



Distance Learning Plan - COVID-19

Original: March 10, 2020

Revised: April 16, 2020

(updated information is in red)

2nd Revision: May 14, 2020

(updated information is in blue and attached State Checklist is added)

Board of Trustee Approved on Thursday, May 21, 2020

Prepared by Elisa M. Di Lolle, Principal

Newgrange School Essential Employees:
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As part of our emergency preparedness plan the Newgrange School has modified our distance learning option to meet the requirements of the State of NJ regarding COVID-19. With the State invoking Homebound Instruction Rules and Newgrange being a private school for students with disabilities, our entire population is classified and will require 10 hours of core subjects per week.

As our staff brainstormed this requirement and realized the level of specialty instruction we provide on a daily basis, we as a school will be providing a minimum of 15 hours per week to our students should our school need to close for a required amount of time. We will provide our students with 20 school days (4 weeks) of work and have the capabilities to send more work through our Google Suite should we need to extend closure beyond 20 school days.

Revised: With Governor Murphy extending school closures, Newgrange is continuing our Live Google Meet sessions for students, following our daily bell schedule for early dismissal. Following this schedule allows for our student to get a minimum of 18 hours per week of instruction. We also have additional time schedule for Fridays, that allow students to have one-to-one instruction from their teachers, also using Google Meet. This individual instruction allows our teachers to complete checks for understanding and provide additional instruction and support for struggling learners.

2nd Revision: With Governor Murphy extending school closures until June 30, Newgrange is continuing our Live Google Meet sessions for students, following our daily bell schedule for early dismissal. Following this schedule allows for our student to get a minimum of 18 hours per week of instruction. We also have additional time scheduled for Fridays, that allow students to have one-to-one instruction from their teachers, also using Google Meet. This individual instruction allows our teachers to complete checks for understanding and provide additional instruction and support for struggling learners. Currently, Newgrange does not have any students listed as ELL, so no accommodations are needed at this time. Should we have students listed as ELL in the future we will provide all necessary ELL instruction and ACCESS the ELL's testing as required by the State. This schedule will continue until June 19, 2020 which is the last school day for Newgrange.

Student Attendance

Student attendance is checked by our teachers each class period. Weekly attendance submissions are emailed to the main office and the monthly attendance reports to sending districts are still emailed out monthly. Teachers have and will record their live class sessions so in the case a student is absent from class they can access the missed class from Google Classroom.

Parents have also found these recorded sessions, from our live classes are helpful as they are able to have their children watch the lessons over if a skill was missed or not fully grasped. If a student misses a full day the parents are called to discuss the absence and the need to complete any missed assignments or schedule additional one-on-one assistance from teachers during allotted tutoring time on Fridays.

This plan includes a variety of direct instruction, supplemental instruction, online programs already utilized by staff and students, plus additional supports including related services, social skills, and enrichment classes. **The items listed above are still being utilized.** These items and classes are continuing to be utilized

We have continued to provide students with a variety of instruction beyond the 18 hours of direct instruction. Students are mailed packets or sent direct link from our free School Access Teachers pay Teachers (TpT) every two weeks, since school closed. These completed packets are mailed back to the school via a pre-paid envelope when new packet work arrives.

In addition, students will also complete their end of the year iReady assessments for all core subject areas. Student packets are continued to be mailed out as supplemental instruction in addition to the 18 hours of direct live instruction following our daily, early dismissal bell schedule. Please see Distance Learning/Early Dismissal Bell Schedule below:

Early Dismissal Schedule	
Arrival	8:05 – 8:15
Homeroom	8:15 – 8:25
Period 1	8:28 – 9:01
Period 2	9:04 – 9:37
Period 3	9:40 – 10:13
Period 4	10:16 – 10:46
Period 5	10:49 – 11:22
Period 6	11:25 – 11:58
Period 7	12:01 – 12:34
Period 8	12:37 – 1:10
Homeroom	1:13 – 1:23
Dismissal	1:23 – 1:30

Related services typically utilize Arrival, Homerooms, and Dismissal time for therapy sessions. Sometimes these sessions will happen prior to 8:05 am and after 1:30 pm, depending on the number of services a student receives.

All K- 8 core subjects and graduation required courses for High School students will be included into the student's instruction if/when the school is ordered to close. Courses like art, music, technology and social skills will also be available to our students as this is part of their normal educational routine.

Students were provided the following technology on Friday, March 13, 2020:

1. A school issued laptop, chrome book or mac book.
2. A charger for the device.
3. Based on survey results, a hot spot for families that do not have access to Wi-Fi/internet.

4. An additional copy of our school acceptable use policy for technology.
5. Any assistive technology required in specific students IEP (headphones, iPad, text to speech, speech to text, stylus pen, etc.)

All students received these items. We have procedures in place for broken or outdated Chrome Books to be returned to the school and a replacement is given. This same procedure is in place for teacher and staff technology issues or concerns.

All students have received their required technology from Newgrange directly. We also have safety procedures in place for broken or outdated Chrome Books. In some cases, if a family does not have transportation a school representative from Newgrange has taken new Chrome Books, Wi-Fi Hot Spots, or other needed technology directly to the students' home. This is no easy task as our students reside all over the State of NJ. But we have supplied all needs and continue to do so for our students and families.

Students were provided the following log-in and passwords for all our current web-based programs (already utilized by the school) on Friday, March 13, 2020:

1. i-Ready: <https://login.i-ready.com/>
Login and Password is provided by the school
2. ReadWorks: <https://www.readworks.org/>
Login and Password are the students' Gmail account.
3. Quizlet: <https://quizlet.com/>
Login and Password are the students' Gmail account.
4. Lexia Learning: <https://www.lexialearning.com/>
Login and Password is provided by the school
5. Learning Ally: <https://learningally.org/>
Login and Password is provided by the school
6. Common Lit: <https://www.commonlit.org/>
Login and Password are the students' Gmail account.
7. Google Classroom: <https://classroom.google.com/>
Login and Password are the students' Gmail account.
8. Brain Pop: <https://www.brainpop.com/>
Login is: Not sharing as it is a subscription and this is a public document
9. Google Docs/Slides/Sheets: <https://docs.google.com/>
Login and Password are the students' Gmail account.

10. Kahoot: <https://kahoot.com/schools-u/>
Login and Password are the students' Gmail account.
11. Google Meet: <https://meet.google.com/>
Login and Password are the students' Gmail account.
12. Typing Club - <https://www.typingclub.com/>
Login and Password are the students' Gmail account.
13. Paradigm - <https://www.ppihx.com:8080/AccessNow/start.html>
Login and Password is provided by Paradigm
14. Soundtrap - <https://www.soundtrap.com/>
Login and Password are the students' Gmail account.
15. Duo Lingo - <https://www.duolingo.com/learn>
Login and Password are the student's Gmail account info.
16. NJ Virtual Academy for Spanish – Students have Login and Passwords
17. All the above log-in and passwords have been provided and if students or parents forget them, they simply email the teacher, principal, or technology teacher to get the information reset or updated.

Students were provided the following links or embed codes on Friday, March 13, 2020:

1. YouTube or SchoolTube from teachers that have posted distance learning videos of assignments and/or supplemental information (video of teacher reading a story, video of teacher reviewing previously taught information as a refresher)
2. Email to student accounts from specific classroom teachers inviting students via a link to a google meet/hangout for a live instruction or recorded instruction session.
3. Email to individual student account inviting them to a related service (SLP, OT, PT) non-direct session via a recorded google meet.
4. Email to individual student account inviting them to a related service (school counseling/social skills lesson) non-direct session via a recorded google meet or YouTube/SchoolTube.

*As of April 1, 2020, The Newgrange School immediately complied with the Notice of Rule Waiver/Modification/Suspension Pursuant to Executive Order No. 103 (Murphy). To begin providing telehealth or telepractice for Related Services. Our students are receiving their IEP directed OT / PT / SLP and Counseling in live virtual sessions via password protected Zoom meetings. These direct sessions began on April 1 and will continue until Executive Order 103 is withdrawn. Newgrange students previously received non-direct services via SLP / Counseling in

pre-recorded messages and or non-direct assignments sent directly to the students' Newgrange email account. Newgrange is working to schedule students for compensatory sessions to make up services missed between March 16 and March 31, 2020.

The Newgrange school has continued to comply with E.O. 103 for providing telehealth or tele practice for Related Services. Our students are receiving their IEP directed OT / PT / SLP and Counseling in live virtual sessions via password protected Zoom meetings. Many of our Related Services Providers were able go back and provide live telehealth sessions for previously recorded non-direct services from March 16 – March 31, 2020 reducing the need of compensatory services for some students. Our providers expect to meet all compensatory related services prior to our last day of school which is June 19, 2020.

Students were provided the following paper packets on Friday, March 13, 2020:

1. Students will be supplied Orton-Gillingham instruction that includes dictation sheets, word list, sentences and passages.
2. Students will be supplied Wilson Instruction that includes magnetic boards, readers, journals, and dictation sheets.
3. PE/Health assignments for different grade spans K-5, 6-8 and 9 – 12. Revised- students have also completed Live PE/Driver's Ed / Health classes via Google Meet. The classes continue to take place via Live Google Meet sessions.
4. Driver's Education assignments including the manual and study guide. Revised – The NJ MVC gave approval for Driver's Education Course to continue, but the written exam must still be completed face to face. Newgrange will make this available to current Driver's Ed students once we are able to return to school or during ESY, depending on the State of Emergency restrictions. These classes continue to take place, but again our students must wait to take the written exam in person. We are working on several alternatives to make sure our students can take this written exam if ESY is not allowed to be conducted in-person.
5. Art assignments for different grade spans K-5, 6-8 and 9-12. Revised - students are also receiving Live art instruction via Google Meet and are also completing packets. Many students submit their work via a picture and then email back to the teacher. Students continue to take Live Google Meet classes for Art and submit their work via and picture /scan and email the assignment back to the teacher. In some cases, the teacher can record the work via Google Meet.

Students and Parents were provided the following forms on Friday, March 13, 2020:

1. Acceptable Use Policy (see attached)
2. Homebound Instruction Parent Signature Form (see attached)
3. School contact list (teachers, staff and administrators)
4. Individual student schedules including teacher name, subject area, time and frequency.

All forms have been received and acknowledged by our students and parents. Parent meetings have been completed via Zoom and the same platform is being used for Parent/Teacher Conferences.

All forms have been received and acknowledged by our students and parents. Parent meetings have been completed via Zoom or Google Meet. Our Spring Parent/Teacher Conferences were conducted as scheduled using a combination of Phone Conferences, Google Meet or Zoom platforms.

IEP Meetings

The Newgrange School is working with our sending districts to complete IEP meetings as scheduled. We have held many meetings over the last few weeks. The platform used for these meetings has differed based on the preference of the sending district. We have complied with all requests and have also reached out to sending districts to make them aware that we are able and willing to hold IEP meetings, to keep districts in compliance. Platforms sending districts have used for their students placed at Newgrange include: Zoom, Meet and phone conferencing. Many meetings are signed off on using an online signature document. We are providing districts with all IEP information prior to these meetings and supply the district with all our staff email addresses and roles for each IEP meeting scheduled. At this time, we have virtual IEP meetings scheduled until June 2020, just in case the State of Emergency is not lifted.

IEP Meetings

The Newgrange School is working with our sending districts to complete IEP meetings as scheduled. We have continued to hold meetings as required. The platform used for these meetings has differed based on the preference of the sending district. We have complied with all requests and have also reached out to sending districts to make them aware that we are able and willing to hold IEP meetings, to keep districts in compliance. Platforms sending districts have used for their students placed at Newgrange include: Zoom, Meet, and phone conferencing. Many meetings are signed off on using an online signature document. We are providing districts with all IEP information prior to these meetings and supply the district with all our staff email addresses and roles for each IEP meeting scheduled. At this time, we have virtual IEP meetings scheduled until the end of the school and have shared our plans for ESY with case managers during the Annual Review/ IEP meetings. Newgrange has also discussed with sending districts about the needs of re-evaluations and when these evaluations can be completed. We will work with our sending districts to make sure once we are back to an in-person setting these evaluations will be promptly scheduled with the district and completed in a timely manner.

Newgrange ESY 2020 Programming

At present time, Newgrange is in a similar situation as most districts when it comes to ESY. We are currently waiting on a directive from the State. All ESY programs are directly linked to the students; IEP and were discussed with districts during Annual Review meetings. We have

prepared for all possibilities for ESY. If allowed in-person ESY, Newgrange has reviewed our new location and can make the required need for social distancing in classrooms, common areas, and office spaces. We have reviewed the State DOH guidance on sanitizing and wiping down surfaces on a regular basis. We have also created Social Stories about wearing a face mask, social distancing and germs for the students and families in case they are needed.

In addition to preparing for in-person ESY, Newgrange is also prepared to continue our Virtual Instruction we have been providing since March 16, 2020. These sessions are taught by our teachers live through Google Meet, they are supplemented with the appropriate OG or Wilson materials. Our online software and application will continue to be used and track student progress with programs like iReady and IXL.

We also recognize that the State may open schools for ESY but realize that some districts and parents may have not factored in transportation or may be hesitant to send students to an in-person scenario. We are flexible and have are ready to provide a hybrid of virtual and/or in-person ESY to meet the needs of our sending districts and parents. We can make any in-person class virtual and any virtual class in-person. We have all options covered.

Related Services during ESY

All Related services (OT/PT/SLP/Counseling) will follow the rest of Newgrange Programming. Services will be flexible and can continue to be Virtual, in-person (if allowed) or a hybrid depending on district preference. All Related Services sessions align to IEP mandated goals and objective.

ESY Dates/ Times/ Location

Newgrange ESY will be held from July 1, 2020 until August 12, 2020 – Monday through Friday - 8:30am until 12:30 pm. If ESY is in-person it will be held at our new location: 800 North Road Pennington, NJ 08534. All this information has been shared with Case Managers during recently held Annual Review and emails were sent to both Case Mangers and Business Administrator including our ESY & 20-21 School Calendar for transportation purposes. The information is also listed on our webpage, along with this manual.

Extra items

Staff meetings are held via Google Meet.

Staff have created sent video messages to students and families, thanking than for their support and reminding them that we miss seeing them in person.

We continue to provide Newgrange Families with Weekly Bulletins via email, our website and constant contact.

Staff have also reached out to support any families struggling from our school. Some ways we have assisted include:

- Provided translation services for parents to obtain COVID-19 testing and appropriate healthcare.
- Provided families with meals that were unable to access them. This is an on-going outreach that is funded through staff donations. Gift cards have also been given.
- Sending students small items in the mail to celebrate Birthdays and Holidays.
- Providing student furniture from our school building. Many students like to utilize rocking chairs, yoga ball chairs and or swivel chairs. When parents were concerned that the students were fidgety, chairs were delivered to their homes to help accommodate the students' needs.

Additional/Extra Items

Staff meetings are continued to be held via Google Meet.

Teacher appreciation week was celebrated, and staff were sent e-gift cards from Administration.

We continue to provide Newgrange Families with Weekly Bulletins via email, our website and constant contact.

Staff have also reached out to support any families struggling from our school. Some ways we have assisted include:

- Provided translation services for parents to obtain COVID-19 testing and appropriate healthcare.
- Provided families with meals that were unable to access them from their public district. This is an on-going outreach that is funded through staff and parent donations. Gift cards have also been given.
- Sending students small items in the mail to celebrate Birthdays and Holidays.
- Providing student furniture from our school building. Many students like to utilize rocking chairs, yoga ball chairs and or swivel chairs. When parents were concerned that the students were fidgety, chairs were delivered to their homes to help accommodate the students' needs. Some younger students we also sent weighted lap and shoulder animals to help with some of their anxiety. Our older students have received counseling by our school counselor and social worker to build their coping skills.
- Our High School students attended their Virtual Prom and the students reported that they enjoyed the evening but are still sad that it was not in person.

- The Graduation Committee sent “Graduation Boxes” to our “graduating” 12th and 8th grade students, to cheer them up during this pandemic



Facilities

Our current facility is in the process of being moved to our new location. All items are being cleaned and packed by professional movers. These items are arriving at the new location and are being cleaned again before being placed into new classrooms. The facility has all the appropriate security and companies are currently installing the State DOE mandated panic buttons through out the building.

Our new facility is larger than our current building and we are already preparing social distancing regulations, sanitizing requirements, and adjusting schedules to limit students in hallways during class changes. In addition, we are updating policies and procedures for entering the building, common areas and health related information, for staff, students, parents and visitors. We have begun to purchase PPE's, thermometers, hand sanitizing stations and all other required equipment the DOE and/or DOH require us to have.

• ***Requirements specific to APSSDs: The APSSD's plan must follow all existing guidance for districts, including submission to the county office, and must also be shared with all sending districts, and address how the APSSD is complying with the APSSD COVID-19 guidance. The NJDOE is currently developing guidance on APSSD contracting issues and will issue that guidance shortly.***

Newgrange has updated our sending districts with each new revision of this plan directly to case managers. We also list the plan directly on our website as required by the NJ DOE. This plan covers all requirements asked of traditional public schools. In addition, Newgrange has made special accommodations like live virtual instruction for all classes, following our early dismissal/distance learning daily bell schedule, all related services completed via telehealth, participation in all IEP meetings, all social and academic requirements as needed /required for a school with a 100% classified student population.

Any questions/concerns can be directed to:

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