

Elk Township School District Emergency Remote/Virtual Instruction Plan 2022-2023

	Health and Safety
Critical Area	District Plan
Establishing and maintaining communication with Health Department	The superintendent will respond to any outreach from the Gloucester County Health Department in order to address health concerns that impact the district/school community that may have been reported to them to commence a possible transition to remote/virtual learning mode. The Gloucester County Health Department will assist school personnel with contact tracing and have staff available to perform contact tracing and case investigation, if needed to determine if a closure and change in instructional models must occur.
Develop "high risk" criteria, identifying local conditions, and sharing with staff and families	Use of NJ Department of Health document "COVID-19 Public Health Recommendations for Local Health Department for K-12 Schools"; Daily COVID tracker on website for transparent communication.
Nursing Staff	 District nurses, in consultation with the county department of health, school administrators, and the superintendent will make decisions regarding a public district health-related closure Check in on the students with medical issues. Check in with families with known concerns. Check in with staff who may be medically compromised. Check on other students as part of the guidance department, social worker, school psychologist. Create videos, look for various resources on mental health.
	Instruction and Learning
Daily Schedule	• The length of the day and student schedules will not change. Teachers will report to the building to teach directly from their classrooms so as to have all appropriate resources available. Virtual links to the Google Meet for all classes will be posted in each teacher's Google Classroom. Students and teachers will be expected to log into each class at the regularly-scheduled time for full remote learning for the duration of the period. Students will be expected to have their cameras on unless there is an approved reason not to do so. During the periods of the year when health class is scheduled in lieu of PE, those classes will meet synchronously as well. Lunch/free time will be provided at the appropriate time in each student's schedule.
	Staff will work the standard hour day, allowing for teachers to work with learners and communicate with parents/guardians in the afternoons.

Staff Guidance	 When possible, teachers will work from their classrooms in the building in which they are assigned so that all resources are available to them, Teachers will provide contact information for parents and students. Attendance is taken via Google Meets. For students who were absent from Meets, teachers will work with those students to identify other opportunities to provide evidence of participation and learning. Student personnel services staff will monitor attendance and other areas of concern such as promotion, retention, graduation, discipline and any other decisions that may affect a student's performance. The principal will meet weekly with student personnel staff to review attendance data and student learning.
Curriculum & Instruction	 Teachers will post daily schedules and asynchronous assignments in their Google Classrooms. Lesson plans and individual Google Classrooms will be reviewed by building and district administration to determine that differentiation is occurring. Review instructional expectations guidance document to assist teachers and staff with expectations on an as needed basis. Synchronous, asynchronous, in-person and recorded lessons Apps & online resources available for support Teachers will continue to meet (virtually or in-person) in their content area/grade level PLCs to review data and student growth. Specialists in each of the buildings will also regularly review assessment and learning data to monitor student success in the online environment. Administration will regularly review grade books and student progress. Accelerated learning opportunities will continue with STEAM classes, G&T programming, and differentiated instruction in daily lessons.
Student Guidance	 Classes will meet virtually during the modified schedules. Students will be reminded to check their Google Classrooms for schedules, communication, and asynchronous assignments. "How to" videos and guidance documents will be posted on the district website to assist students in using various technology tools/platforms.
Credit Recovery	N/A for an elementary school

	Delivery of Special Education & Related Services
Special Education Supports	 Remote tools, increased virtual meetings, and physical items to use for practice will be provided as needed. The CST department will be present within Google Classroom environments to support teachers and students to ensure that materials are accessible. IEPs will be implemented and supported to the greatest extent possible, monitored by the case managers/CST department through weekly review and follow-up. Work with teachers to devise alternative means of instructional support. Related services will be provided according to the instructional model available and the availability of service providers within that chosen model, Related services offered during "remote" times will be based on student need, social distancing concerns, group sessions. Check the communication log of students to see what teachers may need assistance in working with a child and/or family. Case managers will follow up with families via phone and/or email to support and monitor service implementation.
IEP Meetings & Evaluations	IEP meetings and evaluation will be conducted remotely through Google Meets as needed according to code.
ELL Supports	 ELL teachers will teach remotely during the morning, allowing for teachers to work with learners and communicate with parents/guardians in the afternoons. ELL teachers will work to provide translation materials, interpretative services, and support student learning. All teachers of ELLs have received Sheltered Instruction training prior to the school year starting. Their lessons, Google Classroom, and instruction will be reviewed regularly by their supervisor and building principal.
Additional Learning Supports • Medically Fragile Students	Review of medical records by Nurses and CST staff; determine needs of students and implement accommodations needed.
Specialists	 Related services will be provided as the district is able based on staffing availability and student need and family schedules. Follow school schedules for remote/virtual learning.

	 Afternoon time is flexible in order to support individual student learning needs. Meeting time is flexible as long as it works within the parameters of the building administrator, core subjects and is convenient for students Provide remote learning tasks and practice opportunities for students. Attend PLC, RTI, department or other district required meetings- as scheduled by administrators.
Aides, 1:1 Staff, Support Professionals	 Provide coverage for instruction during the day; serving as a support to other teachers. Support students and teachers within the virtual classroom, meet with students individually or in small groups, and provide check-ins.
	Food Service & Distribution
Develop cafeteria procedures for student meal distribution	 Grab & Go breakfast and lunch will be available to all students who pre-order (when able). The district will deliver breakfast/lunches to any student who completes the online form requesting it. The cafeteria staff will prepare lunches for 2 or 3 days in advance and deliver them twice a week to pre-assigned bus stops. Food pickup procedures will be disseminated to all families via Remind, global phone calls, posted on school websites, and via email.
	Social Emotional Learning
 Support Educator and Student Well-Being School Leaders 	 Afternoon and evening student check-ins with counselors Guidance counselors, social workers, nurses, school psychologists, and administrators will work together to provide supportive activities and resources for staff and students. Create resource list for mindfulness practices in the classroom as well as continuing to hold morning meetings within the virtual environment. Under the direction of building and district administrators, the school counselors, social workers, nurses, school psychologists, administrative team and teaching staff will work together to create a priority list for weekly check-ins for students and families. This will include academic support and encouragement, as well as family and individual physical and emotional needs.

Student Support Staff	 Instructional aides will be utilized to support students by being part of the check-in team to support academic needs to assist the teachers.
• Teachers	The school nurse, guidance counselors, mental health counselor, social workers, and psychologists will work to support SEL lesson virtual classrooms providing models for teachers to use. The Assistant Superintendent of C&I will also assist by determining opportunities within academic lessons to further support the NJSLS.
	Tiered Support System for Students
 Screening & Data-based 	• Screening tools in ELA & Math, IXL, MAP will be used to gather data to inform instruction,
Decision Making	provide support, and target remediation.
	 Additional data (benchmark, grades, anecdotal notes, summer program work) will be used to inform instruction and intervention decisions. Use of RTI staff, classroom teachers,
	Director of C&I, building administration, and I&RS teams will work collaboratively in this
	area. Principal will schedule virtual I&RS and RTI meetings with grade level staff.
Family Engagement	 Families will be included in the decision making process relative to the experience of previous remote learning through surveys and town hall meetings. This will assist with the interventions implemented. Families will be contacted by school personnel (teacher, guidance counselor, CST) by email and/or phone if students are not participating in online instruction or are struggling with the virtual environment.
	Wraparound Supports
 Mental/Physical Health 	Staff will work together to provide emotional and academic support to students and families
Supports	as needed.
	 Resources for students and families will be available (virtual portal, hard copies, supplies).
	 Checking in with students and parents via email, phone, or Google Meets.
	 Ensuring that families have access to health, dental and vision care by working with local
	community organizations to provide support.
	 Professional Development will be provided by the Director of C&I in consultation with the Guidance Director and Mental Health Specialists specific to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country

Family Engagement	 Create parent tutorials and online resource libraries for remote learning materials so parents can better support students' learning needs. Positive reinforcement & clear expectations weekly through the principal communications. School guidance counselors, district social workers, mental health counselors, and school psychologists, along with the school nurse and teachers, will work together to provide emotional and academic support to students and families as needed. Resources include NJ Family Care, NJSNAP, NJ Helps, local food banks, community agencies, hospitals, clinics, Gloucester County Department of Health, DCPP, ETPD.
Academic Enrichment/Expanded After- School Learning	 After school tutoring will transition to remote learning in the evening based on feedback from last year. Daily check-ins with counselors may move to the evening to adjust to family schedules. Multi-tiered systems of support will be provided during the afternoon providing Tier Three intervention support in ELA and math. Clubs and activities will be encouraged to meet remotely.
Guidance Staff/CCC/Acenda	 Counselors will meet with students or classes (large groups, online, provide lessons) throughout the morning. During the afternoons or evenings, time is flexible and convenient for staff and students; check-in with families and students via email, phone and/or Google Meets. Attend team, RTI, department or other district required meetings- as scheduled by building leadership.
	Operations
Buildings & Grounds	 All cleaning routines have been reviewed and policies have been updated to stay consistent with CDC and local, state and federal guidelines and will continue during remote/virtual learning periods. The facilities director will continue to adapt to the situation and disseminate the information to the operations staff and administration.
Communication Protocols	 Communication protocols are established in conjunction with the County Department of Health. Nurses will be in contact with the Health Department, the school physician, building and district administration, parents and staff on an as-needed basis, as outlined by the Gloucester County Department of Health.

	The district will follow guidance from the NJDOE, County Office of Education, and Strauss Esmay.
• Transportation	 Transportations will be utilized as needed depending on the situation and needs of the district and families.
	Educator Roles Related to School Technology Needs
• Preparation	 Help Ticket System will be used for reporting tech problems for staff, students, families; will be routed to the appropriate staff.
Access and Devices	 Use of data from 2021-2022 to determine initial access and needs. A comprehensive data system has been created to log and monitor devices already deployed. Additional outreach to verify needs of individual students and families will be completed by building secretaries. Families will be surveyed to see if any additional tech devices are needed. All students will have access to devices. Loaner devices will be available. Review login information with students and parents using training videos, online resources located on the school websites, and hold Google Meets to answer parent questions about devices, apps, and other programs used for instructional purposes.
• Connectivity	 Families will be surveyed to determine Internet access. ESSER money may be used to purchase and support additional hotspots for those without Internet access.
• Repairs	 Create and implement a procedure for Chromebook technicians to repair and return student devices. Procedure will be posted on the District website and shared with parents via building Remind accounts.
	Guiding Consideration for Virtual/Remote Learning Plan
Ability to transition to a ren Remote/virtual learning wil	note/virtual learning mode. Il only be used when the district is unable to:

- Remote/virtual learning will only be used when the district is unable to:
 Provide for the health and safety of students and staff to the greatest extent possible.

- Retain in-person instruction to the greatest extent possible in accordance with guidelines and requirements of governing bodies such as NJ Dept. of Health, Gloucester County Dept. of Health, NJ Dept. of Education, NJ Statute, and/or Executive Orders by the Governor of NJ.
- Alterations in the plan and information contained in this document are subject to change upon receipt of updated guidelines. The intent is to provide the Elk Township Board of Education and communities with a current overview of the remote/virtual instructional plan in order to assist all parties in planning appropriately for a smooth transition to this learning platform during the 2022-2023 school year.

This plan is based on based upon the current guidance and guidelines of the entities listed below and subject to change at their direction:

- Executive Orders of the Governor of New Jersey
- New Jersey Department of Education (NJDOE)
- Centers for Disease Control (CDC)
- American Academy of Pediatricians (AAP)
- New Jersey and Gloucester County Departments of Health