

DDDC Remote Instruction Plan- 2023-2024 School Year

If the DDDC is required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by a health agency/officer to institute a public health-related closure, the center will use the following plan to provide remote/virtual instruction during the 2023-2024 school year:

Remote Instruction to students:

The DDDC educational team will implement to the extent possible each student's IEP using the following procedures:

1. Each student will be provided with 4-hours of remote instruction/consultation by their child's team. Instruction/consultation will be provided between the hours of 8:30am and 3:30pm with the specific time of day determined by a combination of staff availability and the availability of family members to support the student receiving remote instruction. The 4-hour instructional session will not include lunch or recess unless those times of day are the focus of individual student IEP goals.
 - a. All instruction will be provided in accordance with each individual student's IEP to ensure their varied and age-appropriate needs are addressed and that growth and learning are maximized.
 - b. Certified teacher or designated substitute teacher will provide directly or oversee/supervise the delivery of all remote instruction.
 - c. Paraprofessionals/Classroom Assistants may provide remote instruction if remote session is supervised by a certified teacher.
 - d. Speech Language Specialist will provide speech sessions each week according to the IEP.
 - e. Remote adaptive physical education sessions will be provided based on each student's IEP.
 - f. DDDC Staff will coordinate schedule with outside related service providers to ensure to the extent possible that those services are provided according to each student's IEP.

- g. Board Certified Behavior Analyst will provide consultation to and support for remote instruction as necessary.
 - h. If the reason for the move to all-remote instruction does not preclude the DDDC from implementing this plan, all teaching staff will be required to report to DDDC classrooms/buildings to run remote instruction sessions. This will ensure availability of necessary equipment and appropriate oversight by a certified teacher to run remote sessions.
2. Attendance: Student attendance will be recorded by the DDDC teaching staff member providing the remote instruction. Student absences will be reported to the DDDC's Support Office, and any absence of 5 consecutive days or more from remote schooling will be reported to the sending school district.
 3. If an individual student does not demonstrate the prerequisite skills to benefit from remote instruction, consultation and remote support will be provided to parents to work with their child during remote sessions. The form that instruction/consultation takes (phone, e-mail, video meeting) will be based on family preference and student need.
 - * If the reason for the center closure does not preclude the DDDC from doing so, students who do not have the prerequisite skills to participate in remote instruction may be provided with instruction within one of the DDDC's classrooms. Staff will ensure sufficient distancing and other precautions if there are multiple students from a single classroom who must be provided with instruction inside a DDDC building.
 4. Materials necessary to practice mastered skills and implement current IEP goals will be made by Classroom Assistants/Paraprofessionals and sent to or if possible, delivered to student homes.
 5. Data collection/Progress Monitoring: Data will be collected by teaching staff/paraprofessionals on learning opportunities for each goal as specified in each student's IEP. Data will be entered into the DDDC database and daily/weekly progress monitoring will take place as it would during in-person instruction. Case managers from sending districts will be included on all communication regarding student progress or areas requiring additional support during remote instruction.

Plan to provide remote/virtual instruction to those without internet access or technology:

1. At the beginning of the school year, families will be surveyed privately to determine any students who do not have access to internet or a computer on which to access remote/virtual instruction.
2. The DDDC and/or Sending District will provide a tablet or a laptop to any student who does not have access to a computer for the duration of any period of remote instruction.
3. If a student is determined to not have access to internet, the instructional team will meet to determine what materials it is necessary to prepare, including uploading videos onto a DDDC provided computer, to allow for instruction to take place with support from the DDDC instructional team using a telephone.
4. If the reason for the move to all-remote instruction does not preclude the DDDC from doing so, students who are not able to access internet may be provided with instruction within one of the DDDC's classrooms utilizing DDDC internet access. Staff will ensure sufficient distancing and other precautions if there are multiple students from a single classroom who must be provided with instruction inside a DDDC classroom.

Use of alternative platforms for meetings regarding student progress:

1. During the suspension of in-person services, the DDDC will use a remote platform for all student progress meetings involving parents, and/or child study team members (IEP meetings, re-evaluation meetings, clinic meetings).
2. The DDDC will use Microsoft Teams as a video conferencing platform because of its compliance with HIPAA regulations (protection of private health information).
3. Telephone meetings will be used as an alternative to video platforms when preferred or necessary based on available equipment.
4. If a parent requests that the team use a video conferencing platform that is not HIPAA compliant, they will be informed in writing (e-mail) of the following and written acknowledgement of this information is required prior to using an alternative video platform:

The DDDC would like to use Microsoft 365 Teams as a video conferencing platform for remote consultation/instruction. Teams complies with HIPAA regulations governing the protection of your child's private health information. If you would like to use a different platform during video conferencing that is not HIPAA compliant, we ask you respond to this e-mail,

identifying your preferred platform for video conferencing and acknowledging in writing that the use of that alternative platform poses a risk to the privacy of your child's information.

Safe Delivery of Meals:

In instances in which the DDDC has knowledge of a student needing reduced or free meals during the period of remote operations, the DDDC will contact the case manager from the sending district to ensure meal delivery through the district contract.

Maintenance of facilities:

Rutgers University will maintain the DDDC facilities during the closure of the center for in-person services. Essential employees will be identified, and Rutgers university will be notified of employees working in-person during remote operations.

Approved by:



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