

WOODBURY LEADERSHIP ACADEMY
FAMILY HANDBOOK
ON-SITE LEARNING MODEL

(Parental Choice)

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ON-SITE LEARNING

Definition: On-Site Learning is the setting where students participate on-site for some of the time, and spend the remainder of their educational program off-site, either on-line, through packets, or a combination thereof.

MDE Expectations: MDE expects that as schools implement On-Site 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 when their students are on-line, and cover all of 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 for When Students are on their Alternate Off-Site Days:

- *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. 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.
- *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. Additionally, teachers will provide instruction and educational programming across a variety of venues. (power points, and/or taped sessions, assigned work...) 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 during the 2020-2021 school year. 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.
- *Library:* At this time, the WLA library will remain closed.

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.

Rotations: In the event that students who are attending the On-Site programming on alternate days, students with sur/last names starting with the letters A-L will attend on-site at WLA on Mondays, Wednesdays, and possibly on alternating Fridays. Students with sur/last names starting with the letters M-Z will attend on-site at WLA on Tuesdays, Thursdays, and possibly on alternating Fridays.

Extra-Curricular Activities: WLA has suspended all after school activities.

The Parent-Teacher organization (PTO): The PTO will work with the WLA Events Committee to determine what activities we will have this year, and in which formats.

Field Trips: Field trips will likely not occur during the 2020-2021 school year.

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. Teachers will be communicating with families regarding what off-site learning will look and feel like according to their classroom grade level, and/or specialty area. Please be aware that such a closure could occur with little notice. Thus, families need to ensure that you have a plan in place for supervising your children.

Uniforms: While attending school on-site, students are required to adhere to the WLA uniform policy and expectations.

Staffing: Deans have moved their offices so that we have one Dean present on each floor. Paras and teachers have been assigned for supervision during arrival, dismissal, and transition times.

Building Health Protocols: 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:

Limited Building Access: We will be limiting building access largely to students and employees. Parents, vendors, and other stakeholders, may enter the building through door "A", and into the main office area only. This means limiting the ability of parents to enter the building and escort their children to classrooms, or come in to have lunch with their children. Also, we are considering requiring appointments made for tours, to meet with teachers, to meet with administration, and so forth.

Face Masks: Governor Walz has signed an executive order requiring Minnesotans to wear a face covering in all public indoor spaces and indoor businesses beginning Saturday, July 25, 2020 to help prevent the spread of COVID-19. Accordingly, when students return to WLA, face coverings will be required for all students (in grades K-8), all staff, and anyone present at WLA. The Minnesota Department of Education (MDE) is also requiring all kindergarteners, to wear a face covering. Types of allowable face coverings include: paper, disposable, cloth, scarves, and/or religious face coverings. Bandanas are not allowed per the WLA uniform policy. Face coverings may be temporarily removed by students, staff and other people present in the school building in the following situations: Indoor physical activity where the level of activity (exertion) makes wearing a face covering difficult as long as social distancing is being followed. Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition or mental health condition that makes communication with a face covering difficult, provided social distancing is maintained.

Instructional Materials Drop-Off and Pick-Up: Instructional Materials Drop-Off and Pick-Up: (in the event that we need to temporarily suspend on-site programming) 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.

Student arrival and departure from the building:

Bus and Car Drop-Off and Pick-Up: We have purchased “Drive Line”, a software program that allows us to dismiss students at the end of the day, directly from each classroom, either to the parent pick-up line, or to the buses. This will eliminate the congregation of large numbers of students lining up or gathering in bus line groups.

Health Checks: Students will have their temperature taken as they arrive at school, either outside in the car drop-off line, or as they enter the building from the buses.

Entrances and stairwells: Students will enter the building through doors that are based on their grade level, and use stairwells that are assigned to those grade levels.

Kindergarten and grade one should enter through the front, or main door “A”. Kindergarten students will go directly to their classrooms and grade one students will use the central staircase up to the second floor, where the new grade one classrooms are located.

Grades two-four should enter the building through the west side door “B”, and use that staircase to go directly to their classrooms on second floor.

Grades five-eight should enter the building through door “C”, which opens to the front of the building, on the far east end. These grade levels will primarily use the east end stairwell throughout the school day.

Clockwise hallway movement: There will be one-way hallway directions on the second and third floors, moving in a clockwise direction.

Recess: Recess times will be staggered.

Restrooms: Restroom use will be staggered and the number of students using the restrooms at one time will be limited. There will also be staff members assigned to supervise the use and cleanliness of the restrooms.

Drinking Fountains: Several of the drinking fountains have been converted into water filling stations, and all new classroom sinks have gooseneck faucets in order to fill water bottles easily. (All kindergarten and grade one classrooms have now been outfitted with sinks.)

Lunch Room: Lunch will occur in one of the two lunchrooms, but classroom groups will sit with their group, wear masks except for when eating, and milk will be delivered to tables rather than students standing in line to get it.

Nursing Stations: The nurse’s office will continue to serve students from the main office area. However, in order to minimize traffic throughout the building, there will be staff assigned to posts on second and third floors to administer simple things such as ice packs. Finally, the main floor conference room will be converted to a space where students with flu like symptoms are waiting for their parent/guardian to pick them up.

Cleaning Protocols: All staff members will disinfect workspace areas, and encourage students to follow community health expectations. Upon arrival, staff members are provided with gloves, buckets, bleach 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 in that area. Furthermore, the building has been divided into access zones in order to better manage contact tracing if necessary. Finally, the building has been cleaned extensively including the ventilation system.

Classrooms:

Capacity: All classrooms can seat 21-24 students, with 6’ social distancing measures, and with all students facing forward as outlined by the CDC. However, with various On-Site models, we expect that classrooms could serve less than that amount each day.

Shared supplies: Classroom supplies and resource sharing will look different this year, with a change from students sharing community resources and tools such as glue sticks, scissors, pens, pencils and so forth. Books and computers will also not be shared. Specialists will determine what supplies and equipment families will need to provide. (art class, music class, and P.E. supplies)

Specialist Classes: PE will be largely conducted outdoors. During inclement weather the PE teachers will conduct alternative programming (such as health) in the student's regular classroom setting, rather than having the students move to another room. Music and Art class are yet to be determined. Media Arts will not be offered this school year.

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 Hybrid 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 Hybrid 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 HYBRID 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, and so forth. 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: School setting changes 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 affected by the COVID-19 outbreak and all students will be having access to the general education curriculum
- Reflect dates of Hybrid 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 Hybrid 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 ELL 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 in person, email, or phone communication.