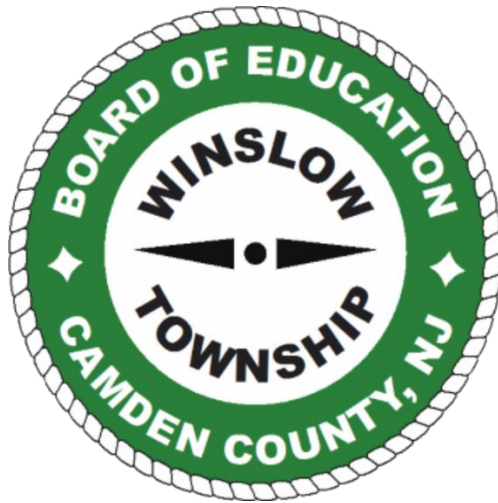


Winslow Township School District



2022 - 2023 Virtual or Remote Instruction Plan

Dr. H. Major Poteat, Superintendent

1. Essential Employees:

- **Administrative Staff** - Required to oversee the overall operation of the district
 1. Central Office Administration- (Superintendent, Assistant Superintendent, Business Administrator, Human Resource Director)
 2. Building Administrators - Required to oversee the delivery to remote instruction
 3. Secretarial Support Staff – **Required to support and assist the building administrator**
- **Teaching Staff**- Required to deliver instruction remotely
- **Custodial Staff**- Required to thoroughly clean, and maintain the cleanliness of the buildings
- **Food Service** - Required to continue providing food (breakfast and lunch) for students during school closure
- **District Technicians** - Required to assist with providing and maintaining communication with the parents and community (i.e. Board of Education Meetings, Web conferences, and teaching platforms). They are also required to maintain technology resources needed for students and staff.

Teaching Staff:

- In the event of a school closure, teachers, Guidance Counselors, and Youth Based Service Providers will be required to continue their service to students. Teachers will provide instruction through computer-based instruction and/or educational packets.
- Teachers will be given time to collaborate, train and prepare lessons and work packets.
- Teachers will be on call as needed to replenish educational packets. As teachers return to the building to replenish work for the students, building limits will be:
 1. **Elementary Schools** - no more than 15 staff including administrators and secretaries for smaller schools, and no more than 20 staff for the larger schools.
 2. **Middle and High School** - no more than 25 staff including administrators and secretarial staff. No building will have more than 25 staff members at a time. While teachers are in the building, teachers will remain a safe distance apart, and be required to practice safety protocols.
 3. **Guidance Counselors/ Youth Based Services Providers**- will be required to deliver their services of monitoring students and assisting students and parents with both academic and personal needs. The mental health provider will remain available to provide support to the student and family.

2. Remote Learning

Technology / Internet Access

The district is committed to ensuring that all students who require the use of technology to continue their instruction, be afforded the opportunity to do so. Chromebooks and hotspots needed for connectivity will be provided to needed students as appropriate, upon request. Staff will be provided with their choice of a chrome book or laptop computer so that they may deliver instruction. Additionally, staff will be available to assist parents with acquiring internet connectivity by providing them with information and assistance with completing forms required to obtain connectivity. Parents will also be provided directions on how to access the platforms used to deliver instruction to the students.

Accelerated Learning

Accelerating the academic growth of all student is the primary goal of the district. Students who need extra support and those who need a more challenging program, will continue receiving the services and program virtually.

Delivery of Instruction/ Assessment of Student

1. All students PK -12 will receive computer-based instruction as their primary instructional mode. Students without access to technology and at the parent's request will receive instructional packets.
2. Teacher guided lessons will be designed for 35 minutes to 1 hour per day, per subject.
3. Instructional resources that may be used to deliver instruction may include, video conferencing, Google classroom, and PowerPoint presentations with voice override so that students who are auditory learners will continue to receive assistance.
4. Textbooks and resources of the programs currently used will be made available online. Additionally, all students and parents will be provided with supplemental resources to support student learning.
5. Students placed on home bound will revert to technology-based instruction.
6. Teachers will assess student performance using teacher developed assessments, class work, commercially designed assessments aligned to the specific subject/ course, oral assessments and district benchmark assessment

Special Education Students:

1. The district will require special education teachers to differentiate instruction to meet the students' needs as outlined in the IEP. Some related services may be provided utilizing a teletherapy approach.
2. Instruction will be provided by instructional modes such as virtual (computer-based) and remotely via paper-based instruction. Program, resources, and platforms to support learning may include the following:
 - Proloquo2 Go Communication app, Read 180, System44, Touch Chat, Think Central, I Read, Google Classroom, Prodigy, Extra Math, Ixl, Epic Books, Lexia Learning, Starfall, and any other supplemental online and paper-based resources determined to be the most appropriate for each individual student.

3. Modifications and accommodations will be made in accordance with the student's IEP and teacher assessment of student's needs. Some accommodation that may be considered are: reduced / shortened assignments, extended time to complete assignment, oral assessment, virtual teaching as opposed to paper-based instruction, breaks, after school tutoring and extended year program. Students currently placed in out-of-district settings will be provided with both access to computer-based and paper-based instruction. Instruction will be provided by the out-of-district teacher and monitored by the district case managers.

4. Teachers and case managers will monitor and track student performance and implementation of IEP goals and objectives through progress report, student contact, evaluation and assessment of student work, participation, grades (where appropriate), and progress of individual goals. Case managers will maintain individual logs of time and date of service and communication with parent/ student. Some services may be documented through SEMI.

5. Case managers will continue as best as possible to conduct evaluations virtually; and will maintain parent and teacher communication through phone calls, text and email.

English Language Learners (ESL):

The district has an established ESL program to service our ESL students. Currently, Spanish is the primary second language addressed through the ESL program. Although the district does not have a bilingual program, instructional resources are purchased in English and Spanish. Parent resources are provided as dual language resources. The ESL teachers and the bi-lingual support staff assist with providing written and oral communication to parents in their native language.

Technology targeted specifically for ESL students is provided. Additionally, each school has translation devices to better facilitate communication with parents and students. The ESL teacher will continue instruction through both computer and paper-based instruction. Documentation of parent/ student communication will be maintained and submitted to the building administrator.

Parents and students who may be experiencing emotional challenges will be provided with assistance from the mental Health Providers and provided with available support resources within the community.

All staff will receive professional development on strategies to support mental health challenges, effective teaching strategies, managing behaviors and teaching for student success - while addressing the needs of the whole child.

3. Attendance

Staff Attendance

1. Staff will be required to be available during the hours of 8 -3 depending upon grade level. Staff will sign in daily through email to verify that they are available to assist students.
2. The administrators will keep a record of staff sign in and communication log.

Student Attendance

During school closure, the intent is to continue instruction to minimize the loss and regression of skills. Therefore, it is critical that students be available and participate in the learning activities.

1. The district's attendance policy will remain in effect, with consideration given to documented extenuating circumstances that would prevent compliance with the policy.
2. Students must be visible during virtual instruction at which time attendance will be taken by the teacher. Students must be on time and appropriately dressed for class. Students attending class late will be recorded as tardy. Class participation and completion of all assigned work will be required. Failure to attend class and to complete assignments will jeopardize a student's promotion and graduation.
3. Any student who was in violation of the attendance and discipline policy during an emergency school closure will be addressed as per the attendance policy and the Student Code of Conduct.
4. Students who did not earn the required credits to meet graduation requirements will be recommended for summer school or retention.
5. Parents will receive an automated notification when a student fails to attend school, as well as messages from the teacher regarding attendance. Additionally, parents will receive written notices after five, ten and fifteen absences. Teachers will notify parents through Genesis Parent Portal of a student's attendance and grades. The district attendance officer will also make home visits when there are excessive absences.

4. Grading:

During a school closure, the intent is to maintain skills and continue learning. Students will be given every opportunity to complete assignments. Class participation and completion of all assigned work will be required. Failure to attend class and to complete assignments will jeopardize a student's promotion and graduation.

5. Facilities/Cleaning Protocol

The custodial, maintenance, and grounds staff will continue their schedule of maintaining the school facilities to ensure that all systems are functioning appropriately and to monitor the air quality in the buildings.

6. Summer Programming

- Extended School Year (ESY) for students with disabilities will be delivered through continued remote learning. Instruction will be both virtual, interactive, and paper-based.
- Students will be provided with technology if needed, to support their learning. If a student does not have access to connectivity, information will be provided to the parents to assist with obtaining connectivity. Additionally, the district will examine possible options for providing connectivity. The ESY program will run five days per week, for four (4) weeks.
- Information on credit recovery programs will be provided to students.
- The district will implement an extended summer learning program for students determined to be in need of additional support.
- Other students may be offered a credit recovery program.

7. Food Service

In the event that the district must implement a virtual or remote instruction plan, Winslow Township School District will seek to revert to a food service plan supported by the School Nutrition Benefits for Eligible Students to ensure that the provision of meals to eligible students continues.

The district will use Winslow Township High School and Elementary School #3 as food distribution sites to supply breakfast and lunch Grab and Go Meals. The two locations are centrally located in separate sections of the Township and will service all students in elementary, middle, and high schools.

The two pick up locations will service students between 9:00 a.m. and 11:00 a.m. Meals will be provided twice weekly, Monday and Thursday. On Monday, every student will receive breakfast and lunch for three days, and on Thursday, students will receive meals for two days. Meals will be delivered to students who do not have transportation to participate in the Grab and Go. The number of meals served will be monitored daily and adjusted accordingly. Recipes and allergens will be posted at pick up stations.

8. Communication

In the event of a closure, the district will immediately communicate with parents and the community using the following modes to:

1. Phone blast
2. Text Message
3. District and School Website
4. Local Media Outlets

9. Before and After School Programs

All before and After School Programs will be cancelled.