

**Florham Park School District**  
**Emergency Virtual or Remote Instruction Plan for the 2022-23 School Year**  
*P.L.2020, c.27*

- BOE Approved: August 29, 2022
- Posted on district's website: August 29, 2022
- BOE resolution submitted to the Morris County NJDOE: August 29, 2022

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

This plan would be implemented during a closure lasting more than three consecutive school days 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. This plan has been prepared to meet the criteria provided in the guidance cited by the New Jersey Department of Education. This plan has been submitted for Board of Education approval, posted on the district's website, and submitted to the Morris County Office of Education.

**Equitable Access and Opportunity to Instruction**

- Chromebooks devices have been set aside for students requiring this technology. The district currently has a 1:1 chromebook/student ratio.
- *Go Guardian* and *Securly* software is installed in each chromebook for the purpose of filtering, monitoring, and managing student use of chromebooks on remote learning tasks, activities, and resources all throughout the school year.
- A survey will be conducted to parents/guardians to determine if internet connectivity is available in their household. If internet connectivity is needed, then the district will provide the means for internet connectivity. District will communicate to the parents/guardians that if the technology needs of the family changes at any point during the school year to contact the technology department in order for the district to provide the appropriate technology means for remote instruction.
- Virtual “synchronous” instruction will be taking place for core subjects and intervention periods, according to the distance learning schedule, five days a week via live stream. Remote “asynchronous” instruction will be taking place for specials.
- There could be homework that the teacher assigns outside of the synchronous or asynchronous period(s).
- Assignments will have deadlines established by the teacher.
- Formative and summative assessments will continue to occur according to the district's curriculum map.
- Teachers will be provided with team time on a weekly basis to articulate, be provided with additional training, and/or to further coordinate instructional practices/school procedures.
- The Administrative Team will be monitoring teacher and student performance throughout the duration of the distance learning period.

**Distance Learning Schedule Length of Day**

- Briarwood School (PreK-2) - 6.5 hours
- Brooklake School (Gr.3-5) - 6.5 hours
- Ridgedale School (Gr.6-8) - 6.5 hours

Homeroom		Virtual Model Synchronous Instruction 5-10 minutes
Period 1-4	Core Subjects: Math, ELA, Social Studies, Science	Virtual Model Synchronous Instruction 260 minutes
Period 5	Lunch/Recess	Remote Model Asynchronous Model 40 minutes
Period 6-7	Specials - Art, Gym, Music, Tech, STEM, etc.  Intervention - BSI, LLI, ESL, etc.	Remote Model Asynchronous Model 40-80 minutes  Virtual Model Synchronous Instruction 40-80 minutes

**Addressing Special Education Needs**

- Classified students with Individualized Education Plans (IEPs) will receive modifications and accommodations according to their individual needs.
- IEP implementation and progress reporting will continue to be monitored and tracked through the district's online IEP program.
- Case Managers will continue to follow-up with families and staff to ensure services are implemented in accordance with the student's IEP via phone and/or electronic means.
- Evaluations and other meetings to identify, evaluate and/or re-evaluate students with disabilities will be conducted virtually.

**Addressing English language learners (ELL) Plan Needs**

- English as a Second Language and/or bilingual education program will be aligned with State and Federal requirements to meet the needs of ELLs.
- ELL instructors will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information.
- The district will utilize differentiated instruction for all ELL learners to ensure equitable access to technology and the district's curriculum.
- Training and/or resources for staff on socio-emotional learning, culturally responsive teaching and learning, and trauma-informed teaching for students affected by forced migration from their home country will be made available to staff.

### **Attendance Plan**

- District will continue to abide by Policy 5000 - Attendance. Staff will ensure a student's presence by requiring that cameras and sound be turned on by the students and staff.
- Staff will communicate with the family when a student is not participating in online instruction and/or submitting assignments.
- Promotion, retention, graduation, discipline and other administrative decisions will be guided by district approved policies.
- Parents will be advised to call the absence number of each school on a daily basis should their child not be able to complete their assignments, indicating an absence. Secretaries will record the absences in Genesis by taking calls from parents from the absence line/emails.
- Attendance will be taken by the building administrators/secretaries based upon parent phone calls/emails.
- Parent calls will be logged, inputted into the Genesis program, and daily attendance lists will be published to faculty via email to gauge assessment completion.
- Staff will contact parents/guardians via phone/email should concerns regarding attendance arise.
- Code of conduct expectations are expected to be maintained throughout the duration of the class period/school day.

### **Other Considerations**

- Transportation will be provided to school(s) not affected by emergency virtual or remote instruction.
- All non-virtual field trips will be canceled for the affected school(s).
- BOE approved co-curricular activities and athletics may occur remotely for the affected school(s) through virtual meetings/workouts.
- School(s)/bus(es) affected by the closure will encounter a deep cleaning, disinfection and sanitization process.
- School nurses will monitor health related items and IHP remotely.
- 504 accommodations will be provided for students and staff requiring additional assistance based upon individual request and physician documentation.
- The Superintendent will maintain regular communication with the local health department.
- Students will be provided with enrichment opportunities/accelerated learning opportunities virtually, as needed and as assigned by the teacher.
- Counseling services will be provided in a virtual setting and online resources will be made available to staff, students and the school community to assist with the social and emotional health of staff and students.
- Title I Extended Learning Programs will be provided virtually if applicable.
- If the district meets the qualification of a 21st Century Community Learning Center Program, resources will be provided virtually to the school community.
- Intervention services and resources will be provided virtually to students requiring credit recovery.
- Other extended student learning opportunities will be provided to the school community virtually and/or electronically.
- District will provide resources available to families exhibiting childcare needs.
- District will provide communication to the school community regarding programming.
- This Emergency Virtual or Remote Instruction Programs for the 2022-23 School Year (P.L.2020, c.27) Chapter 27 has been shared with the district's regional high school district.

### **Safe Delivery of Meal Plan**

- Not applicable. The Florham Park School District does not participate. The Florham Park Parent-Teacher Association “PTA” coordinates and operates the school lunch program. See county-approved document.

### **Facilities Plan**

- All use of facilities by outside agencies will be canceled for the affected school(s).
- Custodial maintenance and grounds staff will continue to maintain the buildings and grounds throughout the extended period of closure under the direction of the Supervisor of Buildings & Grounds.

### **Essential Employees**

- The District will identify and provide a list of essential employees to the county office at the time of the district’s transition to remote or virtual instruction.