

March 15, 2020

Dear Families,

First and foremost, I hope each of you are safe, healthy and have everything you need in order to get through this time.

This memo will provide you with the specific information needed to have a successful alternative learning experience with your child. I thank you once again for your patience and support as we work through this unique situation.

Student Responsibilities

- Be available for learning between regular school day hours and complete activities.
- Student attendance/accountability will be monitored through submission of assigned work whether submitted digitally or through paper copies when school reopens.
- If a student does not complete the assignments/activities, it will be reflected in his/her grades.
- Dedicate appropriate time to learning while allowing time for physical movement and breaks.
- Check online platforms for information on classes, assignments, and resources as appropriate.
- Identify a comfortable and quiet space to study/learn.
- Engage in all activities with academic honesty.
- Submit all assignments in accordance with provided timeline and/or due dates.
- Communicate with the teacher to report any issues. Teachers of primary grade students will communicate directly with their parents.

Parents'/Guardians' Responsibilities

- Establish routines to support learning at home, i.e. normal bedtime routines, periodic breaks.
- Provide an environment conducive to learning, i.e. access to technology, safe and quiet space to work.
- Engage in conversations on materials and assignments.
- Monitor time spent engaging in online and offline learning.
- Provide ample time for reflection, physical activity, conversation, and breaks in order to avoid or reduce frustration.
- Communicate with the classroom teacher regarding resources, assignments, and/or issues.
- Communicate with the nurse and building principal regarding health issues that impact learning.

Teachers' Responsibilities

- Teachers will communicate directly with parents and/or students regularly via email or phone.
- Update webpage, portal and/or Google Classroom daily.
- Work that has been required for submission will either be graded or provided with feedback from the teacher.
- Monitor students' completion of activities, tasks, and/or projects.
- Tasks must be completed online or on paper.
- If using Google Classroom, teachers must give adequate and timely feedback to student work.
- Teachers will continue to update Gradebook accordingly on the Parent Portal as appropriate.

Nurses' Responsibilities

- Communicate with families as needed as it pertains to illness concerns.
- Communicate with the Principal and classroom teacher regarding student and/or staff medical issues.

School Counselors' Responsibilities

- Check in with parents.
- If counseling is needed, it will be done via phone.
- Assist students who are experiencing anxiety / depression regarding the school shut down and develop strategies for self-regulation and a plan for returning to school.
- Provide parents with information on how to talk to their child(ren).
- Enhance health curriculum and mental health instructional resources on webpage.

Technical Support/Technicians' Responsibilities

- Manage help desk for teachers, students, parents.

Food Services

- Woodland Park's kitchen will remain open and continue to provide meal service in the cafeteria.
- Custodial staff will thoroughly sanitize common areas, especially where food is handled.
- Students who would like to receive breakfast and lunch will report to the entrance of Memorial School between the hours of 9:00am-10:00am.
- Both breakfast and lunch will be available during this time in a Grab and Go style.
- Pomptonian will record the names of those students receiving meals.

Communication

- Messages will be delivered via Parent Portal, website (www.wpschools.org) and social media platforms Facebook, Twitter and Instagram.
- We are asking, if you have not already done so, follow Woodland Park Public Schools on social media.
 - Facebook: Woodland Park School District
 - Twitter: @WPSchoolDist
 - Instagram: @Woodland_Park_School_District

Special Education Program and Related Services Protocols

- Special Education Teachers and therapists (speech, OT, PT, counseling) have created activities which reflect individual student needs.
- Plans include as appropriate, but not be limited to, activities and schedules to address students' current IEP goals and objectives.
- Special Education Teachers will contact families as needed and appropriate to discuss instruction and outcomes and record the details of the discussion.
- Therapists will contact families at a frequency commensurate with the child's session frequency and record the details of the discussions.
- Notes will be maintained in the individual teacher-parent contact log.

Behavioral Supports

- Behavior specialists will ensure that current home behavior plans are updated as needed.
- Behavior specialists will contact each family minimally once a week.

Assessment

- Informal assessments of anecdotal notes will be used.
- Review of completed work at the conclusion of this Alternative Learning Time.
- On-line monitoring of work will be used from any instructional software that has been made available to students.

ELL Support

- ELL Teachers provided specific modifications to the grade level/content pack for individual students.

CST and IEP Meetings

- All Annual Reviews, Re-evaluation Planning meetings, and Eligibility/IEP meetings will be held as scheduled by conference call between staff and parents.
- If there is a need to schedule CST meetings for any other reason, please contact the Director of Special Services, Mrs. Confrancisco (sconfrancisco@wpschools.org) who will coordinate a conference call.

Field Trips and Activities

- During a Public Health-Related Closure, evening activities and field trips are suspended. School closures for public health-related reasons supersede all plans regarding activities scheduled both off and on school grounds.

Thank you again. If you have any questions/concerns, please let me know.

Dr. Pillari