



# Mendham Township

• SCHOOL DISTRICT •

## Emergency Virtual or Remote Instruction Program 2022-2023 School Year

Updated September, 2022

**\*\*Disclaimer: This is a working document and will be updated and or modified as necessary to ensure compliance with state and local statutes and regulations.**

# Rationale

The Mendham Township School District Emergency Virtual or Remote Instruction Program contains procedures to be followed in the event of an emergency school closure resulting from a variety of contributing factors, including but not limited to weather, facility, safety and security threats, or health-related events such as Covid-19 negatively impacting the daily operation of our high schools. Specifically, the section on Pandemic Influenza in the district's Crisis Response Manual addresses the following:

- *Identifying sources of reliable data to base decisions on*
- *Identifying sources of impact including but not limited to transportation, staffing, food service, water, and air*
- ***Identifying alternative ways of delivering education if school is closed***
- *Working with custodial staff to deep clean the school to decrease the spread of the pandemic*
- *Encourage sick employees and students to remain home*

The Mendham Township School District has developed the following plan to ensure the continuity of instruction should circumstances prevent the majority of students from attending school.

# Goals

1. *Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations*
2. *Continue to provide students with an authentic, meaningful, and comprehensive school experience*
3. *Mitigate or completely eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members*
4. *Ensure compliance with all state and local statutes and regulations*

## Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the Mendham Township School District. These include:

- *Successful integration of Google Workspace for Education and the district's learning management system, providing students anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content.*
- *Full implementation of the district's "Personalized Learning Initiative". All students in grades 2 through 8 have received a district-issued Chromebook. K-1 students can obtain Chromebooks upon request.*
- *All teachers have been issued a Chromebook equipped with a high-quality webcam, the ability to convert from laptop to tablet mode, and a touchscreen supporting digital inking.*
- *District classrooms are outfitted with state-of-the-art projection systems, speakers for sound enhancement, and Chrome OS desktops with dedicated webcams to support distance learning.*
- *Assignments and requisite materials are posted to each classroom's Google site. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.*
- *Teachers have the ability to provide electronic feedback in the form of comments, rubrics, and grades through a variety of online tools and services.*

# Plan for eLearning Delivery

Due to the unpredictable nature of pandemic influenza and its potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. **Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar.**

- *Following the traditional bell schedule, each teacher will conduct live sessions using Google Meet for all class periods.*
- *Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form embedded in the district's learning management system. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.*
- *Attendance will continue to be recorded through OnCourse. Teachers will use the Google Meet video as an indication of whether students were present each class period.*
- *Electronic feedback will be provided by teachers using the district's learning management system and/or Google Classroom.*
- *Upon return to school, students will be responsible for the content and skills covered during the school closure.*
- *Principals will monitor assignments, classwork, and live sessions to ensure compliance and continuity of instruction and to provide assistance to teachers.*
- *Code of conduct violations will be documented. School administrators will address infractions on a case by case basis, with the possibility of consequences upon returning to school.*
- *Students and teachers will start and end their day at their regular time.*
  - *Elementary: 8:45-3:45*
  - *Middle: 8:00-2:45*
- *Students and teachers will follow their in-person schedule.*
- *Students in grades K-8 will use their district issued Chromebook to receive instruction and communication from their teachers via Google Meet.*
- *Teachers will utilize Google Classroom as the platform for posting assignments and communicating with students and families in grades K-8.*
- *Support services (ESL, Basic Skills, Special Education) teachers utilize their own Google Classroom and Google Meet sessions to service students.*
- *In the event that the District's learning management systems are unavailable, teachers will shift toward sharing assignments and class materials via google drive and email.*

## Students Receiving Free/Reduced Lunch

The Mendham Township School District, along with the West Morris High School District, Mendham Borough Schools, and Chester Township Schools utilize Pomptonian Food Service. Meals will be pre-packaged to reduce the risk of contamination and include shelf-stable milk. The district will utilize limited bus routes to deliver meals to students in the area.

### **Kitchen Safety/ Food Safety**

Kitchen cleanliness and sanitizing will take place daily. Pomptonian's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

## Equitable Access to Instruction for All Students

Every student in the Mendham Township School District has a Chromebook for personal use which may be brought home daily. For students who do not have Internet connectivity at home the district will provide the student with a hotspot at district expense. School counselors and administrators are responsible for identifying students who lack network access.

## Monitoring Student Attendance

Attendance is taken at the beginning of each period at the middle and throughout the day at the elementary level. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as "present". Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students must have their computer cameras on in order for the student to be marked as "present". After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absent. If necessary, one of the School Resource Officers from the MTPD can be sent to the home for a Wellness Check.

## Professional Development

Teacher Trainers will turnkey specific sequences to utilize GoGuardian and Google Meet to facilitate the eLearning Plan. Teachers will attend professional learning sessions to refamiliarize and to practice setting up and running Google Meet sessions in concert with GoGuardian.

## Delivery of Special Services

All teachers have a laptop to deliver instruction and a Chromebook to monitor student attendance, participation, and to respond to student questions. Special Education teachers,

Guidance Counselors, and/or Special Services Child Study Team Members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activity. Collaborative teachers will join and will conduct live stream classes as well as monitor student participation via GoGuardian and will provide feedback to students. Each instructional aide has a Chromebook and will join class sessions to monitor student attendance, on task participation, to check for student understanding, and to answer student questions. Child Study Teams will conduct parent meetings via Google Hangouts and by phone. Document cameras are on order for use by home instructors to provide instruction to students previously assigned to home instruction. The district has one medically fragile student and will continue to offer the services of a private duty nurse to the family.

Special education teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction and reinforcement of skills as well as moving instruction forward in the areas of English, Math, Science, and History.

Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services and they will be considered on a case by case basis. Compensatory services will be provided in the summer by MTSD vendor providers.

Related Service providers have prepared digital activities and have been provided access to google and google classroom to deliver the instruction. Related service providers, which are all vendors, have been asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.

Child Study Team members will work on scoring and report writing of recent testing and will continue to develop draft IEPs for upcoming meetings. IEP meetings will be held through the Google Hangout Meeting platform available on the district Google suite. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well district World Language Teachers, should an interpreter be required.

All appropriate meetings will be held with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEP's and the district technically non-compliant. Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.

The Child Study Team is maintaining close contact with OOD placements. The district, through the CST and office of Special Education, will remain in contact with the OOD placements during school closure and check for updates as time passes.

ESL teachers will offer English language instruction via our eLearning model. ESL teachers will coordinate with ELL content area teachers to make sure ELLs understand assignments and

provide assistance where necessary. ESL teachers will monitor ELL progress and contact guidance counselors as necessary.

## Essential Personnel/Public Health Response Plan Team

<b>Role</b>	<b>Duties</b>
Superintendent	<ul style="list-style-type: none"> <li>● All operations</li> <li>● Communication</li> <li>● Organization</li> <li>● Management</li> <li>● State, county, and local officials</li> <li>● Health Officer coordination</li> <li>● NJDOE information flow</li> <li>● Information sharing with neighboring Superintendents</li> <li>● Employee regulations</li> <li>● Policy coordination</li> <li>● Staff support</li> <li>● Staff communication</li> </ul>
Business Administrator Assistant Business Administrator	<ul style="list-style-type: none"> <li>● Determine meal distribution</li> <li>● Manage food service provider and staff</li> <li>● Business operations</li> <li>● Transportation</li> <li>● Budget</li> <li>● OEM support</li> </ul>
Principals/Asst. Principals	<ul style="list-style-type: none"> <li>● Design instructional plan</li> <li>● Operational management of education programming</li> <li>● Management of instructional deployment strategy</li> <li>● Implementation plan and support</li> <li>● Technology</li> <li>● Communication</li> <li>● Assist with instructional plan</li> <li>● Supervise implementation of plan</li> <li>● Communicate with school community</li> <li>● Teacher monitoring</li> </ul>

Director of Special Services	<ul style="list-style-type: none"> <li>● Special Education compliance</li> <li>● Liaison with Health Department</li> <li>● Special Education programming</li> <li>● Management of student services</li> <li>● Manage nurses</li> <li>● Special serves coordination and modification</li> <li>● Manage CST</li> <li>● OEM support</li> </ul>
Communications Liaison	<ul style="list-style-type: none"> <li>● Assist with all communications (creating and disseminating)</li> <li>● Coordination with city officials</li> <li>● BOE Communications</li> </ul>
Director of Facilities	<ul style="list-style-type: none"> <li>● Sanitize/disinfect facilities</li> <li>● Create rotation of custodians</li> <li>● Ensuring social distancing of maintenance personnel</li> </ul>
Nurses	<ul style="list-style-type: none"> <li>● Educate staff, students, parents proper hygiene</li> <li>● Coordinating Nurse reports to Westfield Regional Health Department any (combined) absence rate of 20% or more</li> <li>● Coordinating Nurse reports any suspected or confirmed COVID-19 cases to Westfield Regional Health Department.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>● Teach as per their contract</li> <li>● Report to schools when needed</li> </ul>
Secretaries	<ul style="list-style-type: none"> <li>● Complete assigned work</li> <li>● Report to schools when needed</li> </ul>
Board President	<ul style="list-style-type: none"> <li>● Communicate with Superintendent</li> <li>● Keep Board updated</li> </ul>

# Special Education Services

## Child Study Team Meetings

- CST related meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google forms will be used for attendance documentation.
- Evaluations will continue to be conducted in-person as long as safety and health protocols can be followed.

## Instruction

- In-Class Support/Replacement Classes
  - Special education teachers will follow the instructional plan for general education students.
  - Special education teachers will create Google Classrooms to post modified assignments as needed.
  - Hard copies of lessons/activities will be made available as needed.
- Self-Contained Classes
  - Ongoing communication with teachers, BCBA, therapists, and parents based on student's IEPs
  - Continued collection of data (behavior plans, progress towards goals and objectives)
  - See the MTSD ABA Manual for specific remote instruction plan

## Delivery of Services

- Behavior Analysts
  - Support ABA teachers with planning for maintenance of skills, updating programs, collection of data
  - Maintain weekly parent contacts through training sessions with ABA teachers
  - Provide ongoing paraprofessional training
- Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills
  - Lessons, activities, and related materials can be posted through Google Classrooms.
  - Teletherapy to be provided to the greatest extent possible for all therapy sessions.

- Structured Learning Experiences
  - Structured learning experiences will be limited during school closures, however will continue to occur to the greatest extent possible.
- Paraprofessionals
  - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flig Grid Videos, and provide organizational and behavioral support.
- Home Instruction
  - Students on home instruction will be included in their Google Classrooms as per their school schedule
  - Home instruction will be discontinued during remote learning where feasible.
  - Owed home instruction hours will continue to be delivered after school hours.

## **Nurses**

- Track staff illness during closure and report to local health department
- Monitor NJDOH, CDC, WHO guidelines regarding COVID 19
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on prevention of communicable disease, COVID 19 virus, proper respiratory hygiene.
- Assist community wide efforts to support families in need at this time.

## **School Counselors**

- Monitoring student attendance and engagement
- Counselors following up with families
- Providing strategy based tools for students they can work on at home
- SACs and counselors reaching out to students regularly
- Maintaining contact logs

Virtual Resources/Strategies/Presentations shared out via email and posted on website