



Colchester School District Continuity of Learning Plan

April 8, 2020

Dear Families/Caregivers,

Our district administrative team has developed a Continuity of Education Plan that outlines a short term plan for ***maintenance of learning***, maintaining current learning to this point in time, through April 6, 2020 and a long term plan for ***continuity of learning***, to address new learning, for the remainder of the school year.

Our first priorities are student health and well-being. We have set up systems for communication, meal delivery, and advisory, as ways to support students' well being and learning from a distance.

In the first weeks of remote learning our focus was on connecting with students, establishing a sense of community, and doing some maintenance of learning practice. As we move into continuity of learning, we will have virtual contact with our learners, provide learning plans/work menus, lessons, and provide supports to meet our priority standards and proficiencies.

Please know, we miss our students a great deal, and look forward to having them back in our schools as soon as possible!

Sincerely,
CSD Leaders

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Food Services

Meals are free to all children ages 18 and under.

Our professional staff is preparing bagged meals (breakfast and lunch) in our production kitchen at Colchester High School (CHS), a safe and sanitary environment. Meals are delivered to bus stops on 10 consolidated bus routes. Buses leave CHS at 10:30 for the delivery runs. Meals can also be picked up at the side entrance of CHS 11:00-12:00.

If you have any questions, please email Steve Davis, Director of Food Service.

steve.davis@colchestersd.org.

Health and Wellness

COVID-19

The World Health Organization (WHO) and the Center for Disease Control (CDC, [cdc.gov](https://www.cdc.gov)) are reliable and updated sources for information on COVID-19.

Many children will have questions or concerns. The [CDC offers a series of guiding principles](#) for talking about the virus with children:

- Remain calm and reassuring.
- Make yourself available to listen and to talk.
- Avoid language that might blame others and lead to stigma.
- Pay attention to what children see or hear on television, radio, or online.
- Provide information that is honest and accurate.
- Teach children everyday actions to reduce the spread of germs.

Updates and resources for families are posted on the [CSD site](#) regularly

CSD Support Services

Nurses, guidance counselors, and members of the school-based teams will be providing family support to students. If you have a concern about your child, please email your school directly. If the situation is urgent, please call 911.

Counseling Service

If your child works with a Howard Center clinician, the clinician will contact your family to create a plan for continued services. [Howard Center provides 24-hour Emergency Services](#) for Chittenden County

residents experiencing a mental health crisis. For help call 802-488-7777. Howard Center also promotes the [National Crisis Text Hotline](#), which offers free 24/7 support - text 741741

Homeless/Housing Issues

If you are experiencing housing issues or homelessness, please connect with Carrie Lutz or Heather Finelli, our district Homeless Liaisons. carrie.lutz@colchestersd.org, heather.finelli@colchestersd.org, 802-264-5999

Vermont 2-1-1

If you find you need support connecting with community resources to meet a range of needs (e.g., food and shelter, income support and employment, legal assistance), one place to start is Vermont 2-1-1. Dial it on your phone, connect via text (Text your zip code to 898-211), or visit the website (<https://vermont211.org>).

Maintenance of Learning Plan (March 23 - April 6)

All Vermont schools are charged with providing students with **maintenance of learning, the practice and application of concepts and skills already learned**, to maintain the skill and to prevent regression. It is *not* the expectation that new learning occurs during this time period. From Wednesday, March 18th until Friday March 20th, CSD will provide transitional learning opportunities that will provide a bridge for our students into remote maintenance of learning from March 23rd to April 6th. Information can be found with this [link](#).

Following the recommendation of the Vermont AOE, CSD is providing learning in a combination of analog and digital format.

Elementary School (Grades K-5)

Learning Plan

Elementary Teachers have developed learning plans packets to maintain learning for core content areas (reading, writing, math), physical education and the arts. These packets were sent home and are available on the school websites. These packets include learning plans for the timeframe of March 23 - April 6. Each packet includes notes from school, learning activities, and optional online resources.

Communication

Elementary Teachers will communicate with students 1-2 times weekly using email or sending a video, and have a schedule of availability to answer questions. Teachers will be available for questions via email.

Middle School (Grades 6-8)

Learning Plans

Middle grade teachers have developed learning plans to maintain learning. These learning plans will be posted on the classroom Google websites or Google Classroom. Learning plans will include core content, digital links or resources, and optional activities for students lacking internet access.

Communication

Middle school teams will post Teacher Advisory (TA) slides daily. Classroom Teachers will provide feedback to student learning through the teacher's website or Google Classroom, and will be available for questions via website, Google Classroom, or email.

High School (Grades 9-12)

Learning Plan

High school teachers have developed learning plans to maintain learning. These learning plans will be delivered as a Weekly Work Menu posted on the teacher's website or Google Classroom. These work menus will communicate classwork expectations and provide links to needed resources.

Communication

Teachers will email students learning plans on Monday and will be available for questions via website, Google Classroom, or email.

Flexibility

For most of the work teachers and students complete, timing will be flexible. Teachers will complete independent planning, and students will complete independent school work at the time of day that works best for them.

Continuity of Learning Plan (April 7 - Return to School)

Elementary School (Grades K-5)

Learning Plan

Elementary Teachers will develop and post weekly learning plans that provide new learning in reading, writing, math, science or social studies, physical education and the arts. These learning plans will be posted online on the school websites, and in electronic classrooms using online platforms: Seesaw for grades K-2, and Google Classroom for grades 3-5. Families can contact school for a paper version of the learning plans and activities.

Communication

Elementary Teachers will communicate with students on a daily basis, using video or email. Teachers have weekly office hour schedules that are posted to students and families; they are available for questions and learning support.

Flexibility - Asynchronous/Synchronous

In general, most of the learning will be asynchronous so that learning and the timing of learning can be flexible. Teachers will plan learning ahead of time, and will be available for office hours and student support throughout the week. Students may complete school work at the time of day that works best for them. Some learning may need to be synchronous (ex. support services, office hour support) - this learning will be planned ahead.

Middle School (Grades 6-8)**Learning Plans**

Middle grade teachers will develop and post learning plans for each course a student is enrolled. Learning plans include lessons, learning activities, digital links/resources, proficiencies, and optional activities. The plans will be posted on the classroom teacher's Google website or Google Classroom on Monday and Wednesday mornings. Families can contact school for a paper version of the learning plans and activities, as needed.

Communication

Middle school teams will post Teacher Advisory (TA) slides daily. Classroom Teachers will provide feedback to student learning through the teacher's website or Google Classroom. Teachers will have posted office hours for learning support, and will be available for questions via website, Google Classroom, or email.

Flexibility

In general, most of the learning will be asynchronous so that learning and the timing of learning can be flexible. Teachers will plan learning ahead of time, and will be available for office hours and student support throughout the week. Students may complete school work at the time of day that works best for them. Some learning may need to be synchronous (ex. support services, office hour support) - this learning will be planned ahead.

High School (Grades 9-12)**Learning Plan**

High school teachers will provide Weekly Work Menus that provide instruction, learning activities, and links to resources for learning new content. These Weekly Work Menus will be posted on the teacher's website or Google Classroom on Monday of each week. The work menus will communicate the essential learning for the week and provide classwork expectations.

Communication

Teachers will email students Weekly Work Menus on Monday, and related information on online classrooms or sites. Teachers will have posted office hours for learning support, and will be available for questions via website, Google Classroom, or email. Homebase instructors will connect with students each week.

Flexibility

In general, most of the learning will be asynchronous so that learning and the timing of learning can be flexible. Teachers will plan learning ahead of time, and will be available for office hours and student support throughout the week. Students may complete school work at the time of day that works best for them. Some learning may need to be synchronous (ex. support services, office hour support) - this learning will be planned ahead.

Student Services

Maintenance of Learning Plan (March 23 - April 6)

General Information

Special educators and Speech Language Pathologists (SLPs) are reviewing all IEPs and considering how instruction might be best provided to a student in a distance-learning format. This includes online content, paper packets, or other products that may be sent to families to maintain a student's learning from March 23 - April 3. English Language Learner (EL) teachers and interventionists will continue to provide services directly to students and/or through collaboration with classroom teachers.

Due to the COVID-19 virus, it is important to be clear that in-person services will not be delivered for two reasons. First, we must not put students at risk of contracting the virus and passing it to parents or grandparents. Second, we must not put staff at risk of contracting the virus from students.

All special educators and SLPs have been asked to make initial contact with families over the next week to say hello, do a quick check in, and find out from parents the best way to connect with them.

Distance Learning Services Plan

The goal in these first two weeks is to maintain educational progress. Special Education staff are working to ensure that each student eligible for special education services has a "Distance Learning Services Plan" that focuses on ***Reasonable, Appropriate, Essential Skills in light of our circumstances to identify how educational progress will be maintained.*** This may look different for each student.

IEP Services

When a school is shut down and provides no educational services to any of its students, there is no obligation to provide special education services. If a school district provides educational opportunities of any type to general education students, then it must “ensure that students with disabilities also have equal access to the same opportunities, including the provision of FAPE.” While we are in this first phase of maintenance of education, no IEP services will be taking place. When regular education services begin, special education staff will be providing services according to the Distance Learning Plans.

IEP Meetings

Special education staff are expected to continue to hold annual reviews by the annual due date unless the Office of Special Education Programs (OSEP) shifts guidance. IEP meetings will be held by video or phone conference. All procedures remain in place for noticing, holding and facilitating IEP team meetings.

Related Services

Similar to IEP services, no such services will be provided at least through April 3, 2020. The Student Services Team is meeting with all related service providers and further information about their services will be released soon.

Evaluations

At this time, neither OSEP nor the Vermont Agency of Education (AOE) has provided guidance on this. We hope to complete re-evaluations by the due date of the evaluation.

For re-evaluations – If testing is completed, the eligibility meeting will be held virtually. If testing is not yet completed, or has not yet started, we will consider completing a form 8 with a clear direction to complete a new evaluation upon return in order to continue eligibility. A file review may be completed if it is appropriate and allows for an eligibility determination.

For initial evaluations – The Student Services team will consider referrals during this unprecedented time. If the team determines that a special education evaluation is necessary, the team should create a plan that will be attempted to be completed in 60 days. If the evaluation cannot be completed in 60 days because distance evaluation is not possible, then a delay form will be completed.

Parental Rights

Parental rights are all still in effect. Special educators and SLPs must provide a review of parental rights at the beginning of each meeting and are encouraged to follow up with families after meetings to see if they have any questions.

Continuity of Learning Plan (April 7 - Return to School)

During the continuity of learning Special Education will provide a Distance Learning Plan (DLP) for students eligible for special education. Students will receive support to ensure they have access to general education, and continue progress toward goals in the student's IEP. All compliance requirements under IDEA remain in place.

IEP Meetings

Special education staff are expected to continue to hold annual reviews by the annual due date unless the Office of Special Education Programs (OSEP) shifts guidance. IEP meetings will be held by video or phone conference. All procedures remain in place for noticing, holding and facilitating IEP team meetings.

Evaluations

For re evaluations we will be working with families to complete these by the due dates. This may be done by a file review if no in person assessments can take place. For initial evaluations, we will begin the evaluation process and most likely need to delay the evaluation due to no in person assessments taking place at this time.

For re-evaluations – If testing is completed, the eligibility meeting will be held virtually. If testing is not yet completed, or has not yet started, we will consider completing a form 8 with a clear direction to complete a new evaluation upon return in order to continue eligibility. A file review may be completed if it is appropriate and allows for an eligibility determination.

For initial evaluations – The Student Services team will consider referrals during this unprecedented time. If the team determines that a special education evaluation is necessary, the team should create a plan that will be attempted to be completed in 60 days. If the evaluation cannot be completed in 60 days because distance evaluation is not possible, then a delay form will be completed.

Parental Rights

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Technology

Chromebooks

As described above, we will rely on technology to stay connected. **The CSD Tech Team is disinfecting and preparing Chromebooks to send out to families who do not have devices to connect at home.** If

you have not yet let your school know that you need a Chromebook, please contact CSD Tech Director Pam Barclay (802-264-5999, pam.barclay@colchestersd.org) or your school principal.

Internet Access

For those who need Internet access, here are some free or reduced cost options:

- [Spectrum Internet Assist](#) (reduced price)
- [AT&T Access](#) (reduced price)
- [Comcast Internet Essentials](#) (60 days free to new customers)
- [Charter Communications](#) (60 days free to new student households)
- [Verizon](#) (various COVID-19 response measures)
- [Consolidated Communications](#) (2 months free, free installation)
(Call Consolidated Communications: 1-855-399-3084. Mention Offer Code: “Two Months Free”)

Acceptable Use

Parents and students using CSD technology devices, network, and web resources must comply with the district Responsible Computer, Internet, and Network Use policy. Find the student CSD 1 to 1 Device Contract [here](#). Additionally, the district uses software (GoGuardian, for example) to provide online safety measures.

Tech Support

If you are having trouble connecting to or working within the online learning environment, first contact your child’s teacher. If the teacher can’t help, you will be connected to our Tech Support Team at the CSD Help Desk. 802-264-5727.

Internet Safety

Remote learning may involve more screen time than your child typically experiences at school. We offer the following resources to help you talk about and support Internet safety.

From the New York Public Library:

[Internet Safety Tips for Children and Teens](#)

Personal Information. Don’t give out personal information without your parents’ permission. This means you should not share your last name, home address, school name, or telephone number.

Screen Name. When creating your screen name, do not include personal information like your last name or date of birth.

Passwords. Don't share your password with anyone but your parents.

Photos. Don't post photos or videos online without getting your parents' permission.

Online Friends. Don't agree to meet an online friend unless you have your parents' permission.

Online Ads. Don't buy anything online without talking to your parents first.

Downloading. Talk to your parents before you open an email attachment or download software.

Bullying. Don't send or respond to mean or insulting messages. Tell your parents if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents or to a teacher.

Social Networking. Many social networking websites (e.g., Facebook, Twitter, Second Life and MySpace) and blog hosting websites have minimum age requirements to signup. These are there to protect you.

Research. Talk to your librarian, teacher, or parent about safe and accurate websites for research.

For information on Internet safety and excellent resources to develop digital citizenship, you may like to check out the parent resources on Common Sense Media (commonsensemedia.org).

Contact Information

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