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2021-2022 Guidance for Virtual or Remote Instruction Plan

*Subject to continued update as per newly introduced requirements from the NJDOE

School Closure Action Plan
Notification: <ul style="list-style-type: none">- The district will establish and maintain communication with local and state authorities to determine current mitigation levels in our community.- The district will provide ongoing public notice to the school community regarding operations, facilities, procedures, and health protocols.- The district recognizes students have many different levels of in-home support and will continue to facilitate family participation to the maximum extent possible, and will utilize multiple platforms to reach families. These platforms include, but are not limited to, the district and schools' webpages, social media, messaging applications, and emails.- The district will continue to involve parents/guardians in district and school level planning teams to the maximum extent possible.- The district will continue to communicate plans/information in both English and Spanish.- Human and technology-based translators are utilized for direct communication as needed
Instruction Services
Policy and Requirements: ABOE Policy 6173 ; NJAC 6A:16-10.1-2
Attendance: <ul style="list-style-type: none">- “[a]ny 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- If a student is not participating in online instruction/submitting assignments the teacher makes contact with the family. If the family is not responsive to the teacher, the building principal attempts contact with the family via multiple modalities. If the family is not responsive to the administration, the Absecon Police Department will

- conduct a wellness check to assure the safety of the student
- Students not engaged in completion of academic assignments and tasks will earn grades to reflect the lack of compliance, with consideration and flexibility given to ensure equity and access for all students

General Guidance:

- To be counted as an instructional day for students, teachers must engage in some form of instruction with their students. This can take on many forms, but fundamentally, means that there will be some level of progress monitoring, and feedback between teachers and students.
- The lessons should integrate as seamlessly as possible into the regular instruction that has been occurring. Tasks should be meaningful, important to students, related to key goals of the grade level/content area, and align with content area standards.
 - Leverage digital tools students are using as part of their regular instruction (i.e., Google Docs, Go Noodle, YouTube, Khan Academy, current subscription services, etc.).
 - Ensure the lessons can be completed with minimal supplies and minimal supervision.
 - Content and tasks are differentiated to meet the unique needs of every learner in coordination with special education, ESL, and intervention teachers
- All teachers will be provided with laptops for completion of professional responsibilities outside of the building
- While working remotely teachers are to maintain lesson plans, remain in contact with students/families via school email, classdojo, remind, or similar type programs, and by phone; staff must actively participate in communication and instruction from the hours of 8:30am - 2:00pm daily.

Instruction

- The district will continue to develop age appropriate and unique learning experiences based on the needs of early elementary, elementary and middle school students.
- The district will continue to develop a flexible learning plan that accounts for trauma and other challenges related to students' social and emotional needs to the maximum extent possible.
- The district will implement its curriculum as it is a design for learning and student engagement that fosters student ownership of learning, leverages student strengths, and promotes independent learning by engaging students in a variety of activities, eliciting feedback from students and remaining flexible in addressing changing academic needs.
- The district will use scaffolding to meet the unique needs of all students and accelerate learning without reducing rigor or sacrificing grade-level material.

- The district's learning plan prioritizes process over product and provides rubrics for students that include criteria that will demonstrate a performance of understanding of essential standards.
- The district's learning plan utilizes multiple instructional approaches such that are both synchronous and asynchronous.
- The district will provide regular time for educators and leaders to collaborate with colleagues to the maximum extent possible. This collaboration will be focused on the coordination of assignments; cross-curricular planning and common lessons and modules.

Assessment

- Assessments will be a driving factor in identifying individual student learning needs and will support differentiation for instruction.
- The district's assessment plan focuses on locally developed and other commonly selected baseline assessments (pre-assessments) and formative assessments.
- The district will identify sources of prior assessment data in order to inform remediation efforts.

Full Time Remote Virtual Learning (Linked Schedule)

- The district's plan for virtual learning will continue to be guided by P.L. 2020, c.27 and the school district's updated Emergency Closure School Preparedness Plan if schools are required to deliver instruction through a fully virtual environment during limited periods throughout the school year due to a local or Statewide public health emergency.
- The schedule for remote learning will be utilized by the district if there is a need to eliminate the in-person model for instruction as determined by the NJDOE, State government, and/or health officials.
- A school day will consist of not less than 120 minutes of student engagement, not including recess and lunch.
- The school district will accommodate opportunities for synchronous and asynchronous instruction to the maximum extent possible.

ELL Services

- ESL Teachers are in contact with the general education teachers and provide support and instruction in accordance with a student's service provision.
- Teachers modify the general class assignments to meet the needs of their students, provide direct guidance and instruction through telecommunication, utilize appropriate translations to provide directions and essential communications
- Translated materials and directions are provided via electronic communications with Google Translate and Talking Points App, as well as communication with Spanish speaking personnel. District website has a translate option to accommodate a variety of languages.
- ELL students are provided access to instructional materials, technology, and resources at the same level or above to those of their non-ELL peers

<ul style="list-style-type: none"> - The district will assess English Learners' levels of engagement and access in an in-person, virtual, or hybrid learning environment.
<p>Special Education and Related Services</p>
<p>Special Education: Related Services</p>
<ul style="list-style-type: none"> - (4/1/20) Upon NJ State Board of Education adoption of temporary rule changes to NJAC 6A:14 as it relates to the provision of Teletherapy for related services, services shall be offered in accordance to the individual IEP to the greatest extent possible. - Related Services include, but are not limited to: Speech, Occupational, and Physical Therapies; Counseling; Interpreter Services; and Aides. - Related services will be offered on school grounds as able under advisement of the department of health and NJDOE during a school closure - If unable to attend in person services during a shutdown, parents will be contacted directly and requests for consent to remotely provide services will be sought through electronic communication and provision of the Absecon COVID 19 Parental Consent for Teleservices Form; however, services will not be withheld in the absence of signed consent. - Case managers and service providers will contact the parent to notify them of service delivery, and maintain contact via telephone, virtual meetings, email, or written correspondence. - Provision of services will be in an appropriate form based upon student needs, and may include, but are not limited to: Paper Instruction, Email, Voice Call, Google Classroom Lessons, and Video Conferencing. - Documentation of services will remain in effect through service logs and SEMI service provider input
<p>Special Education: Instruction</p>
<ul style="list-style-type: none"> -Special education teachers will work with general education teachers to modify available instructional packets and online lesson plans in accordance with IEP requirements. - Small group telecommunications and differentiated lessons are created to meet individual student needs - Case managers are in contact with out of district placements to ensure instructional plans are in place for attending students. - Special education students are provided access to instructional materials, technology, and resources at the same level or above to those of their non-disabled peers
<p>Special Education: Events</p>
<ul style="list-style-type: none"> -Review list of events to be held via “CST Meeting Schedule” -Case Managers discuss with teachers and determine times/days when they are unable to participate in meetings due to direct instruction responsibilities. All teachers are expected to be available within the outlined hours of 8:30 - 2:00pm, Monday - Friday. Include translators as needed.

- CST Secretary to contact parent via an external phone application, confirm a working email, and notify them of the phone conference through Google Meet
- Determine an agreed upon date and time, between the hours of 8:30am and 1:30pm.
 - Written notice will be developed, outlining that the date and time were mutually agreed upon to meet via teleconference, phone number for the specific meet and PIN, and that will be emailed as a PDF to the parent with a link to the PRISE
 - Teachers will be invited via Realtime notification and Google Meet invite
- Eligibility Determinations - Timeline of giving the parent 10 day review period of evaluations stands. PDFs of the reports will be mailed with the meeting invitation, and documented as enclosures.
- Hold the meeting as usual, seeking important information from the teacher and parent
- A draft of the IEP will be emailed to the parent in PDF format with PDF of formal written notice seeking their electronic consent to implement the IEP, or option for passive consent upon the 15 day review period.
- IEP tracking to take place through SEMI logs and Realtime SIS

School Nutrition Benefits/Services

- SFA's method(s) for meal distribution, meal content, counting, and claiming procedure.
 Plan includes how safety requirements will be met:
- NutriServe will continue to facilitate preparation of foods on site
 - Seven days worth of breakfast and lunch will be delivered once per week to each residence.
 - Parents will be provided with a number to call and request food delivery after the first week. A week's worth of provisions will be provided to parents who request the service.
 - All students have access to meal delivery. Students will be identified as required to pay full price or receive a free/reduced rate in advance of distribution site food provision.
 - Counting and claiming procedures include the use of student rosters and input into the POS system.
 - Meals will contain reimbursable breakfast and reimbursable lunch components based upon school nutrition guidelines.
 - Safety requirements will be met as documented in production records and use of time and temperature logs.

NJ Department of Agriculture District Information

SFA Name: Absecon Public Schools

Agreement #: 00100010

- Date Meal Distribution will begin: Day 1 of school closure
- Date Meal Distribution will end: Final day of school closure
- Schools/Site where distribution of meals may take place: Absecon Public Schools
- Meals to be claimed for reimbursement per day: Up to two meals per day, per child

- Parents will be able to call the Absecon Schools at (609) 641-5375 X 1037 and request orders be delivered to their home each week.

Technology Use and Access

- Families were provided with internet accessibility survey in July of 2020. Any household without internet access has been provided with accessibility by the district since September of 2020.
- Chromebooks are provided to all students
- Parents must sign off on Acceptable Use and Liability for device while in their care
 - Individual students will have the device serial number documented within a log book
 - Chromebooks will be returned to the school on the last day of school
- All instructional staff members will be provided with a laptop to facilitate distance learning