



**District or Charter School Name**

Wa-Nee Community Schools (2285)

**Section One: Delivery of Learning**

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

During this time, teachers will provide both in person and remote instruction for students. Teachers will have 30 minutes at the end of each day in addition to their prep and collaboration times to prepare lessons for in person and remote learners as well as answer questions, respond to emails, etc., Our office hours provide time for teachers to communicate with families if student progress and/or participation has become a concern and allow for additional collaboration with administration if support is needed.

At the elementary level students K-2 will be provided with iPad; students in grades 3-5 will be provided with windows-based laptop computers. In the event of prolonged closure, teachers will be encouraged to focus heavily on ELA and mathematics. Elementary teachers that teach our special classes will provide fun lessons/activities each week to help support the social and emotional well-being of our students and may be asked to provide additional support in other areas.

At the middle school and high school levels, students (grades 6-12) will be provided with a laptop computer. Teachers of common courses will work together to provide common learning experiences and assessments to students with a focus solely upon what the students must know in order to be successful in the subsequent course. Building administrators work with each department to develop guidelines for grading and awarding credit.

We will ensure equal access to extended learning opportunities for students with disabilities, EL students, and other special populations. Each teacher of record is managing their special education caseload to ensure students are

provided with the appropriate accommodations and are tracking data for goals. Teachers of record are working collaboratively with related service providers to communicate activities to be completed. They are also collaborating with general education teachers regarding lesson planning and lesson execution. Services provided to students with disability align with the services provided to non-disabled peers and are appropriate and reasonable.

Distance learning is provided using virtual meetings, emails, and/or phone calls. Teachers of record are establishing a routine for communicating with families. They are working with parents to provide ideas to help with the reinforcement of goals and benchmarks. Teachers will provide parents a rubric to monitor social-behavior goals in the home. Students in low-tech households are provided with learning packets and a self-addressed stamped envelope to return completed work to the teacher. Teletherapy is being provided in med-tech to high-tech households.

Annual case conferences will be completed virtually or over the phone with all members of the case conference committee providing input. In addition, teachers of record and related service providers are collaborating weekly with the special education director to monitor the workload of staff, needs to students, and concerns of parents.

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

Ongoing communication from the superintendent continues to be sent out to families, students, and staff via our corporation email, Skylert, Skyward, social media, and through postal office mail if email is not available.

**STUDENT REQUIREMENTS/PARENT EXPECTATIONS:** Students are expected to log in daily to Canvas, whether they are in person or remote learners. Parents will also access Canvas as observers to view their child's assignments and Skyward for updated grades. Remote learners may return work electronically. This may occur through Canvas or by simply taking a picture and submitting through their cell phone's email. Parents may also make alternative arrangements with teachers/administration if unique circumstances arise.

Staff continue to communicate to their students and families individually through a variety of means. Due to the diverse make up of our student body,

we have allowed staff a variety of means to making communication with families. This includes utilizing technology such as Zoom Meeting, phone calls, or traditional mailings.

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

The main platform to access academic instruction, resources and supports is our Learning Management System, Canvas. Our staff will use Studio within Canvas to record mini-lessons and demonstrations for students. These resources are available to all students in person and remote. In addition, teachers use resources such as Zoom Meetings, Seesaw, email, phone calls, and/or traditional packets. Each course content, grade level, and/or student circumstance requires unique needs and our staff have been given guidelines in which to operate so as to provide the best possible learning experiences during very challenging times.

In person and remote learning will be provided daily and students will follow their daily school schedules. Currently, our teachers will have office hours during the last 30 minutes of each day. If we are solely offering remote learning, teachers will be available from 9AM-2PM. Staff will remain available to electronically discuss any questions a student may have with his/her work. Our office hours provide time for teachers to communicate with families if student progress and/or participation has become a concern and allow for additional collaboration with administration if support is needed.

**OFFICE CONTACT INFORMATION  
ADMINISTRATORS AVAILABLE MONDAY – FRIDAY  
7:30 AM – 3:30 PM**

|                         |                |  |
|-------------------------|----------------|--|
| Nappanee Elementary     | (574) 773-7421 | <a href="mailto:rcripe@wancee.org">rcripe@wancee.org</a>       |
| Wakarusa Elementary     | (574) 862-2000 | <a href="mailto:kbranham@wancee.org">kbranham@wancee.org</a>   |
| Woodview Elementary     | (574) 773-3117 | <a href="mailto:athompson@wancee.org">athompson@wancee.org</a> |
| NorthWood Middle School | (574) 862-2710 | <a href="mailto:jpayne@wancee.org">jpayne@wancee.org</a>       |
| NorthWood High School   | (574) 773-4127 | <a href="mailto:dmaugel@wancee.org">dmaugel@wancee.org</a>     |

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

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Our staff and students are encouraged to utilize technology and electronic means of providing/receiving instruction. All students in grades K-2 can take home an Ipad. All students grades 6-12 are able to take home their windows-based laptop computers from the middle and high school. In all other buildings, materials are pushed out digitally, made available for pickup, or mailed to homes. This year, we will implement a new Learning Management System, Canvas. Staff will utilize Canvas to communicate with families and students, assign work, upload instructional videos and other resources. We have students in our district that lack reliable Wi-Fi as well as many Amish families which do not allow for electronic devices in the home. Thus, alternative arrangements utilizing traditional work packets are required and individualized arrangements for pickup/return are made to ensure safety while also providing for continuation of services.

Currently, teachers will be in buildings each day to provide instruction for in person learners. If we are solely offering remote learning, teachers will be in the buildings from 9:00-2:00 each day. Our building administrators are available electronically from 7:30-3:30 each day should their assistance be needed.

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

We currently provide in person and remote learning every day. Our staff is available every day between 8:00 AM – 3:00 PM to help with student needs. If we only provide a remote learning option, our teachers will be available from 9:00-2:00 each day. Our office hours provide time for teachers to communicate with families if student progress and/or participation has become a concern and allow for additional collaboration with administration if support is needed. Teachers are encouraged to use Google Voice and or \*67 when making home calls from their personal phones. Teachers are expected to chart calls and submit to school administration. School administrators then make determinations regarding which families will require additional follow up contact.

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

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Our office hours provide time for teachers to communicate with families if student progress and/or participation has become a concern and allow for additional collaboration with administration if support is needed. Teachers are encouraged to use Google Voice and or \*67 when making home calls from their personal phones. Teachers are expected to chart calls and submit to school administration. School administrators then make determinations regarding which families will require additional follow up contact. In addition, all staff are expected to update gradebooks in Skyward at a minimum of 1 time per week.

## Section Two: Achievement and Attendance

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

Students will be expected to complete required assignments and assessments to receive credit. Any student that fails to earn a credit will receive a withdrawal/drop from the course as there may be varying reasons for the inability to successfully complete the class.

8. Describe your attendance policy for continuous learning.

By default, all students are marked as present. If a student, however, is not actively participating through either virtual courses or via paper materials, staff will make phone contact to determine whether they are truly not participating and why this may be occurring. If alternative arrangements need to be made, we will adjust accommodate for the student's learning needs. If we are unsuccessful in either making contact or in creating ways for the student to participate, the matter is forwarded along to our building administration and the student is marked as not attending (absent). Administration will then attempt to make either phone or home contact with the family to determine the best way to re-engage the student. If necessary/beneficial, we will also utilize our school resource officers to help re-engage the student.

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

Currently we are offering in person and remote learning options. Teachers will provide Tier 2 intervention support and small group instruction for students who attend school in person. Formative assessments and data collection/analysis will allow the teacher to identify gaps in instruction and plan lessons/interventions accordingly. For students who choose remote learning, the teacher will be able to provide additional resources and differentiated intervention/remediation via Canvas and our technology programs.

## Section Three: Staff Development

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### 10. Describe your professional development plan for continuous learning.

During this time, our professional development has shifted to “remote learning” – how to develop lessons and keep students engaged. Our instructional coaches have been supporting teachers – grade levels and individually – with developing engaging lessons and learning opportunities for students. At the K-5 level we have newly developed curriculum and pacing guides to streamline our instruction to meet Indiana standards. In all grades, K-12, we have a focus on Canvas, our new LMS, to support learners whether they are in person or online.

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.