

New Road School of Parlin

Remote Instruction Plan



2023-2024

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Context

The New Jersey Department of Education (DOE) has issued guidance regarding remote learning for the 2023-2024 School Year. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each Approved Private School for Students with Disabilities (APSSDS) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education.

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Remote Program

- All Students will have equitable access to instruction
- All Staff will be considered **essential employees** to provide appropriate instruction, which includes Teachers, Therapists, Teaching Assistants, 1:1 Aides, and Specialists.
- A list of essential employees will be provided to the county
- Each Teacher will modify the remote instruction to meet the individual and age-appropriate needs of their students.
- Instruction will be based on the IEPs for each student, including related services and any supplemental services.
- Students will only be remote during a declared state of emergency lasting more than 3 days.
- All Students will be given chrome books to access Google Classroom Instruction.
- Students must log in daily under their classroom teacher. Students must complete assignments and participate remotely to be given credit.
- Remote logs are to be filled out daily by all educational staff including classroom teachers,

related services providers, Specials Teachers, Teacher Assistants and One to One Aides.

- IEP's will be completed remotely, with parent and the child study team.
- Evaluations if needed will be scheduled remotely.

Digital Access

- Students will be provided with a chrome book to access on-line instruction.
- Parents will be surveyed to determine accessibility to network including Wi-Fi.
- Students must log in and log out daily for attendance.
- Parents will be called for students who do not log in at a specified time.
- Inappropriate use of chrome books by the student may result in loss of access and return of the device to the New Road School.
- Parents will be provided with hotspot access if they do not have availability for network access

Student Progress

- New Road School will continue to use various software and teacher driven assessment tools including IXL, and I-Ready.
- Student assignments must be completed on a timely basis.
- Lack of Participation on the part of the student will result in lower grades.
- Formal and informal assessments will be used to establish a baseline of instruction.
- This baseline of instruction will be used as a basis of instruction for remote learning (when necessary).

Related Services and Specials

- Related Services will be provided according to the mandates listed on the students' IEP.
- Related Services Students may be required to participate in group or individual online sessions.
- Students will have facetime opportunities as well as assignments to complete.
- Specialists will provide group instruction

Instruction

Kindergarten through grade 12, and Careers (18-21) students will be provided with instructional packets, across all content areas for two weeks:

- English Language Arts
 - Mathematics
 - Science
 - Social Studies
 - Health
 - Physical Education
 - Speech
 - Occupational Therapy
 - Music
 - Art
 - Technology
-
- From 9:00am – 3:15 pm all staff will be available for students and families to contact virtually as needed using email and Google Classroom.
 - Teachers will send home instructions to parents on accessing Google Classroom, students currently use Google Classroom and know how to do this. This will be posted on the school's website as well.
 - By 9:00am each day, the teacher will post the daily

assignments for the class using a Google Classroom. The teacher should include the daily special in their plan so that parents and students can visit that teacher's Google Classroom/Website for the daily assignment (example: Today is Music! Please visit Mr. Beck, Google Classroom for today's activity.)

- From 9:30am - 12:30pm faculty are expected to be supporting students working on daily assignments. Students should be completing assignments during this time. 12:30pm - 1:15pm will be considered "lunch" for all students and faculty. From 1:15 - 3:30pm, teachers and faculty will prepare their lessons for the next day, and utilize Google Chat, Google Meet, and other technology to work collaboratively with other teachers and other specialists to ensure all student needs are met.
- Teachers will be available to answer parent emails from 1:15 until 3:30pm daily.
- In the case that a teacher is ill and must use a sick day, it will be posted on their Google Classroom by 9am on the day of the absence in which a proxy will be assigned to conduct the lessons for that day.
- In the case that a teacher has a power loss, he/she should communicate that directly to the principal as soon as possible and a proxy will be assigned to conduct the lessons for the day.
- Lesson plans will be created and posted in Google Docs as done regularly but align with the shortened time frame.
- Assessment and monitoring of understanding for remote learning will look different than in a traditional classroom,

but teachers are responsible for monitoring and documenting student completion of assignments and participation in collaborative learning.

- Teachers will provide specific and detailed instructions about the assignments that will include:
 - Objective/Purpose of Assignment
 - Description of the tasks including directions and resources required to complete the assignments
 - Due Dates
- Teachers should look to utilize all instructional platforms in which the district has purchased and implemented. Teachers should not enroll students in new instructional resources without the express permission from the Director of Curriculum.
- The use of Google Chat, Google meet is highly recommended to increase the student/teacher engagement with remote learning.
- Students may be asked to complete a variety of learning tasks that are included in the instructional learning plan found later in this document.
- Attendance will be reviewed daily by school administration. A separate follow-up plan for administration will be created to support daily attendance and participation in learning. By 3:15pm each day, the staff member will add a “summary of the day” on the Google Doc shared with them. If no summary is submitted, the teacher will be contacted to determine if it was an oversight or absent for that day.
- Student attendance will be determined by participation in

face time lessons, completed assignments, daily log in's.

- Parents will be contacted immediately if students have not logged in on their designated times, failed to participate in face time activities or complete required assignments.
- Excessive absences will be defined as non-participation in face time activities, completion of assignments or both.
- All curriculum areas will be addressed whether online or offline.
- Instruction will consist of some face time and student access to prepared assignments for students to complete.
- Teachers will continue to use various online and offline teacher methods to achieve student goals.
- Teaching assistants and 1:1 aide will continue to assist the classroom instruction.
- Instructional methods will vary from small group instruction to individual assignments.
- Scheduling will emphasize small group cohorts that will remain together throughout the school day.

Instructional Software's

- IXL, Healthy Relationships, Mymath, Savvass, Ori Transitional and Social Emotional Curriculum, Fast Math, Touch Math, Moby Math, Learning A-Z, ArtSonia, Mindplay, PE Central, Alpha Munchies, Cup Stack Typing, Jump Key, Keyboard Challenge, Keyboard Invasion, Sky Chase, Typing Rocket Jr, Typing Rocket, Typing Race, Google Meets, BrainPOP, Iready Math and Language Arts Assessment and Curriculum.

Therapists/Social Workers Procedures

- From 9:00am – 3:15 pm all staff will be available for students and families to contact virtually as needed. 12:30pm - 1:15pm will be considered “lunch” for students and faculty.
- From 9:00am-3:15 pm Therapists/School Social Workers should be available for staff to communicate needs and provide support.
- School Social Workers should be available to communicate with parents as needed through district email and Google Classroom for students.
- School Social Workers should be monitoring the instructional activities of students that have been deemed academically “high risk.”
- Therapists/School Social Workers members might also be used as proxy teachers if needed.
- At 3:15 pm each day, the staff member should send a “summary of the day” by completing the shared Google Doc submitted daily to Admin. If no summary is submitted, the teacher will be contacted to determine if it was an oversight or absent for that day.

Assessment

- New Road School will continue to use various software and assessment tools including IXL, and I-Ready in addition to teacher created assessments.
- Formal and informal assessments will be used to establish a baseline of instruction.
- This baseline of instruction will be used as a basis of instruction for in house and remote learning (when necessary).
- Progress Notes will also be used as a measure

Social and Emotional Health

Students

- Support will be provided through our counseling staff and BCBA for any Social Emotional Issues that may arise from remote learning.

Staff

- The Principal and Educational Supervisors will provide emotional support for our staff through regularly scheduled supervision meetings or staff requests.

Building Maintenance

- The plant manager will maintain the facility in the event of an extended closure.

Meals

- All families who are participating the Free and Reduced School Lunch Program will be notified to contact their sending district to secure location and times for meal distribution.

Posted Plan on website

- The Remote Plan will be posted once Board Approval has been received.

Sharing of Plan

- The Return to School Plan will be shared with all sending districts and the county superintendent.