THE DERON
SCHOOL OF NEW JERSEY, INC.

Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

Union Campus
1140 Commerce Avenue
Union, NJ 07083

Montclair Campus
130 Grove Street
Montclair, NJ 07041

Approved 9/01/2022

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Executive Director, Kenneth Alter

The Deron School Montclair & Union Campuses

We agree to the contents in this Virtual or Remote Instruction Plan Attestation for the 2022-2023 School Year, and the assurance that we will be involved in the implementation of this Plan. Involvement in the implementation of this Plan may include: reviewing and revising the roles and responsibilities within the plan.

Title	Name
Executive Director	Kenneth Alter
Director	Lori Alter
Director	Eric Alter
Principal	Greg Farley
Principal	Jennifer Montesano
Supervisor	Jeanine Vignone
Supervisor	Carrieann DeVito
Supervisor	Robert Sciolaro
Supervisor	Wendy Orjeda
Technology Coordinator	Lauriene Tschang

Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

Executive Summary

The Deron School offers a state-approved private school program for students with multiple disabilities (MD), physical disabilities, intellectual disabilities, autism spectrum disorder (ASD) and down syndrome.

In early 2020 our Executive Director Kenneth Alter made the decision to purchase chromebooks for each student in preparation for a move to Remote or Virtual Instruction. Since that time our administration and staff have implemented best practices to enhance learning for our students in this environment. We continue to improve our schools to provide for the maintenance and support of a thorough and efficient system of instruction and services for all children in our schools. We continue our pursuit of excellence in our schools each day and with this plan are prepared to go Remote/Virtual immediately.

LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 SY

The Deron School of New Jersey plan below addresses the:
- Equitable Access and Opportunity to Instruction
- Addressing Special Education Needs
- Addressing English language learners (ELL) Plan Needs
- Attendance Plan
- Safe Delivery of Meals Plan
- Facilities Plan

Planning for Virtual/Remote Learning: Roles & Responsibilities

Administration:

Administrators are well versed in Remote or Virtual Learning and should build upon successes and "lessons learned" to provide the most effective instruction for our students. Roles and responsibilities below will provide our students with the best opportunity to learn and achieve their goals and objectives.

- Ensure all staff have current Google Classrooms set up for videoconferencing capabilities for each classroom/period.
- All students are provided with chrome books to use and to bring home each day
  - Ensure all culturally responsive teaching methods are implemented and socio-emotional learning initiatives are included for all students during virtual/remote learning
- Provide continued Social and Emotional Learning lessons as scheduled
  - Check in with staff to and provide assistance with their social and emotional health if necessary
  - Social workers will assist administration in providing SEL activities for students
- Ensure all families have Wi-Fi access to use student chrome books and identify those in need
  - For those who do not have Internet, local libraries or other locations for Wi-Fi or
  - Phone conferencing will be made available via Google Meet
  - Potential low cost Wi-Fi through Comcast/Verizon will be shared with families in need
- Include any and all ESL/ELL provisions in the classroom and differentiate or provide alternative instruction for students designated as English as a Second Language
- Provide translated materials to families when needed using Google Translate (Admin Assistants will help communicate with Spanish speaking parents).
- Ensure teachers have inventory of emails and passwords for all students
- Include plan for staff and teachers during Orientation for staff - Wednesday, August 31, 2022
  - Administration will review accommodations and modifications with teachers and CST members
  - Teacher assistant support in the virtual classrooms
  - Behaviorists continue observations and adapt BIPs to address virtual learning needs
  - Social Workers have all schedules and continue with counseling and case management responsibilities

- - - This includes follow up with families to ensure all services implemented to the greatest extent possible
    - Continue with IEP reevaluations and annual reviews on our regular yearly schedule. These meetings can be held virtually or in-person depending on the state of the school.
    - Maintain contact with case managers from sending districts with relevant information regarding student progress and concerns.
    - Provide counseling for students as per the IEP.
    - Assist teachers and families to prepare activities in social emotional learning and trauma related events. Act as a support for students, families and staff experiencing trauma or anxiety due to the current environment.
    - Maintain communication with families and districts regarding students experiencing hardships due to relocation. Provide families with community and government resources to assist families with suffering from trauma due to these hardships.
    - Provide information to families regarding 21st Century Learning Center Programs and agencies available to assist families and students to continue to grow. 21st Century Community Learning Center Programs
  - Related services continue with schedule with all students (Speech, OT/PT)
- Maintain regular attendance policies and procedures: School nurses will make daily attendance phone calls as usual. Nurses will notify administration regarding unresponsiveness to student absences. Social Workers and Administrators will address attendance concerns. Sending district case managers will be informed of attendance.
- Notify County, districts and parents of emergency closures. Provide list of essential employees to the county office in the event of a closure.
- Designate troubleshooting contact for staff and parents (Building Principal)
- The Credit Recovery Policy for the Montclair Campus high school students will remain in effect.
- Continue with lessons plans and teacher meetings/PLCs, and All Staff meetings
- Provide training to designated staff on Zoom in the event backup system is needed (Greg/Jenn)
- Create one page cheat sheet (input from all administrators)
  - Realtime quick link
  - Contact information for building admin/ other key team members
  - IT Trouble Reporting ticket system
  - Quick email link to notify of illness / absence
  - Providing eLearning via Google:
    - Google Meets
    - Stream
    - Record session
    - Use features and functions for effective online learning

Teachers:

Teachers are well versed in Remote or Virtual Learning and should build upon successes and "lessons learned" to provide the most effective instruction for our students. Roles and responsibilities below will provide our students with the best opportunity to learn and achieve their goals and objectives.

- Google Classroom setup for each classroom and period/special areas/related services
- Ensure access to Real Time student information system to follow same lesson plan/attendance/schedule
- Prepare for effective use of Remote/Virtual Learning by familiarizing yourself with Google Classroom, Google Meet and streaming to meet the needs of all learners
- Ensure all student assessments are completed (including benchmarking assessments if necessary)
  - Additional guidance will be provided in the event our local benchmarking assessments need to be administered virtually
- Review IEP to address any additional needs for students in a virtual/remote environment
  - Ensure varied and age-appropriate activities are offered (work with Supervisor)
- Organize inventory of emails and passwords for your students
- Create groups for various lessons
- Continue with all academic and WBL, CBI lessons as prescribed by our curriculum and IEP Planning Guides
- Offer additional extended learning opportunities for students outside of student contact time
- Ensure differentiated or alternative instruction for English Language Learners
- Instruction is provided with the goal of maximizing student growth through all tools available online including:
  - Synchronous (Remote/Virtual meetings)
  - Asynchronous learning (bulletin boards, journaling, not necessarily done live online
- Ensure differentiated or alternative instruction for all students to reflect appropriate instruction based on student performance and assessment results.
- Create folder(s) in your drive that will be used to house student assignments and tests/quizzes
- Add the following to your "welcome to the class":
  - Welcome letter including rules/expectations for Remote or Virtual Learning
    - Camera
    - Microphone
    - Participation
- Enrichment - Genius Hour - new for 2022-2023
  - This program provides students the opportunity to expand upon their knowledge
  - Students choose an area of interest for them and research, explore, and/or present
- Special Area teachers can pre-record up to 5 minutes of lessons on screencastify
- Create a new calendar invite for each lesson in Google Classroom
  - Add Meet for video conferencing
  - Always add your supervising administrator to the class and send them the invite
- Once all your students have joined the class ensure settings that close Meet when lesson is completed
- Ensure Attendance for each period is taken via Realtime
  - If there is an issue with Realtime please share period attendance with the Main Office
  - All regular attendance policies and procedures will be followed during virtual/remote learning
  - This includes: Health Office contacting families, teacher follow up, attendance letters from the Main Office
- Continue consistent communication with parents

Related Services:

Related service providers are well versed in Remote or Virtual Learning and should build upon successes and "lessons learned" to provide the most effective instruction for our students. Roles and responsibilities below will provide our students with the best opportunity to learn and achieve their goals and objectives.

All related service providers will prepare for Virtual/Remote Learning using Google Classroom, Google Meet and Screencastify. Each therapist will continue to collaborate with their team and supervisor to prepare to deliver therapy using the virtual/remote format.

Each therapist will independently:
- Ensure access to Realtime
- Evaluate caseload and section off by classroom for potential push in
- Follow same therapy schedules during virtual/remote learning
  - Create groups for various lessons as scheduled
  - "Pull" students for therapy as scheduled
  - Connect with teachers to see where you can "push in" and request to be added as a co-collaborators in Google lessons
  - Continue to use Realtime for Speech lesson plans
  - Send "Welcome to Speech" letter to include:
    - Rules/expectations for eLearning
    - Camera
    - Microphone
- Create a new calendar invite for each session - individual or group (if not pushing into a class).
  - Add Hangouts Meet for video conferencing.
  - Remember to always add Jeanine to the session by sending invite
- Therapists can pre-record up to 5 minutes of lessons on screencastify.
- Keep track of sessions in a document to share out for SEMI logging. Please follow our regular procedures for session attendance.

Students/Families will receive:

- Introductory letter with your contact information
- Copy of M-F schedule to follow times below
- Student's email and password
- Emails of all their teachers and related service providers
- Directions to use Google Classroom and Google Hangout
  - Click on Calendar Invite
  - Click on the + to "join class"
  - Stream acts like the bulletin board
  - Assignments must be "turned in"
  - Full access to all Google Classroom features

- Access to video tutorial for Google Classroom and Google Hangout
- Digital Schedule (below)
- Link/contact person for trouble reporting (Union- Jenn and Carrieann, Montclair- Jeanine and Greg)
- Information from the district and case manager regarding any relevant transportation needs will be provided to parents/guardians
- List of apps, subscriptions and log in credentials specific to academic needs/levels.
- Google Drive work folders

Extracurricular Activities

- Organizations/Clubs will meet virtually. (Student Council, Year Book, Choir, etc.)
- Our interscholastic sports program at Montclair Campus will continue to offer (if safe):
  - Fall - Volleyball (and one track meet)
  - Winter - Basketball
  - Spring - Track
- Respite for our students at Union Campus - educational activities and an overnight stay (if safe)

Remote Learning Schedule:

- *This schedule can be adjusted as needed for both schools*
- Please sign on by 8:30 am using the Google link provided by your classroom teacher.
- Lunch is being collapsed and the 9th period has been removed.
  - Follow your schedule as normal as possible with the removal of SEL, World Language, Writing, and Lunch. If needed, one health class can be removed, as well as one FCS class.
  - **Please make a schedule for your class and add your link(s) for special subject classes. Share your schedule with your administration team.**
  - Hours for one-to-one staff members will be 8:30 am to 1:30pm. All other staff will adhere to contracted hours.

Period	Time
Period 1	8:30-8:55
Period 2	8:56-9:36
Period 3	9:37-10:17
Period 4	10:18-10:58
Break	10:59-11:19
Period 5	11:20-12:00
Period 6	12:01 - 12:41
Period 7	12:42-1:15
Period 8	1:16-1:46

Staffing Assignments

- Both schools will continue to provide Daily Coverage Sheets to address staff absences

Custodians/Maintenance/Facilities staff:

- Staff members will report to buildings for adjusted duties based on the needs of the facilities
- Continued work on classrooms to ensure a safe return of staff and students after Remote/Virtual Learning has concluded
- Daily upkeep of buildings and any construction projects that can be scheduled to complete earlier to be reassigned

Free and Reduced Lunch:

- Eligible students will be directed to their local school districts for Free and Reduced breakfast and lunch. The local school district will be responsible for making arrangements for the delivery and availability of the school meal program.

Essential Employees:

- Essential employees include:
    - Administration
    - Administrative Assistants
    - Custodians/Maintenance
    - Technology Coordinator
    - 1:1 Paraprofessionals

Notes for staff

Google Classroom

- Stream - like the bulletin board
- Anything added can be saved as a draft or scheduled for class to receive at a certain time.
- Decide if you want students to comment or post
- Leave "show deleted comments" off -you can track inappropriate comments that may have needed to be deleted.
- Classwork- Create assignments
    - Differentiated learning takes place based on who you assign the classwork to
    - If you do not assign a due date, participants can go in and edit at any time.
        - Due dates allow you to see how long a project or assignment took
        - Work cannot be submitted after the due date.

- - Set so that each has their own copy.

- Add videos from YouTube (must be viewed in advance) which can be discussed in future class Key points for using Google Classroom
- Please ensure your Google Classroom links are updated
- Students will have access to account for all online learning resources that are designed to enhance learning. Teachers will prepare additional activities and lessons on these online websites for the students.
- Opportunities for learning activities using community program will continue in person or virtually depending upon the safety guidelines at the time.

Google Hangouts
- Video conferencing for 250+ participants
- Enables an audit trail because you can record it
- Create a Calendar Invite
- Allows for screen share so you can demo access to Google classroom from your computer

Screencastify
- Allows you to prerecorded lesson of up to 5 minutes
- Saves it to your drive
- Can be added to your stream