



Voorhees Township School District

Remote Learning Plan

March 13, 2020

## **Remote Learning**

Remote learning can include but is not limited to online learning, asynchronous learning, digital learning, blended learning, or old school paper and pencil instruction.

## **Equity**

The middle school operates a 1:1 iPad program that has been in effect for 7 years, so teachers and students are comfortable with online learning. Elementary students have access to iPads in school, but they do not bring their devices home. The district recognizes that some students may not have access to the internet at home and that some students may not have access to a device at home. The district surveyed students and parents to identify those students without access, and an individual plan to support identified students is being developed in collaboration with building administrators and teachers.

Teachers have been trained to utilize Google Classroom; however, it is not a blanket solution to meet all students' needs, so there is flexibility regarding how teachers will deliver instruction. In addition to Google Classroom, teachers are utilizing *SeeSaw*, posting instruction and assignments on their websites, using *PowerPoint*, *Explain Everything*, and other digital tools. Students can access the digital textbooks online for Language Arts Literacy at the elementary level through *Think Central*, Students in middle school and at the elementary level can access the math digital textbooks online for Math through *Pearson's Realize*. Additionally, both the middle school Science and Social Studies textbooks are available online, and the Science digital textbook is available online for elementary students. Traditional textbooks are available to students that either prefer to utilize a textbook or for those without Internet access.

Finally, there are digital subscriptions to other online learning platforms that the district has purchased, and those learning platforms are available to students at home. Teachers are communicating with students and parents the directions for accessing online resources at home.

## **Procedures**

### ***Communication:***

Teachers are expected to develop a plan for how they will deliver instruction to students remotely. The teachers and building administrators will communicate their plan to both students and parents. Teachers are expected to post lessons and assignments by 9:00 a.m. daily and be available to communicate with their students and parents between 9:00 a.m. and 2:00 p.m. each day that school would typically be in session.

### ***Daily Instruction:***

Teachers are to consider each individual students' needs when planning instruction and when communicating with their students. Teachers will email their lesson plans to their building principals weekly, and principals will monitor the implementation of remote learning. Teachers

should determine how assignments will be submitted to them, and assignments should be graded as per district policy.

***Attendance:***

Student attendance will be recorded daily by each homeroom teacher. The method teachers use to verify student attendance will be based on an electronic interaction. The students will have until 2 p.m. to make contact with their homeroom teacher in order to be marked present.

Teachers who are unable to post assignments and answer emails due to illness must contact their building principal and create an absence in AESOP. The building principal will be responsible to email parents to notify them of the teachers' absence. The building principal will submit the assignments as per the teachers' lesson plans.

***Technology:***

Any student requiring technology support should inform their homeroom teacher. Depending on the issue, a technology specialist will be assigned to help resolve the issue. Detailed information can be viewed at

<https://www.voorhees.k12.nj.us/site/default.aspx?PageType=3&DomainID=1&ModuleInstanceID=5783&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=102089&PageID=1>

Any parent wishing to borrow a device during the remote learning period should contact their child's building principal.

***Textbooks:***

Traditional textbooks are available to any students. Requests for textbooks should be made to the child's teacher.

***Emotional Support:***

Guidance counselors and child study team members are available to support our students during this unprecedented time. For some students, this may be a particularly worrisome time, so parents and students are encouraged to contact their guidance counselors directly by voicemail or email. However, guidance counselors and child study team members will be reaching out to students.

***Nurses:***

District nurses will contact families and make arrangements for the pick-up of necessary medications.

**Special Education and Related Services**

Special education teachers will implement students' applicable accommodations and modifications as listed in each students' IEP.

Special education teachers and case managers will communicate daily with their students and parents to support them as they learn at home.

Speech teachers, Occupational Therapists, and Physical Therapists will send a letter to parents with tasks for students to engage in at home to address students' IEP goals. They will be communicating with parents to provide support and answer questions. When students return to school, make-up sessions will be considered based on students' needs, and if students show regression, summer sessions will be increased.

Instructional Associates will need to be available to consult with teachers and parents as needed to help provide accommodations and modifications to support students.

Teachers of students with significant disabilities are communicating with parents to provide suggestions to maintain a structured day as much as possible and incorporate functional activities to help students retain skills.

Consideration will be given to extending the summer program if needed.

Special education teachers and case managers will be required to complete IEPs as per the district schedule.

If an annual review needs to be canceled, case managers will send home the draft IEP to parents and ask them to review the document. They will be asked to email questions, and a remote meeting via email will be conducted with the case manager, applicable teachers, and related service personnel.

### **Food Services**

A bagged lunch and a bagged breakfast (for the next day) will be available for pick up by students that are eligible for free/reduced lunch beginning on Tuesday, March 17th from 11:00 a.m. through 12:00 p.m., at the Voorhees Middle School Cafeteria.

The meals will consist of the following: Bagged breakfast - a whole-grain muffin, graham cracker, applesauce, and water. Bagged lunch - an "Uncrustable" sandwich, graham cracker, applesauce, and water.

### **Schedule During Remote Learning**

Each school building will be open on a limited basis on Tuesdays and Thursdays 9 a.m.- 2 p.m. Monday through Friday, and each building principal can be contacted at the number associated with each school.

The Central Administrative building will remain open Monday through Friday at 9 a.m.- 4 p.m. by rotating small teams. We are reducing the number of employees reporting each day in support of the recommendation to follow the ‘social distance precaution,’ but we are here to support you. Building principals or central administration representatives can make appointments to meet parent needs on other days of the week if necessary.

### **Remote Learning Hotlines**

*The following cell phone numbers are available to reach school personnel between the hours of 9 a.m. and 4 p.m. Monday through Friday.*

**Central Administration: 856-655-8828**

**Edward T. Hamilton: 856-655-2697**

**Kresson: 856-655-8211**

**Osage: 856-655-1322**

**Signal Hill: 856-655-3569**

**Voorhees Middle School: 856-655-1831**

**\*Monday through Friday, you can contact your school main office designee on the above hotlines 9 a.m.- 4 p.m. (or leave a voicemail that will be returned within 24 hours).**