

# **Remote Learning Plan**



**Township of Franklin**

**Public Schools**

**Fall 2023**

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education. This plan would be implemented during an LEA closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure.

**It is extremely important for school districts to be prepared in the event the need arises to quickly shift to all-remote learning.** This document was developed as general guidance that will assist our students, staff, and parents/guardians in preparing for the possibility of an all remote learning setting.

## REMOTE LEARNING-INSTRUCTIONAL PLAN

### Virtual Instruction

Our school district may be confronted with the incidence of COVID-19 positive cases amongst staff and/or students that require exclusion of a student, group of students, class, or multiple classes. While the school itself will remain open for in-person instruction, we will offer virtual or remote instruction to those students impacted with COVID-19 situations (positive cases and/or the need to quarantine). Parents will be required to communicate with their child's teachers and the school in the event that they are unable to attend school due to COVID-19 illness. In the event a school or the entire district needs to switch to an all-remote setting, the below schedule will be followed.

Instruction	Remote Learning Plan
<b>Classroom Teachers</b>	<ul style="list-style-type: none"> <li>● 225 minutes of live interaction with students daily, including:               <ul style="list-style-type: none"> <li>○ Leading a daily morning meeting</li> <li>○ Leading daily mini-lessons for ELA/SS and Math/Sci</li> <li>○ Facilitating daily small group work sessions to ensure you are meeting with each child at least twice a week in order to provide differentiation to meet student needs (i.e. small group, 1:1)</li> <li>○ During discussion groups, emphasizing informal conversation, authentic connections with jokes and stories, active listening, and opportunities for sharing</li> </ul> </li> <li>● 30-90 minutes of virtual office hours and / or phone check-ins for priority students</li> <li>● Remainder of time can be used for planning, reviewing student work, providing feedback, and preparing assignments</li> <li>● Morning meeting and SEL activities will be held daily</li> <li>● Teacher created assessments and Iready will be used to assess student progress</li> </ul>
<b>Related Arts Teachers</b>	<ul style="list-style-type: none"> <li>● Follow in-person schedule set forth by the building principal</li> <li>● Post assignments for students by the start of the school day</li> <li>● Minimum of 90 minutes of weekly, live interaction with virtual students, according to the schedule set forth by principals. Interaction should include at least one of the following options:               <ul style="list-style-type: none"> <li>○ Class meeting / check in with virtual students</li> <li>○ Mini-lesson (to prepare for next day or review from day before)</li> <li>○ Facilitate group work sessions based on student needs</li> <li>○ Virtual office hours</li> </ul> </li> <li>● Remainder of time used for planning, reviewing student work, providing feedback, and preparing assignments</li> <li>● Teacher created assessments will be used to assess student progress</li> </ul>
<b>BSI, Reading Specialists</b>	<ul style="list-style-type: none"> <li>● Develop a plan to help assess all students with the universal screener</li> <li>● Analyze results of screener and plan to administer diagnostic assessments to <i>all</i> identified students</li> <li>● Analyze results of the diagnostic along with iReady and tier students</li> </ul>

	<ul style="list-style-type: none"> <li>● Develop in-person and remote schedules to provide support to identified students following guidelines set forth via the reopening plan (i.e. social distancing, safety, etc.)</li> <li>● Plan and deliver academic support services via small groups, 1:1, etc. utilizing district approved intervention resources in-person and remotely. Academic support may occur before and after school hours.</li> <li>● Teacher created assessments and Iready will be used to assess student progress</li> </ul>
<b>Pre-K Teachers</b>	<ul style="list-style-type: none"> <li>● Follow schedule set forth by the building principal/supervisor</li> <li>● Plans posted on teacher website for entire week by Monday morning</li> <li>● Continue with links for gross motor, language development, thematic songs etc.</li> <li>● Ensure parents have materials/manipulatives needed to complete activities at home</li> <li>● Provide 60-90 minutes of live instruction per session including the following: <ul style="list-style-type: none"> <li>○ Daily morning meeting/circle time</li> <li>○ Whole group lessons</li> <li>○ Small group or 1-1</li> </ul> </li> <li>● 30-90 minutes of virtual office hours and / or phone check-ins for priority students</li> <li>● Remainder of time can be used for planning, reviewing student work, preparing assignments including ideas for fine and gross motor activities</li> <li>● Teacher created assessments will be used to assess student progress</li> </ul>
<b>Educational Services - Speech, OT, ESL, etc.</b>	<ul style="list-style-type: none"> <li>● Develop a virtual schedule set forth through collaboration with the supervisor.</li> <li>● Provide services as set forth in each student's IEP or 504 and provide services either through the use of teletherapy or packets and consultation based on parents' preference.</li> <li>● Establish bi-monthly office hours between 30-60 minutes</li> <li>● Communicate with the parents of each student on caseload bi-monthly</li> <li>● Translation services will be provided for families of ESL, ELL students</li> <li>● Communicate with teachers of the students on caseload bi-monthly to ensure carry over skills within the classroom setting and to ensure that sessions include skills that support academic instruction</li> <li>● Remainder of time can be used for planning, monitoring progress of students' progress toward IEP goals, preparing session activities, and professional development</li> <li>● Student progress will be assessed through goal review during the annual IEP review process</li> </ul>
<b>Extra-Curricular Activities</b>	<ul style="list-style-type: none"> <li>● After school clubs and activities will be offered virtually based upon the ability to do so.</li> </ul>

**Virtual Attendance**-School district policies for attendance and instructional contact time will accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met as you can see in the overview provided above. Teachers will take attendance via Realtime for students. Virtual student attendance will be based on a wellness check-in to be completed by the end of the school day. (Flexibility on time provided for families with varying schedules due to childcare, working parents, etc.) \*Google Meets now has an attendance feature that teachers will be required to use when meeting virtually with their students.

**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.

**Special Education-** The Township of Franklin will ensure that, to the greatest extent possible, each student with a disability can be provided the special education and related services identified in the student's IEP. Unless significant changes are being recommended to a student's IEP or unless a parent requests a meeting, new IEP meetings will not occur and the IEP's that were developed at each student's annual review meeting for the 21-22 school year will remain in effect. If an IEP meeting is needed, that meeting will occur virtually. Amendments to IEPs can occur with written parental consent should there be a need to make changes such as adding additional accommodations and/or modifications for the presentation of instruction and/or services virtually. Related services will be provided virtually to the best ability possible. Case managers will communicate frequently with parents and staff to ensure that IEPs are being followed to the fullest extent possible.

**CST Evaluations-**Evaluations for Special Education Students who were in the process of being evaluated by the CST at the time the district began remote learning will resume virtually if possible or resume once school is reopened for in-person instruction.

**Planning time-** Teachers will be provided common planning time. Teams of teachers will have scheduled common planning time daily. Each team will also have a PLC once a week during their common planning time.

## TECHNOLOGY PLAN

**Devices-** The Township of Franklin (Gloucester County) employs a 1:1 Chromebook initiative for grades K through 6. Currently the students in kindergarten are not taking the devices to and from their home. However, in the event of a switch to an all-remote learning setting, all students will be permitted to bring their device home.

**Access to Internet-**The District provided the community with information on how to gain access to low-cost in-home internet access via Comcast's internet Essentials offering. In extreme conditions, the district is prepared to provide low-income families with a broadband hotspot.

**Technology Support-** The district developed a [technology resource document](#) that includes all information for both teachers and parents on the accessibility features and accommodations offered via Google Apps for Education.

## REMOTE LEARNING-MEAL SERVICE PLAN

### **Food Services**

The Township of Franklin Schools contracts Nutri-Serve to provide food services to students in all three school buildings. The district will continue its mission to provide nutritious food to students during the current pandemic situation.

Below are procedures for the distribution of food in the event an all-remote learning situation occurs during the 2023-2024 Academic Year:

**Meal Ordering-** All students will have the availability to obtain breakfast and lunch even if the district is in a fully remote situation. The district would utilize an online ordering system sent to parents via School Messenger containing a Google Form to be completed for ordering purposes. Pick-Up for Monday-Tuesday meals will be on Mondays and pick-up for Wednesday-Friday meals will be on Wednesdays. The distribution point will be at the front of the Mary F. Janvier School. Ordering online via Google Forms on Friday Afternoons with a 7:30 AM Deadline on Mondays.

**Meal Delivery** Delivery of meals may be available upon parent request. A meal delivery schedule will be considered and developed based on the circumstances of the health related emergency. As during the 2020-2021 school year, the district will consider delivering multiple days worth of meals at one time.

## FACILITIES MAINTENANCE PLAN/TRANSPORTATION/CHILDCARE

**Facilities-**In order to maintain the buildings and grounds operations of the school district during an extended closure, the buildings and grounds supervisor will develop a rotating staffing schedule that will be based on the perimeters of the defined emergency. The schedule will be based on the identified essential employees as described in board policy 8220.

**Transportation-** The Township of Franklin Public School District currently operates its own bus fleet and employees its own drivers. The bus mechanics will ensure the regular schooled maintenance of the transportation fleet and the bus drivers will be on call when needed to provide transportation services.

**Just Kids-** The Township of Franklin Public School District partners with Archways Programs to provide before and after school childcare services. The district will continue the use of facilities for childcare services to the extent the public health emergency allows. The district will continue to work with the Archway Programs to provide childcare services in the event the school facilities are unavailable for use.