



**2020 Emergency Preparedness Plan for  
Public Health Related School Closure:  
*Remote Learning Plan***

**County: Bergen**

**District: CTC Academy**

**Chief School Administrator:**

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**Executive Team:**

**Principal Oakland- Bill Presutti, [bpresutti@ctcacademy.org](mailto:bpresutti@ctcacademy.org)**

**Principal Fair Lawn- Cara Rogerino, [crogerino@ctcacademy.org](mailto:crogerino@ctcacademy.org)**

**Head of Health Services- Carol Chupak, [cchupak@ctcacademy.org](mailto:cchupak@ctcacademy.org)**

**Head of Therapeutic Services - Laura Bejot, [lbejot@ctcacademy.org](mailto:lbejot@ctcacademy.org)**

CTC Academy is an Approved Private School for Students with Disabilities (APSSD) that provides an educational and therapeutic learning program for students with a diverse array of significant developmental disabilities, in many instances, compounded by medically complex profiles. The Fair Lawn Campus has four preschool disabled classes and two elementary classes for students with significant multiple disabilities. The Oakland Campus has 12 classes (four elementary, three Middle, three High School Classes and two classes for 18-21 year olds), all with significant multiple disabilities. Taking into consideration the unique learning needs of the students at CTC Academy, the following plan is developed to ensure our students have access to a learning and therapeutic program in the event that CTC Academy must institute a public-health closure. This plan for remote learning is, in accordance with NJAC6A: 16-10.1, to ensure that all our students continue the learning process - to prevent regression across all areas of the student's learning profile including: academics, communication, ambulation, fine motor development, functional/vocational skills and self-care. The plan reflects the student's daily classroom instructional and therapeutic schedule and activities that provides equitable access to all.

**Lessons/Therapy Plans:** Each student will be sent home with plans for two weeks of daily instruction that will equal four hours of instruction/therapy. Should the public-health closure be extended beyond the initial two week period, supplementary materials will be sent out prior to the end of each two week extension of the closure. All packets and



plans will be developed based on the student's Individual Education Plan (IEP) and will reflect students goals and objectives. Parents and guardians will be asked to sign a daily attendance log that, along with the returned worksheets, will represent the work that students participated in. Lesson and therapy plans will include details and directions regarding implementation, as well as any adaptation, to ensure our students can interact and have access to the instruction - this includes but is not limited to:

- Introductory letter and email
- Picture symbols
- Manipulatives
- Supplies to support instruction (i.e. glue sticks, dot marker, play doh, etc.)
- Links to on-line websites
- Lessons printed and prepared - with individualized adaptations to content noted
- Student's Individual Schedules/Plans
- Email Blasts, through constant contact, to support lessons and remote learning which will include links to on-line supports, worksheets and activities that can be printed.

### **Ensuring Ongoing and Open Lines of Communication**

*A needs assessment will be sent to staff and families/guardians to ensure the CTC Academy has the best and most current information, so staff and families/guardians may communicate via email, Skype, Zoom, Google Platform and/or phone during a public-health school closure.*

All team members are expected to communicate with parents via phone (with the option of \*67 prior to dialing the parents phone number, to block the staff private home number), email, Skype, Zoom, and/or Google Platform according to the following guidelines:

- Teachers: Daily
- Therapists: Frequency as required by the IEP
- Social Workers: As directed by the Principal
- Paraprofessionals (Teaching Assistants and others): As directed by the classroom teacher
- Nursing staff: Twice a week



**Professional Staff Communication Logs:** All professional staff will be required to maintain a log of communication with parents/guardians and students. Staff will log all emails, phone conversations and other sources of direct instruction implemented. Communication will be done for the purpose of ensuring parents/guardians of our students have an understanding and ability to implement the instruction and therapeutic plans sent home. It is expected that all lessons and hand over hand required prompting will be implemented by a parent/guardian/1-1 nurse/caretaker. This same type of support is provided in school by teachers, Teaching Assistants and 1 to 1 nurses.

**CTC Academy will continue to communicate pertinent information using the following methods:**

- **Phone Blast Alert System** - Which enables administrators to communicate information with stakeholders using a voice recording.
- **Constant Contact and Email Blasts** - Which enables administrators to communicate with stakeholders via email memos.
- **Emails** - Staff will have access to necessary administrators, teachers, Teaching Assistants, Social Workers, nurses, therapists, support staff and parents/guardians emails
- **Video Conferencing** - Staff will have the ability, when parents/guardians are able, to video conference with students through Google apps and Zoom.
- **Phone** - Staff will have access to all student's parent/guardian phone numbers to facilitate telephonic conferences as required.
- **U.S. Mail** - In the event that students lack access to the internet and telephone, CTC staff will have the ability to mail work directly to them.
- Note about **translating** for parents/guardians - a list of staff has been compiled to assist with communicating to our parents/guardians who do not speak English. We will also be using Google translate and a language line as needed.



### **Planning For Remote Learning Roles and Responsibilities**

***All professional staff are available the same as our typical school day hours from 8:00am to 3:30pm.***

#### **Administration:**

Under the direction of CTC Academy's executive team, the administration team (including Business Office, Human Resources, Health Office and the administrative assistants that work in each school) will support the staff in the following ways:

- Surveying staff and parents/guardians to determine technology and access to internet support in their homes.
- Organizing and ensuring contact information is updated and disseminated to appropriate staff on an ongoing basis.
- Ensuring contact with sending district representatives and case managers is kept up to date - rescheduling or coordinating remote meetings as requested by districts.
- Providing support to the executive team and professional staff as needed.
- Updating and maintaining the Realtime Database, mail, deliveries, etc.
- All will be expected to have access to email, Google platform and a phone during the public-health closure.

#### **Communicating with Sending Districts:**

- Phone calls have been forwarded from the CTC phone system to administrative staff and assistants, personal cell phones, to ensure ongoing communication with districts.
- A list of case managers and their emails that serve CTC have been included as part of CTC's Constant Contact Database.
- Once approved, Remote Learning Plans will be shared with sending districts. Administrative staff will be available to answer questions and concerns via email and phone.



### **Professional Teaching Staff:**

All teachers will attend and participate in CTC Academy's professional development sessions to prepare for remote learning (prior to closure if possible). Each teacher will collaborate with their team and supervisor to prepare student folders for remote learning plans. Teachers will be in contact with parents/guardians daily to support remote learning plans, answer questions and provide direct instruction as needed. All instruction will be geared towards the goals and objectives in the student's IEP, including the necessary accommodations and modifications considering the change in learning environment for each student. Teachers will also share additional resources with parents that relate to the daily lessons through email/online platforms. In addition, online and professional development activities will be shared with teachers during this time period. The teachers will participate in developing specific classroom/student centered professional development for our Teaching Assistants, to ensure their professional development reflects the unique needs of our program and our students.

### **Related Services Providers:**

**Social Workers:** All Social Workers will attend and participate in CTC Academy's professional development sessions to prepare for remote learning (prior to closure if possible). The Social Work Department will continue to support our students and staff during remote learning. Their role will be to serve our learning community as a resource of support, as well as a coordinator to connect our learning community members to outside agencies as needed. The social work department will be available via phone and email for consultative and direct support options.

**Therapists:** All therapists will attend and participate in CTC Academy's professional development sessions to prepare for remote learning (prior to closure if possible). Each therapist will collaborate with their team and supervisor to prepare student folders for remote learning plans. Therapists will be in contact with parents and guardians in accordance with the frequency of their IEP sessions to support remote learning plans and provide training and consultation as needed.

**Nurses:** All nurses will attend and participate in CTC Academy's professional development sessions to prepare for remote learning (prior to closure if possible). Each nurse will collaborate with the teams and their supervisor to assist in the preparation of student folders for remote learning plans. Nurses will communicate twice a week with parents and be available as needed for consultation with parents.



**Paraprofessionals:** All paraprofessionals (Teaching Assistants and others) will attend and participate in CTC Academy's professional development sessions to prepare for remote learning (prior to closure if possible). Each paraprofessional will collaborate with lead teachers to assist with preparation of folders for each student and parent. Throughout the remote learning time paraprofessionals will be available to support parents regarding prompting and support to ensure best practices are being carried over into the home. Paraprofessionals will be available to support the teachers via phone or on campus as required.

### **Professional Development**

All personnel will participate in online and professional development activities during this time period as appropriate for their particular discipline.

### **Individual Educational Plan (IEP) Meetings**

CTC staff will participate in IEP (Annual Review, Re-Evaluations and Transitional Review) meetings with districts and parents/guardians via conference calling using the CTC conference bridge and/or an online platform such as Google Meet or Zoom. CTC uses Realtime for the development of IEP's. Realtime is a web-based platform that all staff have access to at home.

### **School Nutrition Program**

Since our students have significant feeding needs including gastrostomy tube feedings, we do not have a school lunch program. All of our students bring lunch to school.



**EXAMPLE- Student Individual Plans**

**Student Name:** Johnny Applesauce

**Special Notes:**

**Communication:** Johnny is an auditory scanner. Please present two choices and he will verbally respond “yah” for the correct answer.

**Fine Motor:** Johnny will hold a crayon and needs physical prompts at the elbow to make marks on paper.

**Gross Motor:** Johnny uses the walker and meerkat for gross motor opportunity, he needs full assistance to transfer in and out of the equipment.

**Other:**

Monday	Tuesday	Wednesday	Thursday	Friday
Activity: Circle Time Packet #1 Time: 30 Mins Point Person: Jessica	Activity: Circle Time Packet #1 Time: 30 Mins Point Person: Jessica	Activity: Circle Time Packet #1 Time: 30 Mins Point Person: Jessica	Activity: Circle Time Packet #1 Time: 30 Mins Point Person: Jessica	Activity: Circle Time Packet #1 Time: 30 Mins Point Person: Jessica
Activity: Speech Therapy Packet #15 Time: 30 Mins Point Person: Ellie	Activity: Occupational Therapy Packet #22 Time: 30 Mins Point Person: Eileen	Activity: Story Time Packet #3 Time: 30 Mins Point Person: Jessica	Activity: Math Packet #6 Time: 30 Mins Point Person: Jessica	Activity: Social Studies Packet #10 Time: 30 Mins Point Person: Jessica
Activity: Occupational Therapy Packet #22 Time: 30 Mins Point Person: Eileen	Activity: Physical Therapy Packet #20 Time: 30 Mins Point Person: Millie	Activity: Speech Therapy Packet #15 Time: 30 Mins Point Person: Ellie	Activity: Physical Therapy Packet #20 Time: 30 Mins Point Person: Millie	Activity: Physical Therapy Packet #20 Time: 30 Mins Point Person: Millie
Activity: Story Time Packet #2 Time: 30 Mins Point Person: Jessica	Activity: Story Time Packet #7 Time: 30 Mins Point Person: Jessica	Activity: Social Studies Packet #9 Time: 30 Mins Point Person: Jessica	Activity: Occupational Therapy Packet #22 Time: 30 Mins Point Person: Eileen	Activity: Story Time Packet #3 Time: 30 Mins Point Person: Jessica
Activity: Science Packet #3 Time: 30 Mins Point Person: Jessica	Activity: Social Studies Packet #10 Time: 30 Mins Point Person: Jessica	Activity: Phy Ed/Yoga Packet #14 Time: 30 Mins Point Person: Lex	Activity: Social Studies Packet #10 Time: 30 Mins Point Person: Jessica	Activity: Speech Therapy Packet #15 Time: 30 Mins Point Person: Ellie
Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica	Activity: Phy Ed/Gross Motor Packet #13 Time: 30 Mins Point Person: Lex	Activity: Music Packet #15 Time: 30 Mins Point Person: Gwen	Activity: Phy Ed/Gross Motor Packet #13 Time: 30 Mins Point Person: Lex	Activity: Story Time Packet #8 Time: 30 Mins Point Person: Jessica
Activity: Math Packet #16 Time: 30 Mins Point Person: Jessica	Activity: Science Packet #3 Time: 30 Mins Point Person: Jessica	Activity: Math Packet #6 Time: 30 Mins Point Person: Jessica	Activity: Science Packet #3 Time: 30 Mins Point Person: Jessica	Activity: Phy Ed/Yoga Packet #14 Time: 30 Mins Point Person: Lex
Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica	Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica	Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica	Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica	Activity: Tech Circle Packet #22 Time: 30 Mins Point Person: Jessica