



Collier School
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Collier School Distance Learning Plan

In an effort to help decrease the spread of the Coronavirus Disease 2019 (COVID-19) Collier School and all essential offices will close starting Monday March 16, as per guidance from our County Superintendent and Monmouth County Dept. of Health. Being Collier School serves over 70 school districts in the state with a total of 223 students, we want to be conservative in our efforts to decrease the spread of the virus and be proactive in keeping our students, families and staff members safe from community spread. Furthermore, over 75 of our sending districts have closed and we anticipated over 125 students being absent as a result of their districts closing. At this time there have been no reported students or faculty members that have contracted this virus. Our decision is solely based on being proactive in not spreading this virus into our community.

Starting on Monday **March 16, 2020** Collier will be starting its distant learning plan. Even though students will not be physically in the buildings, Collier school will be open remotely. Collier School's primary goal during distance learning is to keep our students engaged in their classes throughout the school day actively learning. We will also continue to provide counseling, related services (OT and Speech), therapeutic support, psychiatric services and ongoing communication in order to keep our students safe and healthy during this time of remote learning.

Our distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, broadcasts, computer software, web-based programs and other online technology. Teachers support distance learners through communication via mail, telephone, email, or online technologies and software.

Our Plan

Virtual Academic Classes:

- Collier School’s remote learning day will start at 8:50 and end at 1:15. Students will follow a designated bell schedule and be expected to sign on each period having their 8 periods each day.
- Attendance will be taken for every students at the start of every class period and recorded in genesis
- All teachers at Collier School have been planning online lessons to administer to their current classes in an interactive manner.
- These lessons will be a combination of online applications, email and video conferencing solutions and academic packets that were sent home and will continue to be mailed home.
- Google Classroom and live Zoom Video conferencing are the recommended choice of applications to deliver our lessons.
- Individual tutoring will be offered to any student who is falling behind or can benefit from extra help. Referrals for tutoring can be made by the student, parent, social worker or teacher.

Collier School - Remote learning Bell Schedule	
<u>HS Early Bell Schedule</u> Period 1: 8:49-9:19 Period 2: 9:23-9:53 Period 3: 9:57-10:27 Period 4: 10:31- 11:01 Period 5 or Lunch break: 11:05-11:35 Period 6 or Lunch break: 11:39-12:09 Period 7: 12:13-12:41 Period 8:12:45-1:13	<u>MS Early Bell Schedule</u> Period 1: 8:49-9:19 Period 2: 9:23-9:53 Period 3: 9:57-10:27 Lunch/Break: 10:31- 11:23 Period 5: 11:25-11:47 Period 6: 11:49-12:11 Period 7: 12:13-12:35 Period 8:12:37-12:59

Virtual Counseling:

- Collier Social Workers and Counselors will be meeting virtually online through phone using Zoom teleconferencing with their students on a regular basis
- Therapeutic groups will also continue via Zoom teleconferencing
- Related Services (OT and Speech) will also be conducted remotely via Zoom meeting all IEP requirements for our students
- Our STAR, therapeutic program, will also be offered remotely to students throughout the day.
- Psychiatric services will continue remotely.
- A Wellness Group will be offered to all students after school who want to debrief after their day, discuss any issues/concerns or process any issue with a clinical social worker.

Virtual IEP Meetings:

- All IEP meetings will continue as scheduled. Collier will use Zoom teleconferencing and will invite districts and parents. An email confirmation will be sent a few days prior to the meeting along with a meeting link. Teacher reports will be emailed ahead of time and reviewed at the IEP meeting.
- Screenings will continue as per directive from the Dept. of Health and can be in person on Collier's campus for the current time (must be under 10 people gathering) if preferred by district and parent

Virtual Support:

- We have created a "Remote Learning Website" for students, parents and staff members. This is a repository of information, and support documentation regarding our remote learning initiatives and other supports for students.
<https://sites.google.com/collieryouthservices.org/remote-learning/home>
- Academic Tutoring - As mentioned above, individual tutoring will be given to students who need extra help with their coursework. Referrals for tutoring can come from the student, parent, social worker or teacher.
- Wellness Support Group - A wellness support group after school will be offered by our clinical staff to any student who wants extra support. Students can sign up to join remotely for that day or a continuous basis.

Technology:

- All Collier School students that have been identified (via survey) as needing technology at home were issued technology devices on Monday March 16, 2020. The Chromebooks are owned and managed by Collier School.
- All Chromebooks have web filtering software on them and are only to be used for educational purposes.

- Each Chromebook has a webcam and microphone built into it to allow online audio and video capability
- These devices require a WIFI Internet connection which needs to be supplied by each family. We also issued a total of 10 Verizon “Jetpacks” to families that needed Internet service. These devices are owned and paid for by Collier School.

Collier High School Remote Learning Procedures

Due to health related concerns and the Department of Health mandates, Collier School is in a Remote Learning Mode as of **Monday March 16, 2020**. Collier School’s physical campus is closed, but we are still operating and serving our students to deliver academic classes, counseling, and related and psychiatric services.

Student Expectations for Remote Learning Days

- Recordings and/or screenshots are prohibited for any Zoom or Google Meet session.
- All teachers will have specific guidelines and rules for their remote classrooms that students are required to follow.
- At the start of each class period, students must sign in at the designated time in order to get credit for that class. The teacher will assign an “attendance” question to their Google Classroom.
- Students must complete all the lessons provided by their teachers.
- Students will communicate with their teachers through Gmail and Google Classroom and ask for support as needed. Teachers will be checking their email and Google Classrooms several times a day.
- School administration will be monitoring, attendance, grades, and conduct for all schools on a daily basis and following up with parents as necessary.

Counseling/Related Guidelines:

- Recordings and/or screenshots are prohibited.

- Students will be notified via email by their social worker with a scheduled meeting time.
- All clinical sessions will use zoom virtual conferencing or Google Meet (Tutorial on Collier's website).
- All counseling services will occur between the hours of 9:00am-1:00pm.
- Appropriate clothing must be worn during any video conferencing.
- Please have students find a confidential area, if possible, to conduct clinical sessions. If students cannot find a confidential location, we ask that you use headphones, if possible, to ensure confidentiality.
- All counseling will be 30 minute sessions.
- If students cannot make scheduled counseling sessions, they should email social workers directly.

Also, please note:

- Students can contact their social worker, post graduate counselors or school counselors for additional support and administration as needed
- Any behavioral concerns during remote learning or counseling will be addressed by administration.
- All IEP meetings will continue remotely via zoom teleconferencing. We will be sending meeting invites to the district and parents to attend.

Additional Remote Learning Information:

- If a student is sick for the day and not able to participate in our remote learning, please email the students social worker directly. Our nurse, Tammy Rella (732-946-4771 Ext. 255) has established a Google Classroom for our students to field any health related issues they may have.
- For parents that responded to our technology survey and identified technology needs, those materials will be distributed to their home on March 16th. Some students will also receive academic packets via mail. If parents have any questions or additional needs, they should contact their child's social worker.
- It is important for students to continuously check their Collier email and Google Classroom throughout the day. Parents are also asked to check their email regularly for any Collier correspondences. This is the main source of

communication Collier school will use. Collier staff email addresses can be found on the school website.

- If there is a time sensitive and urgent situation, please email info@collieryouthservices.org. If there is a true emergency please dial 911.
- Any students who receive free lunch should contact their sending district for assistance. We notified all sending districts and our Supervisor of Child Study the list of those students. A survey was also sent home assessing the financial hardship of providing lunch so that Collier can assist with providing lunch to these students in addition to the support from the sending district.

We appreciate your partnership and collaboration during this unsettling time. If you need additional detailed information or have any questions, please do not hesitate to contact me on my cell phone at 908-910-6404.

Thank you,

Cindy D'Arcy, Director
Collier School

Updated March 21, 2020