

***South Hunterdon Regional School District
(19-1376)
Hunterdon County
Emergency Remote Instruction Plan***

2023-2024

District Contacts:

- South Hunterdon Regional School District (SHRSD) - (609)397-2060
- 301 Mount Airy - Harbourton Road, Lambertville, NJ 08530
- Grades - PreK-12
- Superintendent - Anthony Suozzo
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- Business Administrator - J. Andrew Harris
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- Director of Curriculum, Assessment, and Instruction - Geoff Hewitt
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- Director of Special Services - James Nesmith
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- Director of Technology - Vince Cifelli
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School Contacts:

- Lambertville Public School (LPS) - (609)397-0183
 - 200 North Main Street, Lambertville, NJ 08530
 - Grades PreK-6
 - Principal - Mrs. Wanda Quinones (wanda.quinones@shrsd.org)
- West Amwell Township School (WATS) - (609)397-0819
 - 1417 Route 179, Lambertville, NJ 08530
 - Grades K-6
 - Principal - Mr. David Miller (david.miller@shrsd.org)
- South Hunterdon Regional Middle/High School (SHRMHS) - (609)397-2060
 - 301 Mount Airy - Harbourton Road, Lambertville, NJ 08530
 - Grades 7-12
 - Principal - Mrs. Jennifer MacKnight (jennifer.macknight@shrsd.org)

Purpose: In the event that our schools are required to close due to health concerns within our community, the South Hunterdon Regional School District students' education will continue through remote learning as outlined in this plan.

The South Hunterdon Regional School District values a strong home-school communication system. Students and their families will be informed of school closures through the following means:

- School Messenger System - phone calls, text messages, and email notifications
 - Website posts
 - Facebook notifications
 - Twitter notifications
- *Communications will be disseminated in both English and Spanish (as necessary)

Every effort will be made to allow staff members to be informed in a timely manner and to provide time for planning and preparation of instructional materials to deliver to students remotely. Examples of time allotted for this purpose:

- Faculty meetings - face-to-face meetings to inform and answer questions
- In-Service time (if applicable)
- Email notifications
- Individual meetings

Delivery of Instruction/Access to Technology:

In the event of an emergency situation where learning is continued outside of the district, the following will occur:

- Staff members will be available to communicate with students/families.
- SHRSB will provide each student in grades PreK-12 with a chromebook or other device as needed for digital learning.
 - Should a digital divide exist (i.e. network access), our technology staff members will work with the family to provide access (i.e. providing information on obtaining free access, setting up hotspots, etc.)
 - Communication with students will be provided in the native language spoken in the home
- Students in grades PreK-2 will be provided with activities and instructional materials in a variety of modalities including, but not limited to, paper materials, manipulatives, digital learning, activity/ experiential learning, applied learning experiences

- Students/families will be provided learning experiences and/or activities that align to the New Jersey Student Learning Standards
 - Opportunities will be accessible through digital means and/or other means (as necessary due to internet accessibility of individual families).
 - Every attempt will be made to communicate with families in their native language.
 - Below is a sample template to be used for teacher planning purposes:

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| Teacher/Subject Area: |
| Standard(s): |
| Objective(s): |
| Activities (include time allotted per activity): |
| Resources (i.e. websites, documents, videos, etc): |
| Products to be Submitted to Teachers: |

- Enrichment/Accelerated/Title I Learning Programs will be accomplished using small group of instruction and zoom. Groups can be differentiated based on learning needs, benchmark assessment data and teacher input. Instruction will take place during and after the school day.

Teachers Instruction Hours per day via remote learning:

- Full day of remote instruction (following our normal daily schedule)-appropriate to students' developmental levels, subject areas/departments, and level of course; Teachers are expected to be available to address questions, provide additional resources (as needed), provide individual/ group student supports, etc. during regular school hours.
- Teachers will be expected to provide remote instruction from their classroom.
- Students will access remote instruction via zoom and assignments will be disseminated via google classroom.
- [PreK-12 Remote Learning Expectations](#)

Equity of Access and Provision of Services for Special Populations

- Special Education and CST
 - IEP Teams will meet in person whenever possible.
 - The district will offer CST and/or IEP meetings via approved electronic communications and digital platforms. Parents always have the option to decline a virtual meeting, and may choose to delay their child's IEP meeting until school reopens.
- Programs and Services
 - For students receiving special education programs in Out of District (OOD) placements:
 - In the interest of protecting the local community with these measures for containment, SHRSB will NOT continue transportation services to and from OOD placements during school closure.
 - Case Managers and/or Administration will communicate directly with each OOD placement regarding each organization's emergency closure plans to continue provisions of student's IEPs.
 - The Office of Special Services will request copies of School Closure Plans from each OOD placement.
 - For students receiving special education programs placed In District:
 - Special Education teachers will follow Delivery of Instruction guidelines as described above.
 - Goals and objectives for each student IEP will be followed and reported on by general and special education teachers.
 - Special Education teachers will communicate with students and parents on their individual case loads to ensure delivery of programs according to students' IEP's. This includes the provision of accommodations, modifications, supplementary, and/ or specially designed instruction
 - Students participating in all self contained programming will be given assignments that they are able to access and engage with depending on their skill levels. This includes current platforms and

supplemental resources used in the classroom (i.e. Google Classroom, SeeSaw, Moby Max).

- Related Services: SLP, OT, PT, Counseling service providers will maintain service logs.
 - Interactive activities, including exercises that can be done at home will be provided by the treating therapists, as appropriate. Families will receive these via electronic communication or by phone.
 - Related services will be provided through tele-practice:
 - The appropriateness of tele-practice for each student will be determined based on the needs and goals of each learner.
 - Tele-practice will be conducted via Zoom.
 - The signed Computer, Technology & Internet Usage Agreement remains in effect throughout the duration of our remote learning program and is applicable to virtual sessions.
- Case Managers will communicate with parents and guardians of students on their caseloads to:
 - Respond to questions and concerns related to the closure.
 - Provide families with direction as to how to reach case managers and/ or other district staff during closure.
 - Ensure families have access to technology/ instructional materials as needed.
 - Facilitate communication between families and other district staff, as needed.
 - Address the district's plan with regard to special education programs and related services. SHRSB will adhere to guidelines for the provision of special education and related services as provided by NJDOE and will update the emergency closure plan accordingly.
 - Conduct virtual CST and or IEP meetings, as appropriate.
- Special Education and General Education teachers will communicate with students receiving accommodations through 504 services plans to address individual needs.

- 504 Team meetings may be conducted virtually via zoom.
- English Language Learners
 - ELL teachers will collaborate with general and special education teachers to provide modifications and accommodations to ensure equity and access to instruction.
 - Translation of instructional materials and/or directions into the student's/family's native language will be provided through the use of various means including, but not limited to, Google translate, utilization of our district's translator, bi-lingual staff members (i.e. administration, teachers, paraprofessionals, etc.), etc.
- Counseling Services
 - Counseling sessions and student check-ins will be held via zoom during remote learning.
 - Social-emotional benchmark assessments will be administered to students (www.satchelpulse.com). Data analysis will be performed by the counseling staff with follow up for students who need additional support.

Student Attendance Information:

- Students will be marked present as a result of attending "live" lessons, submitting assigned work, and/or by being in contact with their teacher(s).
- Should a student not be in contact with their teacher(s), the teacher(s) will notify the parent to determine the cause. Should contact not be able to be made, the student will be marked absent.
- Students will have consequences (i.e. in regards to promotion, retention, graduation, discipline, etc.) similar to what outlined in our district policy.
- Should a student not participate in online instruction and/or submit assignments, the following steps will be taken:
 - a. Teacher will reach out individually to the student or family (depends on grade level and situation)
 - b. Teacher will report to the building administrator
 - c. Building administrator will reach out to the parent/guardian and/or student
 - d. Consequences will be applied as deemed necessary by the administration

Student Access to Meals:

- District administration and the district's food service provider will coordinate efforts to create a plan for continued provision of meal services for eligible students.
- Below is a breakdown of the service information and procedures to be followed:
 - a. SFA Name: Maschio's Food Service
 - b. Agreement #: 01901376
 - c. Schools/Site where the distribution of meals will take place: Lambertville Public School and South Hunterdon Middle/High School.
 - d. Meals to be claimed for reimbursement per day: Breakfast and Lunch per eligible child
 - e. SFA's method(s) for meal distribution and safety requirements: Meals are prepackaged from the vendor and are being distributed and recorded by Maschio's staff members. A roster is maintained of all who will participate on a weekly basis. Quantity is recorded prior to pick up time.

Essential Employees and Roles:

| List of Essential Employees by Category | Role of Employee | Duties/ Work Stream | How Many Essential Employees Per Category |
|---|--|---|---|
| Administration | Oversee operations of school district and/or school building(s) | Interact with BOE, community, and staff; student instruction; business office functions | Building and District Administrators (9) |
| Teachers | PreK-12 grade instructional staff. Provide remote learning programs aligned with NJSLs | Plan and implement remote learning; Communicate and interact with students and families (normal school hours, as per school); Ongoing communication with administration | All teachers (112) |

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| Secretaries | Informational liaisons with community/administration/instructional staff/etc. | Retrieve messages, translate messages, notify teaching staff of parent/student needs, etc. | Main Office, Bi-lingual, and Specialty Departments (14) |
| Bus Drivers | On-call for possible meal and technology delivery as needed | Deliver food to families within the district boundaries as well as outside district boundaries (School Choice families). Pick up chromebooks that need to be repaired. | Bus Drivers (15) |
| Paraprofessionals | Support of Instructional Staff as needed | Communicate with teachers and offer support | All Paraprofessionals (26) |
| Cafeteria Staff | Prepare and distribute food for eligible students | Receive deliveries, be on site for meal preparation at designated location, maintain records of distributions, report to district administration | Maschio's Food Service Staff (7) |
| Custodians | Cleaning/Security of facilities | Thoroughly clean buildings and perform routine checks of facilities | Custodial Staff and Building & Grounds Crew (13) |

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| Special Services Staff (School Counselors, CST, Nurses, Speech and Language) | Provide information and facilitate communication between students and families and district staff | Case Managers/CST- Oversee Special Education programs and services, facilitate communication between parents and teachers as well as coordinate with all members of students' IEP teams; School Nurses: Monitor information from CDC and other health officials to share as needed; School Counselors: Provide support for students and families to address mental health and social emotional learning/ needs, continue to support students toward meeting graduation requirements, continue to support development of post secondary plans (as appropriate); SLP's and other providers: Provide activities and resources to minimize potential regression, as appropriate. | All Special Services Staff (21) |
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| Technology/IT | Manage and provide for all technology related hardware and software, troubleshooting, support all district staff regarding all technology related issues; management of district data and data systems | Provide support for teachers/students/families with technological ways for communication and instruction. Communicate opportunities to administration that become available (i.e. hotspots, internet access, etc.) to be shared with the community at large. | IT/Tech. Coordinator/Data Coordinator (4) |
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Assessment of Potential Losses in Learning

- Benchmark assessments (Tier 1) for all students in grades PK-6 will be conducted within 45 days of the reopening of schools. PLC's/data teams will create intervention and/or instructional plans to address losses in learning based on findings.
- Benchmark assessments (Tier 1) for grades 7-12 will be conducted as appropriate per subject/ department area. PLC's /data teams will create intervention and/or instructional plans to address losses in learning based on findings.
- Students with special needs will be assessed via Tier 1 assessments. Additional assessments will be conducted on a case by case basis pending data findings.
 - As needed, IEP Teams will meet to review and revise students' IEPs.

Professional Development for Staff

- We will continue to have faculty meetings twice a month as well as in-service days. The focus of these days will be to help support our staff with differentiation and assessment during remote learning. These meetings will be held virtually.
- We will continue to focus on our district goals which address social-emotional learning, differentiation and equity.
- Our employee assistance program will be available to staff for free to help provide support during remote instruction.

Extra-Curricular Programs

- Activities (clubs and sports) will be facilitated via zoom when possible.
- Depending on guidance from the NJDOH some activities may be held in person with Covid protocols in place (masking, social distancing, etc.)

Facilities and Cleaning

Since we will still have staff in the building during remote instruction the following cleaning protocols will be followed:

- Facilities staff will review and receive retraining on cleaning and enhanced sanitation practices and safety protocols.
- Maintenance staff may be assigned if needed to a specific school building.
- Conducting daily cleaning and sanitizing of classrooms, restrooms, and hallways.
- Conducting periodic and/or necessitated deep cleaning using enhanced protocols.
- Implementing improved sanitation and personal hygiene practices for staff.
- Supplying hand soap, disinfecting wipes, and hand sanitizing gel in classrooms, main entrances, and high use areas. In areas where hand washing may not be available, sanitizing gel will be available.
- Supplying masks, gloves, plexiglass barriers, and additional PPE as needed.
- Restrooms and high touch areas will be cleaned/sanitized on a rotational basis during the school day.

Approved by SHRSB BOE: July 24, 2023