Henry Viscardi School
at The Viscardi Center

Plan for Continuity of Instruction: Remote & E-Learning

HVS officially launched our remote learning plan on March 17, 2020. The Henry Viscardi School is committed to providing programs and services consistent with students' Individualized Education Program. During our extended school closure, we will provide continuity of instruction at home through e-learning access and materials. Online resources are available on our website, henryviscardischool.org, by clicking on the E-Learning tab.

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.

Communication and Activities for School Closing due to COVID-19

Staff Meetings

"All-Staff" meetings were held on March 11th, 13th and 16th.

- Updates on COVID-19 were provided.
- Teachers and Related Service Providers were directed to finalize plans for possible school closure to ensure continuity of instruction for students.

Staff Trainings and Support

Trainings were provided to review existing protocols and finalize remote learning plans.

- March 10th, Staff Training on **Microsoft Teams** was held for the Middle School Staff, Related Service Providers and Special Area Teachers.
- March 13th, **Remote Access Training** was held for all Staff.
- March 16th was a full day of professional development and training on **E-Learning**.

E-Learning Tab added to HVS Website

The E-Learning Tab contains links to websites that can easily be utilized at home when teachers and related service providers assign lessons and activities. A staff email directory is also included on the E-Learning Tab.

Communication with Parents & Guardians

Blackboard Connect was utilized to send information via phone, text and email to all families.

- February 10th, Initial Communication on Coronavirus
- March 9th, General Coronavirus Update and E-Learning Information
- March 13th, School Closure Communication and E-Learning Plans
- March 17th, Launch of E-Learning Communication

  ***Note: Blackboard Connect will continue to be utilized weekly for updates.*

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. YouTube, Zoom (All Students)
- Phone Conversations (All Students)
- Physical Hard Copy Packets (All Students - If a student does not have the capability to receive digital material, physical packets are mailed home).

Communication between HVS Staff and Administration

Regular communication between HVS staff and administration is vital as we transition to remote learning plans. This is a process and we will work together to identify and resolve issues that may arise by utilizing the following communication tools:

- Email
- Microsoft Teams
- WebEx Phone Conferences (Calendar Invites will be Sent)
- Phone Conversations

Tracking Communications

- At the end of each week, HVS Staff are to email Administration a summary of communications and instruction they have had with their students.
- If HVS Staff has any concerns regarding a student, they are to notify Administration immediately.

- If HVS Staff is not able to communicate with a student or their family and/or they have not received any communication with a student or family member, they are to notify Administration.

Cyber Safety

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

- HVS DASA Team will continue to hold regular weekly meetings.
- If bullying or harassment is suspected while students are participating in remote learning, staff are to notify a DASA Coordinator, an Administrator, or submit the Bullying and/or Harassment Referral Form located on the HVS Website.

Mental Health

HVS will 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

Any concerns for a student receiving consistency of care (e.g. meals, medical), notify Administration and Social Worker.

Translator Services

Translation services can be utilized by sending a request to an Administrator.

- For Spanish speaking families, our HVS translators can be utilized.
- For families who speak languages other than English or Spanish, professional interpreters from our call-in service will be utilized.