



# WOODLAND PARK SCHOOL DISTRICT

## Alternative Learning Plan

This plan will take effect in the event of an Emergency Closure.

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## **Alternative Learning Plan**

### **Overview:**

Woodland Park Public Schools Alternative Learning Plan is a school day whereby students and staff have an opportunity to explore and engage in meaningful learning experiences which are: aligned to the curriculum, connected to standards, and relevant to the current instructional sequence. The intent is to continue to afford students with meaningful learning experiences in the event of an emergency school closure.

### **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:**

- Student 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 as appropriate.
- Engage in all activities with academic integrity.
- Submit all assignments within the assigned timeline(s).
- Communicate with the teacher. Teachers of primary grade students will communicate directly with parents on the child's behalf. Teachers of middle school students will communicate with both the students and parents as needed and appropriate.

### **Parents' Role and Responsibilities:**

Support child/ren in learning by:

- 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 on assignments.
- Monitor student time spent on and off technology.
- Provide time for physical activity, conversation, and play.
- Communicate with the classroom teacher.
- Communicate with guidance counselor and Child Study Team Member 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 by both the student and teacher.

## **Faculty and Staff Expectations:**

### **Daily Tasks:**

- Continue to use Aesop to enter personal sick, family illness, or personal days.
- Sign in via RealTime.
- Teachers of primary grade students will communicate directly with parents.
- Middle school teachers will communicate with students daily and parents, as needed.
- Check email regularly.
- Contact helpdesk for technical support.
- Update teacher webpage **and/or Google classroom.**

### **General Expectations:**

- **Lesson plans will be submitted on Google Doc using the original building submission schedule beginning with instruction during the week of April 20, 2020. First set of lesson plans are due on April 23, 2020 for implementation on April 27, 2020. Lesson Plans must contain following:**
  - **objective, procedure, technology resources, assessment, i.e. audio recording/visual mini-lesson.**

### **Instructional Expectations:**

- **Teachers of students in grades Prek - 2nd 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 feedback provided by the teacher after student work is completed.**
- **Utilize differentiated instruction, assessment, and tools 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 accordingly on RealTime as appropriate.
- Any issues/concerns regarding a students' completion of activities, tasks, and/or projects will be communicated to building principal.

Secretaries:

- Check in with supervising administrator each day.

Nurses

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

School Counselors

- Check in with parents of students that 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.**

Buildings and Grounds

- Cleaning of facilities and grounds.

Computer Support/Technicians

- Help desk for teachers, students, parents.

**Medical/Health/Nutrition Related Recommendations**

**Food Services**

If Woodland Park Public Schools are closed for an extended period, we will continue to provide nutrition services for students. Woodland Park's kitchen will remain open and continue to provide meal service in the cafeteria. Our food service vendor, Pomptonian, completed a review course with employees regarding food handling techniques. Our 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 three locations: the entrance of Memorial School, the entrance of Charles Olbon School or Santangelo's Funeral Home parking lot between the hours of **9:00am-12:00pm**. Both breakfast and lunch will be available during this time in a Grab and Go style.

**Facilities**

During a time of school closure, we will have continued custodial services on the premises without interruption. Custodians will continue to sanitize all classrooms, common areas, facility areas, restrooms, stairwells, and buses. The cleaning will be accomplished more rigorously without students and staff present in the building following CDC guidelines.

## 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 - 2nd 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 as a co-teacher in the 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 twice a week, or more frequently, to discuss instruction and outcomes and record the details of the discussion (use Contact Log).**
- **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.**
- Activities should be planned that can be supported by material typically found in a home or by school provided materials such as consumables/copies (worksheets etc.), file folders, task analysis, links to online programs accessible outside of school, apps, etc.
- Special Education Teachers will contact families daily to discuss instruction and outcomes and record the details of the discussion (use Contact Log).
- Therapists will contact family at a frequency commensurate with the child's session frequency and record the details of the discussions (use Contact Log).
- Notes will be maintained in the teacher or therapist Contact Log, which will be created and updated in Google Drive; these Contact Logs are accessible to administrators for review.

## 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.
- Behavior specialists will complete a Contact Log for each contact.

**ELL Support**

ESL Teachers will provide specific modifications to the grade level/content pack for individual students. In addition, separate packets will be created for Newcomers to meet their needs.

**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**

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