

Hanover Township Public Schools Emergency Virtual or Remote Instruction Plan



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**This plan is fluid and subject to change. **

Introduction and Overview

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Hanover Township School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

Overview, Alert and Notification Procedures, Schedules

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing English Language Learner (ELL) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

This plan details the Hanover School District plan to provide instruction remotely in the event that the Hanover Township Schools must be closed in an emergency situation. This action plan allows us to operate digitally while continuing to provide meaningful instruction to students through the use of digital resources. The sections below detail the school district's plan to ensure fluid operation during this time.

Alert and Notification Procedures

The mechanisms utilized to communicate emergency information to parents/guardians, faculty, staff, and students will incorporate a variety of communication channels including, email, mobile application, and posts to our district/school(s) website. The sharing of information in the event of a school closure currently proceeds as follows.

1. School Messenger Notification System
2. District Mobile Communication Application
3. Notices on school website

I. Equitable Access to Instruction for All Students

Every student in the district will have access to a device due to our one-to-one Chromebook initiative Pre-k through Grade 8. Students who do not have internet connectivity will be guided toward resources to access free service. Devices and internet connectivity resources will be provided to any student/families needing services. Parents will be surveyed upon registration to determine the need for internet access at home. The District will keep on hand a collection of devices such that if any student requests the use of a district device, they will be provided with one. In the event that the district moves to full virtual learning, all students will have the ability to use their school-assigned devices at home.

All students will have access to district technology and core and supplemental curricular resources. Students and teachers will utilize approved digital resources to support learning. Teachers will utilize approved learning resources which include but are not limited to Google Apps for Education, SeeSaw, etc. Lessons will be designed for student engagement in the virtual/hybrid classroom and will leverage technology to ensure ownership of learning, collaboration, and mastery of grade-level standards.

District Preparation

1. The district has conducted a needs assessment and provided parents with contact information in the event that they require a Chromebook or internet connectivity should their circumstances change.
2. The district's Acceptable Use Policy and 1:1 Chromebook policies will be included as a part of each of our schools back to school paperwork. All parents and students review and sign off on this policy. Policies have been updated to include information regarding the acceptable use of Chromebooks while participating in distance learning and livestreaming activities.
3. All students have the ability to use their school-assigned Chromebook at home for the duration of the closing.
4. For students with special needs, accommodations according to their instructional program will be addressed as appropriate for each student.

Remote/Virtual Learning Schedule for Memorial Junior School

PERIOD	TIME
Homeroom/Period 1	8:00 AM - 8:50 AM
Period 2	8:53 AM - 9:40 AM
Period 3	9:43 AM – 10:30 AM
Period 4	10:33 AM - 11:20 AM
Period 5	11:23 AM – 12:10 PM
Period 6	12:13 AM - 1:00 PM
Period 7	1:03 PM - 1:50 PM
Period 8	1:53 PM – 2:40 PM

Remote/Virtual Schedule for Bee Meadow, Mountview Road and Salem Drive Schools

Instructional day begins	8:45 AM
Homeroom	8:45 AM - 8:50 AM
Period 1	8:50 AM – 9:35 AM
Period 2	9:37 AM – 10:22 AM
Period 3	10:24 AM – 11:09 AM
Period 4	11:11 AM – 11:56 AM
Period 5 (First lunch)	11:58 AM – 12:43 PM
Period 6 (Second lunch)	12:45 PM – 1:30 PM
Period 7	1:32 PM – 2:17 PM
Period 8	2:19 PM – 3:04 PM
Dismissal	3:05 PM

II. Special Education and Related Services

General Requirements for Special Education

Programs and services will be provided to students according to the requirements of NJAC 6A:14, applicable Federal laws and students' Individualized Education Programs to the greatest extent possible.

All special education students will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on distance learning and related services options appropriate to their IEPs and learning abilities.

- All Child Study Team meetings (i.e., IEP, Eligibility Determination Meetings, Evaluation planning meetings, etc.) will be held via approved virtual conferencing platforms to maintain compliance with due dates and include all required team members as applicable.
 - All required documentation will be provided to meeting participants electronically prior to the start of the meeting.
 - Meeting attendance will be taken electronically.
- The district will make every effort to adhere to mandated timelines for pending Child Study Team evaluations. In the event that timelines require modification, the Child Study Team Case Manager will contact the parent.
- Case Managers will keep student IEPs up to date in Frontline Education per required timelines.

CST Procedures/ Expectations

Child Study Team Evaluations

- Child Study Team evaluations that were in process prior to the school closure that can be completed with available information will be finished and reports will be provided to parents electronically.
 - Any outstanding evaluation components that require in-person interaction will be completed as soon as possible once in-person school resumes.
- Evaluation requests received during virtual learning will be accepted and evaluation planning meetings will be scheduled through virtual conferencing platforms per required timelines.

Related Services (Speech, Counseling, OT/PT)

- Speech, Occupational, and Physical Therapies as well as Counseling Services will be provided via available virtual platforms, following required protocols and the same schedule that was in place prior to the school closure.

- Related services providers will schedule regular weekly office hours to ensure accessibility to parents/ guardians.

Case Managers (LDT-C's, Psychologists, Social Workers)

- Case managers will maintain regular communication with parents/guardians via available virtual conferencing tools.
- Case managers will schedule regular weekly office hours to ensure accessibility to parents/guardians.
- Case managers will maintain regular communication with students' teachers and providers and address issues as necessary.
- Case managers assigned to students in out of district placements will regularly communicate with these programs and ensure continuity of services via the child's school's virtual learning plan.

III. Addressing English Language Learner (ELL) Plan Needs

ELL programming will continue as prescribed and in accordance with the LEA's approved Three-Year ELL Plan. ELL instructors and support staff will communicate electronically with students and parents to provide services. Accommodations of instruction will take place through differentiation of instruction, modifications to the curriculum, and scaffolding supports to meet the individual needs of the ELL student. The district will continue to provide translations of documents, assignments, etc. as necessary to aid parents/guardians and students in their informed decision-making. Additional translation services are available upon request. The administrators, teachers and counselors will continue to receive training on culturally responsive teaching strategies and social emotional supports.

IV. Attendance Plan and Monitoring Student Attendance

Daily attendance will be taken at the beginning of the day and during each class period. Students will be expected to be on camera, microphone on, and engage in the lesson and/or classroom activities. The LEA will continue to monitor attendance using PowerSchool. The district will continue to monitor trends in absence that will factor into promotion, retention, and graduation. All students who struggle to participate in the event of remote instruction will be contacted frequently by the administration in an effort to maximize student attendance and participation.

V. Safe Delivery of Meals

The District will continue to deliver lunches to economically disadvantaged students who meet the eligibility requirements. Once a week, the district will deliver a week's worth of shelf stable lunches to each student's residence. The District will work with the Township and local health department as needed to facilitate this process, including establishing a means to support parents and guardians who are not available to retrieve their child(s) lunch.

VI. Facilities Plan

In the event of a school or district closure, facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep cleaning of the school buildings, including classrooms, restroom facilities, gymnasium locker rooms, high traffic areas, cafeterias etc.

VIII. Other Considerations and Essential Personnel

a. Accelerated learning opportunities

Accelerated learning afterschool programs will be in place for students who need support with accelerated learning opportunities.

b. Social and emotional health of staff and students

The district will continue to provide all social-emotional and mental health services to all staff and students in keeping with current district procedures and policies. Social/mental health professionals will meet remotely with students and staff members seeking services and will continue to offer general public health messaging to the community via electronic platforms. School guidance counselors and Child Study Teams will be available to check in with students and assist families.

c. Title I extended learning programs

Title I Extended Learning Programs are not applicable.

d. 21st Century community learning programs

21st Century Community Learning Center Programs are not applicable.

e. Credit recovery

Intervention services and resources will be provided virtually to students requiring credit recovery.

f. Other extended student learning opportunities

Other extended student learning opportunities will be provided to the school community virtually and/or electronically.

g. Transportation

Transportation will be provided to school(s) not affected by emergency virtual or remote instruction.

h. Extra-curricular programs

Extra-curricular activities, and athletics will occur remotely for the affected school(s) through virtual meetings/workouts where applicable and on a case by case basis.

i. Childcare (HTSAC)

In keeping with the district's practice during a closure for inclement weather, etc. there will not be before school or after school care (HTSACC) programs held during a health-related closure.

j. Community programming

Outside community groups will not be permitted in the school facilities

Essential Personnel:

- Central Office Staff:
 - Superintendent of Schools (CSA):
 - Oversee all operations and state-mandates.
 - Communications Director.
 - Liaison to the NJDOE, NJDOH, County and Local DOH, Morris County OEM, Hanover Township OEM, Hanover Township Police Department, Hanover Township (Township Committee), and the County Office DOE
 - School Business Administrator/Board Secretary:
 - Manage and oversee ALL operations of the business office
 - Assist in the coordination of the delivery of student lunches
 - Manage accounts payable, payroll, purchase orders, human resources as needed
 - Director of Curriculum & Professional Development:
 - Assist in the creation, establishment, and maintenance of the District Emergency Virtual or Remote Instruction Plan
 - Monitor the District Emergency Virtual or Remote Instruction Plan with the assistance of building principals and provide support as needed
 - Department secretaries: Report to work as needed to assist in completing essential tasks of the department.
- Buildings & Grounds Staff:
 - Supervisor of Buildings & Grounds
 - Manages all staff associated with buildings and grounds, i.e., foreman of buildings & grounds , ALL maintenance department staff and ALL building custodians
 - Building Custodial Staff:
 - Memorial Junior School
 - Bee Meadow Elementary School
 - Mountview Road Elementary School
 - Salem Drive Elementary School
 - Department secretary: Report to work as needed to assist in completing essential tasks of the department.
- Transportation Department Staff:
 - Coordinator of Transportation:
 - Manages all staff associated with transportation department
 - Two Bus drivers will be used on a rotating basis to deliver lunches to our students.
 - Department secretary: Report to work as needed to assist in completing essential tasks of the department.
- Technology Department:
 - Director of Technology:
 - Troubleshoot for parents, students and staff.
 - Manage remote resources for Central Office.
 - Coordinates distribution of replacement devices to staff and students as needed.

- Director of Special Education:
 - Manages all staff and related services associated with the special education department.
 - Assist members of the child study team to ensure IEP compliance during remote/virtual school closures.
 - Monitor remote/virtual instruction via special education and related services as needed.
 - Facilitate virtual Child Study Team meetings as needed.
 - Assist case managers in monitoring out-of-district placed students.
 - Conduct and manage IEP Meetings, due process cases as needed.
 - Department secretaries: Report to work as needed to assist in completing essential tasks of the department.

Building Administrators:

- Memorial Junior School:
 - Principal
 - Assistant Principal
 - Nurse
 - Bee Meadow School:
 - Principal
 - Nurse
 - Mountview Road School:
 - Principal
 - Nurse
 - Salem Drive School:
 - Principal
 - Nurse
- Building secretaries: Report to work as needed to assist building principals in completing essential tasks of the department.