



District or Charter School Name

West Lafayette Community School Corporation (7875)

Section One: Delivery of Learning

1. Describe how you will deliver continuous learning opportunities for all students, including special student populations.

The current calendar schedule for the corporation is posted here <https://www.wl.k12.in.us/covid-19> within the WLCSC Reopening Plan document under Appendix A. Additional calendar revisions may be made during the 2020-21 school year dependent upon guidance from state and local authorities.

Thursday, August 20, 2020 will be the first date of on-site instruction. The following eLearning days have been scheduled during the first nine weeks to allow for additional deep cleaning of the facilities: Wednesday, September 2, 2020 and Wednesday, September 16, 2020. During these eLearning Days, students who typically receive on-site instruction will not come to school and will receive eLearning instruction from their regular classroom teacher.

According to the reopening document, parents may elect for full-time on-site instruction or full-time eLearning instruction. Changes may be made during the first two weeks of school, and then students must commit by Wednesday, September 2, 2020 to either full-time eLearning or full-time on-site instruction. Students in grades K-6 must commit for the first 9 weeks, and students in grades 7-12 must commit for the first semester.

West Lafayette Elementary School - eLearning support for special populations

- For all Special Populations (Special Education, ESL, 504s, and counseling)
 - Teachers of Record (TORs) have created individual Google Classrooms where their students are expected to join to receive instruction, support, and/or resources.
 - Classroom teachers have also added TORs as teachers to their Google Classrooms so that students can be supported during Google Classroom meetings
 - TORs and the counselor are checking in individually with students via email, phone call, and/or Zoom.

- Paraprofessionals have been assigned to classrooms based upon students' IEPs and offer assistance, support, and small group instruction via phone or Zoom.
- Resources for parents have been, and will continue to be, shared via a weekly emailed newsletter.

West Lafayette Intermediate School - eLearning support for special populations

- Counseling supports
 - Counselors send emails to all parents offering support for all students during this time and a Google Classroom page for each grade level with classroom guidance lessons posted for the remainder of the year
 - Video conferencing sessions are organized with individuals and small groups using Google Drive sign up
 - Counselors regularly visit and monitor teachers' classes during Google Meet sessions
 - Counselors provide resources and support to classroom teachers through regular virtual communication
 - Video conferencing sessions with parents for Response to Intervention (RTI)
- ESL supports
 - ESL teachers hold video conferencing meetings on each eLearning day to support homeroom teacher literacy assignments
 - Monitor Google Classrooms
 - Pull-out video conferencing sessions with ESL students twice a week for 30 minutes
 - Daily video conferencing meetings for one-on-one student consultation
 - Communication of all supports and updates to ESL parents/students by phone and/or email
- Special Education supports
 - TORs provide instruction and monitor student progress in alignment with the services and assignments provided to other students in the district
 - TORs maintain contact with general education teachers for any issues with assignments or accommodations
 - TORs reach out to families and students regularly, logging all communication and supports provided into the IIEP system
 - TORs have set times available for consultation for students
 - TORs check in with any students who are struggling to complete assignments
 - TORs update IEPs as needed due to changes in eLearning instruction

West Lafayette Jr./Sr. High School - eLearning support for special populations

- Counseling supports
 - Google Classroom pages available for all students grades 7-12
 - Weekly email updates (usually on Fridays) with latest information from counseling department (social, emotional, and academic topics)

- Hosting Google Meet sessions with individuals and groups
- Visiting and monitoring teachers' classes during Google Meet sessions
- ESL Supports
 - ESL teacher communicates with all Jr./Sr. High School teachers to offer support, resources, as needed
 - For ENL 1-2 and ENL 3-4 English course, the teacher emails students and parents expectations at the start of each eLearning day.
 - The ESL teacher holds Google Meet office hours on Tuesdays and Thursdays (which are staff preparation days) to help students with assignments given on eLearning days (Mon/Wed/Fri).
- Special Education supports
 - TORs provide instruction and monitor student progress in alignment with the services and assignments provided to other students in the district
 - TORs maintain contact with general education teachers for any issues with assignments or accommodations
 - TORs reach out to families and students regularly, logging all communication and supports provided into the IIEP system
 - TORs have set times available for consultation for students
 - TORs check in with any students who are struggling to complete assignments
 - TORs update IEPs as needed due to changes in eLearning instruction

2. Describe how your district communicates expectations for continuous learning implementation to 1.) students, 2.) families, and 3.) staff.

Expectations for eLearning are communicated to families and students primarily through Skyward email and information posted to the corporation website <https://www.wl.k12.in.us/covid-19> under the eLearning and Remote Teaching section. Teachers and administrators are also monitoring family access to Skyward to ensure that families are able to access teacher instructions posted on the family and student access wall. Teachers and administrators are contacting families by phone as needed to ensure that families have the materials, tools, and guidance they need to access the eLearning content.

Expectations for eLearning are communicated to staff through email from administration as well as shared Google Drive documents for teachers containing technology guidance. In addition, this Continuous Learning Plan posted on the corporation website also provides guidance for staff.

3. Describe student access to academic instruction, resources, and supports during continuous learning.

On eLearning Days, all teachers will post assignments or expectations on the Skyward family and student access wall for each eLearning day. This will allow for one place for students to go to understand how to access the assignments. Teachers may choose to utilize a variety of instructional formats (video conferencing, Google Suite, etc.), and any expectations and instructions will be posted to the Skyward student access wall.

Resources and support for special populations (counseling, ESL, Special Education, 504, etc.) are described in section 1. above.

The WLCSC Food Service Department is coordinating efforts to provide food assistance to all families in need. The corporation website includes information for students/families seeking assistance to contact the food service department; this information can be found at <https://www.wl.k12.in.us/covid-19>.

4. What equipment and tools are available to staff and students to enable your continuous learning plan? Please list.

Students will be provided devices for the 2020-21 school year during the first few weeks of school. Device pick up will be organized and communicated by each building for those families on the full-time eLearning option. Families can email the technology team at elearning@wl.k12.in.us if a device becomes damaged/unusable and requires a replacement. This email address is also available to all families and students for technical support during eLearning. All supplied mobile devices will be content filtered the same way that they are in schools and on campus. The technology team has provided information to parents regarding how they can obtain internet access if they do not have it. All school parking lots are available to connect to the internet as well as other local WiFi locations throughout the district (public library, etc.).

Teachers have been provided with laptops, document cameras, webcams, and tablets to enable interactive lessons during eLearning days.

5. Describe how educators and support staff are expected to connect with students and families on an ongoing basis.

Teachers are expected to be engaged in eLearning during regular classroom hours. Teachers will post or share assignments with parents and students in advance or same day via Skyward family and student access wall, or via email to parents. This instruction will also be available on whichever platform the teacher(s) use. Teachers will be available to support students during the eLearning days and respond in a timely manner. Communication may be through Canvas, Google Classroom, email, or other commonly used communication methods used in class.

Support staff who work with students, such as paraprofessionals and ESL tutors, are provided instruction via their supervising administrator regarding their work during eLearning days.

6. Describe your method for providing timely and meaningful academic feedback to students.

West Lafayette Elementary School teachers are utilizing the Google Classroom platform to assign and collect work from students. It is through this process and live video/phone conferencing that teachers are providing feedback and academic support through reteaching when necessary.

West Lafayette Intermediate School teachers are using Google Classroom to post assignments and have students submit those to get feedback from the teacher. Students have also had virtual meetings with the teachers and are provided immediate feedback for their academic progress. Teachers have posted grades in Skyward for students and parents to see how the students are performing academically.

For the West Lafayette Jr./Sr. High School, teachers in grades 7-12 are primarily using Google Classroom, Google Meet, and Canvas to communicate expectations, lessons, lectures, discussions, and all forms of feedback to students. Teachers also use the student data system, Skyward, for grade recording, and students/families can view grades as well through Skyward. When needed, teachers are privately emailing students who need more support than can be addressed through the means already listed. Students in grades 7-12 will receive grades according to the typical A-F scale that is utilized during the regular 2019-20 school year. Grades and feedback are communicated through Skyward to students and families.

Section Two: Achievement and Attendance

7. Does your continuous learning plan provide an avenue for students to earn high school credits? If so, describe the approach.

Students in grades 7-12 will receive grades according to the typical A-F scale that is utilized during the regular school year. Credits for credit bearing courses will be honored for those classes that are offered in-person and online.

8. Describe your attendance policy for continuous learning.

Students who are interacting digitally with the classwork, or whatever method assigned by the teacher will be considered present.

9. Describe your long-term goals to address skill gaps for the remainder of the school year.

The West Lafayette Elementary School reading and math interventionists are working with students who have previously been identified as requiring support for skill gaps. Each interventionist has designed a Google Classroom, contacted families individually, and arranged virtual meetings with students at a minimum of once weekly, most often twice. Supports, direct instruction and resource materials, are provided at the individual student's instructional level. These interventionists will be monitoring progress throughout the time of the intervention.

West Lafayette Intermediate School has a reading interventionist and a math interventionist who are running virtual meetings for students. Some students are in small group sessions and others individual sessions. Students who have not been getting online have been called, emailed, and invited to attend the online classes. The school administration has been successful in supporting those students so that they are now connected with the teachers and virtual instruction. Teachers are also providing direct instruction through recorded video meetings when a student is not able to access the instruction at the given live time.

At the start of the 2020-2021 school year, teachers at West Lafayette Jr./Sr. High School will spend additional time teaching foundational topics that were missed during the spring 2020 semester so that students are ready and able to move on to the material in the next level of their courses.

Section Three: Staff Development

10. Describe your professional development plan for continuous learning.

Professional learning for teachers related to eLearning is being implemented by the Technology Director and technology team members. The team has been conducting remote training sessions and 1 on 1 meetings via Google Meet for the purpose of helping to train and prepare teachers for eLearning. The technology team also coordinated a Google Classroom site for teachers to utilize with recorded demonstrations of how to use different features within Google classroom.

The West Lafayette Elementary School administration has developed a Google Classroom for the staff. Within this classroom, resources are organized in a way that teachers can access them depending on their readiness level and area of need. Earlier in the school year, the school purchased a subscription to the Smekens WebPD. This allows teachers access to a multitude of videos to guide instructional practice in the area of reading. Since the need for remote learning, this resource is now providing access to PD surrounding online instruction. Also, teachers are utilizing the resources shared by the IDOE to increase understanding and effective practice in the area of eLearning. As further quality resources are released for professionals, the administrative team will review and share. Additionally, prior to the inability to work in the buildings due to COVID-19, the teachers had begun the process of curriculum mapping. The expectation is that this will continue remotely on teacher preparation days as

much as possible.

The West Lafayette Intermediate School teachers have had extensive previous training in literacy instruction. Teachers have used the Smekens training materials and find those to be very helpful. Teachers have also had several in house training sessions working on what to teach in small group instruction times during the literacy block. This area of focus has proven to work well for our students and staff. Staff are now trying to model the same approach for math instruction in most classrooms. Working with the model of sharing mini-lessons to teach a skill, doing small group work, and independent work is most effective. This also allows a teacher to do some remedial work on skills that are not mastered. ELearning has been a new challenge. Teachers are very knowledgeable about using Google Classroom, Documents, Sheets, Calendar, and email. Teachers have been provided with new programs and resources that are now available during eLearning. As teachers locate new materials, they share those materials and resources with others through tutorial videos. Teachers also share links for how to use technology to enhance instruction during eLearning days. Teachers have learned how to use Google Relay to monitor students' technology from home. The staff has also been supporting families by sharing with parents/guardians how to find some of the necessary learning tools to help students at home.

West Lafayette Jr./Sr. High School is carrying on professional development in a variety of ways. Staff are conducting individual research and working as academic departments to prepare for most effective eLearning methodologies. Some teachers have also reached out to colleagues in other schools to collect creative ideas on best practices given the limitations of eLearning. Teachers are seeking resources and methods that will be effective both now during eLearning and in future instruction. Department meetings are being held electronically to share what's working and what can be improved upon. Once social distancing guidelines are lifted, teachers will be meeting to discuss adjustments that will be required for possible remediation of learning to prepare students for the next course of study within their high school plan of study.

Once you have completed this document, please complete this [Jotform](#) to share some additional data points and submit your Continuous Learning Plan link. Submission is required by April 17.