

The Gateway School  
Virtual School Instructional Plan

Introduction

The Gateway School is committed to the continuity of instruction, especially when emergent conditions require an alternate plan. In the event of extenuating circumstances, The Gateway School will adopt a virtual school platform, which is a way for instruction to continue while students are unable to attend school on campus. The Virtual School platform is intended to replace the traditional classroom model, in an effort to reduce large group social exchange which may be detrimental to a person's health. Teachers will be able to provide academic instruction through a standard based format to students in an online and paper-based environment until our normal school schedule can resume. Administration has surveyed our students and identified students who will need books, paper assignments, and projects. This plan has been developed in accordance with the New Jersey Department of Education broadcast on March 5<sup>th</sup>, 2020. This virtual school plan exceeds the minimum 10-hour weekly requirement.

Purpose

The purpose of this document is to outline how The Gateway School will continue to provide academic instruction in a virtual school format while a traditional classroom setting is otherwise not recommended or feasible. The plan outlines roles and responsibility of teachers, parents, students and administrators. We are submitting our virtual learning plan as requested. Please respond that this has been received and if you have any questions please reach out. If we do not hear from you, we will believe our plan has been accepted.

Parent Role & Responsibilities

- Monitor all sending and receiving school updates
- Encourage adherence to the virtual schedule provided
- Identify a place at home or in the community to safely and effectively complete assignments
- We are going to use our current school schedule. Each teacher will write their own virtual schedule for parents which will reflect a four-hour school day.
- Honeywell phone alert system

### Student Roles & Responsibilities

- If students are having difficulty, they are encouraged to reach out to their teacher or One to One para-professional via Gateway School email
- Submit all digital assignments upon completion
- All hardcopy assignments will be turned-in when a traditional academic setting is appropriate and suitable for students
- Students are encouraged to work to the best of their ability

### Schedule

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>8:30- 8:50</b>	ADL	ADL	ADL	ADL	ADL
<b>8:50- 9:20</b>	Spelling	Spelling	Spelling	Spelling	Spelling
<b>9:20- 9:50</b>	Handwriting	Handwriting	Handwriting	Handwriting	Handwriting
<b>9:50- 10:20</b>	Reading	Reading	Reading	Reading	Reading
<b>10:20- 10:50</b>	Physical education	Physical education	Physical education	Physical education	Physical education

<b>10:50- 11:20</b>	Math	Math	Math	Math	Math
<b>11:20- 11:50</b>	ADL	ADL	ADL	ADL	ADL
<b>11:50- 12:20</b>	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies

#### Teachers Roles & Responsibilities

- Teachers will be responsible for daily contact with parents via phone calls, Class Dojo, and emails.
- Para-Professionals and One to Ones will assist teacher in ensuring seamless cyclical communication
- Teachers will continue to write lesson plans in our web-based software (Plan Book).
- Teachers will provide software activities with login and passwords for individualized recommended digital programs such as, IXL and Reading A to Z.

#### Speech Therapist Roles & Responsibilities

- A home program has been provided for each student receiving related services
- Speech activities reflect goals and objectives for articulation, receptive, expressive and pragmatic skills
- Each speech therapist will collaborate with classroom teacher to provide support and monitor progress

### Occupational Therapy Roles & Responsibilities

- Occupational Therapy activities address the development of fine motor, sensory motor and activities of daily living, as outlined in each student's Individualized Educational Plan
- Therapy techniques and exercises will be provided to parents and guardians
- The Occupational Therapist will collaborate with classroom teacher and parent to provide support and monitor progress.

### Structured Learning Education Roles & Responsibilities

- Resources have been identified from the New Jersey Division of Vocational Rehabilitation website
- The website has the following resources under Planning and Preparing for Careers which includes:
  1. Career inventories
  2. Completing simple and extensive mock employment applications
  3. Writing resumes through a digital format provided by DVRS
  4. Developing soft skills through a web-based questionnaire
  5. Students will research different genres of employment industries
- Parents and guardians have received detailed instructions on how to access the above-mentioned website
- All parents received the Transition Coordinators email if further communication is warranted

### Para Professional Roles and Responsibilities

- provide support in daily phone calls
- Identify and participate in training relevant to special needs students
- Identify instructional resources with teacher support that addresses student need and appropriate skill level.

### Administration Roles & Responsibilities

- Administration will monitor all progress via emails, phone calls and Plan Book
- Administration will be available for parents, teachers, support staff and students to answer any questions

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