



Elk Township School District
Emergency Remote/Virtual Instruction Plan
2022-2023

Health and Safety	
Critical Area	District Plan
<ul style="list-style-type: none"> • Establishing and maintaining communication with Health Department • Develop "high risk" criteria, identifying local conditions, and sharing with staff and families • Nursing Staff 	<ul style="list-style-type: none"> • The superintendent will respond to any outreach from the Gloucester County Health Department in order to address health concerns that impact the district/school community that may have been reported to them to commence a possible transition to remote/virtual learning mode. The Gloucester County Health Department will assist school personnel with contact tracing and have staff available to perform contact tracing and case investigation, if needed to determine if a closure and change in instructional models must occur. • Use of NJ Department of Health document "COVID-19 Public Health Recommendations for Local Health Department for K-12 Schools"; Daily COVID tracker on website for transparent communication. • District nurses, in consultation with the county department of health, school administrators, and the superintendent will make decisions regarding a public district health-related closure <ul style="list-style-type: none"> • Check in on the students with medical issues. • Check in with families with known concerns. • Check in with staff who may be medically compromised. • Check on other students as part of the guidance department, social worker, school psychologist. • Create videos, look for various resources on mental health.
Instruction and Learning	
<ul style="list-style-type: none"> • Daily Schedule 	<ul style="list-style-type: none"> • The length of the day and student schedules will not change. Teachers will report to the building to teach directly from their classrooms so as to have all appropriate resources available. Virtual links to the Google Meet for all classes will be posted in each teacher's Google Classroom. Students and teachers will be expected to log into each class at the regularly-scheduled time for full remote learning for the duration of the period. Students will be expected to have their cameras on unless there is an approved reason not to do so. During the periods of the year when health class is scheduled in lieu of PE, those classes will meet synchronously as well. Lunch/free time will be provided at the appropriate time in each student's schedule. • Staff will work the standard hour day, allowing for teachers to work with learners and communicate with parents/guardians in the afternoons.

<ul style="list-style-type: none"> • Aides, 1:1 Staff, Support Professionals 	<ul style="list-style-type: none"> • Afternoon time is flexible in order to support individual student learning needs. • Meeting time is flexible as long as it works within the parameters of the building administrator, core subjects and is convenient for students • Provide remote learning tasks and practice opportunities for students. • Attend PLC, RTI, department or other district required meetings- as scheduled by administrators. • Provide coverage for instruction during the day; serving as a support to other teachers. • Support students and teachers within the virtual classroom, meet with students individually or in small groups, and provide check-ins.
Food Service & Distribution	
<ul style="list-style-type: none"> • Develop cafeteria procedures for student meal distribution 	<ul style="list-style-type: none"> • Grab & Go breakfast and lunch will be available to all students who pre-order (when able). • The district will deliver breakfast/lunches to any student who completes the online form requesting it. The cafeteria staff will prepare lunches for 2 or 3 days in advance and deliver them twice a week to pre-assigned bus stops. • Food pickup procedures will be disseminated to all families via Remind, global phone calls, posted on school websites, and via email.
Social Emotional Learning	
<ul style="list-style-type: none"> • Support Educator and Student Well-Being • School Leaders 	<ul style="list-style-type: none"> • Afternoon and evening student check-ins with counselors • Guidance counselors, social workers, nurses, school psychologists, and administrators will work together to provide supportive activities and resources for staff and students. • Create resource list for mindfulness practices in the classroom as well as continuing to hold morning meetings within the virtual environment. • Under the direction of building and district administrators, the school counselors, social workers, nurses, school psychologists, administrative team and teaching staff will work together to create a priority list for weekly check-ins for students and families. This will include academic support and encouragement, as well as family and individual physical and emotional needs.

<ul style="list-style-type: none"> • Student Support Staff • Teachers 	<ul style="list-style-type: none"> • Instructional aides will be utilized to support students by being part of the check-in team to support academic needs to assist the teachers. • The school nurse, guidance counselors, mental health counselor, social workers, and psychologists will work to support SEL lesson virtual classrooms providing models for teachers to use. The Assistant Superintendent of C&I will also assist by determining opportunities within academic lessons to further support the NJSLs.
Tiered Support System for Students	
<ul style="list-style-type: none"> • Screening & Data-based Decision Making 	<ul style="list-style-type: none"> • Screening tools in ELA & Math, IXL, MAP will be used to gather data to inform instruction, provide support, and target remediation. • Additional data (benchmark, grades, anecdotal notes, summer program work) will be used to inform instruction and intervention decisions. Use of RTI staff, classroom teachers, Director of C&I, building administration, and I&RS teams will work collaboratively in this area. Principal will schedule virtual I&RS and RTI meetings with grade level staff.
<ul style="list-style-type: none"> • Family Engagement 	<ul style="list-style-type: none"> • Families will be included in the decision making process relative to the experience of previous remote learning through surveys and town hall meetings. This will assist with the interventions implemented. • Families will be contacted by school personnel (teacher, guidance counselor, CST) by email and/or phone if students are not participating in online instruction or are struggling with the virtual environment.
Wraparound Supports	
<ul style="list-style-type: none"> • Mental/Physical Health Supports 	<ul style="list-style-type: none"> • Staff will work together to provide emotional and academic support to students and families as needed. • Resources for students and families will be available (virtual portal, hard copies, supplies...). • Checking in with students and parents via email, phone, or Google Meets. • Ensuring that families have access to health, dental and vision care by working with local community organizations to provide support. • Professional Development will be provided by the Director of C&I in consultation with the Guidance Director and Mental Health Specialists specific to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country

<ul style="list-style-type: none"> • Family Engagement • Academic Enrichment/Expanded After-School Learning • Guidance Staff/CCC/Acenda 	<ul style="list-style-type: none"> • Create parent tutorials and online resource libraries for remote learning materials so parents can better support students' learning needs. • Positive reinforcement & clear expectations weekly through the principal communications. • School guidance counselors, district social workers, mental health counselors, and school psychologists, along with the school nurse and teachers, will work together to provide emotional and academic support to students and families as needed. <ul style="list-style-type: none"> ○ Resources include NJ Family Care, NJSNAP, NJ Helps, local food banks, community agencies, hospitals, clinics, Gloucester County Department of Health, DCPD, ETPD. • After school tutoring will transition to remote learning in the evening based on feedback from last year. • Daily check-ins with counselors may move to the evening to adjust to family schedules. Multi-tiered systems of support will be provided during the afternoon providing Tier Three intervention support in ELA and math. Clubs and activities will be encouraged to meet remotely. • Counselors will meet with students or classes (large groups, online, provide lessons) throughout the morning. • During the afternoons or evenings, time is flexible and convenient for staff and students; check-in with families and students via email, phone and/or Google Meets. • Attend team, RTI, department or other district required meetings- as scheduled by building leadership.
Operations	
<ul style="list-style-type: none"> • Buildings & Grounds 	<ul style="list-style-type: none"> • All cleaning routines have been reviewed and policies have been updated to stay consistent with CDC and local, state and federal guidelines and will continue during remote/virtual learning periods. • The facilities director will continue to adapt to the situation and disseminate the information to the operations staff and administration.
<ul style="list-style-type: none"> • Communication Protocols 	<ul style="list-style-type: none"> • Communication protocols are established in conjunction with the County Department of Health. • Nurses will be in contact with the Health Department, the school physician, building and district administration, parents and staff on an as-needed basis, as outlined by the Gloucester County Department of Health.

<ul style="list-style-type: none"> • Transportation 	<ul style="list-style-type: none"> • The district will follow guidance from the NJDOE, County Office of Education, and Strauss Esmay. • Transportations will be utilized as needed depending on the situation and needs of the district and families.
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Educator Roles Related to School Technology Needs

<ul style="list-style-type: none"> • Preparation • Access and Devices • Connectivity • Repairs 	<ul style="list-style-type: none"> • Help Ticket System will be used for reporting tech problems for staff, students, families; will be routed to the appropriate staff. • Use of data from 2021-2022 to determine initial access and needs. A comprehensive data system has been created to log and monitor devices already deployed. Additional outreach to verify needs of individual students and families will be completed by building secretaries. • Families will be surveyed to see if any additional tech devices are needed. • All students will have access to devices. Loaner devices will be available. • Review login information with students and parents using training videos, online resources located on the school websites, and hold Google Meets to answer parent questions about devices, apps, and other programs used for instructional purposes. • Families will be surveyed to determine Internet access. • ESSER money may be used to purchase and support additional hotspots for those without Internet access. • Create and implement a procedure for Chromebook technicians to repair and return student devices. • Procedure will be posted on the District website and shared with parents via building Remind accounts.
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Guiding Consideration for Virtual/Remote Learning Plan

<ul style="list-style-type: none"> • Ability to transition to a remote/virtual learning mode. • Remote/virtual learning will only be used when the district is unable to: <ul style="list-style-type: none"> ○ Provide for the health and safety of students and staff to the greatest extent possible.

- Retain in-person instruction to the greatest extent possible in accordance with guidelines and requirements of governing bodies such as NJ Dept. of Health, Gloucester County Dept. of Health, NJ Dept. of Education, NJ Statute, and/or Executive Orders by the Governor of NJ.
- Alterations in the plan and information contained in this document are subject to change upon receipt of updated guidelines. The intent is to provide the Elk Township Board of Education and communities with a current overview of the remote/virtual instructional plan in order to assist all parties in planning appropriately for a smooth transition to this learning platform during the 2022-2023 school year.

This plan is based on based upon the current guidance and guidelines of the entities listed below and subject to change at their direction:

- Executive Orders of the Governor of New Jersey
- New Jersey Department of Education (NJDOE)
- Centers for Disease Control (CDC)
- American Academy of Pediatricians (AAP)
- New Jersey and Gloucester County Departments of Health