

Continuity of Education Plan

School	Timothy School
Administrators	Matt Riley Executive Director Sarah Greim Education Director Amy Noone Supervisor of Elementary Education Cheryl Halferty Mark Supervisor of Secondary Education Adam Carter Transition Coordinator
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Goal of Plan

The goal of this continuity of education plan is to provide students access to planned instruction, enrichment and review during the extended closure of the school beginning 3/30/2020. From 3/16/20-3/20/20 and 3/23/20-3/27/20, all distance learning provided was designed for support, enrichment and review.

Overview of Plan

The plan is designed to provide our students with access to educational programming in a distance-learning model in alignment with each individual's educational goals to the greatest extent possible while the physical school building is unavailable for instruction.

Expectations for Teaching and Learning

- All teachers will provide a daily schedule for student/parent to follow
- Teachers and therapists will use pre-recorded videos, Zoom, email, power point, physical documents or materials etc. (whatever is best for the student based on the objectives) to teach new skills and provide direct instruction
- Teachers and therapists will engage in daily contact with the parents via email, phone or ClassDojo to review expectations, answer questions, provide feedback, etc.
- Teachers and therapists will provide resources via email, phone, physical delivery or ClassDojo
- Teachers and therapists will collect data, if and when possible.
- Teachers and therapists will keep a record or log of what is being sent/shared
- Teachers will hold a daily Zoom meeting for class check-ins (Option for telephone as needed)

Communication Tools and Strategies

Teachers, Teachers' Aides, Therapists, Specialists and Administrative staff will communicate with parents utilizing mail, telephone, email and various technologies including, but not limited to, Zoom,

ClassDojo, Blackboard connect and other platforms as needed. On a daily basis, outreach will occur in order to provide content, resources and information in a timely fashion. Consideration will be made to ensure access on a case-by-case situation to ensure content is available to all students.

Access (Devices, Platforms, Handouts)

Content will be accessible through the mail, delivery services, by telephone and over the internet on internet connected devices

Staff General Expectations

- All staff will maintain regular communication through email and telephone, with an expectation that all staff members check email regularly throughout typical school day hours
- Smaller, specific sub-groups will meet weekly via Zoom or phone conference (e.g., Elementary teachers with Supervisor of Elementary Education, Secondary teachers with Supervisor of Secondary Education, Therapists with Education Director and Executive Director with Administrative team)
- Staff will engage in various online professional development opportunities (including online classes, webinars and workshops) designated in their specific areas of expertise
- Staff will create, collect and coordinate resources and materials to be used for distance learning with students

Student Expectations

Students will be provided the opportunity to access the educational materials and online instruction. Expectations for participation will vary according to students' ability to attend and engage with content through various delivery methods outlined in the plan. Each team will make a good faith effort to ensure student participation.

Attendance / Accountability

Instruction will be offered primarily in an asynchronous manner with potential opportunities for synchronous attendance. Daily class and/or parent/teacher check-ins (through Zoom, ClassDojo, phone call or email) will provide additional accountability/support for attendance.

Good Faith Efforts for Access and Equity for All Students

Each teacher and therapist will evaluate students' ability to access content according to availability of technological resources, ability to access physical resources delivered to their physical location and access to telephone. Considerations will be made for applicable ADA categories to ensure all students have access.

Special Education Supports

All students served at the school have an IEP and all content will be delivered in accordance with IEP's to the greatest extent possible based on conditions.

EL Supports
N/A

Gifted Education
N/A

Building/Grade Level Contacts
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Resource Links