

# **LTES Remote Learning Plan**

## **Guidelines for Remote Instruction**

### **2023-2024**

The Lower Township Elementary School District has Remote learning plans in place for the 2023-2024 school year in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.

1. All PreK-6 certificated staff members must be available during their regularly scheduled work times via digital devices. All teachers will follow their instructional schedule, when appropriate, to interact virtually with students (to include intervention/accelerated learning, special areas, ESL and Title I Basic Skills at Mitnick). Guidance/CST/Nurses should be available via phone and email during regular school hours.

2. All certificated staff members must create Google Classrooms to facilitate instruction.

3. The following forms of Communication are used with families

- Email
- Google Classroom
- Remind App or another electronic communicable
- Phone call

4. Teachers should not assign digital work that requires students to print from home.

5. Teachers will be provided time to prepare and set up Google Classrooms during their inservice days in early September.

6. Certificated staff members shall invite students to their Google Classroom (as a student or co-teacher), their building principal or the administrator to whom they submit their lesson plans, as well as guidance counselors, Special Area teachers, and CST members.

7. Certificated staff members shall invite to their Google Classroom as a co-teacher at least 1 administrator and 1 colleague (co-teacher or specialist) to serve as an emergency backup Google Classroom instructor. In this case, an administrator or colleague can assist in managing the Google Classroom and

post assignments for students to access.

8. The expectation is for students to engage in active learning rooted in the NJ Student Learning Standards each regularly scheduled school day (in all subject areas).

9. Regular feedback should be given on submitted assignments.

10. Daily assignments should not count as assessment grades (can count as class work/homework)

11. Daily assignments MUST be modified to meet each students' individual needs. Co-teachers should collaborate with general education teachers to modify assignments.

12. CST will continue to hold IEP meetings and complete all tasks as required by law. Appropriate meetings will also take place via virtual platforms or phone conferences.

13. Related services (OT/PT/Speech): Related services will be provided remotely via live virtual Google meetings to the greatest extent possible. Supplemental materials will be provided. Case managers will monitor student progress, support the teachers, as well as participate in solving any parent concerns.

14. English as a Second Language services will be provided remotely via live virtual Google meetings. Supplemental materials will be provided and remote assignments will be posted in Google classroom. All homeroom teachers with ESL students have been trained in Sheltered Observation Instruction Protocol and use Sheltered English strategies to make content comprehensible. The district uses Language Line to translate phone calls with families that speak another language. Translations of written communication will be provided for families.

15. Teachers shall report instances in which students are not logging into the Google Classroom to the Principal. Attendance will be recorded daily.

16. Students will receive a schedule and teacher assignment through email/Google classroom prior to their first day of virtual instruction.

17. Chromebooks and wifi hotspots will be available to students in need.

18. Families will have the option to receive meals. Meals will be distributed to families on Mondays and Wednesdays at the Memorial School and Sandman School. Accommodations for families in need of delivery will be made.

19. In an extended period of school closure, the Supervisor of Buildings and Grounds will assign staff to maintain the buildings for safety, cleanliness, and security. Essential Employees are identified in our district procedures, and will be sent to the county when this plan is activated.

20. Teachers and guidance counselors will ensure the social and emotional well being of students. Teachers will report to the Principal if a student is not logging on for school and the district will conduct a wellness check.

21. Principals and supervisors will ensure the emotional well being of all staff through virtual meetings.

### **Virtual Learning Schedule of Services**

- Students in grades **Kindergarten-6th** will receive live stream instruction from their classrooms for Language Arts and Math and will have remote assignments posted on Google Classroom.
- Preschool Students will have activities/videos posted through a Google site not to exceed one hour a day of online instruction per the DOE guidelines.

Students will receive a combination of asynchronous instruction and independent learning each day that amounts to four hours of instruction.