

# Hanover Township Public Schools

## Distance Learning Plan



Created: March 6, 2020

Revised: October 16, 2021

*\*This plan is fluid and subject to change. \**

## **Overview**

This plan details the Hanover School District plan to provide instruction remotely in the event that the Hanover Township Schools must be closed in an emergency situation. This action plan allows us to operate digitally while continuing to provide meaningful instruction to students through the use of digital resources. The sections below detail the school district's plan to ensure fluid operation during this time.

## **Alert and Notification Procedures**

The mechanisms utilized to communicate emergency information to parents, faculty, staff, and students will incorporate a variety of communication channels including, email, mobile application, and posts to our school website. The sharing of information in the event of a school closure currently proceeds as follows.

1. Swift K-12 Notification System
2. District Mobile Communication Application
3. Notices on school website

## **Community Explanation**

A Flexible Instruction Day (FID) is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that are: (a) aligned to the curriculum, (b) connected to standards, and (c) relevant to the current instructional sequence. These days are not intended to supplant regular school day instruction; rather their intent is to continue to afford students with meaningful learning experiences while connected with teachers in the event of an emergency. Nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers.

## Schedules:

### Remote/Virtual Learning Schedules for Elementary Schools

#### Bee Meadow School, Mountview Road School and Salem Drive School:

<b>PERIOD</b>	<b>TIME</b>
Instructional day begins	8:45 AM
Homeroom	8:45 AM - 8:50 AM
Period 1	8:50 AM - 9:35 AM
Period 2	9:37 AM – 10:22 AM
Period 3	10:24 AM - 11:09 AM
Period 4	11:11 AM – 11:56 AM
Period 5	11:58 AM – 12:43 PM
Period 6	12:45 PM - 1:30 PM
Period 7	1:32 PM – 2:17 PM
Period 8	2:19 PM – 3:04 PM
Dismissal	3:05 PM

### Remote/Virtual Learning Schedules for Middle School

#### Memorial Junior School

<b>PERIOD</b>	<b>TIME</b>
Period 1	8:00 AM - 8:50 AM
Period 2	8:53 AM – 9:40 AM
Period 3	9:43 AM - 10:30 AM
Period 4	10:33 AM – 11:20 AM
Period 5	11:23 AM - 12:10 PM
Period 6	12:13 PM – 1:00 PM
Period 7	1:03 PM - 1:50 PM
Period 8	1:53 PM – 2:40 PM

## **Equitable Access to Instruction for All Students**

Every student in the district will have access to a device due to our one-to-one Chromebook initiative Pre-k through Grade 8. With the assistance of our technology department, students who do not have internet connectivity will be guided toward resources to access free service. Devices and internet connectivity resources will be provided to any student/families needing services. Parents will be surveyed upon registration to determine the need for internet access at home. The District will keep on hand a collection of devices such that if any student requests the use of a district device, they will be provided with one. In the event that the district moves to full virtual learning, all students will have the ability to use their school-assigned devices at home.

### **District Preparation**

- (1) The district has conducted a needs assessment and provided parents with contact information in the event that they require a Chromebook or internet connectivity should their circumstances change.
- (2) The district's Acceptable Use Policy and 1:1 Chromebook policies will be included as a part of each of our schools back to school paperwork. All parents and students review and sign off on this policy. Policies have been updated to include information regarding the acceptable use of Chromebooks while participating in distance learning and livestreaming activities.
- (3) Chromebooks will be provided to students to use from home, based on need. In the event that a student meets the NJDOH COVID-19 exclusion criteria, they will be permitted to attend school via our remote/virtual instruction model. All students have the ability to use their school-assigned Chromebook at home for the duration of the closing.
- (4) For students with special needs, accommodations according to their instructional program will be addressed as appropriate for each student.

The district has purchased additional devices to support both staff and student use. This will address any shortage of devices for students and teachers throughout the school year.

## Essential Conditions

The supervisor of technology and district data manager will serve as the point person across the district with regard to technology integration and will provide support and training to parents, teachers and students. Building based education technology specialists will serve as additional technology integration specialists as teachers continue to work in remote settings. The educational technology specialists are integral in supporting parents and students as they meet technology challenges. The district Chromebook Coordinator also plays an important role with parents, students, and teachers in maintaining the student and staff devices.

- (1) A survey was completed to determine the needs of students in a distance learning environment. Any student who is new to the school district will be asked to complete our technology readiness survey to report on the available technology and technology access while working in a virtual learning environment.
- (2) Any student who does not have access to a device at home, according to their survey response or through request to the supervisor of technology, will be provided with a district device to use at home. In the event that we must move to a fully virtual environment, all K-2 students will bring their in-school assigned devices home so that every student is working on a district-provided device.
- (3) All students have been assigned district Google accounts. Student digital subscriptions are provided through the Clever platform. Instructions regarding access to Google accounts will be provided in preparation for the school year.

## **General Parent Expectations**

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child's study
- Monitoring communications from your children's teachers
- Beginning and end each day with a check-in
- Taking an active role in helping your children process their learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- Keep your children social, but set rules around their social media interactions

## **Free and Reduced Lunch**

The District will continue to deliver lunches to economically disadvantaged students who meet the eligibility requirements. We will work with a local vendor to ensure shelf stable lunches are delivered to each student's residence on a regular basis. The District will work with the Township and local health departments as needed to facilitate this process, including establishing a means to support parents and guardians who are not available to retrieve their child(s) lunch.

## **Monitoring Student Attendance**

Daily attendance will be taken at the beginning of the day and during each class period. Students will be expected to be on camera, microphone on, and engage in the lesson and/or classroom activities.

# Special Education and Related Services

## General Requirements for Special Education

Programs and services will be provided to students according to the requirements of NJAC 6A:14, applicable Federal laws and students' Individualized Education Programs to the greatest extent possible.

All special education students will be provided with appropriate materials and instruction by their special education teachers to meet their needs based on distance learning and related services options appropriate to their IEPs and learning abilities.

- All Child Study Team meetings (i.e., IEP, Eligibility Determination Meetings, Evaluation planning meetings, etc.) will be held via approved virtual conferencing platforms to maintain compliance with due dates and include all required team members as applicable.
  - All required documentation will be provided to meeting participants electronically prior to the start of the meeting.
  - Meeting attendance will be taken electronically.
- The district will make every effort to adhere to mandated timelines for pending Child Study Team evaluations. In the event that timelines require modification, the Child Study Team Case Manager will contact the parent.
- Case Managers will keep student IEPs up to date in Frontline Education per required timelines.
- For students who receive resource center instructional programs, they will receive daily live stream instruction following their regular class schedule.
- For students who are placed in self-contained class programs in preschool, elementary and middle school will receive daily live stream instruction following their regular class schedule.

***NOTE: No staff members will be asked or may voluntarily go to students' homes at any time during the school district's closure.***

## **CST Procedures/ Expectations**

### **Child Study Team Evaluations**

- Child Study Team evaluations that were in process prior to the school closure that can be completed with available information will be finished and reports will be provided to parents electronically.
  - Any outstanding evaluation components that require in-person interaction will be completed as soon as possible once in-person school resumes.
- Evaluation requests received during virtual learning will be accepted and evaluation planning meetings will be scheduled through virtual conferencing platforms per required timelines.

### **Related Services (Speech, Counseling, OT/PT)**

1. Speech, Occupational, and Physical Therapies as well as Counseling Services will be provided via available virtual platforms, following required protocols.
  - a. The provision of these services virtually will be contingent on the authorization of the provision of teletherapy either through temporary rule modification to NJAC 6A:14 or approval through a Governor's Executive Order.
  - b. Services will be provided per the schedules developed prior to the school closure.
  - c. In the event that teletherapy related services are not authorized through either of these methods, related services providers will track the number of missed sessions and provide make-up sessions to the greatest extent possible once in-person programs resume.
2. Related services providers will schedule regular weekly office hours to ensure accessibility to parents/ guardians.

### **Case Managers (LDT-C's, Psychologists, Social Workers)**

1. Case managers will maintain regular communication with parents/guardians via available virtual conferencing tools.
2. Case managers will schedule regular weekly office hours to ensure accessibility to parents/ guardians.
3. Case managers will maintain regular communication with students' teachers and providers and address issues as necessary.
4. Case managers assigned to students in out-of-district placements will regularly communicate with these programs and ensure continuity of services via the school's virtual learning plan.

## **General Student Expectations:**

- Students will meet during the scheduled blocks listed in the Schedules listed below.
- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms (Google Classroom, email, etc.) to check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate and support your peers in their learning.
- Comply with the Hanover Township Acceptable Use Policy, including expectations for online etiquette.
- Proactively seek out and communicate with teachers as different needs arise.

## **Minimum Student Expectations**

- Students will meet during the scheduled blocks listed in the Schedules listed below.
- Attendance will be taken at the beginning of the day and during each scheduled class period. A student has to have their camera on and interact with the teacher for attendance to be taken.
- Classes will meet via live stream (Google Meet). Each live stream session will include video conferencing for the duration of the period.
- Teachers will take period by period attendance on a daily basis.
- Cameras and sound must be on by the student and teacher for the duration of the entire class period.
- Code of conduct expectations are expected to be maintained throughout the duration of the class period.
- Students will have a space to work at home
- Students will complete school work to the best of their ability.
- Students will understand that teachers may or may not be available online after the scheduled day concludes.
- Students May contact technology department if they have any technical questions

## Teacher Expectations

- Classes will meet during the scheduled blocks listed in the Schedule section above.
- Classes will meet via live stream (Google Meet). Each live stream session will include video conferencing for the duration of the period.
- Teachers will take period by period attendance on a daily basis.
- Cameras and sound must be on by the student and teacher for the duration of the entire class period.
- Code of conduct expectations are expected to be maintained throughout the duration of the class period.

Learning experiences may include “class work” and homework, but all work that is required for submission will be provided with feedback from the teacher making the assignment. Student work assigned by each classroom teacher should not exceed what the district has determined as an “appropriate” amount of time. Appropriate, in this case, is defined by the district as work lasting the approximate duration of a normal class period.

While virtual learning may be in place, teachers will be encouraged to include activities that support hands-on learning through which students complete an activity and reflect in a virtual setting.

- (1) Teachers will utilize digital assessment as applicable through the incorporation of platforms such as Google Forms, IXL, Learning A to Z, etc.. Teachers will be encouraged to utilize multiple methods to assess students and work to establish classroom practices through conferencing with students in a virtual setting becomes a part of the assessment process. Students in Grade K-5 utilize standards based grades and students in grades 6-8 utilize a traditional grade scale.
- (2) At all grade levels; teachers should modify their grading procedures to accept virtual assignments towards course progress and completion. In collaboration with the school principals and director of curriculum and instruction, teachers should modify their student progress toward grade level standards. This will be communicated with parents via marking period report cards as well as IEP progress reports. Grades, report cards and IEP progress reports will be available in the PowerSchool Parent Portal. Grading policies will remain consistent for students in the hybrid or virtual setting. If there is a need to modify report cards the information will be communicated with students and parents prior to the close of any marking period.

## Essential Personnel:

- Central Office Staff:
  - Superintendent of Schools (CSA):
    - Oversee all operations and state-mandates.
    - Communications Director.
    - Liaison to the NJDOE, NJDOH, County and Local DOH, Morris County OEM, Hanover Township OEM, Hanover Township Police Department, Hanover Township (Township Committee), and the County Office DOE
  - School Business Administrator/Board Secretary (1):
    - Manage and oversee ALL operations of the business office
    - Assist in the coordination of the delivery of student lunches
    - Manage accounts payable, payroll, purchase orders, human resources as needed
  - Director of Curriculum & Professional Development (1):
    - Assist in the creation and establishment of District Distance Learning Plan
    - Monitor distance learning instruction with the assistance of building principals and provide support as needed
  - Department secretaries (6): Report to work as needed to assist in completing essential tasks of the department.
- Buildings & Grounds Staff:
  - Supervisor of Buildings & Grounds (1)
    - Manages all staff associated with buildings and grounds, i.e., foreman of buildings & grounds (1), ALL maintenance department staff (4) and ALL building custodians (16)
    - *\*Supervisor of Buildings & Grounds and Maintenance Foreman will periodically conduct building checks (internal and external) during the school closure*
    - Building Custodial Staff:
      - Memorial Junior School (6 custodians)
      - Bee Meadow Elementary School (4 custodians)
      - Mountview Road Elementary School (3 custodians)
      - Salem Drive Elementary School (3 custodians)
      - *\*Once all buildings, offices, etc., have been cleaned, disinfected, and sanitized, all building custodians will be sent home and placed “on-call.”*
  - Department secretary (1): Report to work as needed to assist in completing essential tasks of the department.

- Transportation Department Staff:
  - Coordinator of Transportation (1):
    - Manages all staff associated with transportation department
    - Two (2) Bus drivers will be used on a rotating basis to deliver free lunches to our 36 students. Deliveries take place two days a week, Mondays and Thursdays.
  - Department secretary (1): Report to work as needed to assist in completing essential tasks of the department.
- Technology Department (3):
  - Director of Technology (1):
    - Manages all staff associated with technology department, i.e., data management coordinator (1), Tech Department Assistant (1)
      - Coordinates the distribution of devices to students and staff to support 1:1 virtual learning.
      - Install filter software on distributed devices.
      - Troubleshoot for parents, students and staff.
      - Establish remote resources for Central Office.
      - Coordinates distribution of all devices to parents, staff, and Board Members as needed
- Director of Special Education.:
  - Manages all staff and related services associated with the special education department
  - Assist members of the child study team to ensure IEP compliance during distance learning school closures
  - Monitor distance learning instruction via special education and related services as needed
  - Facilitate virtual Child Study Team meetings as needed.
  - Assist case managers in monitoring out-of-district placed students.
  - Conduct and manage IEP Meetings, due process cases as needed.
- Department secretaries (2): Report to work as needed to assist in completing essential tasks of the department.

- Building Administrators:
  - *\*During school closure principal is “On-call” but working for home to manage all aspects of Distance Learning days for their respective schools as well as serve as the DCPD Contact person.*
    - Memorial Junior School (2):
      - Principal
      - Assistant Principal
    - Bee Meadow School (1):
      - Principal
    - Mountview Road School (1):
      - Principal
    - Salem Drive School (1):
      - Principal
  - Building secretaries (14): Report to work as needed to assist building principals in completing essential tasks of the department.

# Virtual Teaching Options

[How to connect a Hanover Township Chromebook to Wi-Fi](#)

## Resources available from Google:

**Google Classroom** - Create assignments, communicate with students, and send feedback all from one place.

**Google Docs, Sheets and Slides** - Collaborate, share feedback, and work together with your students in real time on documents, spreadsheets, and presentations.

**Google Forms** - Create Forms, Quizzes, and surveys to collect and analyze responses with the help of machine learning.

**Google Drive** - Store and organize assignments, documents, or class curriculum securely and access them from any device.

**Google Calendar** - Share calendars or create a joint calendar with members of your class or institution to easily keep track of schedules.

**Google Jamboard** - Sketch and collaborate on an interactive canvas with Jamboard—Google’s cloud-based smartboard, on your computer, phone, or tablet.

**Google Hangouts Meet.** - Connect with students virtually through secure video calls and messaging to keep learning going outside of school.

**Google YouTube** - Yes...you have a YouTube channel through your Gmail. If you would like to learn how to upload videos to YouTube just follow this [handy screencast](#).

## Resources for Teachers:

- [Getting Started with Google Classroom](#)
- [Google Classroom Tips and Tricks for Teachers](#)
- [How to Create Digital Assignments for Google Classroom](#)
- [Tips and Tricks for Organizing Your Google Drive](#)
- [How I Make My Google Slides for Teaching](#)

## Resources available from Google:

[Google for Education Training Center](#)

[Google for Education YouTube Channel](#)