

The Rugby School at Woodfield

Virtual Learning Action Plan

(2022-2023)

The Rugby School at Woodfield is a state approved out-of-district placement for special education students. All remote instruction is based in accordance with each student's Individualized Education Plan to the best of our abilities. The following document is The Rugby School's action plan for use of virtual or remote instruction. This plan provides a framework for maintaining essential functions and services during a school closing.

Demographic Profile

The Rugby School at Woodfield provides special education and related services to 85 students ranging in grade from Kindergarten to 12th+ grade (age 21). The Rugby School currently enrolls students from 42 sending school districts located in five different counties. The range of class size is 6 - 12 students. Related services offered at The Rugby School at Woodfield are individual and group counseling, art therapy, speech therapy, occupational therapy, and psychiatric consultation with medication monitoring.

ESL and ELL Students

The Rugby School at Woodfield does not have any enrolled students who require ESL or ELL services. Any communication with parents/guardians who do not speak English is relayed via email using Google Translate.

Technology

Each student and staff member of The Rugby School at Woodfield is equipped with a Chromebook, as well as, any and all necessary hardware and WiFi services to comply with this remote learning action plan. The network administrator will monitor and maintain all necessary equipment and remain in communication with teachers, school counselors and parents to assess and provide all technology tools and support.

Administration Responsibilities

- Administration continues to provide remote learning training and support to all teaching staff and related service providers.
- Administration shall provide technology support to teaching staff.

- Administration shall maintain a communication network with all stakeholders including parents, child study teams and The Rugby School personnel.
- Administration shall ensure that appropriate health and safety standards within the school building and throughout the remote learning environment are being observed.
- Administration shall maintain communication with the Department of Education, Monmouth County Office of Education and the Department of Health and Human Services.
- Administration shall provide the Monmouth County Office a list of essential employees when the school transitions to remote learning.
- Administration shall maintain communication between the clinical/medical personnel and our families.
- Administration shall ensure that designated staff are maintaining PD and DBT training.
- Administration shall ensure that all other business and legal issues are being attended to such as payroll, accounts payable and receivables, etc.
- Administration shall ensure that each student and staff member are equipped with any and all necessary hardware and WiFi services to comply with this remote learning action plan.

Teacher Responsibilities

- Teachers shall ensure that all educational materials, including school issued Chromebooks, are sent home with the students in the event of remote learning.
- Teachers shall provide instructional lessons via Google Classroom and Google Meet based on the students' IEP goals and objectives.
- Teachers shall provide direct instruction for each class including face-to-face instruction, tutorial videos, resource websites and independent practice work.
- Teachers shall be available at scheduled times through Google Meet to correspond with students for questions, clarification or reinforcement of instruction.
- Teachers shall work in small groups or individually with their students as needed for reinforcement or practice of skills through Google Meet.
- Teachers shall receive completed instructional assignments and assessments through Google Classroom or obtain results of assessments from other learning resource websites.
- Teachers will participate in student IEP meetings and provide required documentation, goals and objectives.
- Learning Lab teachers shall schedule students who require individual instruction for Reading/Language Arts and Mathematics.

Delivery of Instruction

All students shall be provided a Chromebook and a hotspot box if they do not have access to the internet. Teachers shall be available to all students and families from 8:45 am - 3:30 pm. All Administration, clinicians, therapists and nurses will be available to all students and families from 8:30 am - 4:00 pm. Administration, teaching and support staff will do everything possible to accommodate each family's special circumstance and to alter our approach to meet family needs. Our teaching and support staff are flexible.

Students shall be required to log into their online classrooms through Google Classroom during the hours of 8:45 am - 2:15 pm, Monday-Friday. Students will follow their daily eight period schedule including academic core classes, specials and related services. Attendance shall be taken each period. Direct instruction will be provided during scheduled times via Google Meet. Teachers shall post assignments, tutorial videos and resources in their Google Classroom. Teachers will have flexibility in instructional approaches based on the needs of their students.

- All instruction, class assignments and independent work is based on students' present academic levels and functional performance as per their Individualized Education Plan.
- All content, processes and materials shall be adjusted to all students' learning styles and functional levels.
- Teachers shall base lessons on students' readiness, interests, learning profile and affect.
- Instructional lessons will be delivered via Google Classroom and Google Meet based on the students' IEP goals and objectives.
- Instructional content shall be provided for each class including face-to-face instruction, tutorial videos, resource websites and independent practice work.
- All modifications and accommodations listed in the students' IEP's shall be given to the best of the teachers' abilities.
- Communication shall be maintained with students and their families via Google Meet, Gmail and phone calls to resolve any issues regarding delivery of instruction, tracking of progress and the provision of modifications and accommodations set forth in the IEP's.
- All materials shall be provided to the students through remote learning and delivered to students homes, such as textbooks, supplementary activities and school supplies.

Annual Reviews and Other District Meetings

Annual reviews and other district meetings will take place as scheduled. District case managers shall contact the IEP Coordinator to schedule virtual meetings. All essential staff shall participate in meetings and provide the district case manager with all required documentation. Parents/guardians are invited to attend via virtual platform or phone call.

Educational Resources

Each teacher shall select educational resources appropriate to their students and learning objectives. Some resources include:

- Readworks
- Reading Plus
- Readtopia
- A-Z Learning
- Khan Academy
- Fast Forward
- IXL
- Youtube
- ABC Mouse
- Prodigy
- Scholastic Upfront
- Scholastic Action
- Mystery Science
- Iknowit

Paraprofessional Responsibilities

- Paraprofessionals shall support student learning within the Google Classroom.
- Paraprofessionals shall participate in all classroom Google Meet sessions.
- Paraprofessionals shall assist classroom teachers in providing instruction, maintaining behavioral standards, scheduling Google Meet sessions, preparing instructional material and assisting students in staying on track of their scheduled classes.
- Paraprofessionals shall hold tutoring sessions with students who require assistance on assignments or reinforcement of skills.
- Paraprofessionals shall track students' points through the behavior management system.

Related Services Providers Responsibilities

- School clinicians shall complete teletherapy counseling services via Google Meet or FaceTime to provide individual counseling sessions.
- School clinicians shall complete teletherapy counseling services via Google Meet to provide group counseling sessions.

- School Clinicians shall maintain communication with parents and families to provide emotional support and ensure that basic needs are met.
- All Related Service Providers shall track student services and communication via data sheet.
- School Clinicians shall collaborate with outside agencies and therapeutic services to ensure students' well-being.
- School clinicians shall provide support and resources regarding the social and emotional health of staff members as needed.
- Speech Therapist shall complete teletherapy counseling services via Google Meet to provide individual speech sessions.
- School Psychiatrist shall complete teletherapy counseling services via DoxyMe, Google Meet or phone calls home to provide psychiatric consultation with medication monitoring.
- Occupational Therapist shall complete teletherapy services via Google Meet to provide individual OT sessions.
- Related service providers shall participate in student IEP meetings and provide required documentation, goals and objectives.

Student Responsibilities

- Students are required to take home all educational materials, including school issued Chromebooks and necessary hardware, in the event of remote learning.
- Students are required to log into their assigned Google Classroom as per their schedule.
- Students shall receive instruction and assignments from teachers using Google Classroom and Google Meet.
- Students may correspond directly with the teacher through Google Meet during class time for questions, concerns or reinforcement of instruction.
- Students shall complete assignments, projects or assessments as assigned by their teachers and submit through Google Classroom.
- Students shall participate in related services sessions via Google Meet.

Parent/Guardian Responsibilities

- Parents/Guardians shall assist in ensuring that students will login to Google Classroom as per their schedule.
- Parents/Guardians shall monitor Google Classroom and keep abreast of assignments, projects and assessments.
- Parents/Guardians shall designate an appropriate workplace for their child.
- Parents/Guardians shall assist in ensuring that students are expressing questions or concerns to their teachers.

- Parents/Guardians shall maintain communication with the teachers via Google Meet, Gmail and phone calls to resolve any issues regarding delivery of instruction, tracking of progress and the provision of modifications and accommodations set forth in the IEP's.
- Parents/Guardians shall communicate all issues and concerns regarding their child's social and emotional well-being to their school clinician.

Transition Services

- School clinicians shall provide guidance to students in reaching their individual transition plans through Google Meet.
- Clinicians shall continue to submit DVR and other transitional service referrals.
- Work Study coordinators shall provide instruction and practice of employment skills through Google Classroom and Google Meet.
- Work Study coordinators shall assist students in their search for possible outside employment.
- Clinicians shall continue to monitor and support students participating in the Fast Start College Program.

Behavior Management Program

- Students shall earn points as an incentive for completing remote learning activities as listed on the current Behavior Management Point Menu.
- Classroom paraprofessionals shall record accumulating points throughout the week.
- The Behavior Management Team shall arrange for rewards to be delivered.
- The Behavior Management Team shall support students through Google Classroom and Google Meet.

Safe Delivery of Meals

- Administration shall notify all sending district's case managers when a student transitions to remote learning.
- School clinicians shall remain in communication with families who are receiving breakfast and lunch from the sending school districts.
- Administration shall contact district case managers for any families who are having difficulty receiving breakfast and lunch services provided by the sending schools districts.

Attendance

- Students' attendance for remote learning shall be collected through participation of the virtual classroom.
- Parents/guardians shall call/email the attendance officer if the student is sick or for any other reason that the student cannot engage with the day's instructional and therapy activities.
- Students shall follow their sending district's attendance policy to determine promotion, retention, graduation, discipline and any other decisions that will affect the student.
- If a student is reported absent for five consecutive days, a Five-Day Absence Notice shall be sent to the sending district's case manager.
- Administration shall contact the student's local police department to complete a welfare check if the student and/or parent is not responsive to staff communication after five consecutive days.
- Attendance reports are sent to all our sending districts.

Data Tracking

- All staff members shall record and maintain daily contact data with students.
- All staff members shall record and maintain contact data with parents/guardians.
- Administration shall track remote learning and remote therapy participation rates.
- Teachers, therapists and clinicians shall record student progress data of remote learning and submission of assignments from parents/guardians.

Communication and Reporting to Sending Districts

- Five-Day Absence Letters and monthly attendance reports shall be submitted.
- Remote Learning, Related Services and Parent Communication reports shall be submitted upon district request. It may be necessary to prioritize reporting based on district requests and number of enrolled students from each district.
- The Rugby School at Woodfield shall maintain active communication with district managers by responding to all questions or requests and initiate conversation in regards to non-participation in remote learning, therapy or any other concerns that arise.

Facilities

Administration and custodial staff have ensured that appropriate health and safety standards within the school building and throughout the remote learning environment shall be observed. Routine maintenance shall continue.

- Custodial staff shall ensure ample supply of all cleaning and maintenance supplies.
- Custodial staff shall take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible when essential staff are present in the building.
- Custodial staff shall maintain all building and grounds upkeep.
- Administration shall assist the custodial staff to prepare to restore facilities to their normal use.
- Administration shall ensure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc.

Professional Development

- All staff members shall participate in professional development regarding remote learning that pertains to their job description.
- All staff members shall participate in professional development regarding cultural differences, differences in student intelligence, cognitive style and achievement levels.
- All staff members shall glean ideas from professional development webinars in order to increase efficiency and learning during remote instruction.