



**Distance Learning Plan
For The Hope Academy
As of 3-23-2020**

Distance learning plans are developed to mitigate learning loss for *an extended amount of time*, including public health crises. They are likely to include a mix of Google classroom, learning management systems, take home book bags, and other learning materials for students. We also know that when we implement a Distance Learning Plan that:

- This creates an equity issue for many of our students, especially when it comes to access of materials, being able to use some of the materials, etc.
- For a variety of reasons, many of our students may not be able to complete what we send home independently
- We know that what we do on a daily basis cannot be duplicated

With that in mind, The Hope Academy has created the following Distance Learning Plan for all students in grades K to 5.

All students will receive a distance learning packet which will include:

- Daily schedule/expectation of work completion
- Hard copies of some documents, supplies and materials (see below)
- Extensive list of online resources to provide reinforcement of skills, access to curriculum materials, etc.
- Book bags with books of interest, reading level (for some) and those that can be read aloud
- All students in grades 2-5 were provided with a Chromebook and all students in grades K-1 were provided with an iPad, as needed after consultation with each family.
- Google Classrooms will be used by all teachers, therapists, social workers and behavior specialists.

Literacy: We will put into place work that supports our workshop model of instruction as dictated by Units of Study in Reading, Writing and Word Study by Lucy Calkins.

- Reading: Numerous books in book bags with text at independent levels, interest and as part of the instructional program
 - Students will also be expected to respond to their reading each day
- Writing:

- Students will be expected to keep a writer's notebook and journal each day
- Some students, depending on grade level, may be expected to complete essays and other pieces of writing as assigned
- **Word Study:**
 - Sight word lists, word study lists and content vocabulary lists will be provided for students to practice their word recognition, spelling and vocabulary development

Mathematics: We will put into place work that supports our current math curriculum, EngageNY

- Student will receive math worksheets to support skills and concepts taught. This will include math facts for memorization/fluency.

Science:

- Students will receive science materials and information in the form of worksheets, articles, etc.

Social Studies:

- Students will receive social studies materials and information in the form of worksheets, articles, etc.

Technology

In addition to the packets of classwork and books, students in grades 2- 5 have their Chromebooks and we provided iPads for all families in grades K-1, as needed and after consultation with each family. This will be valuable as we will be sending home an extensive list of online resources that support our current curriculum as well as provide a variety of additional resources such as access to books, math websites, use of Google Classroom, etc.

At The Hope Academy all students in grades K to 5 and as appropriate by grade level will go home with the following supplies to support their distance learning:

- Sharpened pencil
- One subject notebook
- Crayons
- Colored pencils
- Glue sticks
- Scissors

Additional Supports to Students and Families

- For our Spanish speaking students and families: They will have access to two interpreters. Parents may reach out to them via email or phone and teachers may also schedule times to collaboratively communicate with students and parents, as needed.
- All of our communications with parents via email and communication apps are translated.
- We will provide some flexible hours for staff on a daily basis so that they can be available to work with and through family members who may not be available

during the school day due to their work schedule. These hours will be shared with parents.

Student Attendance

We will account for student attendance every day. For the week of March 23rd, all students will be marked as present as we are making the assumption that everyone is completing the work provided in their packets, utilizing online resources provided in packet and via email, and students/families are setting up Google Classroom accounts. In addition, teachers, therapists and behavior specialists and social workers, as appropriate, will make contact with each family this week.

Beginning Monday, March 30th attendance will be taken daily as follows:

- Students will be marked present by his/her teacher via Google Classroom. Students must log in to Google Classroom every day and complete his/her assignments. Students will be marked absent if they did not log in and/or did not complete their daily assignments.

Ongoing Support for Teachers

Weekly consult meetings will be scheduled and held for all teachers, therapists and support professionals. Participation in additional meetings will be scheduled and participants will flexible to account for the specific needs of the teachers and the students that they work with.

Strategies to Support Instruction

Teachers, therapists and student support staff will use a variety of tools and resources to provide instruction to include but is not limited to:

- Hard copy of materials and books
- Online resources and curriculum links
- Google Classroom
- YouTube videos
- Virtual teaching including demonstration lessons, conferencing with students/parents, etc.

Access to Internet

Information was previously provided to all families regarding internet access via cell phone provider and Cox. As we learn of families that do not have access to Internet, we will work to secure that with and for their home.

Monitoring Student Progress

To the best of our ability, all teachers, therapists, and school support personnel, will be responsible for monitoring the daily work and progress of students as needed for grading purposes as well as Individualized Education Plan goals and objectives.

Expectations for Students and their Families

- Log into Google Classrooms every day
- Daily assignments will be posted on Google Classroom by 9:00 a.m. each day
- Teachers will contact you regarding your schedules and we expect you to meet/talk with them each day.
- Review and complete all daily assignments from all teacher (s)
- Complete all special subject assignments on a weekly basis (Art, Music, Library, Physical Education, Health, Spanish and Social Emotional)
- All assignments count toward student progress.
- Teacher response and feedback will be provided on a regular basis.
- Reach out to your teachers for any support you need to complete your assignments
- Complete and use school work/references provided in distance learning packet.

Expectations for Staff

General and Special Education Teachers

- Join meetings with supervisors and colleagues as invited
 - Note: We will schedule via zoom or Google Meets by the end of this week.
- Take attendance daily
- Log all communications and attempts with students/families
- On a daily basis, post all daily assignments and student expectations on Google Classroom by 9:00 a.m. for all content areas (reading, writing, mathematics, science, social studies, etc.)
- Plan for and conduct a variety of learning experiences
- Monitor student progress and work completion for report card/grading purposes
- Create a schedule to meet with and work with students
- Hours:
 - Monday-Friday
 - 8:00-9 a.m. available for meetings
 - 9:00-12:00 available for students/scheduled sessions, etc.
 - Flex time to plan and reach out to parents and/or students you were not able to reach during the 9:00-12:00 instructional block.
 - Note: Staff members all have families that they are caring for and children that they are home schooling at this time as well. Please be considerate of their time.

Therapists

- Join meetings with supervisors and colleagues as invited
 - Note: We will schedule via zoom or Google Meets by the end of this week.
- Following students IEP service time, make contact with student and/or family members at least once a week
- Log all communications and attempts with students /families
- Monitor student progress on IEP/RtI goals and objectives, as possible
- Plan for and conduct a variety of learning experiences
- Use Google Classroom to post assignments and/or recommended supports
- Hours:
 - Monday-Friday
 - 8:00-9 a.m. available for meetings
 - 9:00-12:00 available for students/scheduled sessions, etc.
 - Flex time to plan and reach out to parents and/or students you were not able to reach during the 9:00-12:00 instructional block.
 - Note: Staff members all have families that they are caring for and children that they are home schooling at this time as well. Please be considerate of their time.

Special Subject Teachers

- Join meetings with supervisors and colleagues as invited
 - Note: We will be scheduled via zoom or Google Meets by the end of this week.
- On a weekly basis and according to special subject schedule below, post daily assignments and students expectations on Google Classroom by 9:00 a.m.

	Monday	Tuesday	Wednesday	Thursday	Friday
K-1	Art	Music	PE/Health	Spanish	Library
2	Music	PE/Health	Spanish	Library	Art
3	PE/Health	Spanish	Library	Art	Music
4	Spanish	Library	Art	Music	PE/Health
5	Library	Art	Music	PE/Health	Spanish

- Plan for and conduct a variety of learning experiences
- Create a schedule to meet with and work with students
- Reach out to students and families if work is not being completed and/or for any questions
- Log all communications and attempts with students/families
- Monitor student progress and work completion

- Hours:
 - Monday-Friday
 - 8:00-9 a.m. available for meetings
 - 9:00-12:00 available for students/scheduled sessions, etc.
 - Flex time to plan and reach out to parents and/or students you were not able to reach during the 9:00-12:00 instructional block.
 - Note: Staff members all have families that they are caring for and children that they are home schooling at this time as well. Please be considerate of their time.

Social Worker

- Join meetings with supervisors and colleagues as invited
 - Note: We will be scheduled via zoom or Google meets by the end of this week.
- On a weekly basis, post assignments and students expectations on Google Classroom by 9:00 a.m.
- On a daily basis, provide helpful hints/suggestions to support students and families that support and promote mental health via Google Classroom
- Log all communications and attempts with students/families
- Monitor progress for IEP/RtI goals
- Hours:
 - Monday-Friday
 - 8:00-9 a.m. available for meetings
 - 9:00-12:00 available for students/scheduled sessions, etc.
 - Flex time to plan and reach out to parents and/or students you were not able to reach during the 9:00-12:00 instructional block.
 - Note: Staff members all have families that they are caring for and children that they are home schooling at this time as well. Please be considerate of their time.
- Outreach to students/families on your caseload and others that may reach out to you.
 - Name and email will be shared with all families.

Behavior Specialist

- Contact families of students on your caseload on at least a weekly basis.
- Share and revise plans as needed to support students at home
- Log all communications and attempts with students/families
- Monitor progress for IEP/RtI goals
- On a weekly basis, provide helpful hints to support behavior via Google Classroom
- Hours:
 - Monday-Friday
 - 8:00-9 a.m. available for meetings

- 9:00-12:00 available for students/scheduled sessions, etc.
- Flex time to plan and reach out to parents and/or students you were not able to reach during the 9:00-12:00 instructional block. .
 - Note: Staff members all have families that they are caring for and children that they are home schooling at this time as well. Please be considerate of their time.
- Outreach to students/families as you are contacted
 - Name and email will be shared with all families.

Distance Learning Distribution Plan

- Wednesday, March 18th
 - Hope-Gymnasium-Enter and exit through gym doors
- 8:30-9:30 Grade K-1
- 9:00-10:00 Grade 2-3
- 9:30-10:30 Grade 3-4
- 10:00-11:00 Grade 5

- Friday, March 19th
 - 8:00-11:00 a.m.
 - Main Lobby

In addition, we also emailed the online resource list to all families on Wednesday, March 18th.

Meal Plan

- Meeting Street and The Hope Academy will be offering meals to all children and families of our school programs and our community at large effective Tuesday, March 17th.
- This program was approved by RIDE through our food service provider, Aramark.
- This will be a “grab-and-go” breakfast and lunch from 11:00 a.m. -1:00 p.m. on Mondays and Wednesdays.

Contact Person for Distance Learning Plan:

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