



**Virtual/Remote Instruction Plan
2021-2022**

To ensure that Kingsway students continue to receive high quality instruction, Kingsway Learning Center will implement the following plan, in accordance with NJ Department of Education and NJ Department of Health guidance and guided by P.L.2020, c.27. 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 will continue to prepare guidelines for appropriate instruction during this public health-related school closure to the best of our ability, 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.

<i>STUDENT DEMOGRAPHIC PROFILE (Total population)</i>		
Preschool: 18%	Students with Disabilities: 100%	Low Socioeconomic: 23%
Homeless: 0%	English Language Learners: 4%	

<i>DELIVERY OF VIRTUAL & REMOTE INSTRUCTION:</i>
<i>Access to Technology</i>
<p>Kingsway instructional staff has 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.</p> <p>Kingsway has taken efforts to ensure that students and families who may not have devices and/or internet connectivity at home will have access to devices and/or internet as needed in the event of an extended period of remote instruction. Specifically, we have accessed federal E-Rate funds (Emergency Connectivity Fund) to purchase additional equipment in support of this goal.</p> <p>For those families who continue to have difficulty with and/or prefer alternative methods to instruction than through the use of technology, teachers will:</p> <ul style="list-style-type: none"> ● Create a binder(s) of instructional materials (worksheets, etc.) specific to the individual student needs and abilities as outlined in the IEP. <ul style="list-style-type: none"> ● 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
<i>Roles & Responsibilities for all Staff:</i>

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

To ensure that each household is prepared for remote learning in the event that it is required, families receive login information personalized to their student(s) as well as an outreach from their teacher/s with specific expectations and plans for using the technology platform to support instruction.

- Make contact with students/families via email, phone call, and/or Google Classroom platform
 - Method will depend on availability of resources within each student’s home.
 - Daily check-in will count towards documenting student attendance
 - Teacher will maintain records of all communication attempts and track working hours
 - 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).
 - Lesson plans for this instruction must be completed weekly
- Meet defined deadlines for IEP planning and submit reports as outlined in schedule
 - Make edits and revisions to IEP documents
 - Planning conferences with student team will occur prior to the scheduled IEP meeting
 - IEP meetings will occur via conference call - will include parents and districts

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.
- Maintain documentation of all communication with families and log working hours
- Complete weekly lessons for instruction provided via Google Classroom
- Participate in IEP planning as appropriate
- Complete professional development and track

Related Services (OT; PT; ST, AT)

- 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, Google Classroom etc.
 - All communication will be documented and working hours logged
- Submit weekly lesson/therapy plans
- Complete SEMI logs for the month
- Consult with vendors, etc. as appropriate
- Meet defined deadlines for IEP planning and submit reports as outlined in schedule
 - Make edits and revisions to IEP documents
 - Planning conferences with student team will occur prior to the scheduled IEP meeting
 - IEP meetings will occur via conference call - will include parents and districts
- 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 (Includes 1:1 Aides)

- Teacher will include paraprofessional on daily check-in with parents via Google Classroom
 - Participate in lessons with teacher via Google Classroom
- 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.
- Communicate with administration as needed
- Participate in regular team and classroom meetings
- Check email for updates and information daily

Program Specific Instruction

Elementary

During remote instruction, classes in the lower/upper elementary program will continue to run their planned weekly themes, which will incorporate daily language-based activities and individual student activities which address skills specific to the child's IEP. To the best of our ability, students will continue to receive virtual support from their related services providers based on their IEP mandates. Integrated support from related services providers, as well as APE, art, and music, will be provided on a weekly basis.

Our Junior High Program continues to work on creating an environment which creates as many opportunities for independence as possible. Classroom live sessions continue to encourage appropriate engagements with peers. There are several situations where, due to the needs of the child, individual remote sessions are scheduled on a daily basis.

The activities are designed to be highly engaging to maintain the students' attention during this remote time. To the best of our ability, students will continue to receive virtual support from their related services providers based on their IEP mandates. Integrated support from related services providers, as well as APE, art, and music, will be provided on a weekly basis.

Secondary

The students of Kingsway Learning Center's School Based Instruction program are working on maintaining prevocational skills, daily living skills and social skills sets that are essential for everyday life both in the home and community. Students are engaging in functional academics and hands-on daily living skills via detailed and methodical task analysis, video modeling and verbal prompting. Social skills are practiced via remote learning within the virtual classroom and teletherapies, dependent upon individual student needs. Students are receiving instruction via posted activities within Google Classroom and Remote Learning Live Format as follows: remote whole-group live instruction, remote small-group live instruction and, in some cases, individual 1:1 live direct instruction with the support of student's paraprofessional aide and classroom teacher.



The Community Based Instruction program has been working collaboratively with both teachers and related services to continue working on different points in our scope and sequences such as focusing on community, domestic, vocational and recreation and leisure activities. A variety of activities are included within the Google Classroom such as interactive Google Slides and pre-recorded videos that the students can do. Mini lessons both as a whole group or individualized, depending on the needs of the student, have also taken place. We continue to communicate with our families daily and weekly to help support their needs and address any concerns that may come up during this new way of learning.

ELL Students

In the cases of our ELL students, Kingsway is continuing to implement these students' IEPs to the greatest extent possible during this time. Communications and instructional materials are being translated and interpreted as needed to support ongoing student learning and family engagement.

Communication

Kingsway Administration and Team Leaders have been and will continue to be in regular contact with District Case Managers. Communication will happen via email and phone calls as necessary. Student specific information as well as Kingsway specific planning information will continue to be shared as it becomes available.

LENGTH OF SCHOOL DAY & ATTENDANCE

The length of a virtual or remote instruction day will be four (4) hours.

Attendance will be documented based upon completion of assignment/activities included in binders and Google Classroom

- 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 for in-person learning, this will be evaluated on a case-by-case basis with sending districts' attendance policies as appropriate.

SAFE DELIVERY OF MEALS

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. Kingsway has communicated with these sending districts to identify students and families in need of assistance.

FACILITIES

Our Voorhees Campus will continue to be maintained and monitored by the building owner, Needleman Management Company. Weekly/bi-weekly building and ground walk throughs will continue to take place. Our contracted janitorial staff will maintain their schedule ensuring that the building is clean and sanitized in preparation for the return of



students and staff. Our contracted landscaping service continues to provide its regular service.

IN-PERSON PROGRAMMING

At present, Kingsway Learning Center is operating 5 days per week in person. Remote instruction is currently being provided only to students who have letters of medical exemption for in-person learning.

Updated as of 9/10/2021