

Kinnelon School District

Virtual/Remote Instruction Program

2023-2024



Anticipated approval by the Board of Education on July 25, 2023

Introduction

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three **(3)** consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Kinnelon School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing English Language Learner (ELL) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

I. Equitable Access and Opportunity to Instruction

The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The district has a 1:1 Chromebook Program in place for students in grades 3-12. Students in younger grades will be provided with a Chromebook if they do not have access to a device at home. The school principals will track this information in our student information database. Other arrangements for internet and wifi connections will be made with local providers to service families who do not have internet access. Students will be instructed by their certified teacher during live instruction sessions. Asynchronous activities will also be implemented as digital assignments will be posted for students to complete. Student participation and completion of tasks will be utilized to track progress and growth.

II. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. Therapeutic sessions for speech, physical therapy etc. will be provided for students' growth and development. Meetings with Child Study Teams including IEPs will be scheduled during the school day via virtual format for all stakeholders to attend. Case managers and other CST members will be able to observe student performance during instructional time.

The elementary, middle, and high school instructional day will proceed as follows in the event of virtual instruction:

- On virtual days, will be available for remote learning during normal school hours:
 - Kinnelon HS: Grades 9-12 = 7:30am - 2:23pm
 - Pearl R. Miller MS: Grades 6-8 = 8:20am - 2:55pm
 - Stonybrook School: Grades 3-5 = 9:10am - 3:30pm
 - Kiel School: Grades 1-2 = 9:20am - 3:40pm
 - Kiel School: Kindergarten = 9:20am - 1:35pm
 - Pre-K: will be provided with asynchronous activities by their teacher, which can include time throughout the day for virtual check-in's as determined by the teacher

- Attendance:
 - For virtual days, complete the daily attendance in OnCourse.
 - Log into OnCourse Connect. The first thing a student will see is the attendance screen: Classroom teachers will also take attendance via participation and sign in of classes.

Lunch and Prep time for teachers

Teacher lunch and prep periods will be from 11:00am -12:30pm at both Elementary Schools.

Pearl R. Miller Middle School teacher lunch/prep period will take place during their regular assigned periods.

Kinnelon High School teacher lunch/prep period will take place during their regular assigned blocks.

Kinnelon School District will provide our special education students with the least amount of interruptions during their instructional program. Teachers will be available for assistance along with paraprofessionals who can individualize instruction for students and or provide small group instruction related to normal in-person teaching schedules. Any accelerated learning programs will be shared as much as possible. All elective areas will continue with normal class instruction to the fullest extent of the subject area.

III. Addressing English Language Learner (ELL) Plan Needs

English Language Learners will have uninterrupted instruction at the middle and high school during virtual instruction. Elementary ELL students will engage with their ESL teacher, though the schedule may be different than during regular in-person instruction. Contact with parents will be made online with teaching staff and interpreters to assist with student learning and parent understanding of goals and objectives, Phone calls will also be made for more informal conversations. All translation modes and information will continue during virtual instruction. Instruction will be implemented when absolutely necessary to support student understanding as well as supporting students and families with social and emotional assistance on a case by case basis. Additional professional development opportunities will be made available for staff as needed via our online professional development portal.

IV. Attendance Plan

Attendance is taken at the beginning of each period, at the middle and at the beginning of each Block at the high school. If possible students should log in to each class 2-3 minutes before the start time to prepare connection errors and adjust cameras and audio. Students must be on time and have their computer cameras on in order for the student to be marked as present.

Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students are asked to log in 2-3 minutes prior to the school start time to prepare connection errors and adjust cameras and audio. Students must be on time with cameras on to be marked present for both the morning and afternoon sessions. The district attendance policy will be followed. Parents will be notified if a student is marked absent without parent notification of said absence in *OnCourse*. A School Resource Officer or other local police will be called for a wellness check for those students who continue to be missing from class. All attendance Policies remain in place as well as any disciplinary consequences in this case resulting in grade modifications for those students not on attendance on a regular basis.

V. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program will continue in Kinnelon School District. Sisco School which houses the Board of Education Office will be the designated pick up location. The distribution of school meals for approved students will be daily between 11:00am and 12:15pm. For those families who are unable to pick up meals there will be a separate delivery schedule set within the same timeframe as pick up.

VI. Facilities Plan

During any district closure, our district maintenance and custodial staff will maintain daily inspections and upkeep of our buildings. All school facilities will be properly monitored by district custodial/maintenance staff. A rotating skeletal crew will be assigned for each school and will perform all procedures including deep cleaning when appropriate. The upkeep of all school property will also take place to maintain a safe environment in the community. This not only includes buildings and grounds but also school buses and any other vehicles owned by the Kinnelon School District.

The Kinnelon School District will follow all recommendations and Mandates put in place by all New Jersey agencies to maintain a healthy environment that will meet the needs of all students and staff upon the return to in person learning. This includes any new procedures and safety measures from the Governor, New Jersey Department of Health and local agencies.

VII. Other Considerations

- **Title I Extended Learning Programs**
- **Social and emotional health opportunities for staff and students**
- **Extra-curricular programs**
- **Other extended student learning opportunities**
- **Childcare**

▪ **Community programming**

Kinnelon School District will follow the same procedures that are implemented during a closure for inclement weather. There will not be Before or After Care programs held during a health-related closure. Extracurricular programs will be postponed and outside community groups will not be permitted in the school facilities. However, any co-curricular programs such as clubs and outside school organizations can schedule weekly or monthly online meetings. Title I Extended Learning Programs will be rescheduled so that no instructional/intervention time is lost. Parent meetings and any updated information will be available with scheduled online meetings or pre-recorded instruction available on the district and school websites.

School guidance counselors and Child Study Teams will be available to check in with students and assist families. All staff will have access to emotional support if needed through Well Being Therapy Center and any other available health agencies.

Community Programs will be maintained through virtual/remote communication via Google Meet or Zoom platforms.

Essential Workers

Mr. David Mango - Superintendent

Ms. Kerry Keane - Business Administrator/ BOE Secretary

Mr. Allan Bresett - Supervisor of Buildings and Grounds

Custodial Staff - on rotating basis

Transportation - Staff on rotating basis

Cafeteria Staff - on rotating basis