



West Park School District



West Park School District Local Continuity & Attendance Plan 2020-2021

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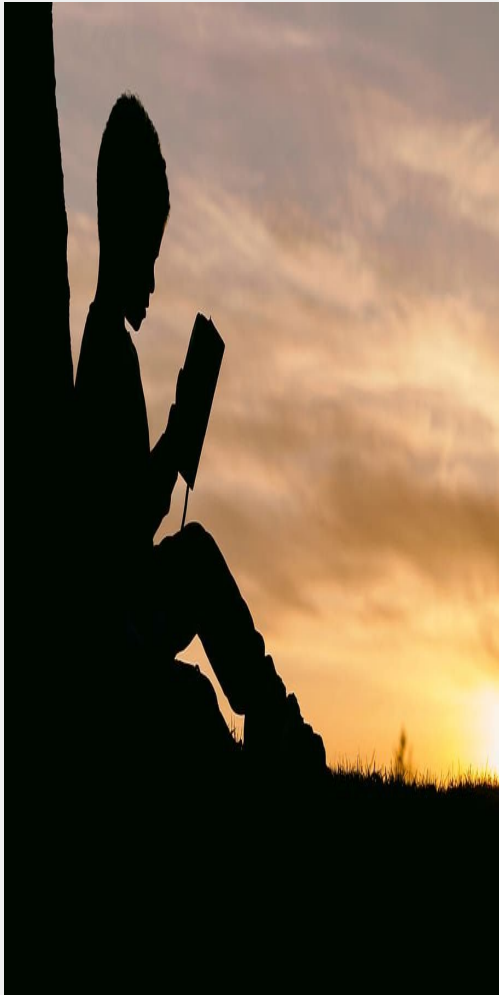
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Our Mission



West Park Elementary School District promotes continuous student achievement through:

1. Standard-based curriculum
2. Opportunities to Succeed
3. Parent & community partnership
4. Safe & nurturing environment

So all students will realize their full potential to become lifelong learners that are responsible/productive citizens and workers.

This year's theme will surround "KINDNESS FIRST."

We will work for each student to become a quality self-learner as they become:

- a better writer,
- a better reader,
- a better thinker, and
- a better person.

West Park Elementary is 135 years old and continues to serve a diverse community of children with a strong tradition of supporting family values.



A Message From the Superintendent

Welcome back, West Park Elementary Families and Community to an extraordinary 2020-2021 School Year:

Our plans to open with all students on-site receiving full academic services were altered due to recent information from the Centers for Disease Control & Prevention (CDC) and Governor's Newsom's July 17, 2020, COVID-19 guidelines and stipulations. We adapted quickly to adjust to this new direction of Home Learning. Although this is not ideal, we will continue to make the necessary adjustments to best meet the needs and safety of our school community. We are encouraged by the commitment of our staff as we move forward.

From our stakeholders' feedback, we designed Transition Plans to provide timely support to what may be a very different school year. We will continue to follow CDC and governmental guidelines for the safe transition of our students back on campus through the implementation of these plans.

Each of these plans guarantees:

- *Consistent delivery platform*
- *Consistent daily/weekly schedule*
- *Established Teacher office hours*
- *Consistent Communication*
- *Daily Instruction with pre-planned lessons and support*
- *Whole group check-in*

Extended Home Learning is the school's opening transition plan to meet CDC and governmental guidelines. This plan will provide packets and on-line resources for daily educational delivery. We will continue to provide continuity of learning through our different plans and will transition through each plan when opportunity allows, moving from the home learning environment to time at school with the teacher.

We anticipate the roll-out to take time as we await equipment and resource orders, meanwhile, teachers will be in contact with all students. You can anticipate:

1. *Academic packet and on-line resources*
2. *Established contact times with teachers*
3. *Whole class check-ins*
4. *Daily and weekly schedules*
5. *Consistent delivery platforms for instruction and assignments*

"All students" include students with additional accommodations; students with disabilities, students with diverse learning needs, Foster Youth, Homeless Youth, students who are medically fragile, and English Language Learners.

We will continue to do what we can to support your needs at home while working through Extended Home Learning. Please communicate regularly with teachers, staff, and administrators. Let us know your struggles and successes so we can improve in our instruction and share in our families' joys. We can get through this together.

*Cordially,
West Park Superintendent R-G Vigil*





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I. Safety Response vs Extended Home Learning Plan

 Safety Closure (March - June 2020)	 Extended Home Learning Plan (July 2020- TBD)
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Teacher Check-Ins<input checked="" type="checkbox"/> Reactive Response<input checked="" type="checkbox"/> Focus on review<input checked="" type="checkbox"/> Restricted ability to teach new concepts<input checked="" type="checkbox"/> Flexible daily requirement<input checked="" type="checkbox"/> No harm grading<input checked="" type="checkbox"/> Limited Assessments<input checked="" type="checkbox"/> Review Packets	<ul style="list-style-type: none">★ Teacher Led Instruction★ Targeted Lessons★ Focus on Grade Level Standards★ Scheduled/planned school day★ Academic monitoring★ Attendance taken daily★ Assessments scheduled to determine academic levels★ Packets + On-Line



II. Continuity of Learning Plan Guarantees*



Consistent Delivery Platform



Consistent Daily/Weekly Schedule



Established Office Hours



Consistent Communication



On-line Instruction & PrePlanned Lessons with Support



Whole Group Check-Ins

*Based on stakeholder feedback



III. Transitional Models: General Information

<p style="text-align: center;">A</p> <p>School Schedule: Plan A Traditional</p>	<p style="text-align: center;">B</p> <p>School Schedule: Plan B Blended</p>	<p style="text-align: center;">C</p> <p>School Schedule: Plan C Weekly Appointment</p>	<p style="text-align: center;">D</p> <p>School Schedule: Plan D Extended Learning</p>
<p>Gradual return to full time in-person learning based on local and state guidance with all the recommended health and safety protocols in place.</p> <p>Students are 100% physically at school sites attending classes in a traditional schedule format.</p> <p>Maintain Extended Home Learning (EHL) option for those families who do not want to attend in-person.</p>	<p>Blended model district-wide with all the local and state recommended health and safety protocols in place.</p> <p>Combination of in-person at school sites and at home on-line learning with a similar daily schedule to the Extended Home Learning (EHL) Model.</p> <p>Maintain an EHL option for those families who do not want to attend in person.</p>	<p>Extended Home Learning (EHL) for all students participate in learning from home. EHL, per State guidance, includes interaction, instruction, and check-ins via computer. It is similar to in-person instruction with daily live interactions with teachers and peers.</p> <p>Weekly hourly appointments with all the recommended health and safety protocols in place.</p>	<p>Extended Home Learning (EHL) for all students participate in learning from home. EHL, per State guidance, includes interaction, instruction, and check-ins via computer. It is similar to in-person instruction with daily live interactions with teachers and peers.</p> <p>EHL has clear expectations from the state and the district regarding attendance, on-line instruction, interventions, and support.</p>



IV. Overview of Transitional Models

GRADE SPAN			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Preschool, Transitional Kindergarten (TK) through 8th grade *Preschool is available for eligible students.			

PROGRAM OVERVIEW			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
<p>Students are 100% physically at school sites attending classes in a traditional schedule format.</p> <p>Maintain a full EHL option for those families who do not want to attend in person.</p>	<p>Combination of in-person at school sites and EHL with a similar daily schedule to the EHL Model.</p> <p>Maintain a full EHL option for those families who do not want to attend in person.</p>	<p>Students participate in learning from home. EHL, per State guidance, includes interaction, instruction, and check-ins via computer. It is similar to in-person instruction with daily live interactions with teachers and peers. Adds weekly appointments with teacher and instructor.</p>	<p>Students participate in learning from home. EHL, per State guidance, includes interaction, instruction, and check-ins via computer. It is similar to in-person instruction with daily live interactions with teachers and peers.</p>



IV. Overview of Transitional Models (cont.)

WHERE & WHEN			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Combination of in-person physically at school sites following health and safety precautions and optional EHL completion of assignments.	Combination of in-person physically at school sites following health and safety precautions and EHL completion of assignments.	EHL instruction five (5) days per week will include regular daily sessions with additional assignments completed outside of the session times. Weekly hourly appointments with teachers at school site following health and safety precautions.	EHL instruction five (5) days per week will include regular daily sessions with additional assignments completed outside of the session times.

TEACHER			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
WPESD Certificated Teacher			



IV. Overview of Transitional Models (cont.)

CURRICULUM			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
WPESD Adopted Curriculum			

ATTENDANCE			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
<p>The student is present on campus for instruction and work completion.</p> <p>Daily attendance is mandatory.</p> <p>The student may have additional work assigned outside of the school day.</p> <p>Students choosing EHL will maintain daily attendance through work completion and interactive session check-ins.</p>	<p>The student is present on campus for instruction for a portion of the school day.</p> <p>Daily attendance is mandatory.</p> <p>The student completes and submits daily assigned work outside of the assigned in-person session.</p>	<p>The student attends the daily interactive session to check-in, answer questions, and/or receives small group instruction.</p> <p>Daily attendance is mandatory.</p> <p>The student completes and submits daily assigned work outside of the assigned daily interactive session.</p> <p>Weekly hour appointments are an attendance expectation.</p>	<p>The student attends the daily interactive session to check-in, answer questions, and/or receives small group instruction.</p> <p>Daily attendance is mandatory.</p> <p>The student completes and submits daily assigned work outside of the assigned daily interactive session.</p>



IV. Overview of Transitional Models (cont.)

PROGRAM CHOICE TRANSITION			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Transition to the next phase will be considered at the end of each of the grading periods aligned with the expectations and mandates from the FPHD. The decision will be based on state and local health and safety guidelines. Families will have the option to continue participating in the EHL Model if they do not want to attend in person.			

TRANSFER IMPACT			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
The student maintains enrollment in their current school.			

STUDENTS WITH DIVERSE LEARNING NEEDS English Learners, Foster/Homeless, Medically Vulnerable			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Site liaisons will reach out to these special populations to address their unique needs and circumstances.			



IV. Overview of Transitional Models (cont.)

INDIVIDUAL EDUCATION PLAN (IEP) & 504 PLAN			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
<p>Individualized Education Plan (IEP) services and 504 supports to be implemented as outlined by the IEP when students are 100% physically at school sites with local and state health and safety precautions. For EHL students options to attend a weekly session with support staff or accept on-line support services will be accessible.</p>	<p>Individualized Education Plan (IEP) services & 504 supports will be implemented to the extent feasible in the EHL environment. Each student will have an “individualized instructional plan” that implements the student’s individualized education program (IEP), to the extent possible. A weekly session with support staff will be accessible at site or acceptable on-line support services will be offered through EHL.</p>	<p>Individualized Education Plan (IEP) services & 504 supports will be implemented to the extent feasible in the EHL environment. Each student will have an “individualized instructional plan” that implements the student’s individualized education program (IEP), to the extent possible. A weekly session with support staff will be accessible at site or acceptable on-line support services will be offered through EHL.</p>	<p>Individualized Education Plan (IEP) services & 504 supports will be implemented to the extent feasible in the EHL environment. Each student will have an “individualized instructional plan” that implements the student’s individualized education program (IEP), to the extent possible. Options to attend a weekly session with support staff or accept on-line support services will be accessible.</p>



IV. Overview of Transitional Models (cont.)

SUPPORT ACTIVITIES			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Students may participate in co-curricular and extra-curricular activities with their current 2020-2021 assigned school when restrictions are lifted by local and state public health offices.			

SOCIAL EMOTIONAL SUPPORTS			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Social-emotional supports are available to all students during all phases. Delivery of support may be provided virtually, or in-person based on the current model and following local and state health and safety guidelines.			

STAFF TRAINING			
A	B	C	D
Traditional	Blended Learning	Weekly Appointment	Extended Learning
Training topics for staff include but are not limited to health and safety protocols, on-line learning platform, instructional strategies, online standards based-curriculum, equity and inclusion, and social-emotional support.			



V. Frequently Asked Questions

Q: Will students receive daily instruction with their teacher?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>YES When conditions permit, we will return to our normal schedules with in-person classes.</p>	<p>YES All teachers, per State law, will be meeting daily with their students in person. All schools and teachers have set schedules for parents and students to know when the meetings will be. 50% of the students will attend two minimum days per week.</p>	<p>YES All teachers, per State law, will be meeting regularly with their students through electronic or phone contact. All schools and teachers have set schedules for parents and students to know when the meetings will be. Site appointments will be made weekly with the student's assigned teacher(s).</p>	<p>YES All teachers, per State law, will be meeting regularly with their students through electronic or phone contact. All schools and teachers have set schedules for parents and students to know when the meetings will be.</p>

Q: Will teachers be available to support student and parent questions?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>YES All teachers will be available to address questions and provide support to students and families. During PD training days, paraprofessionals and program support staff will support parent and student inquiries; also provide reference to the teacher regarding inquiries.</p>			



Q: Will students have a common way to access their assignments and resources?

A Traditional	B Blended Learning	C Weekly Appointment	D Extended Learning
<p>YES Teachers will have the flexibility to collect work in the manner they deem most appropriate while maintaining Google Classroom as a platform for communication and learning support.</p>	<p>YES All classes will have schedules, assignments, and instructional supports and resources posted and turned in to Google Classroom or handed in personally.</p>	<p>YES All classes will have schedules, assignments, and instructional supports and resources posted and to be submitted through drop-off or electronic post or handed in personally.</p>	<p>YES All classes will have schedules, assignments, and instructional supports and resources to be submitted through drop-off or electronic post.</p>



Q: Will students have additional resources and assignments provided to them each week?

A Traditional	B Blended Learning	C Weekly Appointment	D Extended Learning
YES Teachers and students will follow their traditional practices while maintaining Google Classroom as a platform for communication and learning support.	YES Teachers will post weekly lesson plans and assignments in Google Classroom to supplement the live instruction component of their class.	YES Teachers will post weekly lesson plans and assignments to supplement the live instruction component of their class. They will meet once weekly to review assignment expectations and provide academic support.	YES Teachers will post weekly lesson plans and assignments in Google Classroom to supplement the live instruction component of their class.

Q: Will students have the opportunity to work/interact with other students in their class?

A Traditional	B Blended Learning	C Weekly Appointment	D Extended Learning
IT DEPENDS Teachers will determine the best methods to instruct students.			



Q: Will families be able to determine when their student can participate in live instruction and support?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>NO Students will follow their assigned schedule. Students remaining in Extended Home Learning will also have assigned time with their designated teacher.</p>	<p>NO Because students will be returning to a physical classroom in an assigned cohort. Students will be required to attend their assigned session. Students remaining in the Extended Home Learning will also have assigned time with their designated teacher.</p>	<p>NO Because families will be making weekly appointments with teachers. Students will be required to attend their assigned session. Students remaining in the Extended Home Learning will also have assigned time with their designated teacher.</p>	<p>YES Teachers will offer scheduled sessions daily. Students will be assigned to attend a session by teacher and grade level. If there are circumstances that require changes to a student's schedule, families may contact the school to discuss their request.</p>

Q: Will students be provided class time to participate in discussions with their classmates?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>IT DEPENDS While there will be opportunities for students and teachers to have discussions, it will be at the teachers' discretion how discussions are led.</p>			



Q: Will there be an established platform for teachers to communicate class requirements with students?

A Traditional	B Blended Learning	C Weekly Appointment	D Extended Learning
<p>YES On a daily basis, teachers and school sites will communicate in a manner they establish while maintaining Google Classroom as a learning support. Student progress will be reported in Aeries.</p>	<p>YES All teachers will establish a Google Classroom to post messages and share links to resources and assignments. Student progress will be reported in Aeries.</p>	<p>YES All teachers will establish a Google Classroom to post messages and share links to resources and assignments. Student progress will be reported in Aeries.</p>	<p>YES All teachers will establish a Google Classroom to post messages and share links to resources and assignments. Student progress will be reported in Aeries.</p>



Q: Will there be a common way students access and submit assignments?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>YES All teachers will accept work submitted through Google Classroom or handed in personally.</p>	<p>YES All teachers will accept work submitted through Google Classroom or handed in personally.</p>	<p>YES All teachers will accept work submitted through Google Classroom or handed in personally/drop-off.</p>	<p>YES All teachers will accept work submitted through Google Classroom or handed in personally/drop-off.</p>

Q: Will students need to have internet connectivity and a device to access class content?

<p style="text-align: center;">A</p> <p style="text-align: center;">Traditional</p>	<p style="text-align: center;">B</p> <p style="text-align: center;">Blended Learning</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">Weekly Appointment</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">Extended Learning</p>
<p>YES All Students have access to the district network while on campus. Electronic devices are available to all students.</p>	<p>YES All students will need to access their schoolwork via the internet. Electronic devices will be made available to all students.</p>	<p>YES All students will need to access their schoolwork via the internet. Electronic devices will be made available to all students. If a student does not have home internet, extra time and technology access will be extended at school weekly appointment.</p>	<p>YES All students will need to access their schoolwork and "live" meetings via the Internet and a device. Chromebooks will be checked out to every student. NO If students do not have internet access, hotspots will be assessed for regional access; packets will reflect curriculum assignments.</p>



VI. Plan D: Extended Home Learning Details

EXTENDED HOME LEARNING FOR ALL STUDENTS

- Daily instructional time with teachers.
- Regular office hours for teacher contact.
- A consistent schedule.
- Consistent tools for classroom management and instruction.
- Households will be assigned a Chromebook.
- Attendance will be taken.
- Assignments will be graded and will count just as during a “normal” school year.

ELEMENTARY STUDENTS (Grades TK to 6th grade)

- Students will be assigned to a classroom/teacher at the start of the school year.
- Teachers will offer daily live sessions on-line, a morning or afternoon session.
- Teachers will offer “live” sessions and daily contact. Students will be assigned to attend sessions. If there are circumstances that require changes to a student’s schedule, families may contact the school to discuss their request.
- There will be assignments provided online or by packet by the teacher, which will need to be accessed, completed and submitted.

STUDENTS (7th & 8th grades)

- Students will be assigned to a classroom/teacher at the start of the school year.
- Teachers will offer daily live sessions on-line, a morning or afternoon session.
- Teachers will offer two on-line sessions. Students will be assigned to attend sessions. If there are circumstances that require changes to a student’s schedule, families may contact the school to discuss their request.
- There will be assignments provided online or by packet by the teacher, which will need to be accessed, completed and submitted.
- Middle school students will have contact more than one teacher.



VII. Roles in Supporting Extended Home Learning

STUDENTS

- Dedicate appropriate time to learning, based on recommendations or as guided by your teacher(s).
- Check Google Classroom for information on classes, assignments, resources daily.
- Ensure that you know your usernames and passwords for instructional resources that are posted in Google Classroom.
- Identify a comfortable and quiet space to learn and study.
- Engage in online learning activities being offered by your teachers and/or provided through online resources.
- Submit all assignments by due dates established by your teacher(s).
- Communicate with your parent/guardian regarding daily/weekly expectations and assignments

TEACHERS

- Develop high quality distance learning lessons/assignments for students that address course standards/benchmarks while balancing online learning, volume of work assigned, and student/teacher interaction.
- Provide daily contact and instruction.
- Provide weekly learning plans/packet schedule to students through Google Classroom or paper packets by the start of instruction on the first day of each week.
- Use strategies for English Learners and provide appropriate accommodations for Special Education students with Individualized Education Plans (IEP) and Section 504 plans, to the extent feasible.
- Provide ways to communicate with and provide feedback to students, facilitate live and pre-recorded lessons, and answer student questions.
- Provide instructional resources and materials through Google Classroom or best means for family.
- Invite parents/guardians to join their student's Google Classroom.
- Communicate regularly with parents and families regarding expectations and student progress; if students are not engaged in the lessons and assignments, teachers should contact parents and/or the school counselor/administrator.
- Participate in professional development and virtual learning sessions intended to support distance learning, as applicable.



FAMILIES

- Update parent/guardian information and permissions in your student's Aeries account. (Contact school site for support.)
- Assure that a mobile device and internet access are available at home. Chromebooks will be distributed to each student at the start of the school year. Contact your school site if there is a need for internet access for at-home use.
- Monitor District communications (www.westpark.k12.ca.us) for up-to-date information regarding school closures, instructional continuation plans, and on-line learning resources. Please make sure this email address is in your "approved senders" list in your email program. Visit the District website (www.westpark.k12.ca.us) for resources and up-to-date information on on-line learning.
- Ensure that your children know their usernames and passwords for instructional resources and encourage their participation in on-line learning offerings.
- Assure your child completes the Digital Citizenship unit.
- Maintain communication with your children's teachers and school counselor/site administrator.
- Engage your children in conversations regarding assignments, classroom experience, assessments, and progress/performance.
- Create a dedicated learning space for your student to participate in their lessons and complete assignments.
- Monitor student time spent engaging in online and offline learning.
- Support your children's emotional balance by providing time for physical activity and play.