



E-Learning Plan, March 2020 *(updated 3/30/2020)* Parent & District Information

The O-School plans to use an E-Learning Program as remote learning in the case of an emergency school closing or closing during a crisis such as a pandemic.

We appreciate everyone's patience and flexibility as we all manage this unprecedented situation – this will be the only time that the O-School has closed in almost a century.

1. An O-School e-learning day includes 5 hours of instruction or schoolwork.
 - Utilizing Edmodo, Ck-12 and Duo Lingo, teachers will post all necessary instructional materials, assignments and resources by 9:00am of each e-learning day.
 - Edmodo: <https://new.edmodo.com/?go2url=%2Fhome>
 - CK-12: <https://www.ck12.org/student/>
 - Duo Lingo: <https://www.duolingo.com/>
 - Zoom: Links provided in Edmodo pages by Teachers
 - Each student will be provided with a schedule that includes their username and log-in for the platform being used for that class period.
 - The E-Learning day will mimic a typical school day at the O-School.
 - Students will be offered three 1:1 tutoring sessions with a certified teacher per week.
 - Teachers/Clinicians & Administrators will be available to students during the normal school day times (9am-3:15pm) via the identified platforms as well as by email.
 - To ensure attendance is gathered, teachers will utilize Edmodo for recording student attendance and transfer this information to 'Thinkwave,' which is our tracking system for attendance at the O-School.

Sample Schedule:

Student	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15	BaseClass Zoom	Base Class Zoom	Base Class Zoom	Base Class Zoom	Base Class Zoom
9:15-9:45	P.E.	P.E.	P.E.	P.E.	P.E.
9:45-10:15	Algebra 2	Algebra 2	Algebra 2	Algebra 2	Algebra 2
10:15-10:45	Journalism	Journalism	Journalism	Journalism	Journalism
10:45-11:15	Printmaking	Printmaking	Printmaking	Printmaking	Printmaking
11:15-11:45	American Lit.	American Lit.	American Lit.	American Lit.	American Lit.
11:45-12:15	American Lit.	American Lit.	American Lit.	American Lit.	American Lit.
12:15-12:45	Lunch	Lunch	Lunch	Lunch	Lunch
12: 45-1:15	Independent Work time	1:1 work w/SpEd	Independent Work time	Independent Work time	Independent Work time
1:15-1:45	Independent Work time	Independent Work time	1:1 work w/SpEd	Independent Work time	1:1 work w/SpEd
1:45-2:15	Independent Work time	Independent Work time	Independent Work time	Independent Work time	Independent Work time
2:15-2:45	BaseClass Zoom	Base Class Zoom	BaseClass Zoom	Base Class Zoom	Base Class Zoom
2:45-3:30	Academic Office Hours in Zoom	Academic Office Hours in Zoom	Academic Office Hours in Zoom	Academic Office Hours in Zoom	Academic Office Hours in Zoom

	URL	Username	Password
Edmodo	https://new.edmodo.com/	XXXXXXXX	XXXXXX

- Students can use any device to complete the online activities. If there is a question or concern about a student’s ability to connect to the internet at home or have access to a device – please contact Michelle Zarrilli, Principal – and we will work to either resolve the issue or provide written materials via US Post or email to parent. If you are in need of internet, Comcast is offering free internet access to all families. You can use this link to sign-up. <https://www.internetessentials.com/covid19>
 - Students can expect to receive information about assignments from their classroom teachers during the e-learning days via Edmodo, Ck-12 or Duo Lingo daily.
 - Students can also expect to receive responses from teachers to questions via email, in zoom conferences and during zoom base classes.
 - Some classes will also provide direct instruction via Zoom or pre-recorded lessons.



3. **The O-School will ensure appropriate learning opportunities for students with special needs.**
 - *All lessons and materials provided will be designed with considerations for accommodations for our students.*
 - *Additionally, they will have access to the special education teachers for guidance and assistance throughout the day - in addition to the opportunities to interact in Zoom for 3 1:1 sessions per week, as well as during morning and afternoon group meetings via Zoom daily.*
4. **We will monitor and verify each student's electronic participation**
 - *The O-School instructional staff will monitor participation through tools available to track interaction on each platform (Edmodo, ck-12 and Duo Lingo)*
5. **We will address the extent to which student participation is within the student's control as to, time, pace and means of learning.**
 - *Students will be provided with a checklist for how to log in during each e-learning day.*
 - *Lessons and assignments will be provided and direct assistance from teachers will be provided during the scheduled class.*
 - *There will be flexibility for work completion dependent on emergent situations that may occur within a student's home.*
 - *Teachers will be available during normal school hours (9am-3:15pm) if students need to reach out to them for assistance or support. Assignments will be checked for progress and participation will be recorded each day by the teachers.*
6. **The O-School Administration will provide effective notice to students and their parents or guardians of the use of particular days for e-learning.**
 - *E-learning day communication will follow the standard communication protocols that the O-School uses for emergency day notifications. These include automated calls, in person calls and email.*
7. **The O-School will provide staff and students with adequate training for e-learning days' participation.**
 - *The platforms that have been identified are also utilized at times in our school curriculum. Students will have experience with the interface with the exception of Zoom, which we will provide support and guidance.*
 - *In a case where a student is having difficulty using the software, teachers & administration will be available for support during the full school day (9am-3:15pm) to support student learning and use of the platforms.*
8. **We will ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program.**
 - *Every teacher is provided with a PC laptop that has access to the necessary applications and software.*
 - *Every teacher is provided with an Outlook 365 account along with the Microsoft applications that will support the planning and work.*



Student and Parent Information

Steps to initiate E-Learning at Home:

- Identify a computer or tablet with internet access for each student.
- Create a space at home that is quiet and free of clutter in order to help with focus.
- Treat each e-learning day as if it were a day at school.
 - Get a good night sleep, have a good breakfast, get dressed as if you are coming to school!

Please book-mark the following websites to make connecting easier:

- Edmodo: <https://new.edmodo.com/?go2url=%2Fhome>
- CK-12: <https://www.ck12.org/student/>
- Duo Lingo: <https://www.duolingo.com/>
- If you are able to download zoom to your desktop, it can help with use of the app, but is not required.

Follow the individual schedule that is provided for the student.

- Base Class – log into Edmodo and click on the link for ZOOM BASE CLASS – this is how we will account for your daily attendance.
- 1-6th period – log into the platform that is listed next to each period during the time periods listed.
 - The materials and lessons will be available beyond these time for students to access.
 - Students will be able to chat with their teacher during each period to access help and guidance.
- ZOOM Base Class – 2:15-2:45 – this is a great time to connect with your teachers and classmates on video, or just audio if you choose.
- Academic Office Hours in Zoom - Teachers will open a ZOOM meeting each day from 2:45-3:30 for any additional questions or clarifications about their subject/class. Log in and they will accept you from the waiting room one at a time.

Therapy Services: O-School students will continue to have therapy while away from the school via ‘tele-therapy.’

- Please follow this link to download ZOOM: zoom.us/download
- Therapists will offer 2 individual therapy sessions per week by telephone or zoom (audio or video).
 - Therapy sessions will occur during school hours as is typical.
 - The therapist will ensure that a parent is home during this call, it is our recommendation that having someone else in the home at the time of a telephone therapy session is advisable.
- Family Therapists will offer 2 family sessions per month by telephone or zoom.
- Therapists will connect with each family to schedule these sessions.
 - Sessions will be limited to the time and dates that they are scheduled.
 - If there is ever a concern about your child’s safety, please call 911 directly.

Day School Case Management:

- Case managers for each day student will schedule a weekly check in call with parents.
- These will also be scheduled by the case manager in collaboration with parents.

Speech and OT Services:

- If your child receives Speech or OT services, the provider will connect to schedule a weekly ZOOM meeting for their session.

Transition Services:

- Dr. Carmen Roberts, our Transition Director, will schedule ZOOM meetings with the students that she has been working on transition planning with. This will be limited to Seniors and some Juniors.



Students can use either their personal or their parent's email to exchange communications with their teachers. Teachers will be available by email during school hours (9am-3:15pm).

Contact Information:

Teacher	Email	
Michelle Pegram	mpeggram@oschool.org	English
Geoff Keegstra	gkeegstra@oschool.org	English
AJ Wieselmann	awieselmann@oschool.org	Science
Hira Malik	hmalik@oschool.org	Science
Joseph Gray	jgray@oschool.org	Social Studies
Bailey Schwartz	bschwartz@oschool.org	Social Studies & English
Lisa Staehle	lstaehle@oschool.org	English
Maria Photopoulos	mphotopoulos@oschool.org	Music
Brigid Flynn	bflynn@oschool.org	Math
Kevin Lee	klee@oschool.org	Math
Morris Wilson	mwilson@oschool.org	Math
Patti Mulligan	pmulligan@oschool.org	Special Education
Roberto Carrizales	rrioscarrizales@oschool.org	Spanish
Andrea Fitzgerald	afitzgerald@oschool.org	Fine Arts
Casey James	cjames@oschool.org	Fine Arts
Katina Williams	kwilliams@oschool.org	Physical Education
Aimee Frantzen	afrantzen@oschool.org	Middle School English
Marshall Roupp	mroupp@oschool.org	Middle School Science
LeTonya King	lking@oschool.org	Middle School Math
Clarissa Grego	cgrego@oschool.org	Middle School Social Studies
Therapist		
Gabby Selwocka	gselwocka@oschool.org	Therapist
Jo Kardell	jkardell@oschool.org	Therapist
Tiffany Woods	twoods@oschool.org	Therapist
Mary Kate Beckmen	mbeckmen@oschool.org	Therapist
Nate Herman	nherman@oschool.org	Therapist
Alyssa Onan	aonan@oschool.org	Therapy Intern
Ife Kitwana	ikitwana@oschool.org	Therapist
Chloe Glispie	cglispie@oschool.org	Therapist
Alicia Covington	acovington@oschool.org	Therapist
Administrators		
Michelle Zarrilli	mzarrilli@oschool.org	Principal
Lauren Berebitsky	lberebitsky@oschool.org	Clinical Coordinator
Kate Baldwin	kbaldwin2@oschool.org	Student Services Director
Mike Sherman	msherman@oschool.org	Student Services Coordinator