

# Netcong School District Virtual/Remote Learning Plan

## 2022-2023

### **I. Introduction**

Although remote learning is not an option for the 2022/23 school year, it may become necessary for the entire school to pivot to a virtual learning platform due to a declared public health related emergency, a declared state of emergency, a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent will communicate with the Board of Education prior to implementing the plan of virtual/remote learning.

As currently outlined in “The Road Forward” document issued by the New Jersey Department of Education (NJDOE), days of virtual or remote instruction will count towards the 180-day requirement if the district is forced to close for more than three consecutive days of school. Currently, the first three days WOULD NOT count towards the 180-day requirement. Should the district need to pivot to an all-remote platform, four hours of instruction, exclusive of lunch and recess, are needed for the day to count towards the 180-day statutory requirement after the first three days of closure.

### **II. Equitable Access and Opportunity to Instruction**

Students will continue to utilize electronic learning devices (Chromebooks) during the school day, and the platform that teachers use each day will be consistent with what would be used in the case of a pivot to virtual instruction. The district is 1:1 with Chromebooks for students in grades 2-8. Additionally, there are devices available for students in PK-1 that do not have devices at home on which they can learn. Please contact the main office if you need a device for your child. Any child needing to sign out a Chromebook will have the ability to do so. If you need Wi-Fi access at home, the district can provide your family with a mobile hotspot to ensure you have access to the internet. Please contact the main office for more information.

Should the district need to pivot to an all-remote learning environment due to the pandemic, the students will participate in instructional activities via the Google Meets platform. The district will follow a similar schedule that was used during the 2020-2021 school year with specials work done asynchronously on Mondays and live instruction in the areas of Math, ELA, SS, and Science Tuesday through Friday. Homeroom would start at 8:18 Monday through Friday. Tuesday through Friday, instruction will begin at 8:45am and conclude at 12:55pm. Additional help sessions will be scheduled based on student need on Mondays as well as on Tuesday through Friday from 2:20pm – 2:59pm. Formative and summative assessments will be administered to track student progress. Instruction will be differentiated based on students’ ages and individual needs. Related services will be scheduled to ensure the district is meeting the

needs of students receiving those services. If there are concerns with student progress while in a remote learning environment, you should contact your child's teacher directly.

The Genesis Parent Portal will be updated frequently so that students and parents can monitor and track progress. Attendance will also be posted in Genesis daily as students are expected to be in Google Meets for live instruction.

### **III. Addressing Special Education Needs**

The regular school program will continue to the greatest extent possible. IEP and 504 accommodations will be addressed in materials/packets sent home with students as well as in Google classroom. Progress will be tracked via grades in Genesis. If need be, paraprofessionals will be assigned to students to provide support in the virtual environment. Related services will be scheduled to ensure the district is meeting the needs of students receiving those services. All related service providers will track students' individual progress. If there are concerns with student progress while in a remote learning environment, you should contact your child's teacher directly.

Case managers will remain in contact with families and will work with families to provide support for students as needed. Evaluation of students as well as IEP/504 meetings will be held virtually if allowable and will be in accordance with state and federal laws and regulations.

### **IV. Addressing English Language Learner Plan Needs**

Students receiving ELL services will continue to receive those services in the virtual environment. However, the schedule may be different than regular in-person instruction. Materials will be translated for families who do not speak English. Information will be posted on the district's website and the website is available in different languages to accommodate families who do not speak English. Additionally, materials sent home via School Messenger will also be translated for families. The school counselor and the mental health team will work with staff to ensure that the SEL needs of students are met. Students will have access to Google Translate as needed.

### **V. Attendance Plan**

Attendance is taken at the beginning of each class period for middle school students and at the start of the day for all elementary school students. Attendance will be posted in Genesis. Middle school students must log on for all classes and their cameras **MUST** be turned on during instruction for students to be marked as present. Elementary school students will log on to class at the start of the day and remain logged on to Google classroom until dismissal each day. Students receiving related services and/or extra help will log on to a Google Meet later in the day and **MUST** have their cameras on to be marked as present for the session.

The district's attendance policy will be followed. Parents will be contacted if a student is marked absent without prior parental notification. If need be, the Netcong Police Department will be contacted to go to the home to conduct a wellness check.

#### **VI. Provision of Meals**

Should the district need to pivot to a virtual learning platform due to a declared public health related emergency, a declared state of emergency, a directive by the local or state health agency or officer to institute a public health-related closure, the Netcong School District's free and reduced lunch program will continue at Netcong Elementary School. Meals will be available for pickup by all students twice per week. Breakfast and lunch will be available for pick up on Mondays and Thursdays between 9:00am-11:00am in front of the school. Please come to the double doors and wait by the bollards.

#### **VII. Building Access/Extracurriculars**

Should the district need to pivot to a virtual learning platform due to a declared public health related emergency, a declared state of emergency, a directive by the local or state health agency or officer to institute a public health-related closure, the school building will be closed to students, staff, and visitors and no extracurricular activities will take place unless the activity is something that can be done in a virtual setting. The administration will allow access to the building on an as needed basis by appointment only.

The school building and campus will be monitored by the custodial/maintenance staff daily on a rotating basis. In addition to routine cleaning, a deep clean of the building, classrooms, restrooms, gym, media center, offices, and the Annex will be conducted.

The Netcong School District will follow all recommendations outlined by Government agencies and will adjust procedures as needed.

### VIII. Essential Staff Members

<b>List of Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties</b>	<b>Number of Employees</b>
Administrators	Oversee school and district operations	Interact with BOE, community, staff, students, monitor instructional needs, business office functions	Four(Superintendent, Business Administrator, Principal, Regional Supervisor of C and I)
Administrative Assistants	Administrative functions	Maintain records of students and staff, payroll, and purchasing.	Three (Main Office Secretary, District Secretary, Business Office Secretary)
Technology	Technology support	Maintain servers and internet capacity for instruction, data security, address network issues, provide support to students and staff in remote environment.	One
Teaching Staff	Provide instruction to students in the virtual environment	Provide instruction to students in the virtual environment	32
CST/Mental Health Team/Guidance	Provide support services	Case manage students with IEPs/504 Plans, provide related services, assist staff and students with SEL needs, complete evaluations of students in accordance with state and federal laws	

<b>List of Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties</b>	<b>Number of Employees</b>
Custodial and Maintenance	Maintaining buildings and grounds	Complete building repairs, maintain and clean the building, ensure all functions of the building are in good working order.	Two and a half custodians.  Contracted service with a cleaning company.
Paraprofessionals/TA's	Provide support to students and teachers	Assist students with IEPs and struggling students in the virtual environment	13
Food Service	Meal Service	Preparation and distribution of meals	Two

### **IX. Other Considerations**

Accelerated Learning Opportunities: G and T will continue to be offered. Summer courses to accelerate learning will continue to be offered while ESSER and ARP funds remain available.

Social and Emotional Health of Staff and Students: The Guidance Counselor, CST, and Mental Health Team will be available to work with staff and students in need. The district currently offers therapy services through Thrive Alliance and will continue to do so while funding is available through ESSER and ARP.

Title I Extended Learning Programs: All programs will remain in effect.

21<sup>st</sup> Century Learning Center Programs: The district does not offer a 21<sup>st</sup> Century Community Learning Program.

Credit Recovery: The district will continue to offer summer school for middle school students who do not pass their academic subjects while ESSER and ARP funds remain available.

Other Extended Learning Opportunities: Will be offered as needed.

Transportation: The district is a walking district.

Extracurricular Programs: Will be postponed unless the activity can be held in the virtual environment. Outside community groups will not be permitted to use the school's facility.

Childcare: The district does not offer a childcare program.

Community Programming: Not applicable