

March 15, 2020

Dear Parents/Guardian,

Due to health related concerns and the Department of Health mandates, Collier School is in a Remote Learning Mode as of **Monday March 16, 2020**. Collier School's physical campus is closed, but we are still operating and serving our students to deliver academic, counseling, related and psychiatric services. We ask that you read the information below carefully and please share with your child.

**Remote Learning Information:**

School Calendar: (We will be posting our weekly schedule as the situation is changing)

Monday March 16, 2020	Remote Learning Schedule
Tuesday March 17, 2020	Scheduled Day Off
Wednesday March 18, 2020	Remote Learning Schedule
Thursday March 19, 2020	Remote Learning Schedule
Friday March 20, 2020	Remote Learning Schedule

- For those parents that responded to our technology survey and identified technology needs, those materials will be distributed to your home early this week. Some students will also receive academic packets via mail. If parents have any questions or additional needs, please contact your child's social worker.
- It is important for students to continuously check their Collier email and Google Classroom throughout the day. We ask that parents also check their email regularly for any Collier correspondences. This is the main source of communication Collier school will use. Collier staff emails can be found on the school website.
- If there is a time sensitive and urgent situation, please email [info@collieryouthservices.org](mailto:info@collieryouthservices.org). If there is a true emergency please dial 911.
- Please also note that a support resource directory will be posted on our school website.
- The following is our remote learning schedule that will be in effect on Monday, March 16th starting at 8:49am. Please note, we expect all students to be in class remotely following this schedule.

- Our main platform for teaching will be Google Classroom and Zoom Video Conferencing. (Zoom tutorial to be located on our school website).

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

If your child is sick for the day and not able to participate in our remote learning, please email your social worker directly. Our nurse, Tammy Rella (732-946-4771 Ext. 255) has established a Google Classroom for our students to field any health related issues they may have.

**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.

**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.

**Also, please note:**

- Students can contact their social worker, Ms. Crean, Ms. Dodgson, Ms. Englander, Mr. Lapp, Ms. Staggard, Mrs. Zmich, and administration for additional support as needed.
- Any behavioral concerns during remote learning or counseling will be addressed by administration.
- All IEP meetings are postponed.

If you have any questions, please do not hesitate to call or email us directly. As we work together for the first time on implementing our remote learning, we realize there will be issues along the way that we need to resolve and as always, we appreciate your patience and partnership.

Sincerely,

Cindy D’Arcy

Director, Collier School

[cdarcy@collieryouthservices.org](mailto:cdarcy@collieryouthservices.org)

732-946-4771 Ext. 207