

April 17, 2020

Dear Families,

First and foremost, I hope each of you are safe, healthy and enjoying quality family time during our spring break. Yesterday, Governor Murphy announced that New Jersey schools will remain closed through at least May 15, 2020.

As you know, we are transitioning to our online learning plan on April 20, 2020. This letter will provide specific information needed so that your child will continue to have successful alternative learning experiences during this time.

General Schedule

Both staff and students are expected to be available for instruction and learning between the hours of 9:00am-3:00pm.

Student Expectations

- Accountability will be monitored through submission of assigned work.
- Dedicate appropriate time to learning in a comfortable and quiet place as well as provide time for physical activity and breaks.
- Check appropriate online platforms for information on classes, assignments, and resources.
- Engage in all activities with academic integrity.
- Submit all assignments within the assigned timeline(s).
- Communicate with the teacher. Teachers of students in grades PreK-2 will communicate directly with parents on the child's behalf. Teachers of students in grades 3-8 will communicate with both the students and parents as needed and appropriate.

Parents' Role and Responsibilities

- Establish routines to support learning at home, i.e. regular bedtime routines, periodic breaks, etc.
- Provide an environment conducive to learning, i.e. access to technology, safe and quiet space to work.
- Engage in conversations about assignments.
- Monitor student time spent on and off technology.
- Provide time for physical activity, conversation, and play.
- Communicate with the classroom teacher.
- Communicate with the guidance counselor and Child Study Team Member(s) as needed.
- Communicate with the nurse and building principal regarding health issues that impact child/ren's learning.

Administrative Team

- Communicate with and support staff and parents.
- Oversee curricular and instructional implementation.
- Monitor the usage of Google Classroom.

Instructional Expectations

- Teachers of students in grades Prek - 2 will assign student work via Teacher Pages.
- Teachers of students in grades 3-8 will assign student work via Google Classroom.
- Delivery of instruction will be implemented in two ways:
 - Two-way communication and interaction via video, live conferencing, etc.
 - One-way communication via posted assignments and feedback provided by the teacher.
- Differentiated instruction, assessment, and tools will be used to meet the diverse learning styles of the students.
- All lessons will be uploaded into Google Classroom and/or Teacher Pages prior to the class.
- IEPs and 504s will be used to modify all instruction and assignments to meet the diverse needs of the students in each classroom. These assignments will be posted prior to the start of the lesson.
- Special area teachers, including BSI, Wilson Reading, ESL and G&T teachers, will provide learning activities relative to the specific content area.
- Assigned activities/tasks will be aligned to standards, curriculum, and relevant to current and prior instructional learning goals.
- Assignments/work will be created that allows students to practice and develop skills for understanding of new material.
- Assignments will not exceed the typical class period during a minimum day.
- Tasks will be completed online.
- Work that is required for submission will be graded.
- Teachers and co-teachers will provide guidance and feedback to students regarding completed work.
- Teachers and co-teachers will communicate with parents if students are not completing assignments.
- Assessments/grades will assess student mastery and be tracked through Google Classroom and other online forms as necessary and appropriate.
- Teachers will continue to update GradeBook/Parent Portal accordingly on RealTime as appropriate.
- Any issues/concerns regarding completion of activities, tasks, and/or projects will be communicated to the building principal.

Nurses

- Communicate with families as needed as it pertains to illness concerns.
- Communicate with the building principal regarding student medical issues.
- Enhance webpage with various resources parents can use at home.

School Counselors

- Check in with parents of students who are in a counseling program and determine the best way to support these students.
- Provide parents with information on how to talk to their child/ren regarding the school shut down.
- Enhance webpage with mental health instructional resources.
- Maintain weekly individual counseling schedule via teletherapy/virtual meetings.

Food Services

- Woodland Park's kitchen will remain open and continue to provide meal service.
- Custodial staff will thoroughly sanitize common areas, especially where food is handled.
- Students who would like to receive breakfast and lunch will report to one of the following locations:
 - the entrance of Memorial School
 - the entrance of CO School
 - the parking lot of Santangelo's
- Both breakfast and lunch will be available during this time in a Grab and Go style between the hours of 9:00am-12:00pm..

Communication

Messages will be delivered via RealTime parent portal, our website (www.wpschools.org) and social media platforms Facebook, Twitter and Instagram.

- Facebook: Woodland Park School District
- Twitter: @WPSchoolDist
- Instagram: @Woodland_Park_School_District

Assessment

- Informal and formal assessments
- Submitted work online
- Formative and Summative Assessments
- On-line assessment component of all instructional software

Special Education Program and Related Services

- Special Education Teachers and therapists (speech, OT, PT, counseling) will create activities that reflect individual student needs.
- Special Education Teachers of students in grades PreK - 2 will assign student work via Teacher Pages.
- Special Education Teachers in grades 3-8 assigned as a co-teacher for In-Class Support will modify and assign student work in Google Classroom.
- Special Education Teachers in grades 3-8 assigned as a pull-out resource room or self-contained teacher will assign student work via their own Google Classroom.
- Special Education Teachers will contact families to discuss instruction and outcomes.
- IEP mandated Aides (1:1, shared, classroom) will be assigned to the appropriate virtual classroom and assist the student(s) as determined by the teacher (i.e. links in assigned activities that allow for personalized support).
- Related service providers will deliver IEP mandated services via teletherapy/virtual sessions.
- Related Service Plans will include as appropriate, but not be limited to, activities and schedules to address the students' current IEP goals and objectives.
- Therapists will contact the family regarding session frequency.

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.

ELL Support

- ESL Teachers will provide specific modifications to the grade level/content 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 (sconfrancisco@wpschools.org) who will coordinate a conference call.

Field Trips and Activities

- All 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 for your continued support and patience as we work through this difficult time. As always, please feel free to reach out to me with any questions/concerns.

Your Partner in Education,

Michele R. Pillari, Ed. D.

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