



**Virtual/Remote Instruction Plan
2024-2025**

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 any 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.

<u>STUDENT DEMOGRAPHIC PROFILE</u> (Total population)		
Preschool: 16%	Students with Disabilities: 100%	Low Socioeconomic: 23%
Homeless: 0%	English Language Learners: 0%	

<u>DELIVERY OF VIRTUAL & REMOTE INSTRUCTION:</u>

<i>Access to Technology</i>

Kingsway IT Team and with support from Team Leaders, will communicate with families via Google Form and/or telephone inquiry to determine their 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.

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.

For those families who continue to have difficulty with and/or prefer alternative methods to instruction than through the use of technology, teachers will:

- Provide instructional materials appropriate to the student’s goals and objectives

<i>Roles & Responsibilities for all Staff:</i>

Essential Employees: In the event of a transition to virtual or remote instruction, a list of essential employees will be provided to the county DOE office.

Team Leaders

Team Leaders are the liaison between parents, district case managers, students and staff for the programs they oversee. Team Leaders are responsible for the management of daily execution of tasks and responsibilities outlined for certificated staff and paraprofessionals (see below for their titles) within their program including, but not limited to;

- Participate in weekly team/certificated staff meetings, coordinated by classroom teachers
- Establish and lead programmatic monthly meetings
- Attend at least two virtual instructional meetings per day
- Continue to observe and evaluate employee performance as required through PowerSchool platform
- Communicate as needed to parents/district case managers
 - Provide translation of communication to parents through interpretation software or services as needed/requested
- Lead 30 day/IEP meetings
 - Kingsway will work with sending districts to coordinate appropriate meeting opportunities (virtual, phone conference, etc.)
- Collaborate with district to conduct evaluations
- Participate in intake process as required
- Review, edit progress reports/IEPs as required
- Meet weekly with newly hired teachers for ongoing mentoring (at a minimum of 30 minutes per week)
- Complete professional development as needed
- Participate in interviews as required
- Participate in orienteering new staff to their assigned program and student as appropriate
- Monitor staff attendance

Teacher Responsibilities

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

- Teacher will...
 - Communicate with families via email, phone call, and/or Google Classroom platform
 - Method will depend on the availability of resources within each student's home
 - Maintain records of all communication attempts
 - Translate materials/documents for students learning as appropriate through translation software or interpretive services
 - Complete timely, weekly lesson plans
 - Follow daily schedule, while implementing lesson plans
 - Monitor delivery of instruction to students 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
 - Monitor student attendance via participation in and/or completion of assignments
 - Ensure active check-ins occur on a weekly basis for families of students who are not participating in online instruction and/or submitting assignments
 - Monitor and track student progress

- Meet defined deadlines for IEP planning
 - Make edits and revisions to IEP documents
 - Planning conferences with student team will occur prior to the scheduled IEP meeting
 - Participate in IEP/Re-evaluation, planning 30 Day/Parent/District requested meetings; these will occur via Google Meet- will include appropriate participants
- Complete appropriate professional development as required/needed
- Oversee and meet with classroom team
 - Provide feedback as needed
- Coordinate/plan weekly team meetings
- Coordinate/plan monthly classroom meetings

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
- Maintain and follow daily schedule
- Complete weekly lessons for instruction provided via Google Classroom
- Provide feedback as needed, to classroom staff
- Participate in IEP planning as appropriate
- Participate in programmatic team meetings
- Complete appropriate professional development as required/needed

Related Services (OT; PT; ST; AT; Social Worker)

- Therapists will include exercise plans, sensory protocols, activity worksheets, etc. as appropriate
- Check-in will occur weekly with families. This can take place via email, phone, FaceTime, Google Classroom etc.
 - All communication will be documented and daily schedules will be monitored by Administration
 - Translate materials/documents for students' learning as appropriate through translation software or interpretive services
- Complete documentation of therapy & collaboration logs, and attendance tracker
- Provide interdisciplinary therapy groups
- Participation in programmatic team meetings
- Participate in weekly discipline-specific meetings/Professional Development activities
- Monitor and track student progress
- Complete SEMI logs for the month
- Consult with vendors, etc. as appropriate
- Meet defined deadlines for IEP development, progress reports and completion of district requested evaluations
 - Participation in planning conferences with student's team
 - Participate in IEP/Re-evaluation, planning 30 Day/Parent/District requested meetings; these will occur via Google Meet- will include appropriate participants
- 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.
- Complete appropriate professional development as required/needed
 - Social Workers
 - Communicate weekly with families/students/staff as appropriate
 - Participate in development of IEP/completion of Progress Reports
 - Participate in weekly programmatic team meetings
 - Participate in IEP/Re-evaluation, planning 30 Day/Parent/District requested meetings; these will occur via Google Meet- will include appropriate participants
 - Provide therapy sessions as needed and appropriate with students
 - Monitor and track student progress
 - Complete appropriate professional development as needed

Nursing

- Meet defined deadlines for IEP development, progress reports and completion of district requested evaluations
- Participate in planning conferences with student’s team
- Participate in IEP/Re-evaluation, planning 30 Day/Parent/District requested meetings; these will occur via Google Meet- will include appropriate participants
- Participate in programmatic team meetings
- Complete appropriate professional development as required/needed
- Monitor, maintain medical records for students

Behavior Analysts

- Check-in will occur weekly with families of students with BSPs. This can take place via email, phone, Google Meet, Google Classroom etc.
- All communication will be documented and daily schedules will be monitored by Administration
 - Translate materials/documents for students learning as appropriate through translation software or interpretive services
- Observe at least 2 remote classes per day relevant to Behavior Support caseload
- Participate in programmatic team meetings
- Participate in weekly discipline-specific meetings/Professional Development activities
- Meet defined deadlines for IEP development, progress reports and completion of district requested evaluations
 - Participation in planning conferences with student’s team
 - Participate in IEP/Re-evaluation, planning 30 Day/Parent/District requested meetings; these will occur via Google Meet- will include appropriate participants
- Develop and present parent trainings relevant to the remote instruction experience

- When applicable, collaborate with home-based providers to develop practical interventions for families to use with their students
- Complete daily Allocation of Support sheet
- Complete appropriate professional development as required/needed
- Monitor and track student progress

Paraprofessional Staff (Includes 1:1 Aides, TAs, Job Coaches, Behavior Technicians)

- Teacher will include paraprofessional on daily check-in with students via Google Classroom
 - Participate in lessons with teacher via Google Classroom
- Responsible for following teacher/therapist direction as it relates to appropriate support/follow up based on individual student needs.
- Paraprofessional staff will also complete weekly professional development activities, documenting their progress.
- Communicate with administration as needed
- Participate in regular team and classroom meetings
- Check email for updates and information daily
- Complete appropriate professional development as needed
- Behavior Techs- observe at least 2 remote classes per day relevant to Behavior Support Caseload
- Behavior Techs- complete daily Allocation of Support sheet

Office Staff

- Maintain attendance records
- Maintain staff-attendance/sub record-keeping
- Maintain student information system
- Manage communication to key stakeholders as requested
 - Translate materials/documents for students learning as appropriate through translation software or interpretive services
- Maintain SEMI reporting
- Maintain Purchase Orders and Personnel Change Notices as required

Program Specific Instruction

Elementary

During remote instruction, classes in the Preschool/Younger/Older 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.

During remote instruction, classes in the Junior High Program will work on creating an environment which creates as many opportunities for independence as possible. Classroom live sessions encourage appropriate engagements with peers. There are several situations where, due to the needs of the child, individual remote sessions will be 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 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 will work on maintaining prevocational skills, daily living skills and social skills sets that are essential for everyday life both in the home and community. Students will be engaging in functional academics and hands-on daily living skills via detailed and methodical task analysis, video modeling and verbal prompting. Social skills will be practiced via remote learning within the virtual classroom and tele-therapies, dependent upon individual student needs. Students will receive 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 will work collaboratively with teachers and related services on different points in our scope and sequences including 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 as a whole group, small group or individualized, depending on the needs of the student, will take place. We will communicate with our families weekly and as needed, to help support their needs and address any concerns that may come up.

ELL Students

Kingsway Learning Center does not currently serve any ELL students. However, in the event that Kingsway may service ELL students in the future, Kingsway will implement these students' IEPs to the greatest extent possible during this time. Communications and instructional materials will be translated and interpreted as needed to support ongoing student learning and family engagement. Staff will receive relevant training to support culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching as appropriate for these students.

Communication

Kingsway leadership team will be in regular contact with District Case Managers. Communication will happen via email, phone calls and school alerts via School Messenger will be made 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 a cumulative total of four (4) hours.

Attendance will be documented based upon participation in or completion of assignment/activities included in Google Classroom.

- For materials provided to families, the expectation is that families will review material with the teacher/therapist at appropriate time.



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 breakfast/lunch will be directed to access this support through their sending districts. Kingsway will communicate 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 not provided.

In the event that a mandated public health closure extends beyond 30 calendar days, Kingsway will reevaluate their enrollment process.

Updated as of 07/17/2024