

# EHTSD Full-Virtual Instructional Model 2020-2021 School Year



**East Hanover Township School District**

Created August 2020

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**Executive summary:**

The following document outlines the East Hanover Township School District's Virtual Learning Plan in the event that the COVID-19 Pandemic forces the district to close schools to in-person education and provide a solely virtual model to all students in the district for a period of time. This plan is comprehensive and addresses staff and student expectations at each school building/grade-level. Further, it provides information regarding the use of technology, the accessing of social/emotional support systems, the provisions for students with special needs, and all other topics germane to the operations of our school district. This document was compiled with guidance from the NJDOE, the assistance of various stakeholders groups (staff, parents, health and safety organizations, etc.), and the invaluable feedback of our community members. Further, it has been vetted and approved by the Morris County Superintendents of Schools/Office of Education.

## Equitable Access

To provide equitable instruction, the district will ensure that all students have access to instructional materials.

A survey has been shared to collect information from parents regarding the availability of digital devices/wi-fi for student use at home. In the event that a student does not have access to a computer or wi-fi at home, the district will provide a device and/or a hotspot for student use. Please contact Matt Tuorto at [mtuorto@easthanoverschools.org](mailto:mtuorto@easthanoverschools.org).

## Communication

In the event that schools operate through distance learning, the following communications will take place.

- Teachers, parents, and community members will be notified via the emergency alert system (SchoolMessenger).
- Communication and instructions will be posted to school social media pages.
- Detailed instructions will be posted on the school and district websites.

## Attendance

### Student Attendance

In order to record attendance and provide important health information, parents **MUST** complete the COVID-19 Screener. One form **MUST** be completed via PUP for each child in the family by 8:00 am each day. In the event that a parent/student is unable to access the form on any given day, a parent/guardian **MUST** contact the appropriate school's main office and leave a message for the building nurse recording each child's absence. Please provide details regarding any illness.

FJS	973-887-5650 x2
Central	973-887-0358 x2
EHMS	973-887-8810 x2

Additionally, attendance will be taken during all live instruction sessions held in Google Meet. Google Meet records student attendance during each live session and reports are sent to teachers and administrators. Students who do not attend a live Google Meet session will be considered absent for that class period.

Students who do not complete the majority of their daily assignments without a valid reason will be considered absent for that day of instruction.

Teachers will reach out to parents/guardians of students not completing assignments via email, phone, and any other useful means. Communications will be made with the support of an interpreter if needed. These repeated attempts will be recorded and shared with the building administrator.

School administrators will also attempt communication with parents and will send a letter via email and US Mail documenting the potential consequences for not participating in instruction without reason.

According to EHBOE policy 5410, “school attendance may be a factor in the determination of a pupil’s promotion or retention. A pupil may be subject to a special review for promotion by the school Principal if they miss more than twenty days of school, excluding religious holidays.”.

### **Staff Attendance**

In order to record attendance, staff members **MUST** complete the Digital COVID-19 Screener. The form **MUST** be completed by 8:00 am each day. This form will be emailed to the staff daily. In the event that a staff member is unable to access the form on any given day, the staff member **MUST** contact the appropriate school’s main office and leave a message for the building nurse recording his/her absence. Please provide details regarding any illness.

## **Harassment, Intimidation, and Bullying(HIB) /Mental Health Issues/Child Abuse and Neglect**

**HIB:** As a district rooted in equity and social justice, we remind our community that no bullying, harassment, or exclusion of any kind will be permitted. There are increasing reports of bias and harassment of students who are perceived to be from countries where coronavirus is prevalent. It goes without saying that reminding students that this is an inclusive community and that any sign of harassment, bullying, or exclusion due to a child’s national origin, recent travel, race, ethnicity, etc. will not be tolerated. If you are interested in some resources, [Speaking Up Against Racism Around the New Coronavirus](#) provides quality information.

During distance learning days, the District will adhere to all aspects of our Harassment Intimidation and Bullying Policies and Procedures ([Policy # 5512](#)).

Please follow [this link](#) for more information and reporting forms.

**Mental Health:** In the event that your child is exhibiting any mental health issues or suicidal ideations, please contact your local police department for immediate assistance. Since the district

staff will not be able to assess the risk level, you are urged to contact the police for assistance during this distance learning period of time.

**Child abuse and neglect:** In the event that a staff member is made aware of a child being abused or neglected, the staff member will immediately notify the building principal. Staff members will adhere to district [policy](#).

## School Schedules

### September 15-September 16

On September 15, 2020, and September 16, 2020, teachers will post lessons/assignments on Google Classroom or SeeSaw. Students should log into the platform used by their grade level to complete assignments. Therapies will be scheduled on an individual basis with families.

### September 17-September 29

Beginning on September 17, 2020 teachers will provide students with live virtual instruction **following the same schedule as they would in the physical classroom**. Therapies will be scheduled on an individual basis with families.

### Frank J Smith Elementary School

#### FJS AM Students

Times	Monday- Friday
8:50 - 11:20	Live Instruction with Teachers in ELA and Math
11:20 - 12:50	Lunch/Recess
12:50 - 3:20	Pre-Designed Specials Pre-Designed S.S./Science Intervention/IEP Programming (as scheduled) Enrichment (as scheduled) Related Services (as scheduled)

#### FJS PM Students

Times	Monday-Friday
8:50 - 11:20	Pre-Designed Specials Pre-Designed S.S./Science

	Intervention/IEP Programming (as scheduled) Enrichment (as scheduled) Related Services (as scheduled)
11:20 - 12:50	Lunch/Recess
12:50 - 3:20	Live Instruction with Teachers in ELA and Math

## **Central Elementary School**

### **Preschool**

	Monday - Friday
Preschool 3 - 9:00 - 11:30	9:00 - 11:30
Preschool 4 - 12:15 - 2:45	12:15 - 2:45

### **CES AM Students**

Times	Monday- Friday
8:35 - 11:10	Live Instruction with Teachers in ELA and MATH
11:15 - 12:45	Lunch/Recess Pre-Designed Specials
12:45 - 3:20	Pre-Designed S.S./Science Intervention/IEP Programming (as scheduled) Enrichment (as scheduled) Related Services (as scheduled)

**CES PM Students**

Times	Monday-Friday
8:35 - 11:10	Pre-Designed S.S./Science Intervention/IEP Programming (as scheduled) Enrichment (as scheduled) Related Services (as scheduled)
11:15 - 12:00	Lunch/Recess Pre-Designed Specials
12:45 - 3:20	Live Instruction with Teachers in ELA and MATH

**East Hanover Middle School**

**All Students**

**Grades 6-8**

Times/Periods	Monday-Friday
8:00-12:45 (Same as current A/B schedule including Snack/IS period)	Academic Schedule Intervention/IEP Programming (as scheduled)
12:45-1:15	Lunch
1:16-2:45	Pre-Designed Specials

**School Nutrition Benefits**

East Hanover Township School District does not receive federal funding for Free/Reduced Lunch. However, Free/Reduced lunch is provided to eligible students in conjunction with the East Hanover PTA. Any students who receive free and reduced school lunch will be afforded the opportunity to pick up a nutritional school lunch prepared by the school district at the East Hanover Police Department.



## **Resources to Support Instruction/Assessment**

The School District utilizes several resources to support and monitor student learning. Teachers should refer to the district curriculum via Rubicon Atlas and utilize district-approved resources to provide meaningful instruction and assessment to students during this time. District resources for instruction and assessment can be found linked [here](#).

In addition to the district resources provided, digital subscriptions can be used to support student learning. Please access Clever to find the District Approved resources available to use while teaching virtually.

## **Instruction**

### **Daily Learning Expectations**

#### **East Hanover Township School District students will:**

- Receive live, virtual instruction from their classroom teacher
- Receive recorded video/pre-designed instruction, as needed and appropriate.
- Join their classmates for class meetings and social-emotional learning experiences.
- Engage in small groups for instruction as needed.
- Work independently on assignments and projects.
- Take movement, lunch, and screen breaks throughout the day. .
- Participate in special area class instruction.
- Receive related services in accordance with Individualized Education Plans/504.
- Receive intervention, including ESL, as identified and appropriate.
- Receive enrichment services as identified and appropriate.

### **Student Responsibilities**

#### **Attendance**

Students should be prepared to be fully engaged in the virtual classroom prior to each lesson.

#### **Environment**

Students and parents should find a place in the home that is free from distractions where students will be able to fully focus on connecting with the class and participate in lessons. Be mindful of your surroundings and what may be seen while you are attending class. All materials should be prepared and ready for use in your workspace.

### **Technology Set-Up/Use**

Students will comply with all requirements as outlined in the district's Acceptable Use Policy. In the remote learning environment, it will be necessary for students to be mindful of appropriate behavior and use when using Google Meet and other learning platforms.

Students/families will not record virtual classes. Recording of class activities by anyone other than the teacher on Google Meet is prohibited. Neither the student or parent may record or share the content of live virtual classes. Teachers will only record a class lesson to make it available for students in the class or those students who were absent. The posting will happen only through secure means. Any sharing of recordings by anyone other than a school official is prohibited.

### **Academic Requirements**

All students are expected to attend class sessions. This includes being fully prepared for class, present in each lesson, and ready to participate. Students will complete and submit their assignments within the expected timeframe unless other arrangements have been made.

### **Behavior**

Students will comply with all aspects of the school and district code of conduct during remote learning. Additionally, students should follow the school/district dress code in order to create a learning environment free of distractions.

### **Faculty/Staff Expectations**

#### **Attendance/Schedule**

Faculty will be expected to deliver instruction in accordance with the school schedules noted above. Additionally, teachers should be available via email during school hours with the exception of the time allocated for lunch and preparation.

#### **Environment**

Teachers are expected to deliver lessons from a quiet space that is free of distractions. Be mindful of background visuals and what students can see when providing instruction.

#### **Technology Set-Up/Use**

Teachers will have access to a district device, but may choose to use their personal device if preferred. All communication should occur through district email. Teachers should review and use district approved digital tools and resources for instruction.

#### **Instructional Requirements/Grading**

Students should receive live virtual instruction each day. This will be accomplished through a combination of both whole and small group instruction.

Learning experiences may include “classwork” and homework. All work that is required for submission will be provided with feedback from the teacher making the assignment. Student work assigned by each classroom teacher should not exceed what the district has determined as an “appropriate” amount of time. Appropriate, in this case, is defined by the district as work lasting the approximate duration of a normal class period.

If utilized, instructional videos should be posted on Google Classroom, teacher websites, or come from district-approved instructional programs/resources. All videos should be instructional in nature and should be complemented by appropriately connected learning experiences.

Grading should be consistent with regularly established practices.

## **Staff Responsibilities**

### **Teaching Staff**

- See above details on expectations
- Read and respond to emails during noted hours
- Log personal attendance
- Notify administrators of students not consistently participating or turning in assignments
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrators.

### **Secretaries**

- Monitor daily staff attendance forms. Send spreadsheets daily to building administrators for all staff attendance.
- Monitor school voice mail remotely.
- Complete budget ordering process.
- Log personal attendance
- Read and respond to email during listed hours.
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Maintenance/Custodians**

- In the event that the district is closed or placed under general quarantine, maintenance and custodial staff responsibilities will be determined by the Supervisor of Buildings and Grounds in conjunction with the Business Administrator and Superintendent of Schools.
- Log personal attendance
- Adhere to all district policies

- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Aides**

- In the event of a closure or quarantine, aides should attend online instruction via Google Meet with the classes assigned to their student(s). Aides should work with the teaching staff so they can offer online support to these students during these lessons.
- Log personal attendance
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Therapists, Teacher of the Deaf, School Counselors, BCBA, Mental Health Staff**

- Deliver related services to students with disabilities through the use of telehealth and telemedicine, electronic communications, virtual, remote, or other online platforms as per the temporary modifications to Special Education Regulations.
- Provide sessions according to IEP mandates for individual, group, integrated and consultation sessions
- Notify case manager and administrators of students not consistently participating in online sessions
- Document sessions with students and communication with families and teaching staff
- Communicate regularly via email and/or phone with parents, teachers and case managers
- Read and respond to emails during noted hours
- Log personal attendance
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Child Study Team**

- Log personal attendance
- Read and respond to emails during noted hours
- Continue to complete reports and send to the director for emailing/ mailing home
- IEP and additional mandated meetings to be held as usual but via phone, virtual, remote or other online platforms (i.e. Google Hangouts)
- Communicate regularly with parents, teachers, therapists, and out-of-district staff to ensure all IEP mandates are adhered to on a daily basis.
- Document all communication between stakeholders of the IEP team and the case manager
- Complete assessments prior to leaving school and write reports
- District policy does not allow for electronic referrals; however, considerations will be made to address any incoming referrals via email during the distance learning period of time

- Work with administration to address any child who is not regularly and consistently participating in their IEP driven program and/or related service
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Nurses**

- Monitor student attendance daily and send spreadsheets of student attendance with a summary to the building administrator each day by 10:30 am.
- Read and respond to emails during noted hours
- Collaborate with district nurses to provide timely parent informational bulletins as appropriate.
- Create and monitor a shared FAQ Health Doc where parents can ask questions and receive responses each day.
- Log personal attendance
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

### **Administrators**

- In the event that buildings are closed, district administrators will have the option to work from home to assist in the daily operation of all aspects of distance learning, per the superintendent's recommendation.
- In the event that the district is placed under general quarantine, administrative responsibilities will be determined by the Superintendent of Schools.
- Read and respond to emails during noted hours
- Adhere to all district policies
- Report and respond to any instances of HIB, students at risk, threats made, etc.

### **Business Office**

- The business office will continue to monitor and oversee all district finances from remote locations in the event of a protracted closure. The district maintains various software programs (Systems3000, etc.) to facilitate the off-site operation of all business office responsibilities including but not limited to the deposit and remittance of funds, payroll, etc.
- Adhere to all district policies
- Report any instances of HIB, students at risk, threats made, or any other meaningful information to District Administrator.

## **Response to Intervention**

East Hanover Township School District's Interventionists will provide tiered interventions for students in conjunction with established or newly created intervention plans.

Students receiving ESL services will be provided with specific assignments to meet the requirement for daily ESL instruction. Assignments will be provided and monitored by the district ESL teacher. The ESL teacher will also offer virtual instruction sessions for all ELL students on a weekly basis. Sessions will be scheduled in collaboration with students, parents, and classroom teachers. Additionally, Intervention and Referral Services teams will continue to meet virtually as appropriate.

## **Special Services**

### **General Requirements for Special Services**

East Hanover Township School District will provide distance learning options to address the provision of appropriate special education and related services for students with disabilities.

Programs and services shall be provided to students ages three through 21 according to NJAC 6A:14 requirements with modifications that may be unavoidable due to the health crisis. Students will continue to receive provisions of their IEP requirements and will be provided with a free and appropriate program encompassing special education and related services. Appropriately certified and qualified professional staff members will continue to implement these programs through distance learning opportunities, as the use of on-campus facilities will not be available.

### **Special Education Programming**

All special education programming will be consistent with the student's individualized education plan (IEP) to the extent appropriate and shall meet the New Jersey Student Learning Standards. Parents of children who are medically fragile should contact their physician for additional information related to their medical condition as it relates to distance learning. Adapted materials and assignments will be provided by individual special education teachers to meet the needs of the students while utilizing the distance learning option.

### **Parent Notification**

All special education parents will be notified of district closings by the school messenger service. Additional correspondence will occur between the parents of children attending an out-of-district placement. East Hanover School staff will remain in contact with the out-of-district schools in the event that East Hanover Schools close prior to the out-of-district school. Notification will be provided to the parent and East Hanover staff by the out-of-district school in the event that they close the school. Case managers and the Director of Special Services will be available via email during the

school hours on the distance learning days and will remain in contact regularly with parents of both in and out-of-district students.

### **In-Class Resource Center Programs**

All students with an in-class resource center program documented in the IEP will be provided with modifications to meet their needs based on the distance learning options afforded to their general education counterparts.

### **Pull-Out Replacement Programs**

All students with pull out replacement center programs documented in the IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on the distance learning options appropriate to their IEPs and learning abilities.

### **Self-Contained Programs**

All students with self-contained programs documented in the IEP will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on the distance learning options appropriate to their IEPs and learning abilities.

### **Supplementary Aids and Services**

Supplementary aids and services that can continue to be provided to students in the distance learning setting will be accessible (i.e. access to audiobooks).

Classroom and one-to-one instructional aides will be available online to support a student during a health-related closure.

### **Related Services**

All related services (Counseling, Speech, Teacher of the Deaf, BCBA, Physical and Occupational Therapy) will be provided to students by therapist(s) through the use of either telehealth, telemedicine, electronic communications, virtual, remote or other online platforms as per the temporary modifications to Special Education Regulations.

Sessions will be held according to IEP mandates for individual, group, integrated, and consultation sessions.

Parents will work in conjunction with therapists to monitor data and progress on goals.

Additional activities will be scheduled and provided based on individualized needs.

### **Out of District Programs and Transportation**

East Hanover Township staff will maintain contact with all out-of-district placements during a period of time when determinations are being made regarding school closure. Out-of-district placements will share their plans with the East Hanover Township staff to ensure that a plan is in place to meet the needs of these students should the private school need to close. In the event that East Hanover Township School District is closed and private out-of-district schools remain open, students who are transported by a private company should attend school unless otherwise indicated by the out-of-district placement. In the event that the student is transported to the out-of-district placement by Hanover Park transportation and the buses remain non-operational due to the closing, the parents will be asked to drive their child to the school and will be reimbursed for transportation according to board policy for days the child is in attendance during this health-related closure.

In the event that East Hanover Township School District is open and private out-of-district schools are closed, East Hanover Township Schools will collaborate with the out-of-district placement to offer appropriate meaningful learning activities for completion at home.

### **Referrals and Evaluations**

The referral process will commence as usual per policy 2460 - Special Education. At that time, the traditional timelines will be adhered to via the Director of Special Services, and meetings will be held remotely.

The district will make every effort to ensure that evaluations are completed within the timelines set forth in the code. Given that certain evaluations can only be conducted under standardized conditions, timelines may be impacted due to extended school closures. All functional measures will be conducted and completed within the legally mandated timeframes. Child Study Team members will contact parents if evaluations fall outside of the legally mandated timeframes. All meetings associated with NJAC 6A:14 (IEP meetings, reevaluation planning meetings, eligibility meetings, initial planning meetings) will be conducted via phone conference/ Google Meet unless the parent asks for this meeting to be rescheduled until school is in session. Please note that only meetings that fall within the legally mandated timeframes will be rescheduled. All other meetings must take place via phone conference/ Google Meet in order to meet the legal mandates. Parents will be provided with a call-in, pin number or link to participate in any of the above-noted meetings.



# Summary

This document details the East Hanover Township School District plan to provide distance learning options in the event that the district must be closed due to an emergency health situation. This plan aligns with state-required minimum guidelines by providing equitable access to instruction for all students. Additionally, provisions are included for appropriate special education and related services for students with disabilities as well as tiered interventions for General Education and ELL students. Students eligible for Free/Reduced lunch will be provided nutritional options as detailed above.