

In the event of a public health-related school closure, Kingsway Learning Center will implement the following plan, in accordance with NJ Department of Education and NJ Department of Health guidance and guided by N.J.A.C. 6A:16-10.1. In addition to the plan outlined below, this may include direct services, online instruction, services provided through contract, or any other means to meet the needs of our students.

We are preparing for a public health-related school closure the best that we can, though given the varying levels of support our students require and may or may not have access to in a home-based setting, we cannot guarantee that all students will be able to follow this plan in its entirety.

STUDENT DEMOGRAPHIC PROFILE

Total population:

Preschool: 18%

Homeless: 0%

Low Socioeconomic: 23%

Students with Disabilities: 100%

English Language Learners: 4%

DELIVERY OF INSTRUCTION

Teacher Responsibilities (To the best of their ability...)

- Create a binder(s) of instructional materials (worksheets, etc.) specific to the individual student needs and abilities as outlined in the IEP.
 - Binder will include copy of student schedule to help guide pace of instruction
 - Materials will focus on academic content areas (functional math, reading, etc.) and functional living skills
- At least two (2) weeks of instructional material will be included in each binder
- Teachers will do daily check-in with students and families via email, phone call, etc. Method will depend on availability of resources within each student's home.
 - Daily check-in will count towards documenting student attendance
 - Teacher will monitor delivery of instruction through a weekly meeting with the service delivery team.
- Develop regular, optional opportunities for virtual interaction and engagement as appropriate using Google Classroom, Google Meet, and other appropriate virtual tools (being "piloted" March 30-April 10, and used more widely following spring break if needed).

Art, Music and APE Teachers

- Expected to collaborate with each program and provide resources to families to promote engagement in regards to art, music and APE. Information can be in print or infused via technology.

Related Services

- Therapists will include exercise plans, sensory protocols, activity worksheets, etc. in the student binders
- Check-in will occur with families based on the frequency of mandated services within each student's IEP. This can take place via email, phone, FaceTime, etc.
- Develop regular, optional opportunities for virtual interaction and engagement as appropriate

*As of April 1, 2020, the NJ State Board of Education approved a temporary rule change, permitting the delivery of all related services via "electronic communications" during this emergency remote learning period. Given this new directive, "electronic communications" may be delivered in the form of online activities, videos, and/or live sessions via Google Meet. The appropriate format(s) for students will be recommended by the related service providers based on students' needs and functional levels. Kingsway will make every effort to provide these services in a manner consistent with students' IEPs, to the greatest extent possible, given the circumstances.

Paraprofessional Staff

- Teacher will include paraprofessional on daily check-in with parents via email
- Responsible for following teacher direction as it relates to appropriate follow up based on individual student needs.
- Paraprofessional staff will also complete daily professional development activities, documenting their progress both daily and weekly.
- Starting the week of April 6, paraprofessionals will join regular Google Classroom events coordinated by their student's teacher, with additional participation to support their student's progress based on direction from their teacher/team leader.

TECHNOLOGY

During the first two weeks of our remote instruction plan (March 17-March 27) instructional staff have communicated with families via email and phone to survey student access to devices and the internet. We will ensure that all students are served via technology in an age-appropriate and individualized manner, taking account of their specific needs.

Remote instruction via Google Classroom will launch during the week of April 6, 2020. Families will receive login information personalized to their student(s) by Friday, April 3, 2020, as well as outreach from their teachers with specific expectations and plans for using the technology platform to support instruction.

EVIDENCE OF PARTICIPATION/PROGRESS

- Completion of assignment/activities included in binders
 - Expectation is for parents to initial, date and provide a brief comment/question regarding student performance within each activity
- Kingsway will maintain student attendance records for the duration of our remote instruction period. All students will be recorded as present unless we have knowledge of and can document that a student did not participate. Once school is reopened, this will be evaluated on a case-by-case basis with sending districts' attendance policies as appropriate.

FREE OR REDUCED PRICE LUNCH

Kingsway does not have an active federal school lunch program at this time. As such, families who qualify for free or reduced price lunch should access this support through their sending districts.

ANNUAL REVIEW MEETINGS

To the extent possible, Kingsway is committed to continuing ahead with previously-scheduled Annual Review meetings for students. We will be leveraging technology, namely Google Meet, to support this process. Districts and families will receive more specific information for individual students' meetings as they approach.

Alternatively, parents/families may opt to review and sign the IEP if they do not wish to hold a meeting. If the parents/family decline to hold the IEP meeting remotely, KLC and the sending school district will tentatively reschedule a meeting with a projected date for when school is reopened. If school does not reopen prior to the rescheduled date, Kingsway will follow the direction of the sending district and may have no other option than to hold the meeting remotely, despite parental decline.

ADMINISTRATIVE RESPONSIBILITIES

- Administrators/Supervisor will check in with Team Leaders daily for student/family updates and address issues as needed.
- Team Leaders/Supervisor will check in daily with Teachers/Related Service members for student/family updates and address issues as needed.
- Administrators will also provide additional contact information for parents/families to address questions/needs/concerns as needed, including the provision of additional, optional educational resources that may be helpful to families during this time (see attached example).

Kingsway Learning Center will continue to be in communication with NJDOE and NJ Department of Health throughout this process.

WHEN WILL SCHOOL REOPEN?

Remote learning began on March 17 and will continue until the Governor lifts the Executive Order and allows schools to reopen. That date is yet to be determined.