**ORCHARD ACADEMY REMOTE LEANING PLAN DURING COVID19**

We know this is a very challenging time for all of us. There are no set guidelines that we could have prepared for this disruption to our everyday lives. The closing of the schools has a tremendous impact on students and families. Orchard Academy will provide the continuum of services and supports to our students and families as expected.

We have outlined information regarding special education services and support during the remote learning days.

**Case Management and Related Services**

* All virtual meetings and classroom activities are included in the weekly schedule.
* The staff member and family/student will make a plan for communication that is mutually agreed upon by the family/student.  This may include email check-in, texts, phone calls, regular mail, or video conference.
* Staff will be available through their school phones and e-mails.
* Staff will do daily check ins via e-mail.
* Staff will be available during the regular school day Monday thru Friday 8:30 AM – 2:30 PM.
* Staff will have designated office hours for scheduled meetings with students and families.
* Staff will be available during the school day to assist with assignments and provide support.
* Meetings may be virtually or by phone.
* If you have questions outside of school hours, please send an email, and staff will try to respond to your message the next school day or as soon as they are able.
* Students do require special education and related services, which will be provided via electronic communication or virtual meetings as deemed appropriate for the family/student.
* Orchard Academy will provide assignments and communication to students in a variety of formats that best serves their needs.
* IEP meetings and Re-evaluations will be scheduled as usual. Meetings will take place through tele-conferencing or virtually.
* Educational, Vocational, Social Work and Speech services will be provided through the following options:
* Via email;
* Google documents for students to complete;
* Check-ins from case managers/staff via email or conference call;
* Direct instruction or related services through live online sessions;
* Google calendar with daily schedule an linked activities; and
* Schedule, worksheets and assignments will be sent weekly electronically or regular mail service.

We are advising some measures to protect the privacy of all during virtual classroom time and related service sessions.

* Set up a space conducive to learning.
* A Careful selection of room location and setting should be made to maintain privacy and minimize noise and distractions.
* Ideally, a space away from earshot of others.
* The student/staff screen should also be facing a wall not the interior of a room.
* Be mindful of objects in camera view, visually non-stimulating and calm with minimal personal effects (family photos, etc.).
* Wear appropriate dress as a regular school day
* Have the computer charged and headphones ready to go.
* Test equipment, including internet connection, before the meeting begins.
* Student should join the meeting on time or a few minutes early.