAMS Consultants will continue to work with our staff virtually on curriculum mapping and creating priority standards. RAMS Technical Assistance providers will also support in implementing and providing instructions virtually. Annette Brinkman grade level interactive webinar Tuesday April 7: Set up basics and Lesson Planning with a focus on essential standards. As our student and family’s needs change and our own capabilities are stretched over the rest of the school year, we will identify and strive to address additional professional learning that allows us to continue this work in a streamlined and effective way.

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

Longfellow Grades Pre-K- 2 will focus all instructional efforts on essential learning based on our prioritized standards and essential skills. The delivery of this instruction will take place in the form of packets of print based materials with the understanding these resources will be the primary point of contact available to many of our community’s families. Instructional content and delivery will also include digital content and interaction opportunities. Access to internet service and devices for online contact is limited among about 20-25% of our families, thus online content and interaction opportunities are recognized as supplemental. Remote learning for Raton Intermediate School Grades 3-6 will start on April 6, 2020. The week prior will have been spent on setting up the learning and troubleshooting the platforms being used to deliver the learning as well as professional development to support any gaps in using the technology. The week of April 6, 2020 will consist of ensuring all students are in participation, checking on social-emotional statuses of students and families and to also begin small learning tasks, norms, and routines to get students in the habit of school again. Starting the week of April 13, 2020 students will work on achieving learning targets identified by grade level teachers, Title 1 educators and Special Education Teachers. Students who do not have access to a device but have internet will be provided with a device at home through a checkout process by the school. Students who do not have either internet or device access will be provided copied packets of skills for them to practice or learn from home. Students will be asked to take pictures of their work and send to their classroom teacher. Grades will not be taken for grades K-8 but Pass/Fail will be determined on each student’s level of participation or lack thereof. Attendance will be taken each day. Students who do not communicate with their classroom teacher of their absence or unavailability to participate in learning that day will be marked absent. This will provide the district with documentation for further use. Raton High School: Each teacher at RHS has set up their own office hours so that each student can communicate with them on assignments or any other issues they are having. 7th/8th grade teachers will be using Google Classroom and students will be given pass/fail on participation and work turned in. Teachers will be using Google Classroom, Zoom, Google Meet, School Email, Remind App to get a hold of students and parents. Teachers will also use YouTube videos to show exercises, experiments, and art work. Grades 9-12 will be giving out 2 assignments per week in which students will get participation credit and grades for assignments. Devices were handed out to students that did not have one. Raton Public Schools will follow the PED recommended times for instruction at each grade level.

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

Longfellow: Online and digital tools will be utilized, taking the form of recorded video pieces, live stream video experiences and online gathering spaces such as Zoom, Google hangouts, Google Meet, Class DoJo, and Facebook private groups. With those discrete tools in mind, we will also work toward way to organize and streamline the learning process, content resources, and communication with families within available platforms such as Google Classroom. The use of online and digital tools will be framed to support supplement the print materials and packets that are being distributed. Raton Intermediate School and Raton High School: Online Learning will be presented through Google Classroom, Google Meets, and Zoom. Teachers have been provided support with each platform on how to use it and how to deliver instruction on it each teacher has worked with families to help them access and use the technology on a one-to one basis.

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

An effort was made to call every student in our district. Each staff member took down information about devices and access to internet. If a student did not have a device one will be issued to them. Those students that do not have internet access will be able to communicate by phone.

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

Ensure Health, Safety and welfare of students is a priority: Follow federal and state stay at home orders. Obtain written consent in a healthy and compliant manner as appropriate in light of the current circumstances. Continue to Identify, locate and evaluate students who may need specialized instruction through collaboration (Teachers, parents, community and other outside agencies). Availability of Staff or contracted staff who will interpret to ensure parents is informed and participates fully. Continue to identify, outreach and communication with parents and students. Contact and collaborate with parent/guardian and students to obtain input for the plan for appropriate programming and delivery of services. Track parents contacts and input. Ensure FAPE is provided to students with input obtained from all members of the IEP Team. Provide Prior Written notice of all proposed, accepted or rejected proposals. Provides parents with procedural safeguards via email or other virtual means. Amend IEP's and services using a variety of virtual platforms or amend without a meeting with parent written agreement (Email or text). Ensure participation of all team members. Use Excusal form process if needed. Provide PWN and Procedural Safeguards. Progress Monitor- Monitor IEP goals and objectives to ensure progress is made. Collaborate to establish a baseline to measure progress and plan for ESY or Compensatory services upon reopening of the schools. Establish the appropriate level of support is needed for students as well as for the parents(s). Discuss and plan appropriate LRE for students. Indicate these supports in the child's current amended IEP with the intention of fully reintegrating when schools are reopened. Collaboratively work with district administrators to endure all students have equal access to learning. Distance learning, virtual learning, enrichment activities, and any other modality offered to all students. Assist with the implementation of schools 90 day plans with specific focus on supporting students who are economically disadvantaged, English Learners, and students with disabilities. Assist and participate in the development of the district Equity Counsel and preparation to develop and complete a district (CLP) culturally and linguistically responsive framework for the district. Collaborate for the submission and implantation when appropriate. Students serviced by Title 1/ in targeted Tier 2 interventions for reading and math: Title staff will collaborate with grade level teachers, contact families, and conduct regular Zoom and other virtual meeting with students to continue targeted instruction, provide additional individualized resources in take home packets and/or via digital distribution. EL students serviced by Title 3: Grade level teachers, Title 1 staff, and Title 3 coordinator will collaborate to ensure print and digital resources and instructional strategies are appropriately accessible to language learners. Home language translations of

distributed information and communications will be provided to families upon request in the form of phone contact by Spanish fluent instructional staff. At-risk students: District Homeless Liaison will contact families and collaborate with grade level teachers and administration to ensure families have access to community resources. These may include community meal distribution for students, connection to local organizations which distribute benevolence support, provide housing support, etc.

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

Teachers will check in with students daily as they meet on the Google platform. Teachers will also call students if they are not in attendance. Teachers will check in once a week via phone calls or online conferencing platforms. If we do not hear from a student or do not know their whereabouts we are asking our SRO to do a welfare check on students and families.

Please describe your plan for Career and Technical Education.

Raton Public Schools will continue our partnerships with Santa Fe Community College and TSJ. We do a CNA program with students and will make sure students complete the program.

Please describe your plan to address electives/specials.

Special/Elective teachers will be joining classes and working with the students a bit as well as providing resources and activities for students to do and engage with at home through Google Classroom. They will also send materials/information/guidance via print packets as well as through supplemental digital platforms aligned with teacher communications.

Social and Emotional Supports

How will you utilize counselors and social workers?

Our school counselors and social workers are expected to reach out to the student on their caseloads weekly to check on their social and emotional health as well as that of their family members. They will set up individual schedules for students who need to meet with them more than once a week and will communicate with them by, phone, Google Classroom, email, or text. Our counselor has set up a Google Classroom where she can meet with students in groups and provide therapy sessions as necessary. She can also provide them with resources and activities to do with their families at home outside of the therapy sessions. Both our counselor and social worker are available to provide therapy for staff members as well as provide them with resources to support their social and emotional health. They have also provided information for our district to post on our Facebook page and school website as additional resources for the community and families.

How will you support students' social-emotional needs?

Counselors, Social Workers, instructional staff will be available to all students and communicate with teachers on the needs they may encounter during instruction and through phone calls. Resources will be provided through our website, Facebook pages, and printed materials.

Family & Community Communication

How will you keep families informed about changing circumstances?

Information will be provided through our website and Facebook page. If significant changes occur each family will get a phone call from their child's teacher.

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

Teachers will ensure that families and caregivers are supported as they facilitate learning at home by determining each family's needs and problem solving with them to resolve any issues they may have whether it be academic or social-emotional needs.

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

Teachers will have conversations with families to see what needs and support for social-emotional needs of their children are. Reassuring students that someone is there to help them academically and emotionally through this time of need. Referrals will be made to the school counselor or social worker as needed.

Other

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

Raton Public Schools will gather real-time feedback from instructional staff and grade level meetings in their weekly check ins with student's families, teachers, and staff will also ask families what is working best for them. The district will hold weekly administrative meeting to receive feedback regarding the effectiveness of the implementation plan. Principals will have a weekly faculty meeting to identify what is working and how we fit it to the needs of our community.

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

Continuous Learning Plan Signature Line

Andy Ortiz

April 7, 2020

Superintendent Signature

Date

Please print signature or sign electronically