



VANDERHEYDEN

Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

Vanderheyden School
Long Term Instructional
Continuity Plan
Grades 7-12



VANDERHEYDEN
Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

Goals for Continuity of Instruction:

- Provide all students with contiguous learning that is accessible and clearly communicated
- Assure all students and families are provided with instructional materials commensurate with their learning needs and abilities
- Insure the dissemination of materials in an organized, ongoing and timely fashion
- Maintain open and supportive avenues of communication and support for all families and students

We will Achieve these Goals by:

- Identifying all of the most effective modes of communication to support each individual student and family
- Create clear, directed instructional materials that are accessible to all students
- Utilize student IEPs and individual plans to guide the presentation and assessment of all instructional materials
- Assure that leaders, teachers and staff have specific and defined responsibilities in support of our objectives



Defined Roles and Responsibilities

Role	Responsibility
Teachers: Content Area, Special Education, Special Area	<p>Planning and Delivery of Instruction:</p> <ul style="list-style-type: none">• Create instructional materials that are available both in electronic and print form in 2 week units for all classes and designed to support student learning in the home setting - ongoing• Share these materials with the Student Services Director - ongoing• Collaborate with Clinical staff, administration and colleagues for support and direction to insure the individual support of each student• Prioritize instructional outcomes to assure support for students at risk of failure, graduating seniors and individuals at risk• Log daily activity regarding planning, preparation of materials, IEP related tasks and participation in webinars, PD and all school related tasks <p>Communication</p> <ul style="list-style-type: none">• Participate in daily phone conferences with administration to connect with colleagues, process new guidance and assure constant and consistent communication regarding teaching practice and student learning• Utilize clinical services to maintain contact and provide support to students and families as they engage in school work and complete assignments• Serve as the instructional point person for all students in the teacher roster or caseload for answering questions, clarifying instruction and the design and provision of IEP specific accommodations and supports



Classroom Assistants	Support for Residents, teachers and Administrators as Assigned <ul style="list-style-type: none">• Provide support to residents in cottages as assigned for both academic assignments and activities of daily living• Provide support to teachers according to the various requirements embedded in each program or subject area as designated by teachers and administrators
Classroom Aids and 1:1 Support Personnel	Support for Residents, teachers and Administrators as Assigned <ul style="list-style-type: none">• Provide support in cottages as assigned for both academic assignments and activities of daily living• Provide 1:1 support as assigned and in compliance with IEP stipulations and mandates
Student Services Director	Support for Educators, Psychologist and Related Services Providers: <ul style="list-style-type: none">• Disseminate all pertinent information surrounding emerging Federal, state and local guidance regarding education and special education• Facilitate daily phone conferences, ZOOM and Google meetings as appropriate• Assure participation in all CSE meetings and Special Education related meetings and communication• Act as point person for the collection of educational materials, time records and instructional plans• Provide feedback and guidance regarding instructional content and delivery• Coordinate the dissemination of instructional materials across all environments• Assist in the creation of special designed instruction and alignment to next generation standards for all levels and setting 7-12• Be available to all staff during daily work hours for consultation and support



VANDERHEYDEN

Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

Director of Education	Administration of all Educational Programs: <ul style="list-style-type: none">• Oversee all educational programming• Assure continuity of services between residential, community based and day program participants and staff• Inform the executive team and board of directors of all school activities and processes related to remote learning• Supervise the Student Services Director and provide sustained feedback and suggestions for continuity of educational programming
School Psychologist/CSE Chair	Provide all Mandated Evaluations and Assure IDEA Compliance and Communication Standards <ul style="list-style-type: none">• Provide remote initial evaluations as mandated via tele-practice platforms• Assist parents and staff in the interpretation of student evaluations/answer questions related to psychological testing posed by various stakeholders• Assure IEP completion and readiness for Annual Reviews and other CSE meetings• Continue to inform special Education practice and provide support for the delivery of specially designed instruction• Maintain schedules and timelines in support of IDEA regulations• Schedule CSE meetings as needed• Initiate and process district communication as needed
School Counselor	Organization and Dissemination of all Guidance Related Information <ul style="list-style-type: none">• Provide support for grading and dissemination of reports to families and caregivers• Assure completion of student records including report cards, transcripts and transition related documentation



VANDERHEYDEN

Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

	<ul style="list-style-type: none">• Participate in Guidance –related webinars, trainings and emerging directives surrounding graduation requirements, grading and support for students and families• Design of ESY and RSY master schedules and course content as informed by current student population patterns and census
Clinicians	Provide Clinical Support to all Students Across all environments <ul style="list-style-type: none">• Utilize telephony and telepractice to provide 1:1 counseling sessions a minimum of 1X/week• Collaborate with teachers to assure support for all students• Facilitate communications between students, teachers and care-givers• Communicate all concerns from students and families to the Education Team in a timely fashion• Facilitate problem – solving as concerns surface regarding student programming
Safety Team	Assure the Safety and Proper Supervision of Students in Cottages and Other Settings as Requested <ul style="list-style-type: none">• Utilize TCI and Trauma-Informed techniques to de-escalate students who are presenting with verbal or physical aggression• Work closely with leadership to assure safety and coverage throughout campus and other locations as requested• Communicate all concerns regarding student behavior to the Director of Education or other Administrators as indicated• Assure proper documentation of student incidents



Curriculum and Instruction

Middle School Grades 7 and 8

1. Supported by the Student Services Director, teachers collaborate to identify remaining essential standards that students must master during the period of school closure requiring home or residence based instruction
2. Create scope and sequence documents to outline the material to be delivered and the method of evaluating the material
3. Create at home learning experiences utilizing the current paper based mode of delivery as well as collaboration with clinical staff to reach out to students and families for the provision of support
4. Teachers provide a daily accounting of their activities utilizing the log provided

High school Grades 9-12

1. Supported by the Student Services Director, teachers will collaborate to identify 3-5 remaining essential standards to be covered in their specific topical area.
2. Create scope and sequence documents for each specific subject area defining the material to be covered and how students will demonstrate mastery of these standards
3. Teachers provide a daily accounting of their activities utilizing the log provided

Special Area Subjects (PE, Art, FACS, Literacy, Computer Keyboarding)

1. Supported by the Student Services Director, teachers will collaborate to identify 3-5 remaining essential standards to be covered in their specific topical area.
2. Create scope and sequence documents for each specific subject area defining the material to be covered and how students will demonstrate mastery of these standards



VANDERHEYDEN
Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

3. Teachers provide a daily accounting of their activities utilizing the log provided

Self-Contained Special Education Classes

1. Supported by the Student Services Director, teachers will collaborate to identify 3-5 remaining essential standards to be covered in their specific topical area.
2. Supported by the Student Services Director, Teachers will identify the manner in which students will access the material provided, including curriculum modifications, differentiation of materials for individual needs and all IEP related accommodations
3. Create scope and sequence documents for each specific subject area defining the material to be covered and how students will demonstrate mastery of these standards
4. Teachers provide a daily accounting of their activities utilizing the log provided

Grading and Report Cards

1. Vanderheyden will utilize a grade of “Incomplete” for quarter 3, extending the grading period until the end of April
2. Student work received for this time period will be graded either “completed” or “not completed”
3. Quarter 4 as well as the methodology for full year grades has not yet been determined

Web-Based Resources

Vanderheyden is providing web-based resources for curriculum enrichment as embedded links on its web-page, organized by subject area.