



# WOODLAND PARK SCHOOL DISTRICT

## Alternative Learning Plan

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

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## Contents

Overview:.....	2
Schedule.....	2
Student Expectations.....	2
Parents' Role and Responsibilities.....	2
Administration .....	2
Faculty and Staff Expectations: .....	2
Medical/Health/Nutrition Related Recommendations .....	4
Communication.....	4
Academic Instruction Procedures .....	4
Special Education Program and Related Services Protocols .....	5
Assessment.....	5
ELL Support.....	5
CST and IEP Meetings.....	6
Field Trips and Activities.....	6

# 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, state standards and the current instructional sequence in the event of an emergency school closure.

## Schedule

- Staff will be expected to be available through email during contracted hours.
- Students are expected to be available for learning during the regular school day hours.

## Student Expectations

- 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.
- Check online platforms for information on classes, assignments, and resources.
- 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.
- Engage in all activities with academic integrity.
- Create a comfortable and quiet space for learning.
- Keep healthy habits through physical movement, breaks and healthy eating.

## Parents' Role and Responsibilities

Support your child by:

- Establish routines to support learning at home, i.e. bedtime routines, daily routines, physical activity, healthy eating routines, learning breaks, etc.
- Provide an environment conducive to learning, i.e. access to technology, safe and quiet space to work, etc.
- Engage in conversations on posted materials, assignments.
- Monitor time spent engaging in online and offline learning.
- Support time for reflection, physical activity, conversation, and play.
- Communicate with the classroom teacher regarding resources, assignments, and/or issues.
- Communicate with the nurse and building Principal regarding health issues that impact child/ren's learning.

## Administration

- Support and communicate with staff and parents.

## Faculty and Staff Expectations:

Daily Tasks:

- Teachers will communicate directly with parents and students as appropriate and necessary.
- Check and communicate via email daily.
- Sign in via RealTime.
- Contact helpdesk for technical support.
- Update webpage daily.

#### Attendance:

- Continue to use Aesop to enter personal sick, family illness, or personal days.

#### Instruction Expectations:

- Assign student work via Google Classroom or paper copies.
- Student work should not exceed the typical class period during a minimum day.
- Work that is required for submission will either be graded or provided with feedback from the teacher making the assignment.
- Assigned activities/tasks must be aligned to standards, the curriculum, and relevant to current and prior instructional learning targets.
- Monitor students' completion of activities, tasks, and/or projects via email. Communicate issues with building Principal.
- Tasks must be completed online or on paper.

#### Secretaries

- Check in with the building principal each day.

#### Nurses

- 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 as appropriate.
- Enhance health and mental health instructional resources via webpages and info to families.

#### 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 current state of affairs.
- Enhance counseling mental health instructional resources on webpage.

#### Paraprofessionals

- Will complete Registered Behavior Technician, RBT, Training or general paraprofessional coursework as provided by the school district.

#### Buildings and Grounds

- Regular work day.

## Computer Support/Technicians

- Help desk for teachers, students, parents.

## Medical/Health/Nutrition Related Recommendations

### Food Services

- Nutrition services will be provided for students.
- Woodland Park's kitchen will remain open and continue to provide meal service
- The food service vendor, Pomptonian, completed a review course with employees regarding food handling techniques.
- 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-12:00pm**. 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 for the record.

### Facilities

- Continued custodial services will be on the premises without interruption. This includes sanitation of all classrooms, common areas, facility areas, restrooms, and stairwells.
- 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](http://www.wpschools.org)) and social media platforms Facebook, Twitter and Instagram.
  - Facebook: Woodland Park School District
  - Twitter: @WPSchoolDist
  - Instagram: @Woodland\_Park\_School\_District

## Academic Instruction Procedures

- Teachers will be required to update their individual webpages daily.
- Teachers **MUST** be available to students and families during the regular school days hours.
- Assignments will show evidence of modifications for ELL, 504, IEP, Gifted and Talented and At-Risk students.
- Accommodations will be provided as needed and appropriate:
  - Extended Time
  - Text to Speech
  - Color Overlay
- If a student doesn't complete the assignments/activities, it will be reflected in their grade.
- Teachers must give adequate feedback to student work during working hours.

- Teachers will continue to update their GradeBook accordingly on RealTime as appropriate.
- Administrators will monitor the usage of Google Classroom by both the student and teacher.
- Those classrooms using Google Classroom allow for various accommodations, such as
  - Extended Time
  - Text to Speech
  - Color Overlay
- Students will complete choice board activities during the time of school closure.
- If using Google classroom, teachers must give adequate feedback to student work. Teachers should do this during working hours.

### Special Education Program and Related Services Protocols

- Special Education Teachers and therapists (speech, OT, PT, counseling) will create activities that reflected individual student needs.
- 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 and updated as needed.
- Behavior specialists will contact each family minimally once a week.
- Behavior specialists will complete a Contact Log for each contact.

### Assessment

- One form of anecdotal reports during contact time.
- Review of permanent work product returned during (digitally) or at the end of the home instruction period.
- On-line assessment component of any instructional software available to students.

### ELL Support

- ELL Teachers will provide specific modifications to the grade level/content pack for individual students. In addition, separate packets will be created for New Comers 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](mailto:sconfrancisco@wpschools.org)), who will coordinate a conference call.

### Field Trips and Activities

- 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.