



# Continuity of Learning Plan

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## **Introduction**

This Continuity of Learning Plan is designed to provide a template for the continuation of baseline learning expectations in the event of a long-term closure (5 consecutive days or more) in the Elmsford Union Free School District. We are cognizant of the fact that nothing can replace the learning experience a teacher can provide in the classroom, but there are times in which extenuating circumstances may prevent the traditional learning experience, as provided outstanding faculty and staff.

With the evolving situation and the spread of the novel coronavirus (COVID-19), this is a new challenge for our school district and indeed, for our entire public education system. Therefore, this document itself is a work-in-progress and will be updated periodically as new guidance and resources become available from the town, county, state and federal government and department of education. We will regularly update our plan, and update our website accordingly.

For questions or clarifications about the plan itself, inquiries can be directed to the following individuals:

- Operations - Ms. Linda Carlin - [lcarlin@eufsd.org](mailto:lcarlin@eufsd.org)
- Instruction - Dr. Marc Baiocco - [mbaiocco@eufsd.org](mailto:mbaiocco@eufsd.org)
- Special Education - Ms. Jo-Anne Dobbins - [jdobbins@eufsd.org](mailto:jdobbins@eufsd.org)
- Technology - Mr. Jeffrey J. Olender - [jolender@eufsd.org](mailto:jolender@eufsd.org)

For specific inquiries or concerns about your child or school specific questions, we ask that any questions be directed to your child's teacher or building principal. Below is a listing of our staff by school:

- [Carl L. Dixson Primary School](#)
- [Alice E. Grady Elementary School](#)
- [Alexander Hamilton Junior/Senior High School](#)

During an extended school closure, establishing a regular routine for your child is critical. You may expect that lessons will not be lengthy or too many

for one student to handle in a day. During this time, we encourage them to read for enjoyment, play games or engage in other scheduled outside activities as much as possible, keeping in mind social distancing recommendations.

### **Baseline Expectations**

During an extended school closure for the Elmsford Union Free School District, all faculty are required to maintain the following for each class and course they teach:

- Maintain a Google Classroom page or another district supported platform for communication
- Post daily lessons, assignments, projects, assessments, etc. no later than their regularly scheduled class meeting time. This will be done each day Monday-Friday and as appropriate.
- Correspond via email with students and families via e-mail between during the school day, Monday-Friday and as appropriate.

While the above reflect the minimum expectations for all faculty, teachers are welcomed and encouraged to consider additional technology for their classes and courses.

## Access to Technology

Jeffrey J. Olender, Director of Technology

While we understand that Google Classroom is the primary interface through which remote learning takes place during a long-term closure in the Elmsford Union Free School District, teachers at Dixson and earlier grades at Grady may use other platforms that are more age appropriate. For those teachers using Google Classroom, students may 'join' a class by first accessing their Google account on <https://classroom.google.com/>. Next, they need to sign-in to their account with their school username first initial last name and followed by @eufsd.org ([jdoe@eufsd.org](mailto:jdoe@eufsd.org)) and password. Students should click on the plus symbol in the upper right-hand corner of the screen to join a class. Next, students need to enter the class code provided by their child's teacher. If you do not have the class code, please request one directly from your child's teacher(s) via e-mail.

Once in the Google Classroom, enrolled classes are listed on the main screen. Once you click on a class, lessons, assignments, deadlines, courses, etc. are listed for each teacher. For additional support in using Google Classroom, please access the following pages:

- [Google Classroom Help Center](#)
- [Google Classroom Video Tutorial for Students & Parents](#)

Google Classroom can also be downloaded to your mobile device through the app store on an Apple or Android device.

Besides Google Classroom, there are many online instructional websites or software that can enhance the learning experience. Please refer to this link for our online library of resources, which will be updated and adjusted over time: [EUFSD Student Technology Resources](#)

We understand that all students may not have access to technology at home. Therefore, every effort will be made to provide physical copies of materials, if a computer or internet access is not an option. Please contact building administration if you are unable to connect with Google Classroom.

## **Grading**

While students will not be formally assessed during an extended closure of the Elmsford Union Free School District, they will be expected to complete the work assigned by their child's teacher and adhere to posted deadlines. Students can expect to receive ongoing feedback, suggestions and ideas from their teachers and classmates, but will not receive formal grades until schools have been reopened.

## **Attendance**

Daily attendance (Monday-Friday) to posted lessons, assignments, projects is expected, as is communication with the teacher via e-mail, as needed. Teachers will make note of students who are not attending to regular expectations and if necessary, will contact building administration. Of course, if a child is sick and not able to participate in remote learning, please contact your child's teacher and the school nurse via email.

Carl L Dixon Nurse - Robert Bourke - [rbourke@eufsd.org](mailto:rbourke@eufsd.org)

Alice E. Grady Nurse - Veronica Lederman - [rlederman@eufsd.org](mailto:rlederman@eufsd.org)

Alexander Hamilton HS Nurse - Nancy Cordero - [ncordero@eufsd.org](mailto:ncordero@eufsd.org)

## **Special Education**

Jo-Anne Dobbins, Director of PPS

### **Instruction:**

Special education teachers will follow the same expectations as outlined for all faculty. In addition, special education teachers who co-teach classes will coordinate with their general education counterparts, and will provide modifications, scaffolding and virtual support as needed.

### **Related services:**

- Speech/Language providers will follow the same expectations for all faculty. Look for additional information regarding general speech resources/activities on building websites, or through general Speech provider correspondence.
- Students receiving occupational and physical therapy services will be provided with packets of exercises/activities to do in order to maintain skills. Providers will check in with students/families on a regular basis.
- We anticipate that students receiving Hearing or Vision services will be contacted by their BOCES service provider. More information will be provided when available.
- Parents/Guardians that receive Parent Training and Counseling will be contacted by your provider. Sessions will be held remotely.

Special education teachers and related services providers are reminded to maintain the confidentiality of students that receive special education services. Any information providers need to share with specific students/families will be done so in a confidential manner.

## **CPSE/CSE/504 Meetings**

We will make every effort to hold all CSE, CPSE and 504 meetings at the scheduled date and time. All meetings will be held remotely by either using phone conferencing or using “Google Meet” which the district currently accesses via the internet. Parents/Guardians will receive an email invite to a Google Meet event. Within this invite is the link which can be clicked to join the meeting virtually, or a phone number with a PIN for a dial in call. **PLEASE NOTE:** The CSE, CPSE and 504 meeting will officially start when the chairperson joins the meeting. If the meeting does not begin on time, please be patient. In these unusual circumstances delays may occur.

If you do not have access to WiFi, please visit the Technology page on the District website to learn more about internet services for COVID-19 by several Internet providers.

The school staff that parents/guardians are scheduled to meet with will be participating in the remote meeting. Parents/Guardians may also still invite additional people having knowledge or special expertise about their child to the meeting as we have the ability to conference with multiple parties at once. Parents/Guardians will need to provide the email contact for any such additional people in advance of the meeting.

Parents/Guardians who may have difficulty participating remotely in the meeting are asked to contact the PPS office as soon as possible. Please note, if the parents/guardians are unable to participate remotely, we will not be able to reschedule the meeting until the District has resumed normal operations, which may cause a significant delay in our ability to plan and develop an IEP for their child for the 2020-2021 school year.

## **Initial Referrals/Reevaluations**

For new and existing initial referrals, conducting and completing initial evaluations/testing may be delayed depending on the circumstances and length of the District closure.

For reevaluations in which testing is scheduled to occur during the time the District is closed, the reevaluations/testing will be delayed and rescheduled to a time period after the District has resumed normal operations.

Clarification regarding instructional questions can be directed to your child's case manager, teacher or your building principal.

For questions or clarification of information regarding referrals, testing/evaluation or meetings inquiries can be directed to the following individuals:

- Director of PPS - Jo-Anne Dobbins - [jdobbins@eufsd.org](mailto:jdobbins@eufsd.org)
- Secondary CSE Chair - Patricia Martucci - [pmartucci@eufsd.org](mailto:pmartucci@eufsd.org)
- Elementary CSE Chair - Rose Hoey - [rhoey@eufsd.org](mailto:rhoey@eufsd.org)
- Secretary - Alicia Guidorizzi - [aguidorizzi@eufsd.org](mailto:aguidorizzi@eufsd.org)

While the District is closed, the PPS office will be unable to receive faxes. In addition, access to student files will be limited during the time the District is closed. Any requests for copies of evaluations or reports may not be processed until staff is allowed to return to buildings. Clerical staff remains available via email to receive information and to answer general questions.

## **Response to Intervention**

For those students who receive Response to Intervention (RTI) services, providers and interventionists will continue to regularly communicate and offer supplemental on-line learning activities through our intervention-based software and additional resources. Please directly contact your child's provider directly for additional questions or concerns.

## **English as a New Language (ENL)**

Those students who receive English as a New Language (ENL) services should be in touch with their ENL teacher via Google Classroom or e-mail, in order to access supplemental resources for learning during a long-term closure:

### **Carl L. Dixon**

Carolyn Borst

Amanda Roman

### **Alice E. Grady**

Luciana Alaimo

Nancy Montgomery

Katie Velardo

### **Alexander Hamilton Junior/Senior High School**

Erica Carrasquillo

Veronica Cronin

## **Social-Emotional Support**

Understandably, this is a difficult time for students and parents alike. Our school counselors, psychologists and social worker are prepared to assist you during this time. Please do not hesitate to email them if you have questions or concerns about your child's well-being.

### **Carl L. Dixson Primary:**

- [Sonia Rosello](#)
  - Social Worker
- [Rose Hoey](#)
  - School Psychologist

### **Alice E. Grady Elementary School:**

- [Sonia Rosello](#)
  - Social Worker
- [Rose Hoey](#)
  - School Psychologist

### **Alexander Hamilton Junior/Senior High School:**

- [Monica Ahern](#)
  - School Counselor
- [Stephanie Luccioni](#)
  - School Counselor
- [Patricia Martucci](#)
  - School Psychologist
- [Alexa Mennuti](#)
  - Student Assistance Counselor

## **Food Services**

Our food service providers will be available for Elmsford Union Free School District students who may need a “grab & go” meal. Pickup of these meals will be provided from 8:00AM to 11:00AM Monday - Friday beginning on Wednesday, March 18, 2020 at Alexander Hamilton High School cafeteria. Preparation, delivery and cleanup of these services will be completed by part-time food service personnel employed by Aramark, as well as our hourly employees employed by the District.

For additional information, please call, (914) 592-2276 (Monday through Friday between 8:00AM to 11:00AM).

## Additional Resources

### For Parents:

- [EUFSO Health Services](#)
- [National Association of School Psychologists](#)
- [CDC](#)
- [Article: Schools Are Closing for Coronavirus. Now What?](#)
- [Coping During COVID-19: Resources for Parents](#)

### For Students:

- [Google Classroom](#)
- [Clever Portal \(Use Your EUFSO account Login\)](#)
- [A2i - Assessment to Learning - Dixon](#)
- [A2i - Assessment to Learning - Grady](#)
- [i-Ready \(Login Using Clever Portal\)](#)
- [Brain Pop](#)
- [SeeSaw](#)
- [Naviance Family Connection - AHHS Guidance College Portal](#)
- [Splash Math - Dixon](#)
- [Keyboarding Without Tears \(Login Using Clever Portal\)](#)
- [Mystery Science](#)
- [YouTube Video](#)