



**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 Village Administration. Any approved revisions will be communicated.**

Component	Description	Timeframe/Responsible Party
<p><b>Assessment</b></p>	<p>A two-tiered assessment phase will be conducted with all families in the form of a survey assessment.</p> <p>This assessment will be sent to all families in the ACES Village School Program as a way to obtain information related to individual student/family needs. This document will serve as a way for the classroom leadership to respond with customizable materials and resources for the families.</p> <p>The first tier will be the completion of the assessment by families. The survey will be sent to all families via Parent Square.</p>	<p>Assessment document will be sent to families via Parent Square and email by building leadership on March 24, 2020.</p> <p>Parents will submit completed assessments to classroom teachers by Friday, March 27, 2020 or as soon as possible.</p> <p>Teachers will conduct follow-up consultation with families starting on March 30, 2020.</p> <p>Assessment results will be shared with building administration in a centralized document.</p>

	<p>Parents will complete the assessment and results will be sent to the classroom teacher for review.</p> <p>The second tier of this assessment component will be a follow-up consultation with the teacher and the family regarding the completed assessment. In addition to this, teachers will connect and assist families who did not submit a completed assessment.</p> <p>This assessment will also serve to document response from families. Some of our families may decline elements of our continued educational opportunities plan. We recognize the need to be responsive and meet our families where they are.</p>	
<p><b>Resource Library</b></p>	<p>Village School will develop a resource library on Google 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. Resources will be general and not specific to any one child.</p>	<p>Creation of resource library will occur by Wednesday, April 1, 2020.</p> <p>This resource library will be updated as needed to include any new resources.</p>
<p><b>Non-Digital Resources</b></p>	<p>For families who are unable to access items on-line, the ACES Village School Program will provide resources in hard copy format upon request and appointment for pick-up.</p>	<p>After initial assessment and consultation.</p> <p>Classroom leadership will be responsible for preparing the materials for pick-up/delivery.</p>

	<p>The request for materials (including chromebooks as appropriate) will come after the initial assessment of 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 the weekly meetings with families additional documents may be gathered and sent home as this plan is ongoing.</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><b>ACES Village School Hotline</b></p>	<p>The ACES Village School Program will provide a hotline number to families. This hotline will provide them a central location to call when they are requiring assistance in any manner (troubleshooting a behavior, asking for resources, etc).</p> <p>This will also be the number they contact in order to schedule a coaching or feedback session from any provider within the ACES Village School Program.</p> <p>This hotline will assist in directing families to the proper staff member for assistance or scheduling a session when they are uncertain who to contact.</p> <p>The 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 for both EIBI and Village.</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><b>Student Team Meetings</b></p>	<p>The educational team for each student in the ACES Village School Program will schedule and hold weekly team meetings with the families who have indicated they want this provided..</p> <p>Therapists/Nurses 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 from the meeting. The therapist will then connect with the family for follow-up.</p> <p>Meetings can be held utilizing Zoom Technology, phone conferencing, or some other form of technology available. 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>	<p>After initial assessment is completed, classroom teachers 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><b>Webinars</b></p>	<p>The ACES Village School Program will develop a series of webinars for instructional purposes for families.</p>	<p>Program leadership will work to develop the webinars after initial assessments are received.</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>	
<b>ACES Village School Program Staff Meetings</b>	<p>The ACES Village School Program 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.</p> <p>Meetings will be set up by program and will be scheduled on a re-occurring basis.</p>	Village School Administration will schedule meetings and send out invitation.
<b>ACES Village School PLC Meetings</b>	<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 this process.</p> <p>PE and Music teachers will be assigned a PLC during this period.</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> <p>Village School Administration will schedule weekly team leader meetings to check-in and gather feedback.</p>

	Speech, OT, PT, and SW will each have their own PLC during this period.	
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