



CONTINUOUS LEARNING ASSURANCES DOCUMENT & LOCAL PLAN

As a result of COVID-19 and the closing of schools, superintendents and charter school leaders must complete this packet and submit to the New Mexico Public Education Department by **Wednesday, April 8, 2020**. The packet contains the following items:

1. Assurances Document
2. Continuous Learning Plan

Submission

- All required documents must be emailed as a single package to CL.Plan@state.nm.us by **Wednesday, April 8, 2020**.
- Please direct questions to Gwen Perea Warniment, PhD, Deputy Secretary for Teaching, Learning, and Assessment at Gwen.Warniment@state.nm.us.

To access Continuous Learning guidance documents and resources, visit the PED website at:

<https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/covid-19-coronavirus/>

ASSURANCES DOCUMENT

Date: 7 April 2020

School District/State Charter Name: Aldo Leopold Charter School

Name of Person Completing Assurances: Wayne Sherwood

Contact Phone Number: 575-313-1799

Contact Email: wsherwood@aldocs.org

District/State Charter (LEA) identified/named as Wayne Sherwood hereby assures the New Mexico Public Education Department that:

1. the LEA will follow the requirements for a Continuous Learning Plan for the remainder of the 2019-20 school year;
2. the LEA will develop a Continuous Learning Plan that meets course and demonstration of competency requirements for high school seniors;
3. the LEA will pay all current hourly employees during the balance of the 2019-20 school year based on the plan developed;
4. the LEA will submit a completed Continuous Learning Plan by Wednesday, April 8, 2020; and
5. the LEA will enroll all new students according to state statute and the local district/state charter enrollment policies and provide an education plan for all new students for the duration of the 2019-20 school year.

Wayne Sherwood

7 April 2020

Superintendent Signature

Date

Please print signature or sign electronically

CONTINUOUS LEARNING PLAN

Date 7 April 2020

District/State Charter Name Aldo Leopold Charter School

High School Senior Continuous Learning Plan

How are you ensuring credit requirements are met?

Students that passed quarter 3 will get a passing grade for the semester. Students that did not pass quarter 3 will be encouraged to make up the work or do an alternative assignment so they can pass the semester.

How will you support completion of dual enrollment courses?

The guidance counselor will be monitoring the students taking dual credit classes and supporting them when needed. All students enrolled in dual credit courses are being contacted directly to ensure seamless transition to online course format and support in transition. Guidance regarding accessing and navigating in CANVAS will be offered through the dual enrollment office. Students will also be given guidance regarding communication options with professors and ways to seek academic support through university channels.

Describe the local demonstrations of competency options which will be used for seniors who still need to meet competency requirements in one or more subject areas (PPT presentations, virtual or physical projects, on the job experiences, community services, virtual presentations, local portfolios, etc.).

Seniors will have to complete their senior project. The project was started in the 3rd quarter and was assigned to be completed in the 4th quarter. The project would normally be 20% of their grade for the semester. The Seniors are given support to complete they're projects by their mentors, who are classroom teachers. Seniors will earn required credits for spring semester classes through a combination of 3rd quarter grades (with opportunity for redoing low/missing assignments and assessments) and completion of senior projects. Modification, as necessary, for projects in light of current physical limitations will be ensured. Students will be in communication with classroom teachers and project mentors on a regular daily/weekly schedule, and will be utilizing technology platforms including Google Classroom and Zoom for ongoing support. Additional enrichment opportunities will also be made available to provide students with continued college/career preparation.

Please describe your plan to ensure graduation and completion of *Next Steps Plans* for seniors.

Seniors will be given the highest priority for communication and support to ensure that they remain on track to complete graduation requirements and have guidance regarding next steps for post-secondary pursuits. Final Next Step Plans will be distributed electronically, and students will be given one-on-one

support by the school counselor in their completion. Completed and electronically signed plans will be returned to the counselor and printed for student records.

Academic Support

Briefly describe the professional development plan for your staff related to continuous learning. What support might you need?

- Design individual instructional plans for each family/child- this will be dependent on the parent's needs and could include a teacher suggesting and sharing activities with parents that they can do at home with their child or providing instruction via video conferencing and/or telephone.
- Staff is assessing individual situations to understand things like a family's internet capacity, number of children home, available devices, etc. Findings are reported to administration and logged in a shared spreadsheet for upcoming requests for state/emergency fund support.
- Zoom classes, mostly small groups scheduled throughout the week provide video instruction and opportunity for students to see their friends and have some social interaction.
- Google Classroom, with accompanying G-Suite features are used for instruction.
- The school issued Chromebook to students.
- Those without internet have been identified and are currently being delivered paper work packets.
- Lessons that align with Common Core and state standards are being delivered, in alignment with the PED's 30 minutes/3 hours per day guideline.
- Additionally, frequent check-ins (weekly) have been implemented via email, Zoom meetings, Google Meet (another video conferencing platform) meetings and phone calls to families.
- Some lessons and lesson guides are pre-recorded on Google Meet or Zoom so that students can still be greeted and guided by the familiar faces of their teachers from afar.
- The staff is meeting weekly on zoom to answer questions and discuss how things are going. The staff also has a pros (roses) and cons (thorns) spread sheet that they are filling out weekly.

Please describe how you will support continuous learning for Pre-K through 11th grade students based on the resources and capacity of your community.

Students were given the opportunity to check out Chrome Books from the school to use for on-line learning. Students that do not have Wi-Fi access, packets were put together by the teachers and delivered to their houses.

Will online learning be used? If so, what tech support will be available for families and teachers?

Zoom and Google Classroom is being used in all the classes. We have a tech support a contractor.

If so, how will you ensure that all students have adequate access to devices and the internet? What support might you need?

Chrome Books were made available to all students. Some students had them delivered, while some picked them up at lunch. Most students have internet available. We contacted all parents by a phone call and a text blast through School Messenger to see if they needed support. There are several free hotspots in Silver City that we let parents know about. We also continue to update our website daily with information.

Please describe additional measures you will take to support students with disabilities, students at-risk, and students served under Title Programs (EL, Migrant, etc.).

Our Special Education coordinator and teachers have made direct contact with parents of students with disabilities to find out what other supports are needed. We continue to offer free lunch through the Guadalupe Montessori School for all students under the age of 18.

How will teacher's check-in with students? How frequently?

The schedule for the teachers is on our website: <https://www.aldocs.org/continuous-learning.html>

Please describe your plan for Career and Technical Education.

Students that enrolled at WNMU will continue to take their classes online.

Please describe your plan to address electives/specials.

Electives are optional to students, unless they were not passing at the end of the 3rd Quarter.

Social and Emotional Supports

How will you utilize counselors and social workers?

Both Social worker and counselor have reached out to students individually that are in need of support. Internet access, delivering lunches

How will you support students' social-emotional needs?

First and foremost, counselors are available for office hours throughout the day everyday and students/parents can meet with a counselor whenever they need assistance. This is advertised to all students and families frequently. We have focused a lot of effort on trauma-informed teaching practices because we want to ensure that students are being taken care of as whole individuals and not just as students in classes. Our counseling team, as well as our admin team (principal, assistant principal, special education teachers, and administrative executive) have created systems to meet the socio-emotional needs of students and their families. We have trained teachers to include socio-emotional practices in their daily instruction so that they can monitor student reactions, ask students how they are doing, check in with students who are at-risk, and focus on skills such as problem-solving, teamwork, and empathy. Both Social worker and counselor have reached out to students individually that need support eg. Who needs Internet access, and delivering school lunches. Teachers are also aware of the students' needs and are mainly looking at meeting those social emotional needs over academic needs.

Family & Community Communication

How will you keep families informed about changing circumstances?

We know that families are in a tough position as they learn to manage school in a way like never before. We want to take as much pressure off families as we can, so we are structuring all Classroom pages to include in-depth resources for parents such as academic websites, handouts, teacher contact information, tutoring schedules, etc. We also have our academic tutors (used extensively in our model so that we can offer tutoring all periods, every day on campus) hosting online tutoring sessions all day, every day. The tutors have scheduled specific tutoring hours outside of our scheduled instructional time so students can meet with them when they need it most. They are available for Zoom tutoring in all subjects so that parents and students can meet with tutors and get individual assistance. Our teachers are also committed to providing extra help and support to any student who requests it, even though that means our teachers are making themselves available outside normal school hours such as nights and weekends. We are also using our Website, text and email blats through School Messenger, to keep parents informed.

How will you support families and caregivers as they facilitate learning at home?

Limiting the amount of time that students are on electronic devices and encouraging students to be active around their house or apartment.

How will you support families and caregivers as they support the social-emotional needs of their children?

School website has phone number and websites where students and parents can call.

<https://www.aldocs.org/covid-19-developments.html>

Other

How will you reflect, monitor, and evaluate the effectiveness of the implementation of this plan and the results?

Thorns and Roses spread sheet:

https://docs.google.com/spreadsheets/d/17YVktM14MgWaCC_GMeS36AN_Vb7UAoNyVHgRoXq0LGE/edit#gid=0

Please include any other relevant information or documents related to your Continuous Learning Plan

Continuous Learning Plan Signature Line

Wayne Sherwood

April 9, 2020

Superintendent Signature

Date

Please print signature or sign electronically