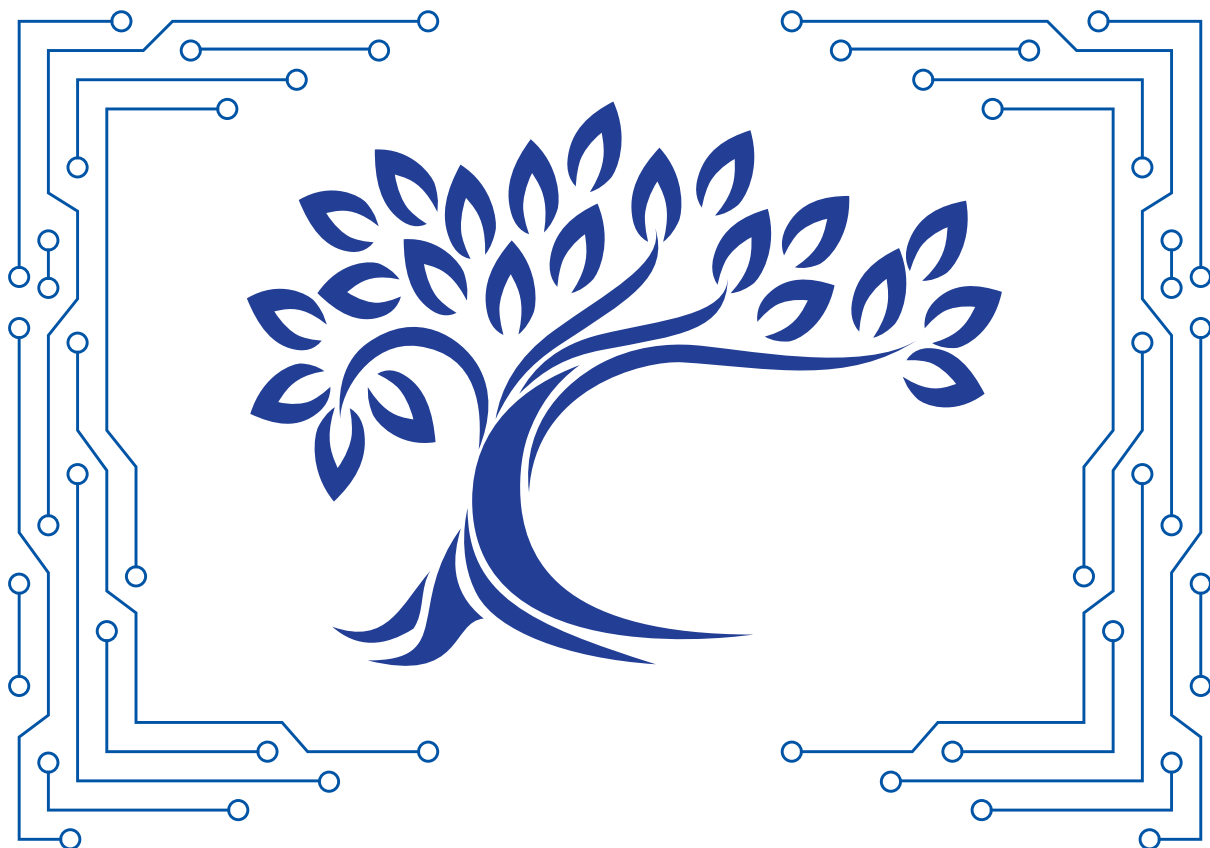




Division of
SPECIAL
EDUCATION

REMOTE LEARNING GUIDANCE DOCUMENT

Family Edition



UPDATED: MAY 8, 2020

Orange-Ulster BOCES will revise this guide regularly. You will notice a more recent date on the cover page above this note, to alert you to changes. The District will also share significant changes via email and website posts.



Dear Parents and Guardians:

First, it is my hope that you and your families are healthy and safe during this unprecedented time. The health and wellbeing of everyone in our learning community continues to be our priority.

Since our school buildings closed on March 13, our staff have worked diligently to create new learning opportunities for your children that minimize the disruption to the progress they had been making while in school. I am proud of our school's response to the challenges this situation has presented as our teachers and staff have provided materials and resources that engage students and enhance their learning. Of course, this has meant much change in how instruction and therapies are delivered. While we have shifted to instruction through different means and platforms, what has not changed is our unwavering commitment to maintaining connections with our students and families to support achievement and their overall wellbeing.

We recognize that parents, guardians, and caregivers are being asked to engage in new roles in support of students' remote learning. To address this need, we have created the following guide which provides guidance and resources about how you can support your child and who to contact if you need assistance.

We greatly appreciate your support during these extraordinary times as we continue to work to create positive learning experiences for our students. Best thoughts and wishes for your families and hopes for a return to "face-to-face" school soon.

Sincerely,

Kerri B. Stroka
Director of Special Education

Special Education Online Learning

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Quick Links

- ❖ [Orange-Ulster BOCES Website](#)

- ❖ **Technology Support**
 - If you need technical assistance please call the Tech Help Desk, 845-774-7379.

- ❖ **Instructional Support**
 - Please email our Instructional Support Services if you have any questions regarding the use of Google Classroom iss.ouboces@ouboces.org

- ❖ [Orange-Ulster BOCES Code of Conduct](#)

For Questions About....	Please Contact....
A course assignment, task, grades and feedback	Your child's teacher
Other issues related to learning or Special Education programs	Kerri Stroka, Director, <u>kerri.stroka@ouboces.org</u>
A student social-emotional concern	School Social Worker or Program Crisis Counselor
A technology-related issue	Tech Help Desk 845-774-7379

Remote Lesson Design

Our primary focus in Special Education is teaching the essential content and skills necessary for success in the course and those goals which specifically relate to student needs.

Special Education Teachers will be working with students Monday-Friday and it is our expectation that **students participate in remote learning experiences daily just as they are expected to attend their usual program.** The following are procedures and practices all teachers will follow:

- Assignments will be posted in Google Classroom, daily, by 9:00 a.m. This will help students maintain a regular schedule.
- Deadlines may be established for assignments. However, teachers will implement flexible deadlines to accommodate the individual needs of students and families.
- Assignments may receive a numerical grade or be marked “complete” or “incomplete.” Teachers will provide feedback on completed assignments where appropriate.
- Google Meet can be used for instructors and students to have an opportunity to ask/answer questions, clarify assignments, and allow for the class to connect.
- Teachers will communicate the hours they are available to conduct teacher, student, family collaboration meetings.

Instructional Plans by Grade Level

Elementary (K-5) and Self-Contained Classes

- Students will be provided with an ELA and math assignment each day, Monday through Friday.
- Additional activities and resources will be provided each week for social studies and science.
 - OU BOCES K-5 Enrichment booklets vol 1 and vol 2 (covering ELA, math, science, social studies, and SEL) are available on the OU BOCES webpage. <http://www.ouboces.org/news.cfm?story=2882&school=0>
- Physical education, art, music, technology, and library teachers will provide activities and resources to students weekly.
- Assignments provided will not be graded. However, feedback will be provided as appropriate to support student learning and monitor progress.

Middle and High School (6-12)

- Students will receive assignments in all subject areas/courses each day Monday - Friday.
- Physical education, art, music, technology, and library teachers will provide activities and resources to students each week.
- Assignments will be given deadlines, however, flexibility in meeting the set deadlines will be provided as appropriate.
- Assignments will be considered “complete” or “incomplete.” Feedback on student work will be provided as appropriate. Grades will be assigned based on the amount of completed work submitted and not the work’s accuracy.

Related Services

- Related service providers will be available Monday through Friday to assist students and families.
- Therapists will communicate the hours they are available for teacher, student, and family collaboration.
- Therapists will provide students with materials/activities/exercises that address IEP goals.
- Progress will be monitored and feedback will be provided as appropriate.

Career & Technical Education

If your child attends the Career & Technical program please refer to the CTE Remote Learning Guidance Document, Parent Edition. [http://www.ouboces.org/files/filesystem/\(ENG\)CTE_RemoteLearningDoc_fam.pdf](http://www.ouboces.org/files/filesystem/(ENG)CTE_RemoteLearningDoc_fam.pdf)

Student Support Services

To support our students during this period of remote learning, we have developed a comprehensive support system that involves program administrators, teachers, school social workers and crisis counselors. This team works to reach out to families and districts to discuss any concerns and to ensure students are participating in remote instruction. Counseling staff also works directly with students who require emotional support during this time away from school. As always, the wellbeing of our students is at the forefront of our minds.

For students who require materials translated into a language other than English, this service will be provided by the BOCES.

Grading Policy -Secondary Programs

Fourth-quarter assignments will be marked by teachers according to the grading scale listed below throughout the quarter.

Our grading for the fourth quarter is as follows:

- Completed all coursework/assignment = 100
- Completed most coursework/assignment = 90
- Completed some of coursework/assignment = 80
- Complete minimal coursework/assignment = 70
- Completed no coursework/assignments = 60

For students with extenuating circumstances or who are currently passing classes for the year, we will use grades through the third marking period to calculate the final class average. The extent to which circumstances beyond the student's control have impacted his or her ability to participate fully in fourth-quarter instruction will be documented. In those cases, the final class average calculation (based on the third or fourth quarter) will be decided upon by the student's educational team.

Remote Instruction - Expectations for Students

The Orange-Ulster BOCES Code of Conduct will apply to the virtual classroom as it does in the traditional classroom.

Students who participate in a live video/audio conference offered by their teachers must know the expectations regarding their behavior and participation during this discourse. Please note that the recording, modification, or distribution of video and still images of teachers or students is not permitted. The administration will enforce the Code of Conduct if a student violates the above expectations. If a student exhibits disruptive behavior during a live session, the teacher will disconnect that student and report the incident to the program principal.

Mental Health Resources

Children may struggle with significant adjustments to their routines at this time. The following resource list provides support to educators, parents, and guardians to maintain a positive, healthy emotional wellbeing while students are physically separate from their teachers and classmates due to school building closure.

For an immediate emergency including self-harm or harm to others - please call 911.

National Suicide Prevention Hotline	1-800-273-TALK (8255)
Crisis Text Line www.crisistextline.org	Text HELLO to 741741
NYS COVID-19 Emotional Support Helpline Direct line for residents of NYS offers emotional support and referrals to local community resources as needed.	1-844-863-9314
Orange County Crisis Call Center	1-800-832-1299 http://accesssupports.org/behavioral-health/
National Runaway Switchboard	1-800-Runaway
Access: Supports for Living, Inc. In response to the COVID-19 crisis, ACCESS has launched a virtual Mental Health and Substance Abuse Urgent Care for adults and children struggling with anxiety, depression, substance abuse, or another mental health concern.	1 - 888 - 750 - 2266, opt 2 http://accesssupports.org/behavioral-health/
United Way 2-1-1 Referrals to a variety of local resources including food and shelter needs. Available 24 hours a day, 7 days a week, 365 days a year.	2-1-1 or 1-800-899-1479 https://www.uwdor.org/support-2-1-1

Family and Student Support

- ❑ [Supporting Teenagers and Young Adults During the Coronavirus Crisis-Tips for parents with older children at home](#)
- ❑ [Managing Stress in Times of Crisis](#)

- ❑ Resources that are helpful in caring for yourself, family and others.
<https://www.ccsi.org/Pages/Coronavirus-Guidance-and-Updates>
- ❑ Helping Teens Cope with Anxiety during Covid 19 [Orange County Cornell Cooperative Extension's Webinar *Tapping into Resilience*](#)
- ❑ www.calm.com has created a page of free resources for families to use to connect and strengthen our inner mental health during this time.
- ❑ <https://www.cdc.gov/> Center for Disease Control has created information for families on COVID-19
- ❑ <https://www.nasponline.org/> National Association of School Psychologists has developed a COVID-19 Resource Center