

The Rugby School at Woodfield

School Health Related Closure Plan

(Revised May 21, 2020)

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 an elongated school closing.

Demographic Profile

The Rugby School at Woodfield provides special education and related services to 97 students ranging in grade from Kindergarten to 12th+ grade (age 21). The Rugby School currently enrolls students from 41 sending school districts located in five different counties. Approximately 47% of the students would be considered lower socioeconomic status and 53% are middle to upper socioeconomic status. The range of class size is 5 - 12 students. Related services offered at The Rugby School at Woodfield are individual and group counseling, art therapy, speech therapy, occupational therapy, physical therapy and psychiatric consultation with medication monitoring. The students classifications are as follows:

Number of Students	Classification
17 students	Autistic Spectrum Disorder
1 Student	Behavior Disability
1 Student	Communication Impairment
22 Students	Emotional Disability
1 Student	Intellectual Disability
16 Students	MultipleDisability

2 Students	Mild Intellectual Disability
30 Students	Other Health Impairment
5 Students	Specific Learning Disability
1 Student	Social Maladjustment
1 Student	Traumatic Brain Injury

ESL and ELL Students

The Rugby School at Woodfield does not have any enrolled students who require ESL or ELL services.

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 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 provide instructional lessons via Google Classroom, Google Hangouts and Google Meet based on the students' IEP goals and objectives.
- Teachers shall provide instructional content for each class including face-to-face instruction, tutorial videos, resource websites and independent practice work.
- Teachers shall be available at scheduled time through Google Classroom or Google Hangouts to correspond with students for questions, clarification or reinforcement of instruction.
- Teachers shall hold at least one mandatory Google Hangout or Google Meet with their students each week.
- Teachers shall work in small groups or individually with their students as needed for reinforcement or practice of skills through Google Hangouts or Google Meet.
- Teachers shall receive completed instructional assignments and assessments through Google Classroom or obtain results of assessments from other learning resource websites.
- Teachers shall provide students with alternate educational experiences that are differentiated and modified to meet the specific needs of the students who do not have access to remote learning.
- 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

Teachers and Paraprofessionals will be available to all students and families from 8:30 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 and shall add hours as needed throughout the day. This means that service may be delivered during evenings and weekends.

Students and teachers shall be required to log into their online classrooms through Google Classroom during the hours of 9:00 am - 1:00 pm, Monday-Friday. Direct instruction shall be provided during scheduled times and teachers will be accessible to all students throughout the four hour period of 9:00 am - 1:00 pm or as required by students and/or their parents. Teachers and paraprofessionals will provide small group or individual tutorial instruction through Google Hangouts, Google Classroom, email or phone calls from 1:00 - 3:30. Teachers shall 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 Individual 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, Google Hangouts 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 Hangout, 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.
- The Rugby School has provided chromebooks and WiFi hotspots to students who do not have network access. The Rugby School shall continue to monitor the need for access to technology through parent communication.
- Due to some students' disabilities, teachers shall provide instruction via email and phone calls to students who are completing alternate educational activities.
- Staff members shall pick up completed assignments from the students home in order to measure and assess progress.
- 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 have been taking 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

- Khan Academy
- Fast Forward
- IXL
- Youtube
- ABC Mouse
- Prodigy
- Scholastic Upfront
- Scholastic Action
- Mystery Science

Paraprofessional Responsibilities

- Paraprofessionals shall support student learning within the Google Classroom.
- Paraprofessionals shall participate in all classroom Google Hangouts and Google Meet sessions.
- Paraprofessionals shall assist classroom teachers in providing instruction, maintaining behavioral standards, scheduling Google Hangouts and 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 Hangouts, Google Meet or phone calls home to provide individual counseling sessions.
- School clinicians shall complete teletherapy counseling services via Google Hangouts, Google Meet to provide group counseling sessions.
- School Clinicians shall provide social and emotional support through Social Google Classrooms and attach resource website links and mindfulness activities for students to complete.
- 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.
- Speech Therapist shall complete teletherapy counseling services via Google Hangouts, Google Meet or phone calls home 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 counseling services via Google Hangouts, Google Meet or phone calls home to provide individual OT sessions.
- Occupational Therapist and Physical Therapist shall create menus of exercises for the students to complete at home.
- Related service providers shall participate in student IEP meetings and provide required documentation, goals and objectives.

Student Responsibilities

- Students are required to log into their assigned Google Classroom as per their schedule.
- Students shall receive instruction and independent assignments from teachers using Google Classroom, Google Hangouts and Google Meet.
- Students may correspond directly with the teacher through Google Classroom, Google Hangouts or 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 who are participating in alternate educational experiences shall submit work through mail or email.
- Students shall participate in related services sessions.

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 will assist in ensuring that students are expressing questions or concerns to their teachers.
- Parents/Guardians shall maintain communication with the teachers via Google Hangout, 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.

School Nurse Responsibilities

- School nurses shall provide medical and health related information via Google Classroom.
- Schools nurses shall be available to answer medical and health related questions from students and parents.
- School nurses shall provide educational videos and resource links to students and their families through the Google Classroom.

Transition Services

- School clinicians shall provide guidance to students in reaching their individual transition plans through Google Hangouts, Google Meet and phone calls.
- 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, Google Hangouts and Google Meet.
- Work Study coordinators shall assist students in their search for possible outside employment once shelter-in-place restrictions are removed.

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, Google Hangouts and Google Meet.

Professional Development

- All staff members shall participate in professional development regarding remote learning that pertains to their job description.
- All staff members shall glean ideas from professional development webinars in order to increase efficiency and learning during remote instruction.

Safe Delivery of Meals

- School clinicians shall remain in communication of 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, completion of assignments, contact with student and parent communication (phone calls/emails).
- Parents/guardians shall call/email their child's teacher 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.
- Phone calls, emails and virtual contacts shall be made by teachers and/or clinicians on a consistent basis in order to maintain communication on students' progress of online learning or submission of assignments.
- 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 using the same procedures that were in place prior to the emergency closing.

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 make good faith efforts to secure 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 are being observed. Routine maintenance is continuing.

- Custodial staff shall ensure ample supply of sanitizing supplies and weekly sanitizations.
- 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.

Graduation

The Rugby School at Woodfield has 12 graduating students for 2020. The Class of 2020 graduates are encouraged to participate in their sending districts graduation activities. Upon return to school, the class of 2020 shall be invited to a celebration that will be given in their honor.

Essential Staff

All essential staff are working normal hours. The hours will be served either in school or at home at the discretion of the Administrative Team.

Title/Position	Name
Executive Director	Dolores De Santo
Director	Anthony Aquilino
Principal	Jennifer McMahon
Supervisor	Jennifer Connelley
IEP Coordinator	Christine Larson
Assistant to the Executive Director/Human Resources	Patricia Eckloff
Accounts Receivable/Billing	Lyn Higgins
Accounts Payable/Building Manager	Oscar Vargas
Finance/Budgeting	Debra Howe
Clerical	Kathleen Aviles Alexandra Buscio Barbara Cherry Loretta De Santo
Teachers	Paula Birmingham Jennifer Buckles Kristi Campagna Chris Cole Ellen Dalton Eileen Darago Susan Emmitt Carlos Eugenio Daniel Gingold Robert Grimaldi Janene Kaplan Karen Langer Tia Leach Nancy Pilesky Rosaria Scotto Thomas Semplenski

	<p>Kari Stacker Despina Statelova Glen Tarantino Christine Van Pelt</p>
Social Worker/School Counselor/Art Therapy	<p>Luba Corichi Maurice Crosby Kayla Firsichbaum Tricia Gallaudet Joanna Gangadyal Megan Pease</p>
Speech Therapist	<p>Michelle Rosenthal</p>
School Nurse	<p>Ellen Whitford Sheree Ghosh</p>
Paraprofessionals	<p>Adam Aviles Doreen Caravella Shirley Contreras Jason Ecklof Joan Gallagher Paul Gangadyal Alison Gaul Jennifer Glickman Terry Janeczek Patricia Kouvel Vanessa Marinov Jennifer Miller Jeanne O’Leary Kyle Patrick Jeffrey Popiel Pamela Robinson Stacey Robinson Jeremy Schafer Dawn Stec Lisa Work</p>
Network Administrator	<p>Steve Peterson</p>
Custodial Services	<p>Suzanne Brown William Brown Kenneth Katz Adem Krasniqi</p>

ESY Programming (Remote Learning Plan)

The Rugby School at Woodfield is currently providing a remote learning plan for the Extended School Year Program as a result of Governor Murphy's school closure executive order. Once safety guidelines are provided to NJ schools from the Governor and CDC, The Rugby School at Woodfield will then develop a reopening plan for staff and students to safely return to school.

- ESY shall be performed through remote learning from the hours of 8:45 - 2:15 pm.
- Processes and procedures detailed in the School Health-Related Closure Plan will continue during the ESY program.
- Teachers shall provide instructional lessons from the hours of 9:00 am - 1:00 pm. School clubs and social activities shall be offered from 1:00 pm - 2:15 pm.
- Teachers shall administer assessments to students for learning loss through Fast Forward, Readworks and IXL.
- Teachers shall provide instructional lessons via Google Classroom, Google Hangouts and Google Meet based on the students' IEP goals and objectives.
- Teachers shall provide instructional content including face-to-face instruction, tutorial videos, resource websites and independent practice work based on the results of assessments.
- Teachers shall be available at scheduled time through Google Classroom or Google Hangouts to correspond with students for questions, clarification or reinforcement of instruction.
- Teachers shall work individually with their students as needed for reinforcement or practice of skills through Google Hangouts or Google Meet.
- Teachers shall take students on virtual class trips.
- Students shall receive take home kits for STEAM and 21st Century Learning based projects.
- Teachers shall utilize 21st Century learning resource websites such as Prodigy, Readworks and A-Z Learning.
- Teachers shall provide students with alternate educational experiences that are differentiated and modified to meet the specific needs of the students who do not have access to remote learning.
- Teachers shall participate in student IEP meetings and provide required documentation, goals and objectives.
- School clinicians shall complete teletherapy counseling services via Google Hangouts, Google Meet or phone calls home to provide individual and group counseling sessions.
- School Clinicians shall provide social and emotional support through Social Google Classrooms and attach resource website links and mindfulness activities for students to complete.
- School Clinicians shall maintain communication with parents and families to provide emotional support and ensure that basic needs are met.
- School Clinicians shall collaborate with outside agencies and therapeutic services to ensure students' well-being.

- School clinicians shall provide guidance to students in reaching their individual transition plans through Google Hangouts, Google Meet and phone calls.
- IEP meetings will be held with the district case manager for any students who require credit recovery.

Board Approval: May 21, 2020

Posted on Website: May 21, 2020

Shared to Sending Districts: May 21, 2020