



Collier School

Distance Learning Overview



Collier School
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July 2024

Overview

In the event of a school closure lasting more than three consecutive school days 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, Collier School will follow a detailed Distance Learning Plan to keep our students engaged while at home. Collier school will stay open remotely. Collier School's primary goal during distance learning is to keep our students engaged in their classes throughout the school day actively learning. We will offer a rigorous remote schedule offering at least four hours of interactive instruction daily with extracurricular offerings and supportive services available both during and after hours.

Our initial efforts will focus on getting staff and students comfortable with the available technology and getting students used to doing work from home through programs such as Google Classroom. We will concentrate on an interactive, assignment-based model using Google Classroom, Google Meet, Zoom, etc. as well as incorporating learning videos from YouTube, Khan Academy, etc. plus student site licenses for programs such as Avid's Pro-Tools, Adobe Editing Programs, etc.

Our plan is geared toward advancing instruction and presenting new material in keeping with our curriculum that is aligned with the New Jersey Learning Standards. Teachers will be moving forward with instruction as outlined in the student's Individualized Education Plans (IEPs). We understand that we could never fully replicate the experience of physically being on our campus, but we have worked to create a plan that we believe will allow for productive learning in a potential remote environment. No matter how long the duration of the pandemic outbreak, Collier School will work to continue to educate our students. Collier School serves students with disabilities who have a variety of classifications, including Other Health Impaired, Emotionally Disturbed, Auditorily Impaired, Autistic, Multiply Disabled, and students with a Specific Learning Disability. We recognize the importance of services outlined in our students' Individualized Education Plans (IEP) and will continue to implement them as developed and approved. We will continue to provide counseling, related services (OT, PT, and Speech), therapeutic support, psychiatric services, and ongoing communication to keep our students safe and healthy during this time of remote learning.

Our distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, broadcasts, computer software, web-based programs, and other online technology. Teachers support distance learners through communication via mail, telephone, email, or online technologies and software. Teachers will maintain detailed logs of implementation activities that are submitted to the administration for review. Any issues or irregularities throughout this process will be reported to the administration for review.

Preliminary Outreach:

To prepare for a potential school closure, Collier School will:

- Compile recommendations from the CDC outlining the most current information and guidance regarding COVID-19. We will continue to provide the information to both staff and students as needed.
- Notify parents/guardians as well as sending districts to inform them of our plan and precautions.
- Contact bus companies and request they take extra precautions with cleaning their vehicles.
- Obtain parental waivers for all students that allow for teleconferencing.
- Create online resources for families including tutorials to assist in accessing Google Classroom. Updates and expectations will be communicated to families to create a structure that will best support our population. All information and tutorials are made available on our school website.
- Collier will identify a list of essential employees and provide this information to the county office at the time of remote instruction.
- In order to provide equitable access to instruction, we surveyed all families and staff to assess their technology resources at home. We will provide every student in need with a personal Chromebook for continuity of instruction. When any student or staff member lacks resources we will:
 - Provide Verizon “jetpacks” for homes that do not have adequate Wifi capabilities to support the virtual platforms
 - Provide staff training to familiarize them with technology platforms that would benefit our students and allow for continuity of instruction.
 - We are continuously monitoring the technology needs of our students. In addition to our IT Department, we have a dedicated technology support staff that will assist students in accessing the required material, troubleshooting issues, and replace equipment if necessary.

Plan Details

Virtual Academic Classes:

- Collier School’s remote learning day will start at 8:50 and end at 1:15. Students will follow a designated bell schedule and be expected to sign on each period having their 8 periods each day. We chose this format to connect with students every day and to continue our student-to-staff ratio as outlined in the IEP. We also believe the structure of a set routine will help our students to stay on track and develop healthy daily regimens.
- Attendance will be taken for every student at the start of every class period and recorded in Genesis. Collier has assigned staff to an Attendance Task Force. These individuals will collaborate to track both class and daily attendance. Students who are having difficulty maintaining consistent attendance will be contacted and additional support and encouragement will be implemented if determined to be helpful. We have also offered support to parents as they deal with this situation.
- All teachers at Collier School have been planning online lessons to administer to their

current classes interactively. The majority of teachers have been using Google Classroom throughout the year, so continuity of instruction will be achievable.

- These lessons will be a combination of online applications, email and video conferencing solutions and academic packets that were sent home and will continue to be mailed home.
- We continue to differentiate and modify our instruction, content, and delivery method based on the needs of our students. Some examples include but are not limited to, a decrease in length or number of assignments, allowing alternate assignments or means of submitting assignments, combining all Google classrooms to assist in executive functioning, etc. Teachers, administrators, and support staff will collaborate as modified plans are created and will evolve the plans as needed.
- In instances where students may struggle to attend during the scheduled times we may modify schedules or make alternate arrangements for attendance requirements in collaboration with the sending district when appropriate.
- Google Classroom, Zoom Video conferencing, and Google Meet are the recommended choice of applications to deliver our lessons due to their interactive nature, but other platforms are being used (ie. IXL, Flipgrid, and digital textbooks).
- We will provide software licenses to assist students in classes such as AVID, Adobe Photoshop, Adobe Premiere, etc. wherever it may be beneficial.
- We purchased digital textbooks to enhance our Science curriculum with manipulatives that allow for teaching across all modalities.
- Materials have been purchased and can be shipped to students to assist in maintaining the curriculum for our elective courses such as Cosmetology, Studio Art, Sculpture, etc. Student feedback from previous remote periods has shown that they are proud to be able to continue to enhance their hands-on skills and the personal connection and effort by staff alleviates some of the stress of isolation during this time.
- While Work Based Learning Placements are not able to work with students in person, the WBL coordinators will continue to run the weekly WBL class via Zoom, focusing on interview skills, expected job responsibilities, and proper workplace communication and decorum. They will also maintain contact with site coordinators.
- Individual tutoring will be offered to any student who is falling behind or can benefit from extra help. Referrals for tutoring can be made by the student, parent, social worker or teacher. We were able to increase our tutoring plan to benefit more students and provide flexibility. Tutoring is offered throughout the day, after school, and on weekends.
- Teachers make themselves available for communication with students, parents, or guardians during “office hours” between 2:00-3:00 each day.
- Teachers have taken the opportunity provided by many online content providers to arrange access to free audiobooks, video content, and supplemental material that would typically cost students out-of-pocket to access.
- Collier will continue to collaborate with sending districts and families to establish alternate means of obtaining reevaluation so students will still benefit from support as needed once graduating through the process of reevaluation by sending districts in order to provide documentation as they enter into higher education that will allow the students to receive support services and accommodation in college or through the Division of Rehabilitation Services (DVRs). Collier School will continue to maintain contact with case managers from sending districts. Open communication

will allow them information necessary so they may follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.

Collier School – Remote Learning Bell Schedule	
<p><u>High School Bell Schedule</u></p> <p>Period 1: 8:49-9:19</p> <p>Period 2: 9:23-9:53</p> <p>Period 3: 9:57-10:27</p> <p>Period 4: 10:31- 11:01</p> <p>Period 5 or Lunch break: 11:05-11:35</p> <p>Period 6 or Lunch break: 11:39-12:09</p> <p>Period 7: 12:13-12:41</p> <p>Period 8:12:45-1:13</p>	<p><u>Middle School Bell Schedule</u></p> <p>Period 1: 8:49-9:19</p> <p>Period 2: 9:23-9:53</p> <p>Period 3: 9:57-10:27</p> <p>Lunch/Break: 10:31- 11:23</p> <p>Period 5: 11:25-11:47</p> <p>Period 6: 11:49-12:11</p> <p>Period 7: 12:13-12:35</p> <p>Period 8:12:37-12:59</p>

Virtual Counseling/Related Services:

- Collier Social Workers and Counselors will be meeting virtually online using Google Meet or Zoom teleconferencing or via the telephone with their students on a regular basis. When on campus, the mandated frequency and duration of counseling is 3 times per month for 40 minutes. As we move to distance learning, we will shift to 4x a month for 30 minutes. This will allow for more regular communication with students and provide less of a disruption to the class time. Counselors will continue to monitor sessions using the SEMI paperwork in order to provide sending districts with data on progress and fulfillment of IEP mandates. Counselors will continue to be available to students on an as needed basis.
- Therapeutic groups will also continue via Google Meet or Zoom teleconferencing. Additional offerings have been established specific to the prolonged isolation, stress, and loss our students may be facing. Resources are also provided to parents to provide support.
- Related Services (OT, PT, and Speech) will also be conducted remotely via Google Meet or Zoom, Google classroom and phone conferencing as well, to meet all IEP requirements for our students.
 - Platforms for Occupational Therapy include Google Meet or Zoom sessions, Google classroom assignments, phone calls, facetime, Typing.com, and Skribbl, an online game where OT has created its own “room” to interact with students.
 - Platforms for Speech include Everyday Speech, Google Meet or Zoom, Google classroom, Google forms and mailed packets regularly.
- Our STAR therapeutic groups will also be offered remotely to students throughout the day. For students who need increased therapeutic support we have created more intensive support including emotional regulation and self-assessment utilizing Cognitive

Behavioral Therapy, Dialectical Behavior Therapy, and Wellness Recovery Action Plans. This group is open to all students, without the requirement of an IEP mandate.

- Our substance abuse counselor continues to maintain services for students on her caseload, as well as students newly identified as needing support in this area. She meets via Google Meet, Zoom, or phone calls.
- Our post graduate counselors continue to meet virtually with students and maintain communication with colleges, DVRS, and sending districts to allow students to continue to work towards transition goals.
- Psychiatric services and medication management will continue remotely via Google Meet or Zoom and phone conferencing by our two psychiatrists who are on staff.
- Our OCD Specialist will continue to meet virtually with students to continue the therapeutic process while remote.
- MorningCheck-InGroups - Each morning at 8:30am students who participate in this group will log on to Google Meet or Zoom and have an opportunity to start their day on a positive note with the support of group members and group facilitators. The goal of this group is for students to continue to feel connected with the Collier community while school is online. Students will be given coping skills, positive words of encouragement, uplifting quotes and a forum to express themselves. This group is open to all students, without the requirement of an IEP mandate.
- A WellnessGroup will be offered to all students after school who want to debrief after their day, discuss any issues/concerns or process any issue with a clinical social worker. This group is open to all students, without the requirement of an IEP mandate.

Virtual IEP Meetings:

- All IEP meetings will continue as scheduled. Collier will use Zoom teleconferencing or Google Meet and will invite districts and parents. An email confirmation will be sent a few days prior to the meeting along with a meeting link. Teacher reports will be emailed ahead of time and reviewed at the IEP meeting. Progress toward IEP goals will be provided in advance of the meeting to districts and parents.
- Collier staff is following up with sending district case managers to ensure they have access to all paperwork needed to finalize students' Individualized Education Plans. We have provided multiple opportunities to obtain virtual "signatures" for this paperwork as well.
- Screenings will continue as per directive from the Dept. of Health and are accomplished using the Zoom platform or Google Meet. Additionally, students and families have the opportunity to drive to the campus and look at the buildings and grounds while maintaining social distancing. Our technology department was also able to obtain a program to provide virtual tools so families and districts can make an informed decision as they consider placement.
- Additional meetings will be added to check in with students who are facing increased challenges with distance learning or the impact of societal change. Additional support will be added as needed based upon the team decision.

Virtual Support:

- We have created a “Remote Learning Website” for students, parents and staff members. This is a repository of information, and support documentation regarding our remote learning initiatives and other supports for students.
<https://sites.google.com/collieryouthservices.org/remote-learning/home>
 - The website is consistently updated as questions and plans unfold. Topics include technology tips, resource requests, and management; curriculum guidance; Google Meet or Zoom tips and tricks, a link to the distance learning plan in full; and a counselor’s toolbox. Parents can submit questions as well if they require additional support.
- Academic Tutoring - As mentioned above, individual tutoring will be given to students who need extra help with their coursework. Referrals for tutoring can come from the student, parent, social worker or teacher.
- Technology Support - For any students (or parent) having difficulty with technology, a technology team is available to assist and support. Collier School provided staff training in order to familiarize them with technology platforms that would benefit our students and allow for continuity of instruction. We are continuously monitoring the technology needs of our students. In addition to our IT Department, we have a dedicated technology support staff that will assist students to access the required material, troubleshoot issues, and replace equipment if necessary.
- Wellness Support Group - A wellness support group after school will be offered by our clinical staff to any student who wants extra support. Students can sign up to join remotely for that day or a continuous basis.
- Morning Check-In Groups - Each morning at 8:30am students who participate in this group will log on to Google Meet or Zoom and have an opportunity to start their day on a positive note with the support of group members and group facilitators. Students will be given coping skills, positive words of encouragement, uplifting quotes and a forum to express themselves.
- Attendance - in addition to our Shepherding Counselors, who work with students who have difficulty attending school when in session on campus, we have included additional staff members to create an attendance task force. We make contact with students who are not attending whether it be for a particular class or school in general.
 - Counselors and Administrators will reach out to students regarding overall attendance. Teachers will also follow up if missing attendance relates to a particular class. When progress is not made towards meeting attendance goals our Shepherding Counselors are notified in order to track and monitor for success.
 - When students miss therapeutic sessions counselors will reach out via email and phone to students and parents to check in and reschedule the missed sessions.
 - Class and daily attendance logs will be documented and maintained on a daily basis. Additional support and meetings are added to support students who are struggling with attendance during distance learning.
 - Documentation will be maintained for any student who has been assigned an alternate plan. Staff are monitoring the specific requirements for those students

and following up with them if the expectations are not met or if further struggles arise.

- Collier is preparing parent support sessions as well as information sessions to assist parents with remote learning and the social/emotional toll this situation has had on our students and families. One support group will be led by two mental health clinicians providing information to our parents on internet safety, which is extremely important with so much of our lives being presented in a digital format.

Technology:

- All Collier School students have access to technology devices if needed. The Chromebooks are owned and managed by Collier School.
- All Chromebooks have web filtering software on them and are only to be used for educational purposes.
- Each Chromebook has a webcam and microphone built into it to allow online audio and video capability.
- These devices require a WIFI Internet connection which needs to be supplied by each family. We will issue Verizon “Jetpacks” to families that need Internet service. These devices are owned and paid for by Collier School.
- We have provided training and guidance in using the Kami extension to assist students with completing work online in order to alleviate the need for printing files that cannot be edited. In addition to our online tutorials, we have staff who will attend Zoom sessions with our students and utilize the “Share Screen” function to show the student in real time how to access online platforms, classroom resources, and answer any questions the student or family may have.
- We are continuously monitoring the technology needs of our students. In addition to our IT Department, we have a dedicated technology support staff that will assist students to access the required material, troubleshoot issues, and replace equipment if necessary.
- Virtual resources are our top priority as it allows for a connection with students, even if only audio or chat features are used, but when issues arise, Collier will supplement with curriculum packets to ensure continuity of instruction.

Virtual Staff Management:

- Our administration will be in regular contact with our staff in order to provide guidance and manage any challenges that arise during distance learning.
- Collier School will continue to provide staff with valuable professional development material and the opportunity to participate in webinars or other virtual training platforms while operating on a remote basis.
- We will continue to conduct teacher observations and provide weekly teacher support groups to novice teachers as well as anyone who may need additional support at this time.
- Regular collaboration with other grade-level and subject-related teachers will be

facilitated and encouraged for consistency and optimization.

- Our administration and counseling staff will meet virtually on a daily basis to review any issues from that day or any ongoing concerns. Staff may report any irregularities or challenges via our Genesis platform for documentation and review.

Extracurricular Activities:

- Our schools will continue to facilitate extracurricular opportunities for students whenever possible and will host virtual options that replicate our typical in-school offerings. Some examples include:
 - Our Middle School will have regular communication with students and host a virtual morning meeting. Ongoing communication via email also enhances communication with students and families.
 - Our High School will host Morning Announcements with the Pledge of Allegiance, current school announcements, videos/pictures of campus, and a daily motivational quote.
 - Our dedicated staff will adapt our club system. We will be able to provide many club options for our students. Clubs and Preferred Activities are run after school for 30-60 minutes, depending on the club or activity. Students may join multiple clubs, if desired. Some clubs have created Google classrooms so students who are not available to attend can still access material at their leisure.
 - The Collier Book Club will continue to meet remotely. Books can be shipped directly to students to maintain contact and allow for continued progress.
 - During show season, our Drama Department will continue to run rehearsals and present shows virtually if unable to return to campus.
 - The choir will hold virtual practices since moving to distance learning.
 - Our Yearbook staff will continue to complete the school Yearbook. Staff will stay in regular contact with Jostens and made delivery arrangements in line with covid protocols.
 - Teachers will explore options to take students on virtual field trips or arrange virtual guest speakers to enhance the learning process.
 - Collier will work to translate any regular school activities to virtual platforms to increase engagement with our students and support Social Emotional Learning as well.

Collier School Remote Learning Procedures and Expectations

Student Expectations for Remote Learning Days:

- Recordings and/or screenshots are prohibited for any Zoom or Google Meet session.
- All teachers will have specific guidelines and rules for their remote classrooms that students are required to follow.

- At the start of each class period, students must sign in at the designated time in order to get credit for that class. The teacher will assign an “attendance” question to their Google Classroom.
- Students must complete all the lessons provided by their teachers.
- Students will communicate with their teachers through Gmail and Google Classroom and ask for support as needed. Teachers will be checking their email and Google Classrooms several times a day.
- School administration will be monitoring attendance, grades, and conduct for all schools on a daily basis and following up with parents as necessary.
- Check your email on a daily basis so you don’t miss communication from school staff. If you are having trouble with the volume of emails you are receiving, see our “tips and tricks” on the school support webpage.
- Remember that you would usually be walking from class to class. Use the transition time in between classes to stretch, have a quick snack, or drink some water so you feel your best all day.

Counseling/Related Guidelines:

- Recordings and/or screenshots are prohibited.
- Students will be notified via email by their social worker with a scheduled meeting time.
- All clinical sessions will use zoom virtual conferencing or Google Meet (Tutorial on Collier’s website).
- All counseling services will occur between the hours of 9:00am-1:00pm.
- Appropriate clothing must be worn during any video conferencing.
- Please have students find a confidential area, if possible, to conduct clinical sessions. If students cannot find a confidential location, we ask that you use headphones, if possible, to ensure confidentiality.
- All counseling will be 30 minute sessions.
- If students cannot make scheduled counseling sessions, they should email social workers directly and strive to reschedule the missed appointment.
- All IEP meetings will continue remotely via zoom teleconferencing. We will be sending meeting invites to the district and parents to attend.

Continued School/Home Partnership:

- Parents and students are encouraged to contact us with any questions or concerns throughout the school closure. Email is the best means of communication, although we are notified when a voicemail is left at the school and will return all communication. Questions can also be submitted through the website.
- In the event of an academic concern or inquiry, the appropriate chain of communication is:
 - Teacher
 - Principal, Sarah Dodgson (High School); Michael Botti (Middle School)
 - Director of Collier School, Cindy D’Arcy

- In the event of a clinical concern or inquiry, the appropriate chain of communication is:
 - Social Worker
 - Clinical Coordinator, Melissa Hudson (High School); Patty Hart (Middle School)
 - Director of Collier School, Cindy D'Arcy
- Any behavioral concerns during remote learning or counseling will be addressed by administration.

Nurse's Corner:

The Collier Youth Services School Nurses have teamed up to provide a list of community and wellness resources to assist students and families in maintaining good health and well-being during this Coronavirus Pandemic. We are aware that some families may have new or existing financial, physical, emotional, or educational hardships and we want to help. Please see the list below for local and state resources. If you have questions or would like to speak privately about your situation, please feel free to email either Lisa Kaplan in the Middle School or Theresa Alves in the High School. Please stay healthy and safe during these difficult times.

Lisa Kaplan: lkaplan@collieryouthservices.org

Theresa Alves: talves@collieryouthservices.org

No cost/low cost food resources:

- Open Door Food Pantry- 39 Throckmorton St.Freehold/ 732- 780-1089
<http://freeholdareaopendoor.org>
- Fulfill-(formerly Food Bank of Monmouth/Ocean Counties): 732-918-2600 or
<https://fullinj.org/>
- Find your nearest food bank: TEXT "find food" or "comida" to 888-918-2729

Food Shopping and no contact delivery:

- Food Delivery for for at-risk, immunocompromised, or elderly-Umbrella: In response to the coronavirus outbreak, we are arranging no-contact deliveries of essentials for adults 60+ nationwide- www.askumbrella.com
- Curbside Pickup of Monmouth County Facebook Group- created to help and pick up options while supporting our local restaurants and business that are open for curbside pickup. <https://www.facebook.com/groups/217973379554052/>

Emotional support/mindfulness Websites to visit:

- Mindful.org - mindfulness activities and resources;
- Yoga for Beginners; Classroom Meditation for all ages; www.calm.com;
- Grounding Techniques - refocus your mind on the positive instead of stress and anxiety
Apps to download: Ibreathe-free app for relaxation and meditation techniques; Calm App -

app for meditation and mindfulness; Insight timer App - free guided meditations;
Headspace app - meditation so you stress less Friends' Health Connection:

● **Mom 2 Mom: 1-877-914-6662 <http://www.mom2mom.us.com/> For Moms of Special Needs Children Peer Supporters available to provide telephone peer support or live chat online and are trained in peer counseling and crisis support.**

● Parents Anonymous of New Jersey 1 800 843 5437 24 hour Hotline with free and confidential support for parents and guardians.

● Also online support groups at <http://paofnj.org/> 2NDFLOOR is a confidential and anonymous helpline for New Jersey's youth and young adults. We are here to help you find solutions to the problems that you face at home, at school or at play.<https://www.2ndoor.org/>

● The Children's Institute provides a list of very appropriate resources, especially for our students and their families.

● <https://www.childrensinstitute.net/about-us/covid19-resources-for-families> ○ If you are between the ages of 10 and 24, live in New Jersey, and need to talk about an issue or problem that you are facing, call 888-222-2228 anytime or text us at 888-222-2228.

Up-to-Date health information about COVID-19:

● Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

● NJ State: <https://covid19.nj.gov/> (for general info, COVID testing, other state assistance)
Monmouth County Health Department: <https://co.monmouth.nj.us/page.aspx?ID=1932>

● Call: 2-1-1 for general information (24/7) or 1-800-962-1253 for medical information (24/7)

● Text: NJCOVID to 898-211 Visit covid19.nj.gov or nj.gov/health for additional information

● Links to many COVID related resources in NJ <https://singlestop.org/covid19/>

● Proper use of protective equipment is essential in protecting yourself. How to wear a facemask:

○ [/facecovering\(CDC\)
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

● New Jersey Testing Sites for individuals who are experiencing symptoms of respiratory illness. Google: Covid-19 Testing sites

Medication Assistance:

● Good Rx: Prescription Prices, Coupons & Pharmacy Information Discount medications at various pharmacies. Type your med into the search and find the cheapest cost. Can not be used with insurance. GoodRX offers consumers (regardless of their income) several different services that can help them save money on their prescription drug costs. Everything they offer is free to use and there are no costs or obligations from any consumer. Find everything from coupons to use on medications to free rebate cards, information on pharmaceutical as well as patient discount programs, sales from local

pharmacies, and more. Needy Meds: Prescription Assistance Prescription assistance can be offered in the way of Patient Assistance Programs (PAPs), which are created by pharmaceutical companies to provide free or discounted medicines to people who are unable to afford them. Each program has its own qualifying criteria.

- Auvi Q (life threatening allergy medication) assistance
<https://www.auvi-q.com/get-auviq#product-offers> or call 1-877-30-AUVI Q
 - Epi-Pen (life threatening allergy medicine) assistance: Access to EpiPen® EpiPen Savings Card It's a savings offer that can provide you up to \$300 savings for each EpiPen 2-Pak® carton per prescription refill.
- CVS & Walgreens are providing free delivery of prescription medication.

If you do not live in Monmouth County:

All counties in New Jersey have multiple resources listed on-line. Google (your particular county) COVID-19 resources for food, financial assistance, COVID-19 testing sites, tutoring, etc.

You can also contact your child's counselor or school nurse, we are here to help you. Please remember Weareallinthisogether.

Please remember to utilize the following healthy practices at all times:

1. Social distancing when out in public:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.htm>
- ↓ 2. Wash your hands frequently
<https://www.cdc.gov/handwashing/when-how-handwashing.html>



3. Wear a face covering when going outside:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
4. Practice good respiratory hygiene:
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Buildings and Grounds:

- All regular upkeep on buildings and grounds will be maintained in order to preserve our campus for re-entry.
- Building upkeep and regular cleanings will be scheduled to ensure a comfortable and safe environment for essential employees who remain on campus.
- All maintenance that can be completed following recommended guidelines and social distancing practices will continue, including painting of hallways and shared spaces.
- Once students and staff begin to return to campus, cleanings will be contracted to resume on a nightly basis. An enhanced cleaning plan will be addressed based upon recommendations and guidance as schools open.
- Prior to a return to campus, the cleaning company will be scheduled to utilize their Clorox 360 electrostatic cleaning services, with quarterly updates of said process to continue.

Extended School Year:

In the event that remote learning continues into the summer, Collier Schools' Extended School Year (ESY) will plan to operate remotely, following the Distance Learning Module we developed above. As soon as guidelines are updated we will adjust our plan to move on campus, following the recommendations of our mitigation team to ensure a safe and healthy transition back to the school grounds. All current modifications, accommodations, and individualized learning plans will continue to be monitored and implemented.

Collier School – Remote Learning Bell Schedule	
<u>High School Bell Schedule</u> Period 1: 8:50-9:35 Period 2: 9:40-10:15 Break: 10:15-10:30 Period 3: 10:30- 11:15 Period 4: 11:20 - 12:05 Break: 12:05-12:20 Period 5: 12:20-1:05	<u>Middle School Bell Schedule</u> Period 1: 8:50-9:35 Period 2: 9:40-10:15 Break: 10:15-10:30 Period 3: 10:30- 11:15 Period 4: 11:20 - 12:05 Break: 12:05-12:20 Period 5: 12:20-1:05

- Periods will consist of academic recoupment including English, Math, etc., as well as social opportunities, transition services, and individual and group counseling to address repercussions of isolation and mental health issues exacerbated by current circumstances related to COVID-19, as determined by the team.

- We will assess any credit losses or learning loss faced by students, both formally and informally, due to distance learning and begin to address and remediate.
- All related services will continue to be implemented in order to fulfill the mandates as set forth in the students' IEPs. Services will be implemented as previously outlined in this plan. Individual and group counseling, OT, and Speech will be integrated throughout the day.
- Class-specific long term research/entrepreneur projects will be incorporated into the plan in order to focus on workplace readiness skills for high school students.
- Workplace readiness skills for high school students will be delivered in a cross-curricular model and integrated in person, if restrictions are lifted allowing us to return to campus.
- Tutoring and extracurricular opportunities will be made available outside of the scheduled day, allowing students to maintain their schedule while taking advantage of opportunities that will benefit them academically, socially, and emotionally.

Additional Remote Learning Information:

- If a student is sick for the day and not able to participate in our remote learning, please email the student's social worker directly. We will establish a Google Classroom for our students to field any health related issues they may have.
- It is important for students to continuously check their Collier email and Google Classroom throughout the day. Parents are also asked to check their email regularly for any Collier correspondences. This is the main source of communication Collier school will use. Collier staff email addresses can be found on the school website. In previous remote periods, we supplemented the district support with gift cards so students had access to meals in their home community.
- If there is a time sensitive and urgent situation, please email info@collieryouthservices.org. If there is a true emergency please dial 911.
- Any students who receive free lunch should contact their sending district for assistance. We will notify all sending districts and our Supervisor of Child Study the list of those students. A survey will be sent home assessing the financial hardship of providing lunch so that Collier can assist with providing lunch to these students in addition to the support from the sending district.
- Arrangements made by the sending district include student transportation, childcare assistance, and credit recovery options. If you need assistance in these areas, your Social Worker can help to facilitate communication with your sending district case manager to help ensure access to these services.
- As we move forward we will continue to follow the guidelines set forth as per guidance from our County Superintendent and Monmouth County Dept. of Health. In order to be proactive we have formed a committee that is dedicated to creating a COVID-19 mitigation plan to ensure a safe return to campus when allowed.

We appreciate your partnership and collaboration during this unsettling time. If you need additional detailed information or have any questions, please do not hesitate to contact me on my cell phone at 908-910-6404.

Thank you,
Cindy D'Arcy, Director

Collier School

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