



## **ARCHWAY SCHOOL EMERGENCY VIRTUAL/REMOTE INSTRUCTION PLAN 2022-2023 SCHOOL YEAR**

District Demographic Profile-100% Students with Disabilities

Total students served-200

### **Purpose**

To have a prepared plan ready to put in immediate effect should Archway Schools have to transition to remote learning due to a closure lasting more than 3 consecutive days due to a declared state emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public related closure.

Our plan for virtual or remote learning for 2022-2023 School year, should we have a public health emergency, is based on guidance from NJDOE, the CDC and DOH.

This plan will be sent out to all sending districts, the county office, as well as posted on the school's website, [www.archwayprograms.org](http://www.archwayprograms.org).

Archway Programs wants you to know that the health and wellbeing of our students, employees, families, and community remains our top priority.

In preparation for emergency transitioning to remote/virtual instruction, the following plan will be put into action:

### **HEALTH AND SAFETY**- Should the emergency be related to a health issue

- Guidance from the DOE, Department of Health, Office of Emergency Management, the CDC or other Emergency Agencies involved will be referenced for the plan design.
- All staff, families and sending districts will be communicated with through our one call system, frequently to update them on the declared emergency and school status.



## **EQUITABLE ACCESS AND OPPORTUNITY TO INSTRUCTION**

The virtual plan includes all students, all disabilities and all levels of education. All academic goals will be addressed individually, as per the IEP.

All students will have a Chromebook. Students not present when the Chromebooks are handed out will have one delivered to them

All students will receive a packet of work, with 2 weeks of academics, in addition to the virtual learning. This will address students that are unable to learn virtually due to lack of access or cognitive ability. If they do not receive a packet in school, it will be delivered to them.

An administrator will reach out to the sending district of a family that may not have appropriate access to wifi/internet and see what their plan is for the same issue in district.

Teachers will reference Realtime, our student IEP portal weekly to note progress on goals.

Teachers will use a rating system to note progress. The teachers will communicate progress monthly with parents, or after virtual learning has ceased, should it be less than a month.

## **ADDRESSING SPECIAL EDUCATION (100% Special Education)**

**There is a mandatory 4 hour of instruction per day, which will be comprised of both synchronous and asynchronous instruction.**

Should remote instruction be needed, teachers will contact parents to schedule instruction. Chromebooks and/or paper packets will be in the student's possession, or delivered to them, if needed.

- Every student will be given a Chrome book for remote instruction. The Chrome books will be equipped with Google Classroom and White glove protection. Parents without internet access should contact their Child Study Team case manager to discuss connectivity or the teacher can assist getting in contact with districts. Depending on the home technology capability, some or all work will be web based.
- Teachers will have at least 2 weeks of work (paper packets) prepared, should a student not have access to the internet, lose power or his/her goals are not conducive to on line learning.
- Students in elementary grades are given appropriate learning activities to broaden their knowledge of information correlating to the IEP goals and individual grade levels. High



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school students have new materials introduced to them through google classroom with follow up supporting activities to reinforce learning.

- Students, who are non-academic, will be given plans for completing IEP goals and objective through functional and daily living skills activities. Included in the folders will be skill appropriate activities and/or directions for everyday independent living skills. (Sequencing, categorizing, matching etc.)
- The teachers have made available his/her email address and/or website (google classroom, Class Dojo, Realtime Portal, etc) for parents to contact them.
- Cell phones for Administrators will be provided to families and districts.
- Related Services-OT, PT, Counseling and Speech have created activities to be done at home to address IEP goals and support the educational needs, they will also be available to parents via the best mode of communication n the parent has identified. Related services are delivered through google classroom and zoom where appropriate. Material for OT, PT and Speech will be sent home to the students or they can utilize a list of materials provided that most people have at home.
- Related service (SEMI) logs containing frequency and duration of service given will be kept on file and emailed monthly to case managers or the SEMI contact for the districts.
- One to one aides will be working individually online with their student if applicable.
- All communications will be documented.
- Staff are communicating and using various platforms to remain involved in the student growth, both academic and personal/social by interacting with them.
- Monthly progress will be communicated to both the family and the district, unless the declared emergency last less than a month.
- The districts will be directed to contact a secretary or administrator to schedule any meetings that may be needed, which can be completed through a virtual platform.

### **ADDRESSING ELL NEEDS**

**Not applicable for the student population, however, bilingual staff will be the communicator with families who's dominant language is Spanish.**

**Cultural competency/diversity in the school is a mandatory training.**



## **ATTENDANCE**

Teachers and/or 1-1 aides will reach out daily for attendance. If a child logs on virtually, he/she is present. If a child is unable to participate in virtual learning, a phone call home will be made.

Teachers will speak with parents if the child is having difficulty attending or submitting assignments. If the behavior persists, the district case manager will be contacted.

Attendance will be sent to the secretaries of the school the child attends and the secretaries will log it in. This way, the district will receive monthly attendance in the same manner they are used to.

The teacher will reach out to the school nurse to report any student who cannot be reached for 5 consecutive days. The School nurse will send a letter to the case manager indicating the absences.

## **MEALS**

Students requesting meals during remote times will have 2 options

They may choose to contact their local district and request meals, or we will be happy to provide the meals (breakfast and lunch) to them, however, parents/guardians will have to preorder. Each meal will be in an individual container and individually wrapped food items whenever possible). We will have a schedule of pic up times for parents, 2 days a week, Monday and Wednesday (between the hours of 9:30 AM and 11:00 AM).

We will continually follow guidance from local authorities regarding further developments of the emergency and continue to keep students, employees, and families abreast of any changes. Any revisions will be submitted to the county in a timely manner.

## **FACILITIES PLAN**

Archway has a custodial/maintenance team that is here full time. They are essential employees and report to work during emergency situations.



### **OTHER CONSIDERATIONS**

Archway is dedicated to the health and well-being of both staff and students. The classroom staff and counselors will consistently reach out to students/families to see if they are ok and if there is anything we may be able to help with.

Administrators will reach out to staff to make certain that they are happy and healthy and if they are in need of any additional supports.

Teachers will differentiate activities and attempt to use games and online field trips to keep the students motivated and excited about learning. Behavior modification point will be awarded for participation, positive interactions and other gestures of encouragement or support for peers.

### **ESSENTIAL STAFF**

All administrators, secretaries, teachers and related service staff are considered essential staff. However, paraprofessionals, if necessary will be considered essential as well.