

# **Middle Township Schools**

## **Remote Learning Plan Guidelines**

### **for Remote Instruction 2023-2024**

Below is the closure plan for Middle Township Public Schools, 216 S. Main Street, Cape May Court House, NJ 08210. This plan will be in effect for the 2023-2024 school year.

The Middle Township School District has Remote learning plans in place for the 2023-2024 school year for the following circumstances:

- COVID-19 positive students
- Confirmed close contact quarantined students
- School closure due to COVID-19

1. All 3-12 grade certificated staff members must be available during their regularly scheduled work times via digital devices. All teachers will follow their instructional schedule, when appropriate, to interact virtually with students. Guidance/CST/Nurses should be available via phone and email during regular school hours.

2. Preschool through 2<sup>nd</sup> grade students will have online instruction coordinated by the building administration at Elementary #1. Each grade level will have a window of time to log on for virtual based instruction along with activities and enhanced learning content housed in Google classroom. Students will receive a combination of asynchronous instruction and independent learning each day that is commensurate with in person instruction.

3. All certificated staff members must create Google Classrooms to facilitate instruction.

4. The following forms of Communication are used with families

- Email
- Google Classroom
- Remind App or another electronic communicable
- Phone call

5. Teachers should not assign digital work that requires students to print from home.

6. Certificated staff members shall invite students to their Google Classroom (as a student or co-teacher), their building principal or the administrator to whom they submit their lesson plans, as well as guidance counselors, Special Area teachers, and CST members.

Certificated staff members shall invite to their Google Classroom as a co- teacher at least 1 administrator and 1 colleague (co-teacher or specialist) to serve as an emergency backup Google Classroom instructor. In this case, an administrator or colleague can assist in managing the Google Classroom and post assignments for students to access.

#### **Additional Protocols**

1. The expectation is for students to engage in active learning rooted in the NJ Student Learning Standards each regularly scheduled school day (in all subject areas).
2. Regular feedback should be given on submitted assignments.
3. Daily assignments should not count as assessment grades (can count as class work/homework)
4. Daily assignments MUST be modified to meet each student's individual needs. Co-teachers should collaborate with general education teachers to modify assignments.
5. CST will continue to hold IEP meetings and complete all tasks as required by law. Appropriate meetings will also take place via virtual platforms or phone conferences.
6. Related services (OT/PT/Speech): All related services are being provided remotely via live virtual Google meetings. Supplemental materials will be provided.
7. Teachers shall report instances in which students are not logging into the Google Classroom to the Principal. Attendance will be recorded daily.
8. Students will receive a schedule and teacher assignment through email/Google classroom, or via information from building administrators prior to their first day of virtual instruction.
9. Chromebooks and wifi hotspots will be available to students in need.

## **Plan Component #1 – Equitable Access to Instruction**

The plan of action to provide meaningful home instruction for students, differentiated for each district school as follows inclusive of ELL and Students with Disabilities. Additionally, digital accommodations will also be noted in the respective grade levels:

### **Elementary #1: PreK-2**

- Each teacher has a method of parent communication (i.e., Remind, Class Dojo, and website).
- Teachers have developed online plans for instruction based on current instructional points in curricula in grades PreK-2.
- Teachers will communicate activities for students to complete.
- Paper and pencil activities will be made available for families without internet access or for younger grades in which technology is not always the best means of learning content.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- Zoom will be utilized for student mini lessons and student check-in.
- Teacher read alouds and lessons will be posted on school based Facebook pages.
- The delivery of chrome books were made accessible to students in need.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

### **Elementary #2: Grades 3-5**

- Teachers utilize their classroom communication method (i.e., Class Dojo, Remind, email, teacher website, etc.) to deliver instructions for lessons and activities. This may include use of online resources such as Google Class Room, Accelerated Readers, ConnectED, Reading A – Z, Prodigy, Freckle, and more.
- Zoom will be utilized for student mini lessons and student check-in.
- Teacher read alouds and lessons will be posted on school based Facebook pages.
- For specified reasons (IEP or parental preference), hard-copy packets of instruction will be provided. Instructional materials provided in packets will be scanned to the Middle Township School Website and arranged by teacher name. (Teacher online information; Remind, Class DoJo, Bloomz, email, etc. will also be posted to the district website.)
- Information will be relayed to families via Blackboard Connect, as necessary.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.

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- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

### **Middle School: Grades 6-8**

- Teachers developed plans for instruction based on current instructional points in curricula in grades 6- 8.
- Instructional materials will be scanned to the Middle School Website and arranged by teacher name.
- Teachers have transitioned to Google Classroom as the main forum for the upload and retrieval of student work. Hard copies are being utilized in unique situations.
- Zoom calls are scheduled should students need additional assistance.
- Information will be relayed to families via Blackboard Connect as necessary.
- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- The delivery of chrome books were made accessible to students in need.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

### **High School: Grades 9-12**

- Teachers will develop online plans for instruction based on current components in their curriculum. The plans will be posted on our high school website by the teacher's name. The major instructional platforms used by the staff will be Google Classroom, Remind and OnCourse.
- Zoom calls are scheduled should students need additional assistance.
- Information will be relayed to families via Blackboard Connect as necessary.

- ELL's and students with disabilities (see additional info below) will have their specialized teachers visit with students through their regular class forums and individual outreach will be set up through parental connections.
- The delivery of chrome books were made accessible to students in need. Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
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- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

#### **Coastal Prep: Recovery HS grades 9-12**

- Teachers developed plans for instruction based on current instructional points in curricula in grades 9-12. Students are provided with coursework on a weekly basis of instructional materials for each of their current courses via Google Classroom and through e-mail correspondence. Students enrolled in elective based virtual courses will continue via the current procedures.
- Instructional materials will be emailed, provided in Google classrooms, mailed home, or hand delivered. The information will be arranged by teacher and course.
- Information will be relayed to families via our transition coordinator and school administrator.
- Students who receive packets of materials are monitored by individual teachers. Principals coordinate collection of packets and distribution of new packets both at central food distribution locations and home deliveries.
- We are tracking which students have internet access and maintaining that information in Powerschool. Each building principal is working with Guidance, Office Staff, Child Study Teams, and teachers to identify students needing devices. Needed Devices are being delivered to each home, as needed. Each principal is keeping track of all borrowed devices, and will use that information when collecting such devices.
- Teachers are reporting to principals any and all students who are not engaging in online classroom meet-sessions. Principals are continually updating lists and arranging contact with parents to facilitate participation or address technological issues.

## **Plan Component #2 – Special Education Needs**

The plan to provide appropriate special education and related services for students with disabilities. This plan includes how IEP meetings will be conducted.

- All students will have access to district provided Chromebooks. However, materials and lessons will be individually modified by the individual student's assigned general education and/or special education teacher, taking into consideration the students' IEP goals/objectives and modifications. Any additional accessible materials and platforms will be discussed on an individual basis and provided as needed.
- CST case managers and service providers will continue to track all services and student progress. All calls, emails, and services are documented and that documentation is stored in the district's IEP system (currently Frontline IEP, formerly IEP-Direct). All student progress monitoring is also being documented and stored in the same system.
- Case Managers continue to be in regular contact with service providers, teachers, and parents to ensure that accommodations and modifications are being made.
- CST members/case managers are in regular contact with parents. Initial contacts are through phone calls. However, all IEP meetings are being held remotely (using Zoom) or over the phone or a combination of both (if there is a technical need or problem), depending on the preference of the parent. During these meetings all required members of the IEP team are present, as are appropriate services providers if necessary.
- CST evaluations that can be completed or partially completed virtually (such as social histories and the preK DAYC) are being completed. But as per NJDOE instructions received in our sole virtual meeting with the department, full evaluations/reevaluations will be conducted when state-wide stay-at-home is lifted and students can return to the buildings and receive face-to-face evaluations.

## **Plan Component #3 – ELL and Bilingual Needs**

The district plan provides below information on the provisions for ESL and Bilingual education. Specifically stated are the means in how the district communicates with ELL families, including the translation of materials.

- ELL teachers, similar to teaching staff in the district, are required to utilize the approved distance learning platform, Google Classroom.
- ELL teachers should continue to maintain best practices in monitoring students' progress and be prepared to remediate and supplement students' progress when school reopens to address any regression, similar to existing practices after school breaks.
- District designated staff members, along with our 4 ESL teachers, will make continual contact with families and provide translating services to those families in need of translation of information.

## **Plan Component #4 – Safe Delivery of Meals**

District plan provides information below on the continued safe delivery of meals to eligible students.

Schools/Site where distribution of meals will take place:

**School/Site distribution**

The following sites will be used for distribution of breakfast and lunch every Monday. Students will be provided five days' worth of breakfast and lunch. These deliveries will run till the end of the academic year.

- Meadow Lark Run Apartments bus stop
- Rio Grande Fire Hall Parking Lot
- Green Creek Fire Hall Parking Lot
- Martin Luther King Center Parking Lot
- Goshen School House parking lot
- Elementary #2 parking lot

Meal distribution time approximately 10:00am-11:30am

Meals: Breakfast and lunch together for 5 days' worth at a time. Method for meal distribution:

All students, whether free or reduced lunch, will be afforded the opportunity to pick up meal packages each Monday. Prepackaged items will be included in the meals that meet USDA food standards for a reimbursable breakfast and lunch. \*Meal delivery contingent on state protocols.

## **Plan Component #5 – Attendance and Family Follow Up**

Outlined below are the district's attendance policies, including how the district determines whether a student is present or absent and it's factoring into promotion, retention, graduation and discipline. Additionally, it is described below the means in which the district is following up with family in regards to online instruction and/or submitting assignments.

Any day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

Parental outreach is conducted regularly via phone calls, e-mails, and visits (as necessary) to the house by our school resource officer. These outreach efforts are catalogued for ongoing reference.

## **Plan Component #6 – Facilities**

An outline is provided below on how the buildings will be maintained throughout the extended period of closure.

The proper use of PPE as required and following CDC cleaning protocols will be adhered to as to ensure that all building systems are monitored during the closure.

- Maintenance staff will clean and disinfect all offices and lavatories being used on a daily basis.
  - Closed portions of the buildings will be cleaned and disinfected on a regular basis.
- All buildings, effective as of this plan, will have the custodians performing their usual job responsibilities. The Essential Employees during this time of closure include the custodians and Food Service workers at the select Food Distribution sites. In addition, Central Office

has operated as needed to complete payroll and accounts payable duties.

- Custodians and team members are onsite as necessary to complete maintenance and support activities such as the return of student items.
- Buildings are maintained during this extended school closure period and boilers and univents are monitored regularly. This will prevent external warm and moist air from accumulating in buildings and lead to excessive moisture. At the same time, custodial supervisors monitor school temperatures, humidity levels, etc. on a daily basis.
- Custodial Staff and the Buildings and Grounds Supervisor are available on grounds to supervise cleaning and supervision relating to safety and maintenance of all buildings.
- IT Technicians are onsite intermittently as needed to prepare devices for distribution and perform other duties that cannot be completed remotely.
- The district courier facilitates the retrieval and drop off of mail throughout the district.
- Board office personnel are on site as to facilitate mail distribution, check preparation, student registration, and other business functions that cannot be completed remotely.
- Central Office Administration is on site as to facilitate those duties that cannot be completed remotely.

#### Other Considerations

a. Accelerated learning opportunities- Afterschool homework and student support programming will run daily in person if safely permissible or via online means.
b. Social and emotional health of staff and students- Counselors and other critical SEL staff will be available via online formats if needed for students seeking additional supports
c. Title I Extended Learning Programs- If safely permissible in person, the local community center will be available for afterschool assistance.
d. 21 <sup>st</sup> Century Community Learning Center Programs- NA
e. Credit recovery- Educere, an online platform will be available for students who need to make up failed or missed course opportunities.
f. Other extended student learning activities- NA
g. Transportation- If safely permissible, students will still be transported to and from school, to and from afterschool programming, and to and from sports and extra- curricular events.
h. Extra-curricular- If safely permissible, students will still participate in sports, clubs, and other activities.
i. Childcare- Our MASK after school child care program will still operate out of Elementary #1.



j. Community Programming- NA

\*There may be circumstances whereby only one school closes and the rest of the district remains open.

### **Sharing of Plans and Essential Employees**

Plans will be shared with sending districts and also available on our web page. A list is on file of our essential employees in our Business Administration Department.