

ACES Autism Programs

Continued Educational Opportunities Comprehensive Plan

It is important to note that this plan is intended to be as comprehensive in nature as possible during these difficult times. ACES recognizes the potential need to modify, adjust, and adapt the plan as needed. Any recommendation modifications or adaptations to this plan will be made and approved by the ACES Autism Administration. Any approved revisions will be communicated.

Component	Description	Timeframe/Responsible Party
<p>Continued Educational Opportunities Assessment</p>	<p>A continued educational opportunity assessment will take place for all students attending ACES Autism Programs. The assessment will have two phases.</p> <p>First, an assessment tool will be sent to all families in the ACES Autism Programs (via email, mail, parent square, etc.). This assessment tool will list available academic and behavioral support options that could be put in place. The parent would be asked to indicate which option were appropriate and desired.</p> <p>Second, a member of the student’s educational team would then follow-up by phone or video conferencing to review the completed assessment tool and/or assist the parent in completing it. The information obtained would be collected and used as a guide for developing an individualized alternative learning plan for the student.</p>	<p>Assessment tool will be sent to families via Parent Square and email by building leadership on March 24, 2020</p> <p>Parents will be asked to submit completed assessments as soon as possible with a target date of Friday, March 27, 2020.</p> <p>Teachers/Educational Team will conduct follow-up consultation with families starting on March 30, 2020</p> <p>Assessment results will be shared with administration in a centralized document.</p>

	Families may decline the continued educational opportunities, request only certain components, or choose to implement all available components.	
Resource Library	<p>Each Autism Program (EIBI and SAILS) will develop a Resource Library to share with all stakeholders.</p> <p>This resource library will provide a central location for resources that may be beneficial at this time. Resources may include items such as websites and materials.</p>	<p>Creation of resource library will occur by Wednesday, April 1, 2020.</p> <p>This resource library can be updated as needed to include any new resources.</p>
Non-Digital Resources	<p>For all families including those who are unable to access items on-line, ACES Autism Programs will provide tangible resources (including Chromebooks where appropriate) upon request and appointment for pick-up.</p> <p>The request for materials will come after the initial assessment of student and family needs as well as consultation with the classroom leadership.</p> <p>Materials will be prepared and available for pick-up at a scheduled time with the families.</p> <p>It is important to note that through their weekly meetings with families additional documents may be gathered and sent home as this plan is ongoing.</p>	<p>After initial assessment and consultation.</p> <p>Classroom leadership will be responsible for preparing the materials for pick-up.</p> <p>Building leadership will arrange pick-up appointment times.</p> <p>Delivery of materials may become an option for families who do not have a means of transportation.</p>

<p>ACES Continued Educational Opportunities Support Hotline</p>	<p>ACES Autism Programs will provide a telephone and email hotline to be used by students' families. This hotline will provide a central point to request support and assistance on any aspect of educational and managerial service. This could range from behavior management advice to resource acquisition to specific personalized coaching on running an academic lesson or therapy session.</p> <p>The staff managing the hotline would essentially provide information and initial emotional support and then connect the parent appropriate staff member(s).</p> <p>This hotline does not replace the direct interaction with their primary educational team. Rather it is intended to be an additional layer of support when needed.</p>	<p>Behavior Services Office Manager, Missy St. Peter, will manage the hotline.</p> <p>Staff will be responsible for checking email and/or being available by phone when Missy needs to communicate with them.</p> <p>Staff will then be responsible for follow-thru with families after Missy's initial contact.</p> <p>Staff should communicate back to Missy after they have completed the request.</p>
<p>Educational Team Meetings</p>	<p>The educational team for each student in the ACES Autism Program will schedule and hold weekly team meetings with the families.</p> <p>Therapists will be notified of the schedule of team meetings and will participate as able (understanding that therapists have large caseloads). If a therapist is unable to attend a team meeting then the teacher will follow-up with that therapist regarding any specifics</p>	<p>After initial assessment is completed, classroom leadership will work to formulate a schedule of conferences to be followed during this closure.</p> <p>The schedule must be shared with program leadership.</p> <p>Following each conference, notes will be shared with program leadership.</p>

	<p>from the meeting. The therapist will then follow-up with the family for follow-up.</p> <p>Meetings can be held utilizing Zoom Technology or through phone conferencing. If available to families, video conferencing is the preferred method.</p> <p>These weekly team meetings will be an opportunity to check in with families and provide feedback and suggestions as needed.</p> <p>These conferences should not be longer than 45 minutes in length.</p>	
Webinars	<p>The ACES Autism Programs will develop a series of webinars for instructional purposes for families.</p> <p>These webinars will be recorded and available as a resource to our families during this time.</p> <p>Topics can be requested through the initial assessment, through initial consultation with classroom leadership, or through the hotline.</p>	Program leadership will work to develop the webinars after initial assessments are received.
Staff Support Meetings	The ACES Autism Programs will hold weekly video conference staff meetings. In this meeting, staff will be able to check-in, troubleshoot any problems they are facing, and have general communication.	Autism Program Administration will schedule meetings for both SAILS and EIBI.

	Meetings will be set up by program and will be scheduled on a re-occurring basis.	
PLC Meetings	<p>PLC meetings will continue on a weekly basis during this period. The meetings will occur weekly on Mondays at the schedule set forth by each team leader.</p> <p>PLC meetings will be an opportunity to discuss concerns, resources, ideas, and supports for teachers throughout the process.</p>	<p>Team leaders will schedule PLC meetings and share that schedule with administration.</p> <p>Minutes from the PLC meetings will be shared with administration.</p>