

## Emergency Remote Instruction Plan

### School Year 2023-2024

This plan would be implemented for purpose of ensuring continuity of instruction in a remote environment during a school closure due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure.

**Technology:** ACLD will strive to ensure that every student/family has access to device and internet connectivity. ACLD will conduct a Technology Survey with each family at the start of the school year. This survey identifies family/child access to technology as well as preferred method of communication.

ACLD will provide devices (IPAD loaner) to families of children who need them, if a Remote Instruction model becomes necessary. Our Curriculum Coordinators will provide over the phone assistance and/or arrange an appointment for IPAD loaner pickup.

**Remote Instruction:** Teaching / Clinical staff will assess each child/family availability for remote instruction and schedule accordingly. Teaching and learning requirements include providing opportunity for equitable instruction for all students; ensuring continuity of learning and substantive daily interaction between teacher/clinical staff and students. Communication of information to parents/ guardians regarding instructional opportunities and plans will be clearly documented.

Remote instruction will be comprised of Synchronous / Asynchronous instruction. See attached guidelines for planning and delivery. All instruction provided is to be in accordance with the child's Individualized Education Plan (IEP). For a child that synchronous (face to face) instruction is not available, asynchronous (supplemental) resources will be provided to the parent by the preschool program. The child's school district would be informed as an assist to provide additional supports to the family, such as to the identification of a community based wi-fi location.

For the child identified as not being able to benefit from digital remote instruction by school staff or a family, the child's school district would be informed of such. The school district may be asked to convene a CPSE to discuss an alternate and appropriate instructional model, as available, or consider compensatory services.

**Attendance:** Daily attendance for synchronous instruction would be taken by child's teacher and/or therapist, and entered to the EnterClaims web-based system. Delivery and use of asynchronous (supplemental) materials would be documented in teacher/therapist anecdotal logs.

# School Year 2023-2024 Technology Assessment

We are reaching out to establish what technology access you have for remote learning, in the unlikely case that this type of instruction would become necessary.

Thank you,

Charlotte Farinella

Curriculum Coordinator

## 1. Child's Name

## 2. Classroom

- Room 3- Miss Annette
- Room 6-Miss Waleska
- Room 13-Miss Noa
- Room 11-Miss Jackie
- Room 12-Miss Rachel
- Room 18-Miss Carla
- Seahorse Room -Miss Melissa
- Swordfish Room -Miss Meredith
- Sea turtle Room-Miss Rachel
- Mermaid Room -Miss Heather

3. If YES, please check all that apply below:

- Phone
- Text
- Email
- Computer
- Ipad
- WiFi
- Printer
- Remind APP

4. Do you have a device available for you/your child to use?

- Yes
- No

5. Would you like Therapy provided via

- ZOOM
- Microsoft Teams
- FaceTime

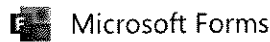
6. Preferred Method of Communication

- Phone Call
- Text
- Email
- REMIND APP

7. Questions or Comments:

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## **Distance Learning**

Dear Parents, Family Members and Guardians:

In the event of an emergency closure, ACLD has planned for continuity of your child's instruction through remote and digital means. This form identifies the distance learning opportunities, or platforms, that ACLD may use and asks for you to sign and return the attached form for your child to participate in these opportunities.

Distance Learning (DL) is a type of educational process where the majority of the learning takes place with the teacher and student at different locations. The aim of distance learning is to allow educators and providers, to deliver ongoing instruction and high-quality educational opportunities.

Distance learning includes video or audio instruction in which the primary mode of communication between the student and instructor is online interaction or other instruction that relies on computer, virtual or communications technologies. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

ACLD will be utilizing the following platforms to support your child during this period:

- Zoom – [Zoom Schools Privacy Statement](#)
- Microsoft Teams – [Microsoft's Commitment to Privacy and Security - Microsoft Teams](#)

The use of technology for the provision of educational opportunities through distance learning may result in the unintended revelation of personally identifiable student information beyond ACLD's control. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same. ACLD will endeavor to work with the technology companies utilized in the provision of distance learning opportunities to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and seek to prevent the unauthorized release of student information or use of student data for marketing purposes.



**Distance Learning – Acknowledgement and Consent**

I understand and acknowledge:

- ✓ My child has the right to confidentiality as it pertains to distance learning.
- ✓ I understand, by law, there are exceptions to confidentiality, including mandated reporting of child, elder, and dependent adult abuse as well as safety concerns related to danger to self and danger to others. I understand my provider may have to break confidentiality under these circumstances.
- ✓ My teacher and/or service provider will conduct educationally-related instruction by way of distance learning in a confidential setting.
- ✓ My child will remain in a confidential setting during receipt of distance learning to the extent possible, and within ACLD's control.
- ✓ I further understand it is illegal to record any instruction or educational session without the prior written consent of the principal and teacher/service provider.
- ✓ Telephone/audio/video transmission will not be retained by ACLD in any medium.
- ✓ I have the right to discuss any of this information with the teacher/service provider and/or principal and to ask questions I may have..
- ✓ I can withdraw my consent to this form at any time by providing written notice to ACLD.
- ✓ I have read and understand the information provided in this correspondence.

My signature below indicates I have read this consent form, understand, and agree to ACLD's distance learning guidelines, use of technology, including online, virtual and communications platforms to provide high quality educational opportunities to my child.

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please return as soon as possible either via email or in the self- addressed stamped envelope provided.



## **Aprendizaje a distancia**

Estimados padres, familiares y tutores:

En caso de un cierre de emergencia, ACLD ha planificado la continuidad de la instrucción de su hijo a través de medios remotos y digitales. Este formulario identifica las oportunidades o plataformas de aprendizaje a distancia que ACLD puede usar y le pide que firme y devuelva el formulario adjunto para que su hijo participe en estas oportunidades. El aprendizaje a distancia (DL) es un tipo de proceso educativo donde la mayor parte del aprendizaje se lleva a cabo con el profesor y el estudiante en diferentes lugares. El objetivo del aprendizaje a distancia es permitir a los educadores y proveedores, ofrecer instrucción continua y oportunidades educativas de alta calidad.

El aprendizaje a distancia incluye la enseñanza de vídeo o audio en la que el modo principal de comunicación entre el estudiante y el instructor es la interacción en línea u otra instrucción que se basa en tecnologías informáticas, virtuales o de comunicaciones. También puede incluir el uso de materiales impresos que incorporen asignaciones que sean objeto de comentarios escritos u orales.

ACLD utilizará las siguientes plataformas para apoyar a su hijo durante este período:

1. Zoom – [Zoom Schools Declaración de Privacidad](#)
2. Microsoft Teams – [Compromiso de Microsoft con la privacidad y la seguridad - Microsoft Teams](#)

El uso de la tecnología para la provisión de oportunidades educativas a través del aprendizaje a distancia puede resultar en la revelación no intencional de información personal identificable de los estudiantes más allá del control de ACLD. Reconocemos que muchas plataformas tecnológicas mantienen datos compartidos en sus plataformas y queremos proporcionarle aviso de los mismos. ACLD se esforzará por trabajar con las empresas de tecnología utilizadas en la provisión de oportunidades de aprendizaje a distancia para garantizar que la privacidad de nuestros estudiantes se mantenga consistente con todas las leyes federales y estatales pertinentes, incluyendo la Ley Federal de Derechos Educativos y Privacidad (FERPA). Esperamos que estas empresas actúen de manera consistente con los estándares comunes de privacidad de los estudiantes utilizados al proporcionar servicios educativos. Haremos nuestro mayor esfuerzo para garantizar que la recopilación y el uso de cualquier dato de los estudiantes se limite a fines educativos solamente y procuramos evitar la divulgación no autorizada de información de los estudiantes o el uso de los datos de los estudiantes con fines de marketing.





### **Aprendizaje a distancia – Reconocimiento y consentimiento**

Entiendo y reconozco:

1. Mi hijo tiene derecho a la confidencialidad en lo que se refiere a la enseñanza a distancia.
2. Entiendo, por ley, que hay excepciones a la confidencialidad, incluyendo la denuncia obligatoria de abuso de niños, ancianos y adultos dependientes, así como preocupaciones de seguridad relacionadas con el peligro para sí mismo y el peligro para los demás. Entiendo que mi proveedor puede tener que romper la confidencialidad en estas circunstancias.
3. Mi maestro y/o proveedor de servicios llevará a cabo instrucción relacionada con la educación a través del aprendizaje a distancia en un entorno confidencial.
4. Mi hijo permanecerá en un entorno confidencial durante la recepción de la enseñanza a distancia en la medida de lo posible, y bajo el control de ACLD.
5. Además, entiendo que es ilegal registrar cualquier instrucción o sesión educativa sin el consentimiento previo por escrito del director y profesor / proveedor de servicios.
6. ACLD no conservará la transmisión telefónica/audio/vídeo en ningún medio.
7. Tengo el derecho de discutir cualquiera de esta información con el maestro/proveedor de servicios y/o director y de hacer preguntas que pueda tener.
8. Puedo retirar mi consentimiento a este formulario en cualquier momento proporcionando una notificación por escrito a ACLD.
9. He leído y entiendo la información proporcionada en esta correspondencia.

Mi firma a continuación indica que he leído este formulario de consentimiento, entiendo y acepto las pautas de aprendizaje a distancia de ACLD, el uso de la tecnología, incluidas las plataformas en línea, virtuales y de comunicaciones para proporcionar oportunidades educativas de alta calidad a mi hijo(a).

Padre/Tutor: \_\_\_\_\_

Firma: Fecha: \_\_\_\_\_

Nombre del Niño: \_\_\_\_\_

Por favor, regrese tan pronto como sea posible, ya sea por correo electrónico o en el sobre sellado autodirigido proporcionado.

Child's Name:  
Age:  
Class Ratio:  
School District:  
D.O.B.

### Remote Learning Capability Assessment

Questions/prompts to families:

1. We are reaching out to establish what accessibility you have with technology for remote learning. In the event that your child needs to receive remote teaching for any reason, we need to ensure that all families have access to technology that allows them to participate in therapeutic instruction immediately.
2. In order to maximize our ability to share information and communicate with you, we will be able to utilize several different means depending on what you want and is workable for you: These platforms include Zoom, Microsoft Teams, Face Time
3. Your child will be required to participate in Face-to-Face therapeutic/educational instruction through one of these platforms for a *minimum* of 1 hour a day. The teacher will provide opportunities for small group learning as well as individual instruction throughout the week. Therapists will establish tele-therapy with you based on the mandated sessions on the IEP.
4. What time blocks are you available for receiving this Face-to-Face instruction during the school hours of 8:30-3:30pm?

<b>Therapy Blocks</b>	<b>Check Time Blocks Family is Available</b>
<b>8:30-9:30am</b>	
<b>9:30-10:30am</b>	
<b>10:30-11:30am</b>	
<b>11:30-12:30pm</b>	
<b>12:30-1:30pm</b>	
<b>1:30-2:30pm</b>	
<b>2:30-3:30pm</b>	

5. In addition, you will receive weekly, individualized instructional plans that directly relate to the lessons based on IEP goals. Additional educational materials will be sent for your child to practice skills and links will be provided to learning opportunities you can access outside of the class day. The instructional plans will include 5 hours of instruction (synchronous and asynchronous) per day as per NYSED regulations.
  
6. What is the primary way you would like us to communicate with you? Email, Remind App., texting, phone call
  
7. We want you to know that we are here to answer questions, discuss information and direct you to resources if you need. We want to offer you support in the best way that works for your family and child.

Technology available	Check Appropriate	Therapy provided via	Check Appropriate	Preferred Method of Communication	Check Appropriate
Phone		Zoom		Phone call	
Text		Microsoft Teams		Text	
Email		Face Time		Email	
Computer				Remind App.	
iPad					
Wi-Fi					
Printer					
Remind App.					

Comments:

Nombre del Niño:  
Edad:  
Proporción de la clase:  
Distrito Escolar:  
F.D.N.

### Evaluación de la capacidad de aprendizaje remoto

Preguntas/solicitudes a las familias:

1. Estamos contactando para establecer qué accesibilidad tiene con la tecnología para el aprendizaje remoto. En el caso de que su hijo(a) necesite recibir enseñanza remota por cualquier razón, debemos asegurarnos de que todas las familias tengan acceso a tecnología que les permita participar en la instrucción terapéutica de inmediato.
2. Con el fin de maximizar nuestra capacidad de compartir información y comunicarnos con usted, podremos utilizar varios medios diferentes dependiendo de lo que desee y es viable para usted: Estas plataformas incluyen Zoom, Microsoft Teams, Face Time
3. Su hijo(a) deberá participar en la instrucción terapéutica/educativa Cara a Cara a través de una de estas plataformas durante un mínimo de 1 hora al día. El maestro proporcionará oportunidades para el aprendizaje en grupos pequeños, así como para la instrucción individual durante toda la semana. Los terapeutas establecerán teleterapia con usted en base a las sesiones mandadas en el IEP.
4. ¿Qué bloques de tiempo está disponible para recibir esta instrucción cara a cara durante el horario escolar de 8:30-3:30pm?

<b>Bloques de terapia</b>	<b>Comprobar la familia de bloques de tiempo está disponible</b>
<b>8:30-9:30am</b>	
<b>9:30-10:30am</b>	
<b>10:30-11:30am</b>	
<b>11:30-12:30pm</b>	
<b>12:30-1:30pm</b>	
<b>1:30-2:30pm</b>	
<b>2:30-3:30pm</b>	

5 Además, recibirá planes de instrucción semanales individualizados que se relacionan directamente con las lecciones basadas en las metas del IEP. Se enviarán materiales educativos adicionales para que su hijo(a) practique habilidades y se proporcionarán enlaces a oportunidades de aprendizaje a las que puede acceder fuera del día de clase. Los planes instructivos incluirán 5 horas de instrucción (sincrónica y asincrónica) por día según las regulaciones de NYSED.

6 ¿Cuál es la forma principal en que desea que nos comuniquemos con usted? Correo electrónico, Recordar app., mensajes de texto, llamada telefónica

7 queremos que sepa que estamos aquí para responder preguntas, discutir información y dirigirles a los recursos si lo necesita. Queremos ofrecerle apoyo de la mejor manera que funcione para su familia y su hijo(a).

Tecnología Disponible	Comprobar apropiado	Terapia proporcionada a través de	Comprobar Apropiado	Método preferido de comunicación	Comprobar apropiado
Teléfono		Zoom		Llamada	
Mensaje de texto		Microsoft Teams		Mensaje de texto	
Correo electrónico		Tiempo Cara a Cara		Correo electrónico	
Computador a				Recordar aplicación.	
Ipad					
Wi-Fi					
Impresora					
Recordar aplicación.					

Comentarios:



**Attachment A**

**Children's Programs**

*Kramer Learning Center  
1428 Fifth Avenue  
Bay Shore, NY 11706  
Phone: (631) 665-1900 Fax: (631) 665-1377*

*Spiegel Children's Center  
67 Greenwood Road  
Bay Shore, NY 11706  
Phone: (631) 647-9577 Fax: (631) 647-9585*

**Preschool Special Education Remote Learning Plan**

**Student Name:**

**School District:**

**Date of Birth:**

**Student/Family Needs**

**Daily Breakdown of Therapeutic/Educational Focus**

Goals:			
Date	Time	Daily Synchronous Learning	Asynchronous Learning
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

## Preschool Special Education Remote Learning Plan

- Special circumstances and family/child needs will be indicated on document. These include the primary means of communication and the time blocks families/students are available for face-to-face therapeutic/educational instruction.
- The student's educational IEP goals that will be addressed during the week are listed in the Goals section. Ensure that the listed goals are addressed in the lessons/materials, both as part of synchronous and asynchronous lessons.
- Under the Synchronous Learning section, each day of the week should have the time that face-to-face lessons are to be provided and the specific focus of educational instruction. Please include the days and times tele-therapy is scheduled for therapists, as well.
- Under the Asynchronous Learning section, all materials/videos/links that are provided to support the daily synchronous lessons need to be listed.

*The lesson plan is to be completed by the teacher. Therapists will not be required to add their tele-therapy focus to the document.*

## Remote Learning Therapeutic Schedule

### Synchronous (face-to-face) Instruction: Minimum of 1 hour daily

- Indicate the time frames that therapy will be provided for each related service.
- Indicate the time frames that educational instruction will be provided: Mark whether it is individual, small group or large group.

### Asynchronous Instruction/Learning Opportunities

- Indicate additional time frames throughout each school day that account for what COULD BE 4 hours of asynchronous learning. This type learning would include links to educational videos/interactive stories/materials that will be sent home for students to work on/pre-recorded staff videos from our YouTube Library that support IEP goals.

*Each day there should be 5 hours of instruction indicated on schedule.*