



EMERGENCY DISTANCE LEARNING PLAN

2021–2022

OUR GOALS ARE TO MAXIMIZE STUDENT GROWTH, IN-PERSON INSTRUCTION, AND MINIMIZE ANY BARRIERS OR ISSUES THAT WOULD PREVENT DISTRICT OPERATIONS.

FOR ALL EMERGENCY SITUATIONS.

A MESSAGE FROM
SUPERINTENDENT
SCOTT PEACOCK



DEAR FAMILIES AND STAFF,

In these times of uncertainty, it has been the steadfast commitment of the Lakewood School District team to be prepared and transparent. This approach has enabled our community to remain supportive, resilient and whole in the face of great adversity. Our district's mantra, as we have navigated these past months, has been to do the most that we can for students and families, given the standards of care that we are obligated to meet. It has been, and continues to be, our obligation to prepare for any possible scenario with these principles in mind.

While we do not anticipate that we will return to distance learning, either as individual schools or as a district, we must be prepared for that possibility, should an emergency situation arise that prevents us from holding in-person school for a short period of time. The document that follows provides staff, students and families the basic information that you all need to quickly shift to distance learning, if conditions require us to take that step. We recognize that each staff member and family will be at a different level of readiness. This document provides you with the most critical information necessary to make such a shift.

This plan has been developed using the requirements established by the Office of the Superintendent of Public Instruction (OSPI), Washington State Department of Health (DOH), the Snohomish County Health District and Labor & Industries (L&I). We have also drawn upon our own learning and experience from the 2020–2021 school year. We truly hope that we never have to activate this plan. However, it is vital that we have it in place for the safety and well-being of both staff and students.

Sincerely,

Scott Peacock

Scott Peacock
Superintendent
Lakewood School District



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WELCOME TO LAKEWOOD SCHOOL DISTRICT

The total enrollment for the District is approximately 2,300 students. We currently employ approximately 135 certificated staff and about 140 classified staff. With a population of about 8,700, Lakewood retains the closeness of a small country community, yet has ready access to the larger metropolitan areas.



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What If School or District Operations Close?



FIRST DAY OF SCHOOL

The image above shows students in masks as they are welcomed off buses early morning for their first day of school, September 2021.

EMERGENCY CLOSURE

In the event of an emergency shift to distance learning, either due to COVID-19 transmissions or for some other event during which our campuses are deemed unsafe for a period of several days or more, the decision to make this shift will be informed by directives from the Snohomish County Health District or some other public safety entity such as DEMA/FEMA, law enforcement or fire. Such decisions will be communicated to staff and families as soon as possible after the being made.

There will be at least one day between when an announcement of a shift to distance learning has been made and when students begin classes in the distance learning modality. This time is necessary for the distribution of computers and other resources that may be necessary for students and staff to successfully transition. The exact timeline of that shift will be communicated directly to families at the time. These details will be determined based on the unique conditions that are influencing decisions.

HOW CAN I FIND OUT ABOUT A SHIFT TO DISTANCE LEARNING?

Family Notification System: The school district uses a family notification system called Blackboard Connect to

send important messages to families if schools have been closed, delayed or are shifting to distance learning. A message concerning a shift to distance learning will be sent via phone, text and email.

Flash Alert: The best way to find out if schools will shift to distance learning, is to visit FlashAlert at <http://www.flashalert.net/> or watch your local news. FlashAlert notifies radio and television stations of school closures or late starts. Visit FlashAlert for current information or to sign up to receive e-mail or text notifications of changes.

Television and Radio Stations: Local radio and television stations will be announcing schedule changes by district name and number.

District: For pre-recorded information on weather-related delays or closures call **360 654-2024**.

Once a shift to distance learning and the timeline for making this shift has been communicated, students will log into their class(es) using the learning management tools identified in this plan (p. 02), according to the schedules provided (p. 05-09).

Learning Management Tools, Grades K–12



CLEVER

This is where it all starts. Once logged into the Clever website, students can automatically be signed into the other tools without additional usernames and passwords. Always begin in Clever.



SEESAW

Elementary students use Seesaw to receive assignments, tests, turn in work and get feedback from teachers. Students/families can also communicate with teachers through Seesaw.



SKYWARD

All families and students have access to Skyward. Attendance, and grades can be accessed through the Skyward website.



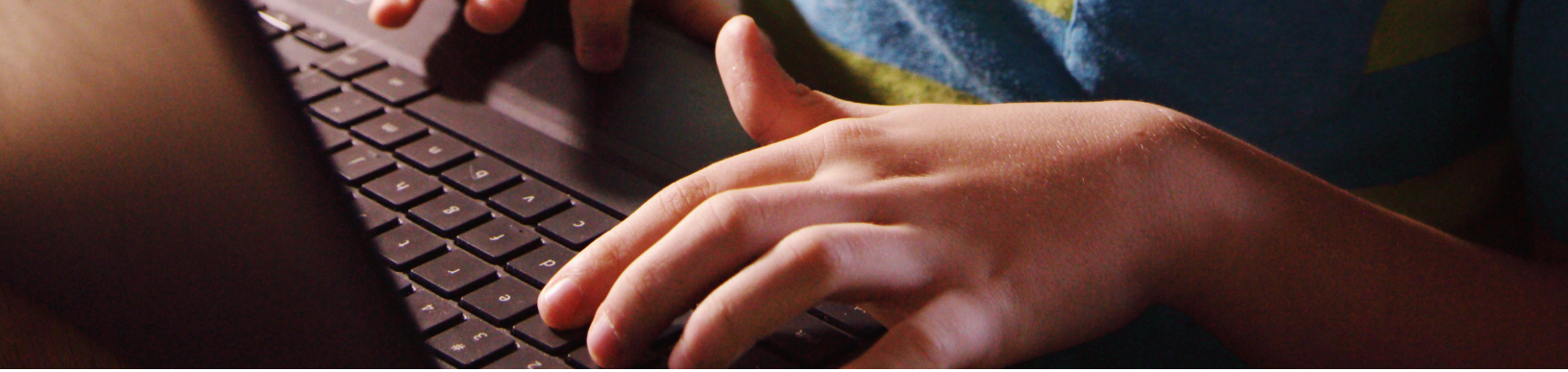
TEAMS

Secondary students use Teams to receive assignments, tests, turn in work and get feedback from teachers. Students can collaborate with other students on assignments and receive important information from their teachers.



ZOOM

All students will use Zoom. This is a video conferencing application in which the teacher and students can interact live. Students will “go to class” every day in Zoom.



Emergency Distance Learning **Modes**

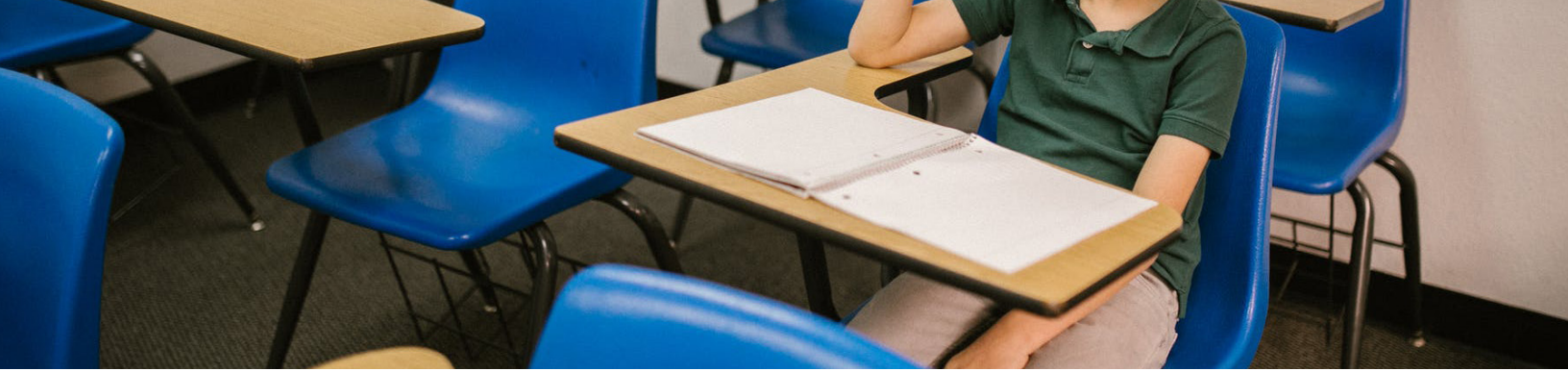
LWSD staff will use both synchronous and asynchronous learning methods.

Synchronous Learning Mode

- Synchronous learning requires students and staff to be online at the same time
- Staff will use Zoom to interact with their entire class. Students will be able to ask questions in Zoom meetings or within the chat and polling tools in Zoom
- Learning, discussions, and presentations will occur at a specific time each day
- Support, and question and answer sessions will occur at a specific time each day
- Communication happens real time
- Allows for instant feedback and clarification
- It is collaborative and has high interaction with teachers and other learners

Asynchronous Learning Mode

- Asynchronous learning allows students to complete assignments after they have received instruction without direct teacher guidance
- Staff will provide materials, videos, assessments, and assignments that students can access from home
- Learners complete work at any time or in any location
- Students will be given a due date when each assignment needs to be completed
- Staff created materials introduce new concepts for students and families to access on demand
- Asynchronous learning allows students to work at their own pace complete assignments and is flexible for those who may need extra time
- Examples of asynchronous learning tools are: Seesaw, Teams, and Edgenuity



Attendance

LWSD will follow the Office of the Superintendent of Public Instruction attendance reporting requirements. Students will be required to meet daily attendance requirements. Attendance will be based upon participation in daily live learning.

- Schedules for required live class sessions and independent work times for both Elementary and Secondary, are on the following pages (p. 05-09)
- Students will be marked present or absent for each live synchronous session by the classroom teacher.
- If a student is more than 10 minutes late to the synchronous session, the teacher will mark the student tardy.
- If a student is not present for daily scheduled classes, parent/guardian will receive a notification from the school.

Excused absence examples:

- Illness, health condition, or medical appointment for the student or person for whom the student is legally responsible
- Family emergency (including, but not limited to, a death or illness in the family)
- Religious or cultural purpose (including observance of a religious or cultural holiday or participation in religious or cultural instruction);

Distance Learning Schedules, Elementary

LAKWOOD GRADES K–2 CLASSROOM REMOTE SCHEDULE 21 –22

(NO EARLY RELEASE)

| K–2 | | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--------------------------------|--|--|--|--|--|
| 8:30–9:20 | LIVE whole class (Zoom) | K-ELA 1 st - Math 2 nd - Science, Social Studies, or Social Emotional Learning | K-ELA 1 st - Math 2 nd - Science or Social Studies | K-ELA 1 st - Math 2 nd - Science or Social Studies | K-ELA 1 st - Math 2 nd - Science or Social Studies | K-ELA 1 st - Math 2 nd - Science or Social Studies |
| 9:25–10:05 | Small groups (Zoom) | Small groups | Small groups | Small groups | Small groups | Small groups |
| 10:10–11:00 | LIVE whole class (Zoom) | K-SSS 1 st - ELA 2 nd - Math | K-SSS 1 st - ELA 2 nd - Math | K-SSS 1 st - ELA 2 nd - Math | K-SSS 1 st - ELA 2 nd - Math | K-SSS 1 st - ELA 2 nd - Math |
| 11:05–11:45 | Small groups (Zoom) | Small groups | Small groups | Small groups | Small groups | Small groups |
| 11:50–12:35 | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| 12:40–1:30 | LIVE whole class (Zoom) | K-Math 1 st - SSS 2 nd - ELA | K-Math 1 st - SSS 2 nd - ELA | K-Math 1 st - SSS 2 nd - ELA | K-Math 1 st - SSS 2 nd - ELA | K-Math 1 st - SSS 2 nd - ELA |
| 1:35–3:15 | Asynchronous Time | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> |

LAKEWOOD GRADES 3–5 CLASSROOM REMOTE SCHEDULE 21 –22

(NO EARLY RELEASE)

| 3–5 | | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--------------------------------|---|--|--|--|--|
| 8:30–9:20 | LIVE whole class (Zoom) | 3 rd - ELA 4 th - Math 5 th - Science, Social Students, or Social Emotional Learning | 3 rd - ELA 4 th - Math 5 th - Science or Social Studies | 3 rd - ELA 4 th - Math 5 th - Science or Social Studies | 3 rd - ELA 4 th - Math 5 th - Science or Social Studies | 3 rd - ELA 4 th - Math 5 th - Science or Social Studies |
| 9:25–10:05 | Small groups (Zoom) | Small groups | Small groups | Small groups | Small groups | Small groups |
| 10:10–11:00 | LIVE whole class (Zoom) | 3 rd - SSS 4 th - ELA 5 th - Math | 3 rd - SSS 4 th - ELA 5 th - Math | 3 rd - SSS 4 th - ELA 5 th - Math | 3 rd - SSS 4 th - ELA 5 th - Math | 3 rd - SSS 4 th - ELA 5 th - Math |
| 11:05–11:45 | Small groups (Zoom) | Small groups | Small groups | Small groups | Small groups | Small groups |
| 11:50–12:35 | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| 12:40–1:30 | LIVE whole class (Zoom) | 3 rd - Math 4 th - SSS 5 th - ELA | 3 rd - Math 4 th - SSS 5 th - ELA | 3 rd - Math 4 th - SSS 5 th - ELA | 3 rd - Math 4 th - SSS 5 th - ELA | 3 rd - Math 4 th - SSS 5 th - ELA |
| 1:35–3:15 | Asynchronous Time | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> | <i>Students complete individual work assigned by teacher</i> |

LAKEWOOD GRADES K–5 CLASSROOM REMOTE SCHEDULE 21 –22

(EARLY RELEASE FRIDAY)

| K–2 | | | 3–5 | | |
|--------------------|--------------------------------|--|--------------------|--------------------------------|--|
| Friday | | | Friday | | |
| 8:30–9:10 | LIVE whole class (Zoom) | K-ELA 1 st - Math 2 nd - Science or Social Studies | 8:30–9:10 | LIVE whole class (Zoom) | 3 rd - ELA 4 th - Math 5 th - Science or Social Studies |
| 9:15–9:45 | Small groups (Zoom) | Small groups | 9:15–9:45 | Small groups (Zoom) | Small groups |
| 9:50–10:30 | LIVE whole class (Zoom) | K-SSS 1 st - ELA 2 nd - Math | 9:50–10:30 | LIVE whole class (Zoom) | 3 rd - SSS 4 th - ELA 5 th - Math |
| 10:35-11:05 | Small groups (Zoom) | Small groups (Zoom) | 10:35-11:05 | Small groups (Zoom) | Small groups (Zoom) |
| 11:10-11:55 | LUNCH | LUNCH | 11:10-11:55 | LUNCH | LUNCH |
| 12:00-12:40 | LIVE whole class (Zoom) | K-Math 1 st - SSS 2 nd - ELA | 12:00-12:40 | LIVE whole class (Zoom) | 3 rd - Math 4 th - SSS 5 th - ELA |
| 12:45-1:45 | Asynchronous Time | <i>Students complete individual work assigned by teacher</i> | 12:45-1:45 | Asynchronous Time | <i>Students complete individual work assigned by teacher</i> |

Distance Learning Schedules, **Secondary**

LAKWOOD GRADES 6–12 CLASSROOM REMOTE SCHEDULE 21 –22

(NO EARLY RELEASE)

| | Monday New Learning (Zoom) | Tuesday Learning Support (Zoom) | Wednesday New Learning (Zoom) | Thursday Learning Support (Zoom) | Friday New Learning (Zoom) |
|--------------------|--|---|---|--|--------------------------------------|
| 7:30–8:25 | <i>Students complete independent work assigned by teachers</i> | | | | |
| 8:25–9:05 | 1 st Period | 1 st Period | 1 st Period | 1 st Period | 1 st Period |
| 9:10–9:50 | 2 nd Period | 2 nd Period | 2 nd Period | 2 nd Period | 2 nd Period |
| 9:55–10:35 | 3 rd Period | 3 rd Period | 3 rd Period | 3 rd Period | 3 rd Period |
| 10:40–11:20 | 4 th Period | LUNCH | LUNCH | LUNCH | LUNCH |
| 11:20–12:05 | LUNCH | 4 th Period | 4 th Period | 4 th Period | 4 th Period |
| 12:05–12:45 | 5 th Period | 5 th Period | 5 th Period | 5 th Period | 5 th Period |
| 12:50–1:30 | 6 th Period | 6 th Period | 6 th Period | 6 th Period | 6 th Period |
| 1:30–2:10 | <i>Students complete independent work assigned by teachers</i> | | | | |

LAKEWOOD GRADES 6–12 CLASSROOM REMOTE SCHEDULE 21 –22

(EARLY RELEASE FRIDAY)

Friday

New Learning (Zoom)

| | |
|--------------------|--|
| 7:30–8:25 | <i>Students complete independent work assigned by teachers</i> |
| 8:25–9:05 | 1 st Period |
| 9:10–9:50 | 2 nd Period |
| 9:55-10:35 | 3 rd Period |
| 10:40-11:20 | 4 th Period |
| 11:20-12:05 | LUNCH |
| 12:05-12:45 | 5 th Period |
| 12:50-1:30 | 6 th Period |
| 1:30-2:10 | <i>Students complete independent work assigned by teachers</i> |



Special Programs

ELL, Title I & LAP Services

Students will be served via Zoom during the asynchronous portion of their school day. Specific times will be organized and communicated by the supplemental service provider.

Special Education

Every effort will be made to keep specialty programs students in-person as long as it is safe for students and staff, and as long as transportation is available. Specialty programs are our K-12 Comprehensive Skills Programs, K-8 Behavior Programs, and Developmental Pre-School.

Students will receive their work both synchronously and asynchronously during the closure while participating in the general education program to the fullest extent and having support provided to them.

If a school is closed to in-person learning:

It will be determined, based on circumstances at the time, if the specialty program located at that school can be shifted to another school to continue to meet in-person.

Consideration will also be given to providing in-person support for all IEP students in that school based on circumstances at the time.

Special Programs Cont.

Resource room students will Zoom in with their general education teacher during their regular class time as scheduled with support provided. They will also have time scheduled to meet with their Resource Room teacher to receive their specially designed instruction required to meet IEP goals.

Speech and occupational/physical therapy services (in-person or Zoom) will be determined by the case manager/provider based on circumstances at the time and will be communicated to families.

If the district is closed to in-person learning:

The district will attempt to keep specialty programs in-person as long as it is safe for students and staff and if we can provide transportation. Should students in specialty programs not be able to meet in-person, they will Zoom in with their teacher and support staff.

Elementary resource room students will Zoom in with their general education teacher during their regular class time as scheduled with support provided by case manager and para-educators. They will also have time scheduled to meet with their Resource Room teacher to receive their specially designed instruction necessary to meet IEP goals.

Secondary students will participate in their regularly scheduled classes and they will receive assistance from case managers and para educators to help with assignments and to ensure they are able to access their specially designed instruction.

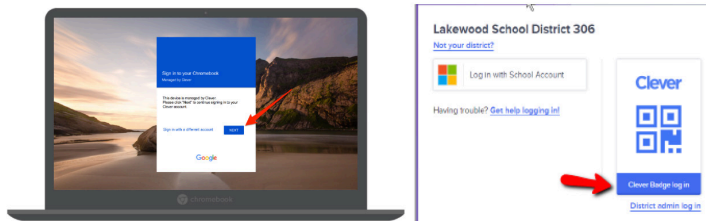
Speech and occupational/physical therapy services (in-person or Zoom) will be determined by the case manager/provider based on circumstances at the time and will be communicated to families.

Technology Support, Elementary

Instructions for single student login for all of your online learning programs.

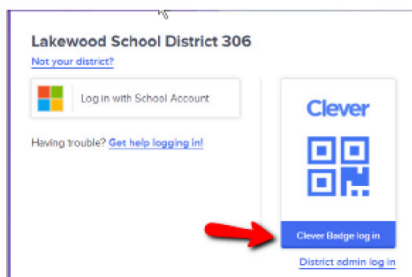
1) How do I login to Clever using a district Chromebook?

- Turn the Chromebook on
- Click on Next
- Select Login with Clever Badge
- Show the Clever Badge to the camera



2) How do I login to Clever using a Evolve Windows Computer?

- Start the Evolve Computer
- Click on Student account to login (No Password Required)
- Double click Clever icon on the desktop
- Show the Clever Badge to the camera



HELP DESK SUPPORT
425-231-4280



If you do not have your Clever badge, you can login using your email and password:

USERNAME: STUDENT ID

* Student ID number without zero

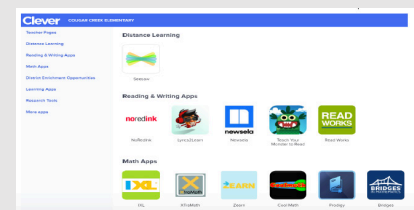
* Example: 654321@lwsd.wednet.edu

PASSWORD: MMDDYYYY

* Date of birth listed in format above

Clever allows students to access apps like SeeSaw and Zoom

Clever Dashboard View:

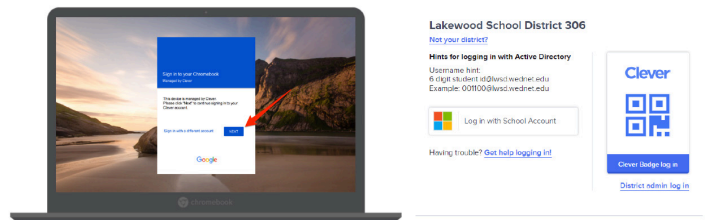


Technology Support, Secondary

Instructions for single student login for all of your online learning programs.

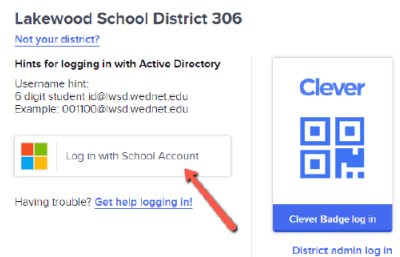
1) How do I login to Clever using a district Chromebook?

- Turn the Chromebook on
- Click on Next
- Click on Log in with School Account
- Enter your username with domain
 - * 6 digit student id@lwsd.wednet.edu
 - * Example - 876543@lwsd.wednet.edu
- Password - Student first name and date of birth
 - * Example - firstnameMMDDYYYY

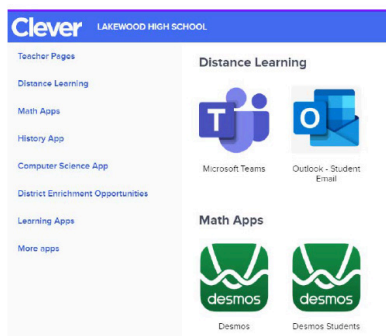


2) How do I login to Clever using a non-district Computer?

- Visit <https://clever.com/in/lwsd306>
- Click on Log in with School Account
- Enter your username with domain
 - * studentid@lwsd.wednet.edu



Clever Dashboard View:

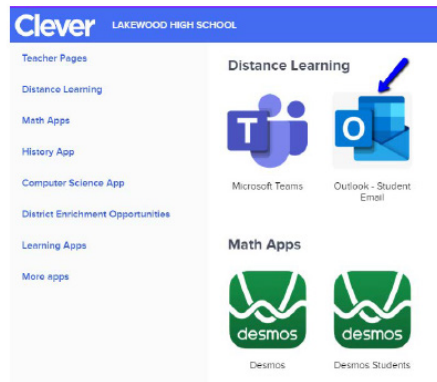


HELP DESK SUPPORT
425-231-4280

How to Access Email

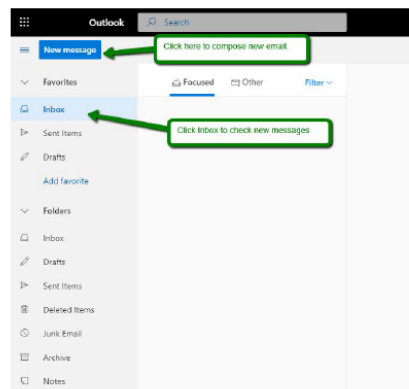
Step 1

Launch the Outlook - Student Email app from Clever dashboard.



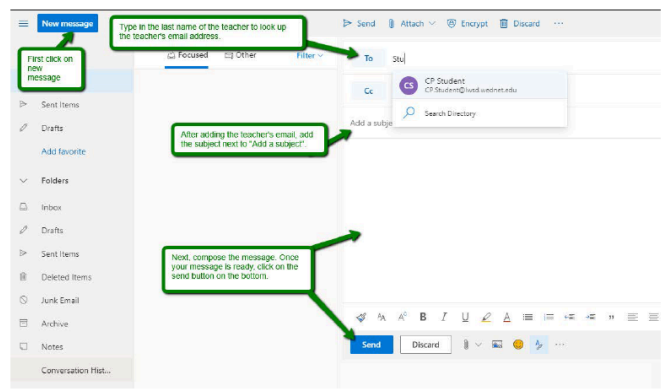
Step 2

Outlook overview for composing an email and checking your inbox for new messages.



Step 3

Sending an email in Outlook.





Food Services

In the event of an individual building closure, meals will be available for curbside pick-up at the closed building. In the event of a full district closure, meals will be available for curbside pick-up at the main entrance of Lakewood High School. Pick-up times will be specified on our Food Service website and communicated via text and email. The district will communicate updates to the plan if additional flexibility is allowed by federal waivers from the United States Department of Agriculture (USDA).

District Communications Plan



EMAIL

School and district staff will respond to student and families within one business day. **Please note: This does not mean that questions or needs must be resolved in one business day.*

Communications outside of the posting of assignments and materials in Seesaw or Clever should be emailed (i.e. staff should not rely on students and families to notice announcements in Skyward).

School/district newsletters and/or mass email communications will be limited to once a week.



WEBSITE

The most up-to-date announcements and notifications about district operations, news, resources, support, school calendars, logins/access, and other important department information, will be available on our website.

www.lwsd.wednet.edu

Contacts

Have you contacted your child's teacher? Their school principal and/or assistant principal? **These are the two best places to start for a prompt resolution!**

Cougar Creek Elementary (CCE)

(360) 652-4517 | Principal: **Bill Landry** | 16216 11th Ave NE, Arlington, WA 98223

English Crossing Elementary (ECE)

(360) 652-4515 | Principal: **Michele Ricci** | 16728 16th Ave NE, Marysville, WA 98271

Lakewood Elementary (LES)

(360) 652-4520 | Principal: **Kim Caldwell** | 17000 16th Ave NE, Marysville, WA 98271

Lakewood Middle School (LMS)

(360) 652-4510 | Principal: **Amanda Cote** | 16800 16th Ave Dr, Marysville, WA 98271

Lakewood High School (LHS)

(360) 652-4505 | Principal: **Jeanette Grisham** | 17023 11th Ave NE, Arlington, WA 98223

District Administrative Office

(360) 652-4500 | Superintendent: **Scott Peacock** | 17110 16th Dr NE, Marysville, WA 98271

SHARING CONCERNS AND FEEDBACK:

Families who have concerns or feedback regarding school issues are encouraged to contact your student's school first. This can include your student's teacher, counselor, or school administrator. This will ensure a swift remedy to the issue