

Public Health-Related School Closure Plan

Remote Instruction Plan

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County: Hunterdon

District: Tewksbury School District

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This plan is subject to revision.

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Overview

The following is the plan for remote instruction for Tewksbury's K-8 students. This plan will be implemented in case of a public health-related school closure. Remote Instruction Days are school days where students and staff will explore and engage in meaningful learning experiences when school buildings are closed due to a health emergency. Learning experiences: (a) align to the curriculum, (b) connect to standards, and (c) are relevant to the current instructional sequence. In the event of an emergency, these days will continue to afford students with meaningful learning experiences while connecting with teachers.

Our plan for remote learning days will involve teacher interface/interaction throughout the school. There will also be opportunities for asynchronous learning. Teachers will be connecting with students via Zoom, Google Meet, Google Chat, and Google Classroom, depending on the grade level and student need.

The virtual school day will run on the traditional school schedule, from 7:48 AM - 2:32 PM at Old Turnpike School and from 8:46 AM-3:30 PM for Tewksbury Elementary School. This will allow students a full day of learning each day, to keep up with their studies over the time schools are closed. Students will be able to reach out to their teacher(s) through electronic communication tools should there be any questions. Teachers will be available via electronic means during school hours, with the exception of teacher lunch time and preparation time. One-hundred-fifty (150) minutes per week will be set aside for physical activity. Various activities will be offered by Physical Education teachers for exercise.

The directions and specific learning details for each grade will be shared with students and parents via communication from their child's teachers.

Attendance

Teachers will take attendance in Realtime for the day's participation. School secretaries will check attendance each day and document students who are sick. Staff will log into AESOP (our attendance software) to note needed sick days, days when they are not able to perform essential duties.

Equity and Accommodations/Modifications

Technology Support

In the event that a student does not have access to a computer or internet service at home, provisions will be made so that a computer will be loaned to the student and internet service can be obtained via Comcast. Also, a paper copy of learning instructions can be acquired by contacting the teacher. Students in grades 1 through 8 are provided a school issued Chromebook during school closure. Additionally, students in grades K identified as LSE will be offered a school-issued Chromebook. Any student in grade K without a device at home will be able to contact our technology department to be loaned an iPad or Chromebook for use during school closure.

If students experience any technical issues with Chromebooks or other questions, they can email technology support at the following email to receive help: Techsupport@tewksburyschools.org. Families will be reminded about this technology support via periodic emails from the district and from teachers.

Surveys of Parents, Teachers, and Students

During an extended school closure, the district will survey parents, teachers, and students to better understand technology, teaching, and learning needs related to remote instruction. The results of the surveys will help the district respond to and address any technology needs. The survey will inform changes to instruction as virtual learning continues.

Child Study Team Accommodations and Modifications

Instructional staff who offer services to our students with disabilities will provide students with instruction through different modalities, designed in consideration of the student's needs. The teachers and therapists will provide students and parents with information about each child's individual plan via email. Related service providers (if applicable) will provide plans of action based on individual needs. These plans will include activities that will support students' educational program and IEP goals and objectives.

While schools are closed, the Child Study Team will be available during school hours to answer students or parent questions. During this time special education teachers will help with any revisions needed to continue to meet students' needs.

This plan prepares for evaluations, IEP reviews, eligibility, and reevaluation meetings. The Child Study Team will send out emails informing the parents of video conferencing meetings (if necessary) to complete these requirements. In the event a Child Study Team meeting has been scheduled during the period of school closure, staff will utilize video conferencing to conduct meetings. This will allow all to participate in a safe manner and keep families informed on students' progress. If families are unavailable to participate, the meeting can be rescheduled for a later date with their permission.

This Remote Instruction Plan includes communication with all parents, including those with students receiving out-of-district and contracted provider services. Members of the Child Study Team will communicate with families via email, phone call, or video conferencing.

This plan outlines the determination of how related services will be provided and how compensatory services for related services will be determined. Related Service providers will communicate with each family via email. Home base and remote activities will be provided to students that connect to goals and objectives. Students who receive speech services will continue to be offered services through video conferencing. Attendance will be taken by the teacher/paraeducator.

This plan includes communication with out-of-district schools where district students are attending. Child Study Team case managers will speak via the phone to each Out-of-District family to see if they are satisfied with the out-of-district school's plan. The Child Study Team case manager will contact the out-of-district school and ask for a staff member to review the plan with them as well so they can be a resource to the family if there are any questions. The Child Study Team case manager will continue to check in with the family throughout the school closure to ensure the plan is being followed.

If school is closed, transportation for students attending out-of-districts schools will be coordinated. We will inform other transportation vendors if Tewksbury schools are closed. The Special Education Supervisor will email/phone each family. The district transportation coordinator will contact all transportation vendors to coordinate.

Virtual IEP meetings will be held using Zoom or other phone conferencing tool that the parent chooses. The CST secretary will set up these meetings (with date and time), send out invitations via email, and wait for a response. Once date and time is confirmed with the family, the case

manager will send Zoom or phone conferencing information for parents to access via email. Within that email there will be two links to the PRISE and NJ Special Education Code. Before the meeting starts, the case manager will send out the IEP draft (if applicable) to the family.

Support for Students Receiving Basic Skills Services (called the ASAP program):

For students who receive support for basic skills in reading and mathematics, their teachers offer strategies and tools to modify and support learning through a push-in and/or pull-out model. Strategies include: posting graphic organizers, videos of close reading, modeled notes, and various versions of texts (digital and audio) shared through Seesaw, Google Drive and/or Google Classroom. Additionally, during 'E and R' (Enrichment and Resource) class time, teachers will be available via group chats, student documents, and Google Classroom to support, answer questions, clarify directions, and segment simplify instructional activities/directions. Teachers will also be available after school for all K-8 students who have questions about their assignments.

The Academic Skills Assistance Program (basic skills support program) teachers at Tewksbury Elementary School will continue to provide targeted and individualized supplementary support. Resources, which may include but are not limited to the following: Google apps, web-based programs (HMH Ed, FastForward, Lexia, Raz-kids, Raz Plus IXL, Zearn), and skills practice activities and websites. ASAP teachers will be available to students and parents/guardians via email and Google apps, and will monitor websites that allow for analytics of targeted instruction and skills practice. ASAP staff will also assist subject area teachers and students with their homeroom assignments as needed.

For students who receive 1:1 phonics instruction, teachers will utilize GoogleMeet (video chat) to hold normal phonics classes. Support teachers will be available on GoogleHangout/Chat and will communicate with each student receiving basic skills instruction. The teachers specializing in basic skills services will also assist subject area teachers and students with assignments, as needed.

Support for Students Receiving Gifted and Talented Services (called the Aspire Program)

Each day that the students would normally attend Aspire (For example, 5th graders on Mondays and Wednesdays), the teacher will continue to meet with their Aspire teacher, virtually. . Aspire students in grades 2-8 also work on different projects. For example, second graders will continue to work on their "animal" project with support from their Aspire teacher. Middle School students will continue to work on Aspire projects with support from their teacher. The teacher will support students with future creative projects planned for the year and will be connecting with students via email, Google Classroom, Seesaw and/or Google Meetup.

Support for Students' Receiving English Language Services

We will continue to provide English Language Services through supplemental resources, such as FastForWord and Raz Plus (ELL edition) accounts. Support teachers are available to students and parents/guardians via email and Google Apps. The teachers will monitor websites that allow for analytics of targeted instruction and skills practice for students receiving English Language Services. The teachers specializing in English Language Services will also assist subject area teachers and students with the homeroom assignments, as needed. In addition, students receiving services have a Google translate device that they use for reading, writing, listening and speaking to help them practice English fluency. Recommendations will be made for families to view educational television shows such as PBS utilizing closed captioning and to converse via telephone with one of the teachers for English listening and speaking practice. Bilingual staff have reached out to non-English speaking parents to make sure they understand instruction and offer translation services.

Support for Students' Mental Health

Since learning from home is a unique experience for students, we offer some tips to support their mental health. Students should find time to get outside and move around, have a dedicated workspace for learning, free from distractions (like TV or cell phone), and have scheduled snack breaks. Journaling can be an activity for students to document their daily experience and note questions for their teacher.

Students can add to this remote instruction experience by developing their own goals for the time they are away from school. Maybe there is a book they have never had time to read, a piece of music they have wished they could practice, or an art project they now have time to create. We hope our students can also find time to enjoy being with their family.

Counselors will continue to work with teachers and parents in an effort to make sure that our students' emotional and mental health needs are being attended to during a school closing. A priority is working on the most effective way to check in with students and provide support as needed. To facilitate that, students in grades 5-8 will complete a survey "Check- In" form as part of their physical education and health class. Students can fill out this survey weekly, and the responses will go to the counselors, who will follow up as needed. An elementary version of this form will also be sent to students. All students will have the availability of requesting a check-in's with the counselor.

Our counselors will meet regularly with grade level teaching teams to determine if students need additional support or modifications with their classwork. Counselors will share on-line resources with families to promote mental health and emotional wellness. Finally, counselors will be

available by email or phone to all parents and students to discuss any challenges they are dealing with.

Support for Students on Free and Reduced Lunch

Our food services provider, Maschio's Food Service, will prepare lunches for our students receiving free and reduced lunch during a school closing. They will deliver lunch to Old Turnpike School. The lunches put together daily by Maschio's Food Service will be dropped off in an outside (red) bin on the side of the school. Our district Transportation Coordinator, along with our bus drivers, will deliver the lunches to students' homes. Meal distribution will begin on the first day of the school closure. This process will continue as long as school is closed. The District will continue to reimburse Maschio's Food Service for free and reduced lunches. Our district does not have an SFA agreement; we do not participate. The district is also working with the *Tewksbury Family Assistance Fund* charity group to consider long-term nutritional needs of students.

Support for Student Participation and Engagement

Each school has created a process to follow up with families when a student is not participating fully in online instruction. School Counselors will be in regular communication with teachers to identify students missing assignments. The classroom teachers, with support from the counselors, follow up with students and their parents when assignments are not submitted.

At Tewksbury Elementary School, grades K-5, the Principal and School Counselor will work with teachers to identify students who are not fully participating in the instructional program. ASAP teachers and special area teachers will work with the counselor to phone students who have on-going issues related to participation and engagement. Assignments will be adjusted for students who are having difficulty. Classroom teachers, special area teachers, and the school counselor will work together to adjust the program and address individual needs of the students. Staff will reach out regularly to students identified as needing English Language Services in order to support their continued learning.

Old Turnpike School (OTS), grades 6-8, will utilize a centralized process to track and follow-up on students who are missing assignments. Teachers will log missing student work on a central spreadsheet. This information will be shared with parents weekly by the School Counselor.

The email will include instructions on how to access the assignments and an offer to make phone contact if there were any special circumstances affecting work completion. The school secretary then follows-up a few days later with a phone call to the parents. In addition, the school counselor and principal will meet weekly with teachers to discuss concerns regarding students who are missing work or are not fully participating. The school counselor will be in regular communication with families of students who had previously been identified as at risk. This includes students with 504 accommodations and students with mental health needs.

At OTS, if a student does not complete or forgets to do an assignment, the teacher will put a MIS in the Gradebook. This simply means the assignment is missing. Students have the opportunity to make up these assignments. Each grade level team (grades 6-8) will meet regularly and will record missing assignments. Parents and students can check the on-line Gradebook for missing assignments. The principal, supervisor of special services, and school counselor will meet regularly to review trends. An email and a call will then be placed at the end of the week to parents of children with missing assignments to encourage the student to complete the missing assignment. If a student is not showing up to the virtual class, teachers will share this information with the guidance counselor and principal. A follow-up email and call will be made to parents in these circumstances.

Instruction Kindergarten Through Grade 8

General Instruction for Tewksbury Elementary School (K-5th grade)

The focus of remote learning at the elementary level is to ensure that meaningful time is spent on activities that support on-going learning. Specific information on daily instruction in content areas (math, language arts, science, social studies, PE, and special subjects) will be shared by teachers with their students. Students will be asked to take home their books. In addition, students in grade 1-5 will take home an assigned Chromebook and charger.

Between the hours of 8:45am - 3:20pm students will engage in activities in the specific content areas as in a typical school day. We encourage students to follow the school schedule, although it can be adapted for individual students' needs. In order to record student attendance, each day teachers will take attendance in Realtime for their class(es).

General Instruction for Tewksbury Middle School (Grades 6-8)

The focus of remote learning at the middle school level is to ensure that meaningful time is spent on subjects learned throughout the typical school day. Between the hours of 7:48am -2:32pm students will engage in activities that support their on-going learning of goals and standards in specific content areas (math, language arts, science, social studies, world language, PE/Health, and the special area subjects). Students will take home their books and Chromebooks. In order to record student attendance, each day students will log into a Google Form.

Details on instructional activities will be shared by teachers with their students. The day's schedule will be structured like a normal day at OTS. For example, if a child has Math period 1, their teacher will be engaging with their teacher virtually during that time. We will encourage all students to follow the school schedule, although it can be adapted for individual students' needs.

Teachers will use Google Classroom as their main hub for learning. Preloaded handouts, instructional materials, guided notes, and links will be found in Google Classroom. This platform will help to facilitate learning and discussions between students and teachers. Go Guardian will allow teachers to monitor students online and chat, if needed. Google Meet/Hangout and Google Chat are also communication tools that will be available for students and teachers. If a student is struggling with access to Google Classroom or expectations, they can email their teachers for support.

Grading Students

Teachers will continue to provide on-going formative and summative feedback on student work completed throughout the time of school closure. Grading will also continue during a period of school closure, to the greatest extent possible.

Staff/Faculty Expectations

In the event of a school closure, teachers and staff will be expected to be available through email and other electronic communication tools during school hours. Teachers will be available to students during these hours with the exception of their lunch and preparation time.

Administration will be available by phone and email from 8:00am-4:00pm each day.

Facilities

After initial school closure, custodians will deep clean and sanitize all classrooms and offices. In offices in use, surfaces, light switches, and door knobs will be sanitized daily. Outdoor building and grounds improvements will continue when schools are closed. The Facilities Team complies with social distancing rules by working on separate job sites and rotating staff. Staff are assigned to check the boilers in each building daily. Building walk-throughs occur daily to check on the overall facilities. Staff regularly run water throughout the building to keep our well and septic systems circulating and in use. Air filters continue to be replaced. Mowing and upkeep of the grounds continues.

Essential Employees:

Superintendent (Chief School Administrator) (1)-oversees and coordinates operations, remote and on-site when needed

Business Administrator (1)-maintain business office functions, remote and on-site when needed

Board Office Secretaries (3)- maintain communication, payroll, mail, and bills: remote and on-site

Facilities Manager (1)- monitors facilities, on-site to check buildings

Custodial and Maintenance Staff (8)- check on buildings and clean, on-site

Transportation Coordinator (1)- pick up and delivery of food, onsite

Technology Staff (2)- support teachers, staff, and students with remote access for instruction and communication, remote and on-site