

WOODBURY LEADERSHIP ACADEMY
FAMILY HANDBOOK
FULLY ON-LINE LEARNING MODEL
(Parental Choice)

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WLA FULLY ON-LINE LEARNING

Definition: The WLA Fully On-Line Learning model is the setting where parents choose to have their children enrolled where 100% of their educational program is off-site, either on-line, through packets, or a combination thereof.

MDE Expectations: MDE expects that as schools implement various learning programs, that all Federal and State requirements will be followed. This means that students need to have access to all relevant services and supports, and that each school should determine the most appropriate way to communicate and provide instruction for each student. According to the Minnesota Department of Education (MDE) teachers are required to conduct daily interactions with their students, covering the MN state standards per subject area. Additionally, WLA teachers are expected to deliver Core Knowledge curriculum and ensure that students are prepared for national academic assessments.

WLA Format:

- *Live Morning Meetings:* Classroom teachers have been directed to present a daily “live” Morning Meeting from 9:20-10:00. The purpose is to build community, allow students to interact with one another and interact with their teacher. Attendance is taken at this time for students in all grades K-8. (Attendance is also monitored by work completion.) If your child misses the Morning Meeting, please check in with the teacher at some point during the day by email or text and let them know that your child is active with school work for that day and should not be counted as absent.
- *Live Daily Lessons:* Additionally, classroom teachers will conduct daily “live” lessons, likely in the areas of math and reading or literature. The live lessons will be taped in the event that your child is unable to participate. We are looking forward to expanding times when students can interact in real time with their teachers and classmates. We understand and respect that not all students will be able to, (or choose to) attend all the live presentations, which is why we will have taped back-ups for later viewing.
- *Additional Daily Lessons:* Finally, teachers will provide additional instruction and educational programming across a variety of venues. (power points, and/or taped sessions, assigned work...) Thus, teachers will deliver curriculum for approximately four hours per day in a variety of formats, with the remainder of the day being available for student questions, small group discussions, 1:1 instruction, corresponding with parents and students, and prepping materials. Packets will also be prepared for the families that prefer a non-technology based approach, or who do not have access to internet at home. Para professionals will be assigned to grade levels to assist families and students.
- *Technology Platforms:* All students will be given an email address. We understand that some students are too young to manage email, however, we also understand that parents would prefer not to use their own email accounts, and instead, check into their child’s email address for assignments and information. The main platform for lessons school wide is Google Hang-outs. Some grade level teachers will add additional platforms such as See Saw, and will provide training to parents and students for the use of all platforms and software.
- *Academic Assessments:* WLA will be conducting formal, nationally normed assessments with students who are enrolled in the Fully On-Line Learning model. Information will be provided to families prior to the NWEA MAP testing in the fall, NWEA MAP testing in the spring and the MCAs in the spring.

GENERAL OPERATIONS

- *Building Hours of Operations:* WLA will continue to have main office hours from 8:00-4:30 Monday through Friday
- *School Hours:* WLA will continue to start school at 9:20, and conclude at 3:50. (Morning Meetings will run from 9:20-10:00, with academic presentations ending by 1:00, and afternoon student support ending by 3:50.)
- *School Calendar:* WLA will follow the board approved school calendar.
- *Building Access:* All non-employees will be met and served within the main office area.
- *Building Cleanliness and Disinfection:* As a Fully On-Line family, there may be times that you will want/need to come to the building. Please be assured that WLA has implemented numerous measures to protect staff, students and others from the spread of COVID-19 such as, but not limited to, the following:
 - Staff members entering the building sign-in, take their temperature, wear face masks, and maintain social distancing boundaries
 - Upon arrival, staff members are provided with gloves, buckets, ammonia spray bottles, and cloths, to wipe down all surfaces, door knobs, and light switches in their work areas and that they come into contact with
 - Custodial staff frequently disinfect all common areas
 - Office staff members regularly disinfect surfaces, door knobs and light switches
 - The building has been divided into access zones in order to better manage contact tracing if necessary
 - The building has been cleaned extensively including the ventilation system
 - Water fountains have been replaced with water bottle filling stations
 - Non-employees, such as contracted vendors, have limited access to the building, and deliveries are limited to the front entry area
- *Temporary School Closure:* WLA will close down temporarily in several situations including a directive from the Governor's office, or a directive from the MDH, MDE, or CDC. The school will also close if the organization is unable to operate efficiently. In the event that the school closes, off-site learning will be fully implemented. (This will have a minimal effect on our Fully On-Line program participants since they are already receiving 100% of their educational programming off-site.) In any case, teachers will be communicating with families regarding any expected changes.
- *Instructional Materials Drop-Off and Pick-Up:* WLA will be utilizing school buses as needed, to deliver and pick-up instructional materials. This service will be available for those students who do not have access to the internet, or prefer to do hard copy packets rather than utilize technology. This service will also provide a means for delivering art, science, and other types of project kits that teachers would like delivered. Materials prepped for delivery to homes will be packaged by staff members who are following safety protocols, and packages will be dated. The materials that are picked up from homes will be sorted at WLA into the correct instructor bins, and will again be dated. WLA staff members will be directed not to immediately unpack materials received from homes. Families will be encouraged to follow similar health considerations as they receive materials from WLA. WLA will also offer the option for families to drop-off and pick-up materials at the school.
- *Library:* At this time, the WLA library will remain closed.
- *Extra-Curricular Activities:* WLA has suspended all after school activities.

FAMILY SERVICES

- *Childcare:* If your family qualifies as being a critical health care worker, and you are in need of assistance with child supervision, contact the WLA Health Office for resources and information.
- *Health and Wellness:* Talking to Children about COVID-19 - Concern over this new virus can make children and families anxious. It is very important to remember that children look to adults for guidance on how to react to stressful events. If adults seem overly worried, children's anxiety may rise. Adults should reassure children that health and school officials are working hard to ensure that people throughout the country stay healthy. Children also need factual, age appropriate information about the potential seriousness of disease risk, so the focus of conversation should focus on concrete instructions about how to avoid infections and the spread of disease. Teaching children positive measures, talking with them about their fears, and giving them a sense of some control over their risk of infections can help reduce anxiety. Additional information and specific guidelines can be found at: Talking to Children about COVID-19 ([https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource))
- *Families Reporting Homelessness:* WLA will satisfy the Federal requirements of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the "Every Student Succeeds Act" of 2015, to support homelessness students throughout this crisis and promote the full participation of students in their education throughout the duration of the distance learning period. Contact the WLA Health Office for more information.
- *Attendance, and Reporting Student Illness:*
 - *Monitoring Attendance:* WLA will measure attendance by having teachers record attendance at the Morning Meeting, and/or by monitoring work completion on at least a three-day rotation. Attendance management will be communicated to families by teachers, and reiterated by office staff members via family memos that are sent out through email, social media, and posted on the website.
 - *Reporting Student Illness:* If your child is ill and unable to participate in programming, please call the WLA attendance line. Also, the Minnesota Department of Health (MDH) would like families to alert the school if their child tests positive for COVID-19.

SPECIAL EDUCATION SERVICES AND 504 PLANS

WLA will ensure that students with disabilities continue to receive specialized instruction and related services through the Fully On-Line learning model that includes equitable access to specialized instruction and related services for students with disabilities so that they have access to general education standards and continue to demonstrate progress toward the general education standards and IEP goals. The school district will remain responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or 504 plan.

- *Communications:* The WLA special education department will communicate with parents and guardians regarding their child's services, which will include discussion regarding amending IEP's to address how best to meet the student's needs in a Fully On-Line learning model. This includes direct specialized instruction, related services, and accommodations. WLA special education department staff members will Consider what other IEP team members, agencies and organizations should be included in communications, including contracted providers and non-public agencies. Tele-related services can be used to address needs such as speech and language, and mental health services. WLA will address translation and interpreter needs for students and families when developing and providing instructional materials, as needed.

- *Amending IEPs:* Per the MDE/OSEP guidelines IEPs WILL NOT NEED TO BE AMENDED IF THE ONLY CHANGE IS MOVING TO FULLY ON-LINE LEARNING. Some IEPs will require an Amended IEP as service provision could change from the “frequency” if it is determined as an example that the student would go from 5x/week to 2x/week-if there are alternate materials being provided, etc The PWN for those students whose services will be decreased/alternate format/changes will have wording that should include:
 - The IEP Team Determined the following: Parental requests due to the COVID-19 outbreak has required _____ (student name) to receive his/her special education and related services through change in service minutes/other service changes
 - The services will continue in the stated format as long as it is determined that schools are operating under COVID-19 stressors.
 - Reflect dates of Fully On-Line Learning programming.
 - The LRE will not need to be changed
- *Evaluations:* Students who are in evaluation/re-evaluation: Per MDE “Districts and charters could also move forward with assessments and evaluation available online. Conducting evaluations during Fully On-Line Learning Services Considerations
 - ACADEMIC GOALS/OBJECTIVES
 - Special Education services can be provided through an on-line method/flexible/distance learning plan/virtual learning model, instructional phone calls or other curriculum-based instructional activities
 - Special education teachers will consider co-teaching with the grade level teacher for their students; and at a minimum, be providing alternative/modified assignments per the student’s IEP accommodations/modifications.
 - SOCIAL/EMOTIONAL/BEHAVIORAL GOALS/OBJECTIVES
 - Consider all the above under Academic
 - Continued use of whatever means that are described in current IEPs
 - RELATED SERVICES-Case Managers will need to collaborate and communicate
 - Consider home activities, instructional phone calls, tele commuting
 - Consider use of creative approaches to movement, etc. in the home
 - Consider 1x/week check-in with the student and parent (as appropriate)
 - COMPENSATORY SERVICES DRAFT
 - If there are services that have not been provided, the student is not continuing to make progress towards their goals/objectives or the student loses skills over this period of time, compensatory services may need to be considered.

ENGLISH LANGUAGE LEARNER (ELL) SERVICES

WLA ELL staff members will continue to support EL learners regardless of where the learning is happening. This will be done by working with teachers to modify assignments, as well as having school work completion and homework assistance access daily via email or phone communication.

