



Voorhees Township School District

School Health-Related Closure Preparedness Plan

Revised May 6, 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 who teach Preschool through Eighth Grade 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. Live instruction utilizing Google Meet is strongly encouraged at least 2 times per week. The building instructional schedules are designed to allow for a flex day. This is used by teachers to provide small group or individual instruction to students needing additional supports.

***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 contact their homeroom teacher in order to be marked present. Students who are absent from their remote classrooms are referred by their teacher to the guidance counselor and building principal. Interventions are put into place to contact the students who are absent and to provide supports as needed.

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. Each guidance counselor has created a Google Classroom to provide resources to students and parents and to allow for interactions between the counselor and their students.

### ***Nurses:***

District nurses contacted families and planned for the pick-up of necessary medications. They are utilizing YouTube videos to share with students to ensure that they are staying healthy while at home. The nurses also interact with their students with emotional and health needs using Google Meet.

### **English Language Learners**

There are approximately 90 students in the district who receive ESL services daily. We employ 3 ESL teachers to provide instruction to our ELL students.

During remote instruction, the district ESL teachers will provide daily lessons and assignments using Google Classroom, video lessons, and live instruction using Google Meet that emphasizes ESL listening, speaking, reading and writing skills. Lessons and assignments are grade level based.

ESL teachers will utilize the REACH Program to support technology-based learning. Students have been provided with iPads for instruction. ESL teachers have a set schedule to meet with students face-to-face through Google Meet weekly as a grade level.

ESL teachers will provide lessons and directions in English and translated in languages to meet the needs of the families they serve. Communication will be primarily through email and Google Classroom.

### **Special Education and Related Services**

The following are the number of students eligible for special services by category:

Out of District Students: 32

In-class Resource (includes replacement & support): 172

Pull-out Resource (includes: replacement & support): 192

Self Contained (includes full day PS): 94

PS Inclusion (half day): 32

OT (includes OT, OT-Integrated, OT-Consultation): 136

PT (includes PT, PT-Integrated, PT-Consultation): 44

Speech (includes S/L Thrpy, S/L Thrpy-Integrated, S/L Thrpy-Consultation): 228

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

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. To the extent possible, related service will be provided through telecommunication such as Google Meet. Google Classrooms will be utilized to communicate with parents and students and to post resources. Related services providers will also communicate with parents via email and telephone 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 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 will communicate with parents to provide suggestions on how to maintain a structured day to the extent possible and train them to incorporate functional activities to help students retain skills.

Teachers will submit lesson plans to their building principals weekly. They will record student attendance and track students' progress on IEP goals. Teachers will record student grades and submit progress reports as per policy.

Special education teachers and case managers will be required to complete IEPs and annual conferences remotely 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.

Case managers under the guidance of the Supervisor of Special Services are monitoring students in referral to ensure they are provided necessary supports since testing can not be completed. Students in referral will be included in the summer enrichment program.

Summer Enrichment for students with mild to moderate disabilities will be planned for remote learning. In school instruction will also be planned in the event that the Governor permits students to attend school this summer. The schedule will be as follows:

## **Summer Enrichment (Current PK-8- Grade Students with IEP)**

June 29<sup>th</sup> - July 30<sup>th</sup> Monday -Thursday

Remote Instruction (Live Instruction) 10:00 a.m.-12:00 p.m. (Staff Hours will be 9:00 a.m.-12:00 p.m.)

In-School 9:00 a.m.-12:00 p.m. (Staff hours in school will be 8:30 a.m.-12:30 p.m.)

Extended School Year for students with more significant disabilities will be planned for remote learning. In school instruction will also be planned in the event that the Governor permits students to attend school this summer. The schedule will be as follows:

## **Summer ESY (Current PK-8 Grade Students with IEP)**

July 6<sup>th</sup> – August 13<sup>th</sup> Monday- Thursday

Remote Instruction (Live Instruction) 10:00 a.m. – 12:00 p.m. (Staff hours 9:00 a.m. -12:00 p.m.)

In-School 9:00-1:00 (Staff hours in school will be 8:30 a.m.-1:30 p.m.)

Case Managers will contact schools providing services to students out of district to monitor student attendance and the schools' remote learning plans.

## **Summer School**

Remote summer school will be explored for all students in grades 1-8. A survey is being sent to parents to determine the number of students who would be available to participate in summer school. The current plan is to offer 1 hour of live instruction to students focused on literacy and 1 hour of live instruction focused on math. The remote instruction will take place 3 days per week for 6 weeks.

## **Food Services**

A bagged lunch and a bagged breakfast will be available for pick up by students that are eligible for free/reduced lunch beginning on Tuesday, March 17<sup>th</sup> from 11:00 a.m. through 12:00 p.m., at the Voorhees Middle School Cafeteria. On March 24, 2020, the locations will be expanded to include Osage Elementary School and the times will be from 10:30a.m. to 12:00p.m. with meals given out for the week. The once a week schedule will change to every Monday on March 30,

2020. Our sites were expanded on April 14, 2020 to include all 5 schools and 3 neighborhood locations as well as individual delivery upon request.

Pick up locations are as follows:

- Signal Hill Elementary School
- Kresson Elementary School
- Hamilton Elementary School
- Osage Elementary School
- Voorhees Middle School
- Chelsea Court location at the bus parked at the intersection of Hermitage Drive & Chelsea Court
- Echelon Road location at the bus in the parking lot of Soccer Fields (Maiaroto Sports Complex)
- Echelon Road location at the bus parked at the sign for the "280 and 290 buildings"

Buses from our three contracted bus companies make the deliveries to these locations and assist in the distribution. They also make deliveries to individual residences as requested. Distribution times are between 11:00am to 12:00pm every Monday.

As of April 27, 2020, per direction from the Department of Agriculture memo dated April 24, 2020, we began to provide meals free of charge to all students enrolled in our schools, regardless of eligibility status on the next meal distribution date of April 27, 2020. We posted an announcement on our district website and on the district Facebook page. In addition, an automated call went to all staff and families informing them of the change on the morning of April 27, 2020.

## **Facilities**

### ***Schedule During Remote Learning:***

Each school building will be open on an as needed basis for teachers and parents to get needed supplies and technology. Each building principal can be contacted, at the number associated with each school, by teachers and parents to make appointments to access a school building. The Director of Buildings and Grounds will supervise access to each building and ensure that the areas accessed are disinfected as needed.

The Central Administrative building will remain open Monday through Wednesday 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 the school community.

### **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).**