

# **North Hanover Township School District**

## **Plan for Emergency Virtual or Remote Instruction Program**

Date: June 13, 2023

Date of Board Approval: June 13, 2023

### ***Equitable Access to Instruction:***

All students in grades K-6 will be issued a Chromebook. Pre-K students will be issued tablets upon closure. Students without broadband access will be issued hotspots. Principals and counselors will work with families to determine needs.

PreK students will be issued tablets or Chromebooks as available. Hands-on kits of materials will be distributed via parent pick up. School personnel can deliver materials to anyone without transportation.

Synchronous experiences will be offered for four hours per day. These experiences will range from whole group to small group to one-one sessions, dependent on student need. Asynchronous work may also be assigned.

Student growth will be continuously measured via teacher developed common formative assessment, district benchmark assessments and the STAR standardized measure of student progress conducted quarterly.

Title I and FIT students will continue to receive intervention services in small groups. Title I and FIT teachers will schedule these groups outside of the synchronous instructional time. Students in need of acceleration and identified Gifted and Talented students will continue to meet as scheduled.

Extra-curricular programs, childcare, community programming and other extended learning opportunities will be assessed for operation dependent upon the circumstances and length of the closure.

### ***Special Education:***

#### **ICR Teachers/POR Teachers**

1. ICR Teachers will be part of the planning process with the general education teacher so that modifications and accommodations are in place for designated students.
2. POR teachers will follow their schedules with their small groups
3. Teachers arrange one-on-one sessions or small groups with students via Hangout, Google Meet, or Zoom during academic work time.
4. Teachers review student work products and provide feedback and intervention.

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5. Students who have In Class Support in their IEP should have support within the whole group and small group instruction with a special education teacher and regular education teacher in areas identified in their IEP.
6. Students requiring pull out special education should have a separate small group or individual live lesson provided by their special education teacher in areas identified in their IEP.
7. If materials are needed for instruction or therapies, case managers will assist teachers in distributing materials to families.
8. All special education teachers and service providers must maintain a log of modifications and accommodations provided to students.
9. All special education teachers and service providers must maintain a contact log for each student, including date, time, topic, goals, student response and any associated notes. [“E-Learning Service Log”](#)
10. Academic progress for special education students will be measured with above mentioned formative, benchmark and standardized assessments, with the IEP directed modifications and accommodations in place.

**Special Education Related Service Providers** will conduct teletherapy services through Google Hangouts, Meet, or Zoom and will maintain a log of contact with students.

**Case Managers** will conduct IEP meetings via Zoom/Google Meet and will also provide support to parents/teachers. Case managers will check in weekly with each student and family to ensure progress toward IEP goals is maintained. Case managers will also coordinate any necessary in-person testing, ensuring appropriate health protocols are in place to conduct testing safely.

### ***English Language Learners***

- a. Students who are identified needing ELL services will receive support from the ELL teacher. The ELL teacher will follow the in-person schedule of services for students as closely as possible
- b. The ELL teacher will “push in” to synchronous virtual classes and will meet students in small groups and 1-1.
- c. Students who are newly enrolled will be tested virtually with the WIDA screener
- d. ELL students will receive their appropriate modifications and accommodations based on their individual needs through virtual instruction
- e. Technology support, district updates and parent information will be provided in the home language.

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- f. All staff will continue to participate in district training re; culturally responsive and trauma informed teaching and schools. This training has been ongoing since 2020.

### ***Attendance***

The district expects all students to interact with the assigned work daily. Each day, students will indicate presence by completing a brief task in the teacher's Google Classroom.

Teachers will monitor synchronous class activities throughout the week for student participation. Additionally, teachers will monitor the completion of work, have work products due, and hold virtual meetings throughout the week. These will be used, in part, to assess student participation and understanding.

Immediately after the morning meeting, teachers will report to nurses and attendance clerks on who was absent and who was present. Attendance clerks will record this in Genesis. If a student does not complete the attendance form, the school nurse will reach out to the family to determine if health/wellness is affecting their participation. School counselors may also reach out if appropriate.

If a student is not completing work, teachers will reach out first, then counselors and principals. The focus should be determining what factors are interfering with their participation and providing supports to mitigate those factors. Supports can be extra instruction, health consultation, working with a counselor, tech support, or delivery of hardware.

Tier 2 and 3 mental health supports will continue for identified students through ESS. Contact with students and families through these providers will occur in accordance with laws (virtual vs in-person). Tier 1 mental health supports and social emotional learning activities will continue through school counselors in accordance with the schedule for in-person school.

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### ***Facilities:***

District facilities staff will report to work as usual. Buildings will be maintained continuously throughout any period of extended closure. District facilities staff will observe all recommended health protection strategies and will minimize contact with each other accordingly.

***Food Services:*** The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs. The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Families may pick up meals for students (three to five meals at one time) for those days they are receiving remote instruction. The pick up location is as follows:

Upper Elementary School: Front Entrance

Endeavour School: Rear entrance

CB Lamb School: Bus Entrance

Meals may be picked up between the hours of 10:00 AM and noon. Parents with students in multiple schools may pick up all meals at one school.

***Length of Instructional Day and sample schedule:*** The plan contains the required length of a virtual or remote instruction day. The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

School Staff hours: 8:00 am-3:00 pm

Student Instruction Hours 8:45-12:45 whole class instruction; 12:45-1:30 lunch/recess; 1:30-3:00 small group instruction

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Sample Student Schedule - K-6			
Sample Times	Subject Area/Activity	Teacher Responsibilities	Student Responsibilities
9:00 - 9:20 AM	<ul style="list-style-type: none"> <li>Responsive Classroom Morning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Whole Group Live with Teacher</li> </ul>	
9:20 - 9:25 AM	<ul style="list-style-type: none"> <li>Snack/Movement Break - Select from PE Choice Board</li> </ul>		
9:25 - 10:55 AM	<ul style="list-style-type: none"> <li>ELA Mini Lessons (Reading, Writing, Foundations)</li> <li>ELA independent activities &amp; small group instruction</li> </ul>	<ul style="list-style-type: none"> <li>Small Group Instruction</li> <li>1:1 Conferring</li> </ul>	<ul style="list-style-type: none"> <li>Recorded Teacher Lesson</li> <li>Independent Work (Including Calvert)</li> <li>Scheduled Small Group/1:1 Zooms with Teacher</li> </ul>
10:55 - 11:00 AM	<ul style="list-style-type: none"> <li>Snack/Movement Break - Select from PE Choice Board</li> </ul>		
11:10 - 12:10 PM	<ul style="list-style-type: none"> <li>Mathematics Mini Lesson</li> <li>Math independent activities &amp; small group instruction</li> </ul>	<ul style="list-style-type: none"> <li>Small Group Instruction</li> <li>1:1 Conferring</li> </ul>	<ul style="list-style-type: none"> <li>Recorded Teacher Lesson</li> <li>Independent Work (Including Calvert)</li> <li>Scheduled Small Group/1:1 Zooms with Teacher</li> </ul>
12:10-12:15 PM	<ul style="list-style-type: none"> <li>Snack/Movement Break - Select from PE Choice Board</li> </ul>		
12:15-12:45 PM	<ul style="list-style-type: none"> <li>Science or Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>Small Group Instruction/1:1 Conferring (as necessary)</li> <li>Recording of lessons</li> <li><i>Teacher Office Hours for Parents and Students</i></li> </ul>	<ul style="list-style-type: none"> <li>Calvert Lesson                             <ul style="list-style-type: none"> <li>Completed independently to fit student/family schedule</li> </ul> </li> </ul>
12:45 - 1:15 PM	<ul style="list-style-type: none"> <li>Special Area Lesson</li> </ul>	<ul style="list-style-type: none"> <li>Small Group Instruction/1:1 Conferring (as necessary)</li> <li>Recording of lessons</li> <li><i>Teacher Office Hours for Parents and Students</i></li> </ul>	<ul style="list-style-type: none"> <li>Recorded Teacher Lesson</li> <li>Corresponding Activity and/or Response                             <ul style="list-style-type: none"> <li>Completed independently to fit student/family schedule</li> </ul> </li> </ul>
1:15-1:30 PM	<ul style="list-style-type: none"> <li>Movement Break - Select from PE Choice Board</li> </ul>		

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### ***Essential employees:***

All district staff will work during a closure. A list of essential employees and a tentative work plan is appended to this document. In the event of a closure, this list will be reviewed and amended based on circumstances at the time. An updated list will be provided to the Burlington County Superintendent's Office.