



Continuity of Learning Plan

Introduction

The purpose of this document is to inform all stakeholders about the ALC’s plan for our Continuity of Learning when and if our school experiences a mandatory closure. This plan details the program and expectations for all involved in educating our students.

This plan addresses nearly all aspects of distance learning for students in K-8th grades to meet the needs of all students at the Astor Learning Center. Please read carefully as the guidelines and expectations are subject to change. This learning plan will allow students to work with their teachers and related service providers (counseling, speech, OT, PT) through the modality that best fits their circumstance. We will continue to utilize our Positive Behavior Intervention and Support (PBIS) to promote and reward safety and academic engagement while remote.

Please note that distance learning cannot fully duplicate the traditional learning experience and we understand the enormous pressure distance learning creates for our families. The ALC greatly values the teacher/student relationship, and we have collaborated with our dedicated staff to make this learning plan successful. This plan allows for flexibility and ongoing adjustment as it is intended to give ALL students access to an appropriate education during an emergency school closure.

Schedule	Students will follow the schedule that will be provided for the Continuity of Learning Plan
Daily Attendance	<ul style="list-style-type: none"> • Attendance will be taken daily • If teachers recognize multiple absences, they will communicate with the parent/guardian and the student’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 or email to notify the Day Student Manager. • Students are expected to be available for learning activities starting at 8:30am until 3:00pm.
Completion of Assigned Work	Students have the flexibility to complete the daily posted lessons throughout the day and when it is convenient for family. Students are expected to make attempts to complete work when it is assigned to not fall behind or miss critical instruction.
Grading	Regular grading policies will apply.
Models of Instruction	Depending on the level of interaction the learning activity calls for, students and faculty will move between two models of instruction: <ul style="list-style-type: none"> • Asynchronous (not online at same time): faculty will post assignments and materials online and students will have

	<p>the opportunity to interact with those materials at their own time.</p> <ul style="list-style-type: none"> Packet material: faculty will create and assign project-based learning paper-based assignments. 																																																						
Interaction/Communication	Faculty and students will engage through Google Classroom/Phone calls/Zoom																																																						
Technical Support	Students and families are encouraged to share technical difficulties with the teacher who will alert the Education Coordinator.																																																						
“Office Hours”	<p>Parents/guardians 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.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>John Kegan</td> <td>jkegan@astorservices.org</td> <td>Principal</td> </tr> <tr> <td>Tiffany Helms</td> <td>thelms@astorservices.org</td> <td>Director of Education</td> </tr> <tr> <td>Alivia Myers</td> <td>amyers@astorservices.org</td> <td>Education Coordinator</td> </tr> <tr> <td>Carleen Flynn</td> <td>cflynn@astorservices.org</td> <td>CSE Coordinator</td> </tr> <tr> <td>Stasha Gummienny</td> <td>sgummienny@astorservices.org</td> <td>Day Student Coordinator</td> </tr> <tr> <td>Heather Sarles</td> <td>hsarles@astorservices.org</td> <td>Behavior Specialist</td> </tr> <tr> <td>Ilesha Colon</td> <td>icolon@astorservices.org</td> <td>School Psychologist</td> </tr> <tr> <td>Rachel McLiverty</td> <td>rmcliverty@astorservices.org</td> <td>School Counselor</td> </tr> <tr> <td>Marianne Clarke</td> <td>mclarke@astorservices.org</td> <td>Speech Teacher</td> </tr> <tr> <td>Arika Matthews</td> <td>amatthews@astorservices.org</td> <td>Physical Therapist</td> </tr> <tr> <td>Nicole Delia</td> <td>ndelia@astorservices.org</td> <td>Occupational Therapist</td> </tr> <tr> <td>Kimberly Sloan</td> <td>ksloan@astorservices.org</td> <td>Classroom 11 Teacher</td> </tr> <tr> <td>Laura Decker</td> <td>ldecker@astorservices.org</td> <td>Classroom 8 Teacher</td> </tr> <tr> <td>Samuel Stringer</td> <td>sstringer@astorservices.org</td> <td>Classroom 10 Teacher</td> </tr> <tr> <td>Danielle Jones</td> <td>djones@astorservices.org</td> <td>Classroom 9 Teacher</td> </tr> <tr> <td>Bianca Bakalar</td> <td>bbakalar@astorservices.org</td> <td>Classroom 2 Teacher</td> </tr> <tr> <td>Lauren Strumberger</td> <td>lstumberger@astorservices.org</td> <td>Classroom 3 Teacher</td> </tr> </tbody> </table>	Name	Email	Role	John Kegan	jkegan@astorservices.org	Principal	Tiffany Helms	thelms@astorservices.org	Director of Education	Alivia Myers	amyers@astorservices.org	Education Coordinator	Carleen Flynn	cflynn@astorservices.org	CSE Coordinator	Stasha Gummienny	sgummienny@astorservices.org	Day Student Coordinator	Heather Sarles	hsarles@astorservices.org	Behavior Specialist	Ilesha Colon	icolon@astorservices.org	School Psychologist	Rachel McLiverty	rmcliverty@astorservices.org	School Counselor	Marianne Clarke	mclarke@astorservices.org	Speech Teacher	Arika Matthews	amatthews@astorservices.org	Physical Therapist	Nicole Delia	ndelia@astorservices.org	Occupational Therapist	Kimberly Sloan	ksloan@astorservices.org	Classroom 11 Teacher	Laura Decker	ldecker@astorservices.org	Classroom 8 Teacher	Samuel Stringer	sstringer@astorservices.org	Classroom 10 Teacher	Danielle Jones	djones@astorservices.org	Classroom 9 Teacher	Bianca Bakalar	bbakalar@astorservices.org	Classroom 2 Teacher	Lauren Strumberger	lstumberger@astorservices.org	Classroom 3 Teacher
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Teacher Responsibilities

- Create Google Classroom for assigned students.
- Coordinate with related service providers and special area teachers to link to your classroom roster.
- Send out student logins and passwords for Google Classroom, iReady, Raz Kids, Learning A-Z, etc.
- Communicate with students and families/guardians weekly.
- Set and provide office hours with at least two options for parents.
- Engage in virtual instruction during school hours and provide support as needed to student.
- Provide a daily message to students outlining schedule for the day.
- Work collaboratively with administration to design robust, meaningful and motivating learning experiences in all content areas.
- Incorporate Positive Behavior Intervention & Supports (PBIS) daily supporting students demonstrating safety, responsibility, and respect while remote.
- Provide quarterly newsletters to share topics of study, upcoming projects, etc..
- Attend meetings via conference call or Zoom (CSE, Treatment Team, faculty, and educational).

Administration Responsibilities

- Principal/Administration will have access to all virtual classrooms.
- Principal/Administration will monitor the instructional plans.

- Support teaching staff with IT issues and resources for success.
- Provide teacher meetings to monitor progress and troubleshoot issues.

Student Responsibilities

- Take part in your remote learning, it is not optional!
- Follow a regular schedule as best you can.
- Participate and complete work as assigned, ask for help if you need it.
- Respect your virtual classroom, do not change passwords or alter settings.

Parent/Guardian Responsibilities

- Create a dedicated space for your child to work.
- Create a daily routine to access and focus on remote school day.
- Encourage participation and availability during the remote school day.
- Regularly check in with your child during learning tasks and assist if needed.
- Regularly communicate with your child's teacher (at least once a week).
- Report any technical difficulties or challenges with on-line platform.
- Discuss flexibility with teachers, if needed for success.
- Enforce and monitor computer safety.

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>

3

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