



Plan for Continuity of Instruction: Remote & E-Learning

The Henry Viscardi School is committed to providing programs and services consistent with students' Individualized Education Program to the extent possible. There may be instances when full-time remote learning may be necessary during the 2020-2021 school year and for students who choose not to attend school in person. In such instances, HVS will transition to our Remote Learning Plan to provide continuity of instruction. For additional information and online resources visit the HVS website E-LEARNING tab or click the following link:

<https://www.henryviscardischool.org/e-learning/>.

While a full educational experience would be difficult to provide through remote learning plans, the dedicated HVS staff is working in collaboration with each other and our families to maintain our home-to-school connection. The goal of the remote learning plan is to provide instruction and services that support your child's progress toward meeting IEP goals, accomplished by increasing live face-to-face instruction and related services and with more routine and structure.

Formalize Remote Learning

- Scheduling
- Attendance Monitoring
- Tracking Participation
- Grading
- Assessments
- Communication/Feedback

Student's Virtual School Day

This pertains to students participating in reopening Model A on their non-in-person days (T, TH) and for the students participating in full remote learning (M-F).

- K-6 and RAMP students will participate in a regular schedule, AM and PM, of age-appropriate and standards-based live virtual instructional sessions for the core subject areas. Classroom teachers will provide students with their scheduled times of instruction.
- 7-12 grade students will participate in age-appropriate and standards-based live virtual instructional sessions that are content specific and follow their typical schedule to the extent possible.
- + Related Services for Specified Students

- Daily teacher/student engagement and attendance is critical and will be monitored and reported on PowerSchool. Students are expected to participate in daily live instruction at the scheduled time.
- Distance learning activities will be posted by each teacher and related service provider. Staff may opt to post daily or post more than one day of assignments at a time.
- Staff will be available between 9:00 a.m. and 3:00 p.m. on Monday through Friday (school days) for instructional guidance and support.
- E-mails will be responded to within 24 hours, Monday through Friday. A staff email directory is also included on the E-Learning Tab.
- Teachers and related service providers will provide students with a reasonable/flexible amount of time to complete all assigned work.
- Parents/Guardians should reach out to the classroom teacher or related service provider with any questions or concerns related to assigned work.
- Students and staff will continue to enhance their use of a school approved online platform (e.g. Microsoft Team, Schoology) for lessons and submission of work. Please notify a staff member with any questions or concerns regarding technology and/or connectivity.

Delivery of Instruction

Staff will continue to directly provide students with instruction through a combination of both synchronous instruction, which is provided during real-time learning, and asynchronous instruction, which is provided through self-paced learning. As remote learning continues into the 2020-2021 school year, we are moving towards formalizing opportunities for synchronous instruction and related services.

- Synchronous Instruction (Real-time)
 - Live Video Conferencing (e.g. Microsoft Teams, Facetime)
 - Presenting Content with Real-time feedback
 - Phone Conversations/Conferences
- Asynchronous Instruction (Self-paced)
 - Pre-recorded Videos and/or Lessons (e.g. YouTube)
 - Posting Assignments on Schoology/Class Dojo
 - Physical Hard Copy of Materials
 - Email Lessons/Assignments

Importance of Home-To-School Connection

Having regular interactions with our students and families is important during this time to provide continuity of instruction. The following are methods of communication HVS staff are utilizing to provide instruction, services, and support:

- Email (All Students)
- Schoology (MS/HS Students)

- Class Dojo (Elementary Students)
- Video Communication: e.g. [Microsoft TEAMS](#), YouTube, Facetime (All Students)
- Phone Conversations (All Students)
- Physical Hard Copy Packets: If a student does not have the capability to receive digital material, physical packets are mailed home. (All Students)
- Blackboard Connect utilized weekly to provide updates to all families and staff.
- **E-Learning Tab** – Located on the HVS Website, it contains links to websites that can easily be utilized at home when teachers and related service providers assign lessons and activities.

****Note: If your child accesses services through video conferencing, the Henry Viscardi School shall consider such access as your consent to receive services through that modality.**

Use of Technology & Cyber Safety

Due to the expanded usage of online resources, there is the increased potential for misuse of electronic communication and/or cyberbullying. The HVS Internet Acceptable Usage Policy and DASA Guidelines still apply.

- Students are responsible for their behavior/actions during all distance learning activities. Parents and guardians are strongly encouraged to monitor online instruction and provide students with periodic reminders related to the appropriate use of technology.
- Taping of, recording of, manipulation of and/or posting to social media of interactive learning opportunities is prohibited, as are any other actions or behaviors that infringe on the safety, security, and privacy of students and staff.
- The HVS DASA Team will continue to hold regular weekly meetings.
- If bullying or harassment is suspected while students are participating in remote learning, staff/parents are to notify a DASA Coordinator, an Administrator, or submit the Bullying and/or Harassment Referral Form located on the HVS Website.

Committee on Special Education Meetings

- CSE meetings will continue remotely.
- Districts will notify parents/guardians as to when their child's CSE meeting will be held.

Mental Health

We recognize that many of our students, their families, and our staff may be experiencing a wide range of emotions creating challenges for many during this time. Social and emotional well-being is our top priority in supporting our students during this school transition, not at the expense of academics, but in order to create the mental, social, and emotional space for academic learning to occur, regardless of where students will be receiving instruction.

Mental Health Support Team Includes: PGS (Psychology, Guidance, and Social Work) and DASA (Dignity for All Students Act) team in collaboration with Administration. To assist our students and families who feel anxious regarding the COVID-19 outbreak by providing valid information

to assist in dispelling rumors and misunderstandings. We will also continue to provide resources that address mental health needs of students during an infectious disease outbreak, in addition to utilizing our school's mental health professionals.

Disruptions in a Students Consistency of Care

The Henry Viscardi School stands ready to assist our families in any way we can. Concerns for a student receiving consistency of care (e.g. meals, medical, etc.), please notify an Administrator and/or our school Social Worker.

Stakeholder Responsibilities

Students, with parental support, will:

- To the best of their ability, follow a schedule and maintain a regular routine to complete daily learning experiences.
- Be respectful of the interactive learning experiences provided by staff.
- Communicate/collaborate with staff via email and/or other online platforms.
- Understand the importance of participating in remote learning activities to progress towards curriculum and IEP goals.

Teachers and Related Service Providers will:

- Provide students with interactive, standards-based learning experiences.
- Communicate with students, parents, and administration on a regular basis.
- Ensure and maintain student engagement/understanding of the learning experiences.
- Collaborate with parents and students to resolve challenges.

Psychologists/Social Worker/Guidance Counselor/Medical Staff will:

- Maintain communication with administration, students, and families.
- Provide resources to parents that support the social/emotional needs of students if/when they arise.
- Continue transition and post-secondary planning.
- Assist in resolving medical concerns of students.

Administrators will:

- Maintain oversight of the continuity of instruction for all students.
- Collaborate with parents, teachers, related service providers, and students to resolve challenges.
- Provide ongoing guidance and support to teachers.

Parents will:

- Ensure access to technology and notify HVS if there is a problem in this regard.
- Ensure that your child is respectful of and in the interactive learning opportunities provided by staff.
- Maintain communication with teachers and related service providers.
- Collaborate with teachers, administrators, and their child to resolve challenges.