



**The Arc of Essex County's Stepping Stones School  
19 Harrison Avenue  
Roseland, NJ 07068**

**Phone: (862) 210-8781    Fax: (862) 210-8791    Principal: (201) 247-0232**

**Temporary Remote Learning Instruction Plan 2021-22 School Year: October, 2021**

The Arc of Essex County's Stepping Stones School is a Private School for Students with Disabilities, specifically for students ages 3 – 10 with intellectual and developmental disabilities.

In the event there is a COVID-19 school closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, each child/family will have an individualized academic/therapeutic Temporary Remote Learning Plan to implement while at home.

In the event of such a need where a Temporary Remote Learning Plan is to be implemented, the following are the major plan elements:

Access to technology/equitable access:

The primary methods of communication used during the implementation of a Temporary Remote Learning Plan is email, Zoom, and phone. An assessment was conducted at the beginning of the school year to determine the best feasible method to communicate with each family. All families in the school, with the exception of one, have the ability to communicate using all methods listed. For the one family who is not able, an individualized communication approach will be used that includes phone and texting.

Families are provided with links to many free online resources including: free internet; free meeting sites; how to set up emails, etc. All families, except one, are able to access Zoom from either a phone or computer for virtual sessions with teachers/therapists.

Some sending school districts can provide chrome books or other devices if needed. Stepping Stones maintains open communication with sending districts and assists in obtaining computers if needed. To date this has not been identified as a need.

Communication with Families to implement a Temporary Remote Learning Plan:

Teachers and therapists will send daily agendas via email each morning. For the family that does not have email, information will be sent via text. If needed, bilingual staff is available via phone, text, or email for families that may need any or all of the information translated into their native language.

Families will be responsible for texting or emailing their student's teacher at 8:50am indicating that their child is available for learning/therapies for that day. Teachers will track attendance through this morning check-in.

A one-call voicemail blast system will be used as needed to relay information to families.

#### Communication with Sending Districts:

All sending districts will receive a copy of the Temporary Remote Instruction Plan via email. Updates will be sent as needed to sending districts regarding student status, remote learning plan updates, re-opening, scheduling IEPs, and rescheduling any meetings.

School administration will maintain contact with case managers regarding any scheduling needs and updates.

The remote instruction plan is also posted on the school website:

[Stepping Stones School \(steppingstonesschoolnj.com\)](http://steppingstonesschoolnj.com)

#### Communication with transportation providers:

A one-call voicemail blast will be sent to transportation providers regarding any closures, re-openings, and changes to the calendar.

#### Core Subject Instruction:

A packet of remote instruction materials was sent home in early September to each family for use in the event a Temporary Remote Learning Plan needs to be implemented. The packets included handouts, worksheets, and printed resources.

Packets contain:

- Special Reads for Special Needs Individualized books; packet of child's sight word cards and list of next level sight words
- Unique Curriculum leveled books for individual child
- Math activities including manipulatives that can be used for math games (i.e. small blocks, Legos, crayons, etc.)
- Individual writing activities including handouts, online application suggestions for writing games/activities
- Individual writing materials (i.e. chunky crayons, rock crayons, etc.)
- Homework packet and homework games (i.e. Drops in the Bucket program)
- Materials for families, as needed: appropriate scissors, glue, paste, crayons, etc.

Virtual learning platforms will be used for students whose families have access to computers and Wifi. These include the following:

- Unique Curriculum links

- News 2 You
- Brain Pop
- Scholastic and Scholastic Weekly Reader
- Google Distance Learning
- Youtube links for songs and learning videos
- Starfall
- Teleconference platform for a morning meeting for the older class

### Therapies:

Occupational, Physical, and Speech Therapists have assembled individualized family friendly versions of the following materials:

- Feeding Protocols – including handouts, oral motor warm-ups tools and instructions for use, meal and snack suggestions
- ADL checklists (tooth brushing, dressing)
- Communication Games
- Home exercise programs – Brain Gym™ activities, strengthening activities, gross motor skills – these will include handouts with written instructions and pictures.

These materials will be sent home via email or text as needed during a classroom/school closure.

### Remote School Day:

The remote school day is from 8:50am to 2:40 pm, the same as the in -person school day.

All staff including teachers, teaching assistants, 1:1 teaching assistants, therapists, and all other school personnel will be available to families every school day from 8:50 am – 2:40 pm as per the usual school day.

### Teacher Responsibilities:

#### Daily:

- Send agendas to each family via email each morning regarding the day’s activities and lessons, along with an assessment checklist to complete at the end of the day and return via email that night or the next day.
- Establish contact with families to engage in discussion regarding the day’s activities.
- Be available to families from 8:50 am – 2:40 pm via Zoom, phone, email, and text regarding questions, feedback, issues, and assistance with remote learning.
- Maintain daily attendance for children who are present for learning.
- Ensure end of day assessments have been completed by families and send to principal for review and retention.
- Conduct daily teleconferencing meetings with classroom team to discuss plans, issues, and ideas.
- If applicable, send weekly email to families consisting of modified lesson “plans” regarding general ideas and timelines.

- If applicable, assign weekly teaching assistant lesson planning tasks for students (i.e. finding online academic resources, planning academic activities for children).

#### Teacher Assistant Responsibilities:

- Provide assistance to lead teacher with developing on online lesson ideas.
- Provide daily (and throughout the day) contact with families via phone, text, or video platform to assist with any activities and/or questions.
- Conduct video calls with children, as applicable, to maintain contact and ensure consistency.
- Conduct online research for core subjects (math, reading, writing, language).
- Work on Professional Development activities as directed by teacher and administrators.
- Maintain email and phone contact with lead teacher to update on families, share ideas, and provide feedback about activities.
- Attend daily remote team and staff meetings.
- Assist families with end of day assessments.

#### 1:1 Teacher Assistant Responsibilities:

- Conduct 8:50 am check in with family regarding daily activities.
- Conduct frequent check-ins with assigned family to help with any activities, answer questions, and work with the children.
- Provide and be available for email, text, phone and video availability with family/child from 8:50 am – 2:40 pm each day to work on activities with the child/family, answer questions, and be present for child throughout the school day.
- Maintain email and phone contact with lead teacher to update on assigned family, share ideas, and provide feedback about activities.
- Research and provide individualized activities for use by teacher to correspond to teacher lesson plans.
- Attend daily remote team and staff meetings.
- Assist family with end of day assessments.

#### Therapist responsibilities:

- On scheduled therapy days, therapists will send communication to families with the Zoom link for the individualized session, individualized activities and games, along with an assessment checklist for families to complete at the end of the day and return.
- Therapists will be in close contact with families from 8:50 am – 2:40 pm via any necessary platform to offer guidance and suggestions regarding instruction and therapy and help with any issues that families are encountering.
- Ensure end of day assessments have been completed by families and send to principal for review and retention.

School Administration will be in close contact with families regarding: status of remote learning program; updates regarding school, Department of Health or Department of Education information; and to manage/discuss any needs families may have regarding their child's program.

## Individualized Education Plans (IEP):

For students whose Annual IEP, eligibility review meeting, re-evaluation planning meeting, or any IEP reviews are due during the period of remote at-home learning, school administration will contact sending districts to schedule or re-schedule the meeting, and/or schedule a time for any IEP related meeting via conference call if feasible. The sending district is responsible for notifying the family of the any IEP related meeting. A copy of updated progress reports, annual review information, and any other educational or therapeutic information needed for the meeting will be sent via email to the sending district and family one week in advance of scheduled meeting. In addition, quarterly progress reports will be emailed to sending districts and families according to prescribed code requirements.

There is no school food service or school nutrition benefits at our program.

## **Remote Learning Plan/Individual Student or Class:**

In the event a student shifts to the Temporary Remote Learning Plan while the rest of the school is operating in person, or the entire class must stay home for a quarantine period, the following measures will be implemented:

- Using remote technology available with the family (already establish in beginning of school year), the remote plan will proceed.
- Staff (teachers and therapists) will email/text parents a list of supplies to have at home that will be needed for all remote learning.
- Therapy schedules will remain the same for the shift to remote learning.

There are two temporary remote learning scenarios that may go into effect during the 2021-22 school year:

### **Scenario 1: Individual Student**

Students who are home due to a positive COVID-19 test or exposure to someone with COVID-19, or who have COVID-19 symptoms and are awaiting results of the PCR COVID test, while the rest of the school is operating in-person.

- Upon notification that the student is required to remain home due to COVID-19 exposure or symptoms, the staff will utilize the first two student days of the quarantine period to prepare the activities and therapy sessions for the student's Temporary Remote Learning Plan. There will not be daily classroom or therapy agendas sent on days one and two of the quarantine period.
- Temporary Remote Learning Plans will begin on the 3rd school day of the quarantine and consists of the following:
  1. Daily agenda sent via email by school administration each day by 8:50am that includes the following:
    - Activities with links and details on how to implement

- Specific time and details for one 30-minute Daily Classroom Zoom Session conducted by teacher or teacher assistant. This half hour may consist of one of the following:
  - cognitive basket/IEP cognitive goal work;
  - circle time/morning or afternoon meeting;
  - subject lesson (i.e. science, social studies);
  - art activity;
  - music activity;
  - or read aloud.
- Therapy times (individual and group). Details in number 2 below.

Parents must email the Assistant Principal each morning by 8:50am to indicate that the child will be present for learning that day.

***NOTE: With the exception of the 30 minute live zoom classroom session, the Temporary Remote Learning Plan does not include a teacher for instruction. Families are expected to work with the student using the information provided. Activities are not expected to replicate every aspect of the student's day as if they were in-person, but as closely as possible to provide a bridge in activities for the student while not present for in-person learning.***

2. Scheduled Individual/Group Therapy session (s) via Zoom:
  - Individual/Group Zoom therapy sessions will occur on the same day and time as the child's in-person therapy. Therapy schedules can not be changed.
    - The family will receive the Zoom link (s) and email detailing activities from the therapist on days when therapy (s) are scheduled (times will be included in daily agenda sent by school administration)

Note: The Temporary Remote Learning Plan is only in effect during the quarantine period for COVID-19 related illness, symptoms, or exposure. If a family chooses to keep a student at home after the quarantine period is over or for other reasons, to include non-COVID-19 related illnesses, there will be no Temporary Remote Learning Plan option.

### **Scenario 2: Classroom**

The entire classroom must go out for a quarantine period. All staff including teachers, teaching assistants, 1:1 teaching assistants, therapists, and all other school personnel will be available to families every school day from 8:50 am – 2:40 pm as per the usual school day.

The entire class will have access to remote learning as follows beginning on the first full school day of quarantine and include the following:

- Daily agenda will be sent by the teacher via email each morning by 8:50 am. Each agenda will consist of the following:
  - Educational activities
    - Details are provided regarding activities, lessons, and classroom learning events for the day.

- Zoom activity options (other platforms are available, contact your teacher to make arrangements):
  - Morning group
  - Afternoon circle
  - Individual cognitive time
  - Group academic lesson
  - Group read aloud
- Each child's therapist will send therapy agendas for the days the child/children have individual and group therapies.
- Students out on a Temporary Remote Learning Plan and are members of a class that must go out on quarantine, will have their temporary remote plan synchronized with the class plan.

School Administration will be in close contact with families regarding: status of remote learning program; updates regarding school, Department of Health or Department of Education information; and to manage/discuss any needs families may have regarding their child's program.