



ANDRUS

Orchard School

Continuity of Learning Plan

2020 – 2021

Dear Orchard School Families,

We hope this letter finds you and your family well and safe. This is a unique time that we are in and we understand how incredibly challenging these unprecedented times are for many families. Thank you for your patience and understanding as we navigate the uncharted waters of extended school closures. Through the incredible commitment of our entire staff, the successful collaboration over the course of the past few months, and the capabilities of distance communication, we are ready to re-launch our Continuity of Learning Plan.

Our first day of the Continuity of Learning Plan will begin on September 9th, 2020. Teachers will be available from the hours of 8:30 a.m. to 3:30 p.m. Monday through Friday for the duration of this plan. As we re-launch this plan, you should expect to see a combination of new and review work, as well as essential work from the previous learning packets.

This plan addresses nearly all aspects of distance learning for students in K-9th grades to meet the needs of all students at the Orchard School. Please read carefully as the guidelines and expectations are subject to change. This learning plan will allow students to work at their own pace and schedule; we have provided a suggested daily schedule for parents and students. We will continue to utilize the CHAMPS program as our Positive Behavior Intervention and Support (PBIS) to promote and reward safety and academic engagement at the Orchard School.

The primary method of teacher communication with students and families is via Google Suite applications; Google Classroom, Docs, Sheets, Forms, etc. Teachers will be providing daily feedback to address the academic and social-emotional needs of our students. We hope to expand interaction with students as we progress with this technology. You will receive separate communication regarding your child's related services.

Part of our contingency planning for an extended closing pertains to the social-emotional well-being of our students, staff and families. A crisis like this is bound to put unprecedented stressors on both our families and our community. Here are some resources about how to speak to your child(ren) about COVID-19 from the New York State Education Department and the Governor's Office (click on title to go to resource):

- <https://www.usatoday.com/story/news/health/2020/02/28/talking-children-coronavirus-keep-simple-avoid-stress/4906147002/>
- <https://www.deseret.com/indepth/2020/1/28/21112457/fear-coronavirus-china-children-anxiety-health-medicine-virus>
- <https://www.npr.org/sections/goatsandsoda/2020/02/28/809580453/just-for-kids-a-comic-exploring-the-new-coronavirus>

- <https://www.nbcnews.com/better/lifestyle/how-talk-your-kids-about-coronavirus-ease-their-fears-ncna1129851>
- <https://www.secondstep.org/covid19support>

We appreciate your cooperation as we implement our Continuity of Learning Plan.

Be well and be safe.

Sincerely,

Ms. Ko

Principal

Ms. Daniels

Assistant Principal

Ms. Cheney

Assistant Principal

Dr. Autera

School Psychologist/CSE Chairperson

Ms. Santana

Math & Science Curriculum Coordinator

Ms. Harrow

ELA Curriculum Coordinator

INTRODUCTION:

The purpose of this document is to educate all of our stakeholders about The Orchard School’s plan for our Continuity of Learning while our school is experiencing a mandatory closure. This packet details the program and expectations for everyone involved in educating our children.

Before we introduce the Guiding Principles and Goals of our Continuity of Learning Plan, we would like to extend our thanks to all of our leaders and staff who worked collaboratively on the Continuity of Learning Packets and who are actively engaged in developing high quality learning plans. Secondly, we wish to thank our parents for their patience and understanding, as we move forward together during these unprecedented times.

Please note that distance learning cannot fully duplicate the traditional classroom learning experience. The Orchard School greatly values the teacher/student relationship, and to this end we have collaborated with our talented staff to make this learning plan a reality. This plan allows for flexibility and is intended to give ALL students access to an appropriate education during an emergency school closure.

Guiding Principles & Goals (K-9):

Guiding Principles:	The Continuity of Learning Plan is based on the following principles: <ul style="list-style-type: none">● Collaboration and strong communication● Flexibility and adaptability to different opportunities● Cultivating a robust and engaging learning experience for ALL students
Goals:	<ul style="list-style-type: none">● To maintain continuity of educational opportunities for students while students work remotely● To draw on the professional expertise of our faculty to provide students and families with a consistent learning journey.● To work within the guidelines of the NYSED● To provide all students a meaningful learning experience

Instruction Overview:

<p>Levels of Interaction:</p>	<p>The Orchard School will draw on 2 levels of interaction as students and faculty engage in distance learning.</p> <p>Level 1- Telephone and email communication. Feedback loop = real time (phone); email = within the day.</p> <p>Level 2- Pre-designed communication, lessons, and a feedback loop of 24 hours</p> <p><i>*Please note there are currently no levels of interaction that include live video chat*</i></p>
<p>Models of Instruction:</p>	<p>Depending on the level of interaction the learning activity calls for, students and faculty will move between two models of instruction:</p> <ul style="list-style-type: none">● Synchronous (online at the same time): students and faculty are online and working at the same time in a digital community. It is important to note that there will be NO live video interactions. <p>Asynchronous (not online at the same time): faculty will post assignments and materials online and students will have the opportunity to interact with those materials at their own time.</p> <p>Our remote and hybrid model will include lessons on Google Classroom, as well as in person instruction when applicable. This is always subject to change based on the logistics of our current pandemic.</p> <ul style="list-style-type: none">● When remote, students will be required to log in daily to complete the assignments given, as previously done since March. Students will be required to submit work daily by 7PM and communicate with teachers often.● If the student is attending school in person with their designated group (that week they will not be required to log in to Google Classroom) However, if the student for any reason stays home on a day that they are supposed to be attending school in person, they

will have to complete the assigned work that is posted on Google Classroom.

Google Suite Applications: The Orchard School will utilize many of the Google applications that are available to us. Most importantly, we will draw on the collaborative and interactive strengths of Google Classroom to post assignments, resources and materials. Google Classroom also provides faculty the chance to provide timely feedback, as students move through their lesson modules.

Schedule:	Students will follow The Orchard School schedule that will be provided exclusively for The Continuity of Learning Plan.
Daily Attendance:	<ul style="list-style-type: none"> • Attendance will be taken daily, just like a regular school day. • If the teachers recognize multiple absences, they will communicate with the parent/guardian and the child’s school district • If a student is sick and cannot complete the day’s lessons, the parent/guardian should treat the day as a regular ‘absence’ and call to notify the school attendance office.
Completion of Assigned Work:	Students have the flexibility to complete the daily posted lessons throughout the day and when it is convenient for the child and family. As long as completed assignments are posted by the due date, faculty members will receive them.
Grading:	At the current time, regular grading policies will apply.
Tech. Support:	At any given point in time, students and families can get Tech Support by first contacting the classroom teachers; classroom teachers will respond case by case.
“Office Hours”:	It is likely that there will be questions as we all move through this new process. Parents may contact their child’s teacher and staff directly, with

response in a timely manner during office hours. *Please Note:* Email is the preferred method of communication at all levels. Contact your child's homeroom teacher for any questions or concerns. Emails are: Teachers first initial of their first name, then their last name @jdam.org (Ex. John Smith: jsmith@jdam.org).

Phone Numbers:

Name	Number	Role
Anderson, Lynette	914-810-3864	Departmental Teacher
Argentina, Debra	518-618-2038	Horticulture Teacher
Arnwine, James	914-586-3137	Middle School Teacher
Boettigheimer, Rachel	914-329-4675	Early Elementary Teacher
Bryant, Tyeisha	914-565-3988	STARS Teacher
Chisolm, Barbara	914-539-7065	Departmental Teacher
Dinkins, Adrienne	914-539-7213	Elementary Teacher
Dobransky, Christopher	203-293-7694	PE & Health Teacher
Fabrizio, Dan	914-222-0490	Music Teacher
Fiore, Olivia	518-257-0521	STARS Teacher
Gomez, Victoria	845-293-0869	Departmental Teacher
Harrow, Lauren	914-440-3236	ELA Coordinator
Kolodziejczuk, Michael	845-288-3171	Departmental Teacher

McIntosh, Owen	716-510-8701	Middle School Teacher
Militscher, Andrew	914-473-2164	Elementary Teacher
Naft, Barry	914-586-3722	PE & Health Teacher
Perez, Jeremy	917-705-1435	Elementary Teacher
Richardson, Kevin	914-513-4652	Middle School Teacher
Russo, Nicole	914-447-4777	Early Elementary Teacher
Santana, Rosa	484-961-0050	Math & Science Coordinator
Sewell, Meaghan	631-678-5873	STARS Teacher
Summers, Simone	650-761-1225	Art Teacher
Sutherland, Ingrid	203-429-4322	Library Media Ctr. Teacher
Taylor, Rebecca	845-596-4427	Elementary Teacher
Valenti, Dorie	203-744-9448	Middle School Teacher
Venturini Dominique	914-821-5844	STARS Teacher

CONTINUITY OF LEARNING:

Suggested Distance Learning Schedule	
Time	Activity
8:30	Start time for Teachers
8:30 – 9:05	Teacher Morning Announcement

	Community Meeting/Morning Check-In (<i>Today I feel...</i>)
9:05 – 10:00	Reading/ELA
10:00 – 10:15	Sensory/Body Break & Snack
10:15 – 11:00	Math
11:00 – 11:15	Sensory/Body Break
11:15 – 12:00	Lunch
12:00 – 12:30	PE, Play Outside, Recess
12:30 – 1:15	Science/Social Studies
1:15 – 2:00	Library Media Center, Horticulture, Music, Art or Health
2:00 – 2:40	Related Services/Social Emotional Learning
2:40 – 2:55	Sensory/Body Break
2:55	SEE YOU TOMORROW!

All school work must be completed by 7:00 PM the day the work is assigned (unless otherwise noted by the teacher) in order for the work to be graded. Should you have any questions, please contact your child’s teacher directly via email, they will be available during the above hours (8:30 AM – 3:30 PM).

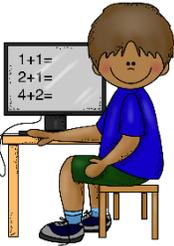
Teacher Responsibilities:

- We are back- School is in session Monday through Friday in accordance with the OS 2020-2021 school calendar.
- Teachers will be sending out students' logins and passwords to parents/guardians via email to: Google Classroom, Think Central, ReadWorks etc.
- Teachers will be communicating and checking in with parents every Tuesday and Thursday of each week. (To discuss progress, any concerns etc.)
- Faculty will engage virtually during school hours and are expected to support students by providing timely feedback and any other reasonable help students may need during the regular school day.
- During office hours, faculty are expected to respond in a timely manner if students and families engage them.
- Faculty will work collaboratively with administrators to design robust and meaningful learning experiences in all content areas.
- Teachers will continue to attend meetings (CSE, TPC, etc.), collaborate with their students' treatment team, and complete all necessary documentation.

Student Responsibilities:

- Take part in your new learning journey; have a GROWTH mindset- *You can do this!*
- Students should continue to follow all CHAMPS expectations. CHAMPS points can be earned on a daily basis. Once points have accrued during the week, students will be able to shop in the PBIS store.
- Participate and complete assigned work by sticking to timelines and responding to feedback.
- Remember to use your Safety Plan!
- Ask for help if you have questions, concerns or if you need help. If you don't send us a message, we won't know!
- Follow a regular schedule as best as you can.
- Always consider how to be kind and thoughtful when communicating online. Remember, tone (of the message) can't be heard though typed words.
- Be appropriate. There should be NO live videos between students.

CHAMPS Expectations

<p>Conversation</p> 	<ul style="list-style-type: none">• Safe and respectful language<ul style="list-style-type: none">○ With Peers○ With Adults○ In Assignments
<p>Help</p> 	<ul style="list-style-type: none">• Kindly ask an adult for help.• Ask your teacher(s) when you need help with assignments.• Follow instructions to keep facemasks on to protect yourself and others.
<p>Activity</p> 	<ul style="list-style-type: none">• Log on to the computer to work on school assignments daily.
<p>Movement</p> 	<ul style="list-style-type: none">• Remain in seat when completing work.• Ask for a break from an adult when needed.• Safe hands and feet.<ul style="list-style-type: none">○ Remain 6 feet apart from others○ Do not share supplies or personal items.
<p>Participation</p> 	<ul style="list-style-type: none">• Complete and submit assignments and classwork on time.• Follow instructions given by an adult.

Parent Responsibilities:

- Create a dedicated space (as best as possible) for your child to work.
- Regularly check in with your child during the learning tasks and assist them if needed.
- Regularly check in with your child's teacher (at least once per week).
 - Communicate with your child's teacher and social worker about excused absences (via email or telephone).
- Assist with technical issues as best as you can; then contact the teacher.
- Please let your child know schoolwork is not optional and must be completed as best they can.
- **Please do not post emails or live chats on social media. Respect student and family privacy.**

Principal/ Administrator Responsibilities:

- Principals/ Administration will have access to all classrooms.
- Principals/ Administration/ Coordinators will monitor the instructional plans.
- Continue to attend meetings (CSE, TPC, etc.) necessary
- Support instructional needs of students to meet NYSED standards
- Collaborate with treatment teams and campus leadership to provide a safe environment for students.

Final Thoughts:

- Wednesday, September 9th, 2020 will be a simple meet and greet between students and teachers. We would like all students to login and test their technology and access to Google Classroom. Expect an email from an administrator with instructions on getting started (please see parent guide that was sent to you via USPS).

Teachers and staff are genuinely excited to reconnect with your children. Rest assured that we are committed to supporting both the academic and social-emotional needs of our children and families. Despite these best efforts and intentions, mistakes are inevitable.

Remember to be patient with yourselves, your children and our staff as we navigate the unknown over the course of the next few weeks. It will be a learning experience for everyone. Please be flexible. We fully intend to improve this plan and our communication as we move forward together.