

**Union County Educational Services Commission  
Home Instruction Plan**

**Submitted: 03/12/20**

**Revised: 03/20/20**

**Schools:** Crossroads School  
39-5245-050

Hillcrest Academy – South Campus  
39-5245-025

Hillcrest Academy – North Campus  
39-5245-020

Lamberts Mill Academy  
39-5245-010

Westlake School  
39-5245-030

Work Readiness Academy  
39-5245-300

**District Demographic**

Union County Educational Services Commission serves a total of 380 students enrolled in two alternative high schools and four elementary, middle and high school programs for students with disabilities. UCESC also provides nonpublic educational services funded through Chapters 192/193 and IDEA through contracts with 16 school districts. This represents approximately 1500 students enrolled in 53 nonpublic schools located in Union County.

UCESC schools are composed of 52% special education and 48% general education students. The special education enrollment is 36 elementary, 42 middle and 120 high school students while general education enrollment is 182 students.

UCESC educates a diverse population: 2.9% Asian, 36% Black/African-American, 41.8% Hispanic, 15.1% White, and 4.2% Unclassified Students. 35% of students are Economically Disadvantaged and 0% are English Language Learners.

**Statement of Equitable Educational Access**

A technology survey was distributed to all parents on March 2, 2020 to determine the availability of internet access and internet-enabled device within homes. At the high school level, it was determined that 93% of special education students and 66% of general education students had access to online technology. At the elementary and middle school level, it was determined that 90% of special education students had access to online technology.

Google Classroom is the primary platform incorporated into distance learning plans for students with access to online instruction. Teachers created hard copy packets of instructional materials that will be mailed home on an ongoing basis to students unable to access the online platform and/or students whose disability and individual learning needs preclude online instruction.

UCESC Administration is researching various opportunities and working collaboratively with sending school districts towards the goal of providing access to online technology for all students.

## **Description of Home Instruction Program**

### **I. General Education Students**

Students will receive one hour per day of home instruction using a distance learning platform. Teachers were trained in the Google Classroom environment and a virtual classroom was created for each academic course taught at the high school. Students were also trained in the use of Google Classroom and class time was allocated for guided practice. Daily lessons aligned to Board-approved curriculum maps will be developed for all content areas and uploaded into the applicable Google classroom. In the event of school closure, students will be required to access Google Classroom on a daily basis and complete assignments in a designated content area. Attendance will be monitored and recorded based on Google Classroom login. Teachers will be responsible for reviewing student progress on a daily basis, providing feedback as needed and assigning grades in PowerSchool based on work completion. At Hillcrest Academy-South Campus, a Special Education Teacher will be responsible for monitoring instructional modifications and accommodations as indicated in the IEPs of the ten Special Education students in the program. Guidance Counselors and School Social Workers will be responsible for uploading activities to support social/emotional initiatives currently underway in the school. Students will also have the ability to request individual counseling services on an as needed basis. The mode of delivery for counseling services is dependent on the location in which staff are directed to work.

### **II. Special Education Students**

Students will receive two hours per day of home instruction. Instruction will be delivered using an online distance learning platform or via packets of paper-and-pencil activities based on the developmental levels, learning needs and technology access of individual students. All content will be aligned to IEP goals and objectives and consistent with classroom-based instruction provided to students. Special Education Teachers and Individual Aides will collaborate to ensure that IEP modifications and curriculum adaptations are addressed within distance learning plans. Special Education Teachers and Individual Aides will also be responsible for maintaining ongoing contact with parents to assist with implementation of instructional programs, model effective academic and behavioral strategies, evaluate student progress and respond to questions.

UCESC Administrators and Social Workers will collaborate with Child Study Teams from sending school districts to ensure that evaluations, annual review and reevaluation meetings and other IEP Team meetings are either rescheduled or contacted via electronic participation.

Related Services of Speech Therapy, Occupational Therapy, Physical Therapy and Counseling will be provided according to IEP mandates. Services will be delivered on an individual basis via the online platform or paper-and-pencil activities based on student needs and technology access. Individual Paraprofessionals will assist with implementation of distance learning programs, as appropriate and directed by Related Service providers. Therapists will be required to contact parents a minimum of once per week to support implementation of home programs and evaluate student mastery of IEP goals and objectives. UCESC will maintain log of compensatory services if informed by the NJDOE that therapy services cannot be provided via distance learning.

### **III. Non-Public School Students**

Union County Educational Services Commission provides non-public educational services under Chapters 192 and 193 and/or IDEA to approximately 1500 students enrolled in 53 private schools in Union County. UCESC administration worked collaboratively with Directors of Special Services and Nonpublic Principals to plan and implement distance learning programs for students. Instructional services are delivered via individual packets of paper-and-pencil assignments or via online platforms based to align with plans implemented by nonpublic schools. Related Services of Speech and Occupational Therapy are implemented according to Service Plan mandates via individualized activity packets created by UCESC staff or contracted service providers.

#### **Statement of School Nutrition Requirements**

Union County Educational Services Commission receives students from 38 school districts located in twelve counties in New Jersey. Given our unique nature as a receiving district, we are working collaboratively with sending districts to ensure that all students who are eligible for free and reduced meals are able to access breakfast and lunch in their local communities. Parents were advised in writing to refer to websites of resident districts for locations of local meal pick-up sites. UCESC Administrators, Social Workers and Guidance Counsellors remain available to assist parents who encounter difficulties access school meals for their eligible children.

#### **Statement of Essential Personnel**

All UCESC school administrators, teachers and support staff and all central office administration and support staff have been directed to work remotely from home but are expected to maintain regular work hours and complete all assigned responsibilities. There are currently five custodians working on a rotating schedule to clean, sanitize and ensure the safety and security of buildings.