WMRHSD Chapter 27 Emergency Virtual or Remote Instruction Plan for the 2022-2023 School Year

Updated 9-12-22

**Disclaimer: This is a working document and will be updated and or modified as necessary to ensure compliance with state and local statutes and regulations.

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Rationale

The West Morris Regional High School District Emergency Virtual or Remote Instruction Program contains procedures to be followed in the event of an emergency school closure resulting from a variety of contributing factors, including but not limited to weather, facility, safety and security threats, or health-related events such as Covid-19 negatively impacting the daily operation of our high schools. Specifically, the section on Pandemic Influenza in the district's Crisis Response Manual addresses the following:

- *Identifying sources of reliable data to base decisions on*
- *Identifying sources of impact including but not limited to transportation, staffing, food service, water, and air*
- ***Identifying alternative ways of delivering education if school is closed***
- *Working with custodial staff to deep clean the school to decrease the spread of the pandemic*
- *Encourage sick employees and students to remain home*

The West Morris Regional High School District has developed the following plan to ensure the continuity of instruction should circumstances prevent the majority of students from attending school.

Goals

1. *Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations*
2. *Continue to provide students with an authentic, meaningful, and comprehensive high school experience*
3. *Mitigate or completely eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members*
4. *Ensure compliance with all state and local statutes and regulations*

Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the West Morris Regional High School District. These include:

- *Successful integration of Google Workspace for Education and the district's learning management system, providing students anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content.*
- *Full implementation of the district's "Personalized Learning Initiative". All students in grades 9 through 12 have received a district-issued Chromebook with stylus.*
- *All teachers have been issued a Microsoft Surface Laptop Studio equipped with a high-quality webcam, the ability to convert from laptop to tablet mode, and a touchscreen supporting digital inking. Software is installed for the express purpose of using the device as a digital whiteboard with screen recording capabilities.*
- *District classrooms are outfitted with state-of-the-art projection systems, speakers for sound enhancement, and Chrome OS desktops with dedicated webcams to support distance learning.*
- *Creation of "digital learning resources" housed in the district's learning management system. The "digital learning resource" repositories are a shared collection of lessons, activities, labs, assessments, videos, articles, and other teaching materials designed to replace traditional textbooks. Since departments review these materials on a continual basis, items are modified, changed, and replaced to ensure teachers and students always have access to the most up-to-date, relevant, and best resources to facilitate teaching and learning.*
- *Assignments and requisite materials are posted to the district's learning management system. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.*
- *Teachers have the ability to provide electronic feedback in the form of comments, rubrics, videos, audio recordings, and grades through a variety of online tools and services.*
- *Distance learning classes are conducted within the district (Mendham to Central, Central to Mendham) to overcome scheduling conflicts. Each high school is equipped with several "huddle spaces" that are designed for distance learning.*

Plan for eLearning Delivery

Due to the unpredictable nature of pandemic influenza and its potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. ***Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar as well as the bell and rotating schedule adhering to the procedures outlined below***:

- *Teachers will schedule GoGuardian sessions at the beginning of each week for individual classes. Students will join the GoGuardian session to assist the district with tracking attendance and time on task.*
- *Following the traditional bell schedule below, each teacher will conduct live sessions using Google Meet for all class periods.*
- *Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form embedded in the district's learning management system. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.*
- *Attendance will continue to be recorded through PowerSchool. Teachers will use the GoGuardian and or Google Meet session report as an indication of whether students were present each class period.*
- *Electronic feedback will be provided by teachers using the district's learning management system.*
- *Upon return to school, students will be responsible for the content and skills covered during the school closure.*
- *Assessments of learning may be administered and feedback will be provided by teachers remotely through the online learning platform. Teachers will use assessment data to guide instruction, so set learning goals, and to remediate when appropriate.*
- *Supervisors will monitor assignments, classwork, and live sessions to ensure compliance and continuity of instruction and to provide assistance to teachers.*
- *Code of conduct violations will be documented. School administrators will address infractions on a case by case basis, with the possibility of consequences upon returning to school.*

Alternative Means for eLearning Delivery

In the event that the district's learning management system is unavailable, teachers will shift to sharing assignments and class materials through Google Drive.
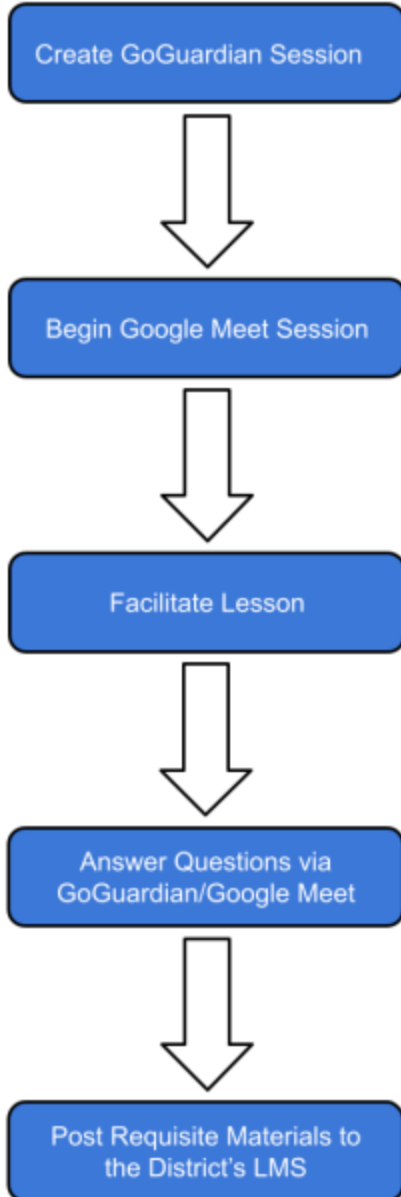
Class Meeting Schedule

If the West Morris Regional High School District must close causing teaching and learning to be conducted remotely, the contingency plan for the rotating schedule and school calendar will be to continue to follow the rotating schedule listed below:
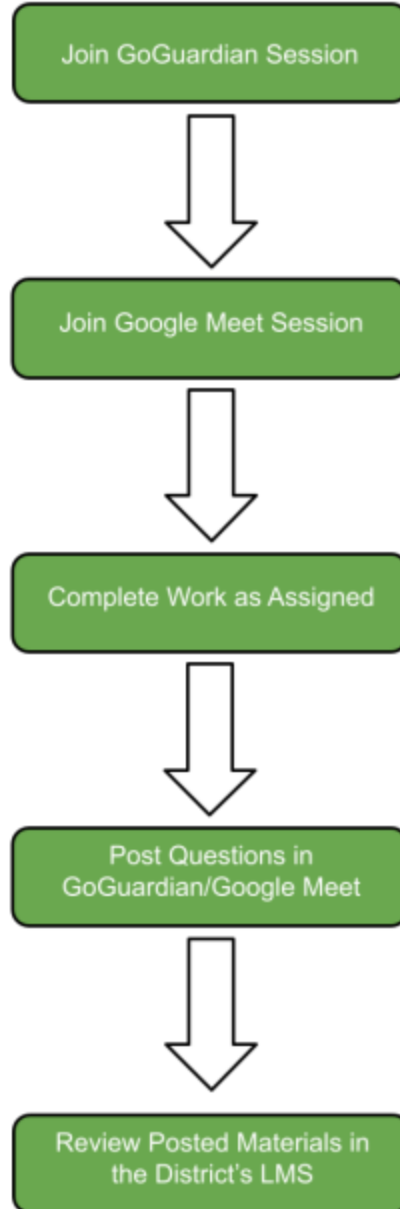
Rotating Schedule				
	Day 4	**Day 3**	**Day 2**	**Day 1**
8:00am - 8:50am	Period 4	Period 3	Period 2	Period 1
8:50am - 8:55am	**HOMEROOM**			
9:05am - 9:55am	Period 1	Period 4	Period 3	Period 2
10:05am - 10:55am	Period 2	Period 1	Period 4	Period 3
10:55am - 11:45am	**LUNCH**			
11:45am - 12:35am	Period 8	Period 7	Period 6	Period 5
12:45pm - 1:35pm	Period 5	Period 8	Period 7	Period 6
1:45pm - 2:35pm	Period 6	Period 5	Period 8	Period 7
	50-minute classes w/ 50 minute lunch & 10 minutes between classes (Total: 5.0 hours of instruction time)			

Live Class Meeting Workflow

Teacher Workflow

- Create GoGuardian Session

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- Begin Google Meet Session

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- Facilitate Lesson

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- Answer Questions via GoGuardian/Google Meet

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- Post Requisite Materials to the District's LMS

Student Workflow

- Join GoGuardian Session

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- Join Google Meet Session

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- Complete Work as Assigned

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- Post Questions in GoGuardian/Google Meet

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- Review Posted Materials in the District's LMS

Students Receiving Free/Reduced Lunch

The West Morris Regional High School District (WMRHSD), along with the Mendham Township School District, Mendham Borough Schools, and Chester Township Schools utilize Pomptonian Food Service. Meals will be pre-packaged to reduce the risk of contamination and include shelf-stable milk. The district will utilize limited bus routes to deliver meals to students in the areas served by Mendham High School.

The WMRHSD has also formed a partnership with the Washington Township Public Schools (WTPS), which utilizes Sodexo Food Services. Meals will be delivered via two planned bus routes to eligible students attending the WTPS and WMRHSD.

Professional Development

Teacher Trainers will turnkey specific sequences to utilize GoGuardian and Google Meet to facilitate the eLearning Plan. Teachers will attend professional learning sessions to refamiliarize and to practice setting up and running Google Meet sessions in concert with GoGuardian. Professional development will continue to be made available to teachers on effective learning strategies for all students.

Commencement of eLearning Process

The rotating schedule will commence on the first day school is closed and continue until students return.

Addressing Needs of English Language Learners

World Language teachers and counselors will contact parents/guardians of ELL students. Students enrolled in ELL classes will continue to meet remotely in those classes with the assigned teacher(s). Administrators and counselors will communicate with families of ELL students to provide translation and interpretive services. English Language Learners, as well as all students, have a district-issued ChromeBook. ELL students will participate in asynchronous and live synchronous classes according to the schedule described on page 6.

Student Attendance

Teachers will collect attendance for each class based upon data collected from GoGuardian, the Canvas learning management system, Google meeting reports, and assessment submission. Teachers will report attendance in PowerSchool student data management system using designated NJDOE student attendance codes. Teachers, aides, and assigned counselors will contact students and their parents when students are absent and/or not participating in remote instruction. Promotion, retention, graduation, and discipline decisions related to student attendance will continue to be consistent with the student handbook and Board Policy.

Essential Employees by Category

Personnel	Workstream/Duties	Number of Individuals	Remote/ In-Person	Hours
Teachers	Provide synchronous and asynchronous instruction via live streaming and the district's learning management system. Post materials including assignments, activities, and assessments to their assigned courses..	181	Remote	5 hours of instruction + 1 hour of prep per day
Child Study Team	Provide assistance to students as needed. Conduct parent meetings and process results of previously completed tests for evaluations.	23	Remote	
Counseling Department	Monitor student progress. Provide guidance and resources on college searches and wellness. Complete scheduling processes.	12	Remote	
Instructional Aides	Monitor and assist students online using GoGuardian	21	Remote	
Instructional Aides	Deliver lunches and loaner devices to students	4	In-person	
Bus Drivers	Deliver lunches and loaner devices to students	4	In-person	
Content Area Supervisors	Monitor and support the facilitation of eLearning through virtual meetings with teachers, electronic feedback, and non-evaluative observations of live streams and Canvas	4	Remote	
Building Administrators	Supervise personnel, students and facilities	6	Remote/In-person	
Central Office Administrators	Supervise administration of online learning and personnel. Oversee operations of the district/buildings.	5	Remote/In-person	
Administrative Assistants	Student and teacher attendance, payroll, billing, purchases, rescheduling events, support functions	19	Remote	
Facilities Personnel	Cleaning and maintenance of facilities and grounds	29	In-person	
Technology Department	Provide eLearning support for teachers and students	7	Remote/In-person	
Home Instructors	Provide eLearning support to homebound students	3	Remote	

Equitable Access to Instruction for All Students

Every student in the West Morris Regional High School District has a Chromebook for personal use which may be brought home daily. For students who do not have Internet connectivity at home the district will provide the student with a hotspot at district expense. School counselors and administrators are responsible for identifying students who lack network access.

All teachers have a laptop to deliver instruction and a Chromebook to monitor student attendance, participation, and to respond to student questions. Students will continue to participate in the content and skill-based classes appropriate to their age-appropriate needs in which they are enrolled. Special Education teachers, Guidance Counselors, and/or Special Services Child Study Team Members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activity. Collaborative teachers will join and will conduct live stream classes as well as monitor student participation via GoGuardian and will provide feedback to students. Each instructional aide has a Chromebook and will join class sessions to monitor student attendance, on task participation, to check for student understanding, and to answer student questions. Child Study Teams will conduct parent meetings via Google Hangouts and by phone. Document cameras are on order for use by home instructors to provide instruction to students previously assigned to home instruction.

Special education teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction and reinforcement of skills as well as moving instruction forward in the areas of English, Math, Science, and History.

Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services and they will be considered on a case by case basis. Compensatory services will be provided in the summer by WMRHSD vendor providers.

Related Service providers have prepared digital activities and have been provided access to Canvas to deliver the instruction. Related service providers, which are all vendors, have been asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.

Child Study Team members will work on scoring and report writing of recent testing and will continue to develop draft IEPs for upcoming meetings. IEP meetings will be held through the

Google Hangout Meeting platform available on the district Google suite. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well district World Language Teachers, should an interpreter be required.

All appropriate meetings will be held with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEP's and the district technically non-compliant. Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.

The Child Study Team will maintain close contact with OOD placements. The district, through the CST and office of Special Education, will remain in contact with the OOD placements during school closure and check for updates as time passes.

ESL teachers will offer English language instruction via our eLearning model. ESL teachers and WL supervisor will coordinate with ELL content area teachers to make sure ELLs understand assignments and provide assistance where necessary. ESL teachers will monitor ELL progress and contact guidance counselors as necessary.

Facilities Plan

The Director of Buildings and Grounds and Essential Employees reporting onsite will ensure that essential operating systems remain functional to the extent possible. Daily systems checks will be conducted in person and remotely.

- Building structural integrity including roofing systems
- Electricity
- Fire alarm systems
- Ventilation systems
- Heat and natural gas systems
- Water, including well pumps
- Plumbing
- Food service equipment - specifically refrigerators and freezers

The Buildings and Grounds staff will monitor facilities and properly shut down systems if necessary to ensure the preservation of and successful restart when possible. Examples are shutting down a non-winterized rooftop cooling unit or working with food services to clean out cold storage after extended power failures.

Essential employees will continue to follow cleaning procedures and building maintenance requirements, ensure that emergency generators are operational, and maintain access to district property and buildings for emergency responders.

Technology Department personnel will ensure that both onsite and offsite systems remain operable to the maximum extent possible to facilitate online teaching and learning.

Other Considerations

Accelerated learning opportunities will continue to be incorporated into lessons as is current practice in Basic Skills, Gifted and Talented, AP, and IB courses.

Counselors are available online and by phone to staff and to students to assist with social and emotional health. Supervisors and building administrators also serve as resources to faculty and staff.

The West Morris Regional High School District does not receive Title I funds.

The West Morris Regional High School District does not operate a 21st Century Community Learning Center Program.

Counselors will continue to closely monitor student progress and to assist students and their families in identifying appropriate credit recovery options.

Extended student learning opportunities will continue to be available to students when conditions are safe for those experiences to be offered in person and on site. Remote opportunities will be provided when appropriate.

The District Transportation Coordinator will coordinate with sending districts, district drivers, and transportation providers to ensure continuity of transportation when conditions are safe and resources are available.

Extra-curricular programs will be conducted remotely online when possible.

The West Morris Regional High School does not provide childcare.

In the event of school closure, community programming such as evening events will be conducted in person when it is safe to do so. When conditions indicate, events may be postponed or conducted remotely online.

Glossary of Terms

GoGuardian: Software enabling teachers to monitor and track student activity on Chromebooks. GoGuardian keeps a record of all student activity in addition to providing teachers the flexibility to select which site(s) their students are able to access, push websites instantly to student devices, and safely chat with students to answer questions or provide feedback.

Canvas: Learning management system utilized by the district that synchronizes classes and rosters from PowerSchool. Teachers create online courses where they are able to post assignments, class resources, activities, discussions, and assessments. Students have access anytime, anywhere to the materials and content necessary to participate in class remotely or in person.