

Virtual or Remote Instruction Plan for the 2023-2024 School Year

Scotch Plains-Fanwood Public Schools has developed an educational plan for remote or virtual instruction when schools need to be closed due to the conditions and criteria outlined in the “Local Educational Agency Guidance for Virtual or Remote Instructional Program for the 2023-2024 school year.” This plan provides for the continuity of instruction in the event of a public health related district closure so that the district may utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A 18A:7F-9.

Equitable Access to Instruction for All Students

Since 2020 all Scotch Plains-Fanwood public schools have operated a 1:1 device program for students in grades PK-12. The devices are for use in class and when students are at home. Students without access to sufficient broadband are provided guidance on obtaining internet services at a reduced cost or will receive Wifi hotspots procured by the district and provided to families for home use.

The district IT team will answer remote or virtual learning technology questions via the helpdesk (<https://help.spfk12.org>). All faculty and students have access to Google GSuite– the district’s recommended means of facilitating online interaction with students.

The district technology department will continue to monitor and address the needs of families and staff who report technological difficulties and/or who request an additional device(s) throughout the year to prevent lapses in student access to virtual or remote online instruction as district or family circumstances evolve. The student’s parent/guardian should reach out to the student’s teacher if the student is having difficulty with their technology.

Students who require accommodations will be provided with specialized technology according to their Individualized Education Plans (IEP). This may include accessible materials and platforms.

Instruction will continue to be implemented following district curricula and the New Jersey Student Learning Standards. Students with IEPs will receive special education programming, related services, accommodations, and modifications to the extent appropriate and practicable.

Remote or Virtual Instruction Daily Schedules

Should a district closure of more than three consecutive days due to a declared state of emergency occur, all grades PK-12 will participate in fully-remote or virtual, age-appropriate online learning instruction in all enrolled classes via video-conferencing, Google Classroom and

other digital tools. All students will participate in synchronous learning together with their teachers during their assigned class schedule following the single session schedule or full day schedule already established. Attendance will be taken for all classes with parent/guardian communication regarding unexcused absences following the same processes as when classes are in-person.

A school day will consist of not less than 240 minutes of student engagement, not including recess and lunch. Students with IEPs will receive instruction commensurate to their general education peers.

Single Session Schedule

Preschool	
AM Students Login	8:25 a.m.
AM Instruction	8:35-10:35 a.m.
PM Students Login	10:40 a.m.
PM Instruction	10:40-12:40 p.m.
Grades K-4	
Students Login	8:25 a.m.
Instruction Begins	8:35 a.m.
Instruction Ends	12:40 p.m.
Grades 5-8	
Students Login	7:55 a.m.
Instruction Begins	8:10 a.m.
Instruction Ends	12:20 p.m.
Grades 9-12	
Instruction Begins (Block One)	8:08 a.m.
Instruction Ends (Block Four)	12:08 p.m.

Full Day Schedule

Preschool	
AM Students Login	8:25 a.m.
AM Instruction	8:35-11:20 a.m.
PM Students Login	12:20 p.m.
PM Instruction	12:20-3:10 p.m.
Grades K-4	
Students Login	8:25 a.m.
Instruction Begins	8:35 a.m.
Instruction Ends	3:10 p.m.
Grades 5-8	
Students Login	7:55 a.m.
Instruction Begins	8:10 a.m.

Instruction Ends	2:42 p.m.
High School	
Block 1 (A/B) Login	8:08 a.m.
Instruction Ends	2:24 p.m.

When the single session schedule is followed staff are scheduled to work a regular contractual schedule. Start and end times will remain consistent. Once instruction is completed in the morning session, staff will have opportunities in the afternoon for a duty-free lunch, remote or virtual learning check in time, and time for planning on a certain day(s).

When students in Grades 6-12 follow a schedule of shortened periods/blocks to align with the required length of a remote or virtual day, the following “instructional minutes” guidelines will be adhered to in grades K-5 in order to account for the required length of a remote or virtual instruction day:

20 minutes	Morning Meeting/SEL
40 minutes	Reading
35 minutes	Writing
15 minutes	Snack & Movement Activity
45 minutes	Mathematics
30 minutes	Art, Music, PE, World Languages, Library/Media
15 minutes	SEL, Read Aloud and/or Word Study
40 minutes	Science/Social Studies

With the use of Google Docs and Google Forms, other digital tools and through the use of platforms such as IXL for Math, formative and summative assessments will be adapted for a digital platform and will continue to inform instructional decisions to maximize student growth and learning.

Notification/Communication

- The district will establish and maintain communication with local and state authorities to determine current mitigation levels in our community.
- The district will provide ongoing public notice to the school community regarding operations, facilities, procedures, and health protocols.

- The district recognizes students have many different levels of in-home support and will continue to facilitate family participation to the maximum extent possible, and will utilize multiple platforms to reach families. These platforms include, but are not limited to, Googlemeets, the district and schools' webpages, social media, messaging applications, and emails.
- The district will continue to involve parents/guardians in district and school level planning teams to the maximum extent possible.

Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- For students with IEPs or those with a 504 plan, provisions will be made to provide a remote or virtual program of studies to the greatest extent appropriate and practicable with the student's IEP/504 plan.
- The impact of the remote or virtual setting will be taken into consideration to meet the individual needs of students. Case managers will continue to collaborate with parents, instructional staff, and related service providers to address students needs in the areas of student attendance, implementation of the IEP, progress on IEP goals and objectives, and accommodations and modifications to determine how they are impacted by the remote or virtual setting.
- Instructional staff will monitor student progress based on attendance records, curricular tools, and assessments to ensure IEPs are implemented to the greatest extent appropriate and practicable. IEP goals and objectives will be measured and logged utilizing instructional tools, teacher-developed assessments, and district benchmarks.

Case managers will conduct IEP meetings via Google Meet in accordance with N.J.A.C 6A:14. Parents will be provided with password-protected documents using the technology available. Child Study Team evaluations and re-evaluations will be conducted based on testing protocols and N.J.A.C 6A:14 to the extent possible and practicable with health and safety protocols in place.

Ensuring the Delivery of Instruction to English Language Learners (ESL)

- English Language Learners (ELL) participating in the district's ESL program will continue to receive daily pull out instruction by meeting virtually with their ESL teacher.
- The ESL program schedule follows the General Education schedule.
- ELLs have digital access to all materials and online learning platforms as they would during in-person instruction.
- All communication to families in the ESL program is provided in English and in the native home language.
- ESL teachers will continue to conference with classroom teachers, administrators, and counselors to provide instructional strategies for working with ELLs remotely or virtually.

Attendance Plan

Staff will continue to utilize the student management system to record student attendance during virtual or remote learning. Students will be marked present when they are in attendance during virtual or remote learning sessions. Parents have access to view student attendance via this system. Parents/guardians have the ability to set up attendance alerts in the student information system. Teachers will report attendance concerns to principals, school counselors, and/or student assistance specialists for follow-up.

Safe Delivery of Meals Plan

During periods of 100% remote or virtual online instruction for the district, “grab and go” style bagged lunches will be delivered to the homes of all students requiring Free and Reduced meals by district transportation personnel.

Facilities Plan

All building spaces will be deep cleaned utilizing peroxide-based products for sanitization. After all surfaces are cleaned a botanical disinfectant will be delivered by an electrostatic spraying device. Once completed, the room/section is closed off.

HVAC systems: univentilators, rooftop units and air handlers will have coils and condensers cleaned and filters replaced. Fresh air induction will be adjusted to maintain a CO2 level below 400 ppm

Buildings and Grounds will continue to work to maintain a clean and safe environment.

Accelerated Learning Opportunities

Using its benchmark assessment system, the district will continue to monitor student growth and provide for accelerated learning opportunities based on data collected.

Social and Emotional Health of Staff and Students

The district has a partnership with **Rutgers University Behavioral Health Care** and will work with clinicians to provide opportunities for programming and wellness check-ins for students and staff. The district will also continue to utilize the *Second Step* Program for morning meetings. Students who require school-based counseling will continue to be provided the services virtually or remotely.

Title I Extended Learning Programs

Title I funded extended learning programs will take place utilizing GoogleMeets.

21st Century Community Learning Center Programs

The district does not operate a 21st Century Community Learning Center program. Title IV funds are utilized to support Arts Integration and Social and Emotional Learning opportunities, both of which will continue in virtual/remote formats whenever appropriate and practicable.

Credit Recovery

Students may use on-line platforms (e.g., Educere) and/or home instruction support for credit recovery that become necessary due to virtual or remote learning.

Other extended student learning opportunities

Extended learning opportunities will be transitioned to remote/virtual platforms and may include the use of such programs as IXL (Mathematics) and Gizmos (Science).

Transportation

Transportation will be provided to students in out of district placements whose schools are open. The district will continue to provide aid in lieu for students in nonpublic schools who qualify and whose schools are open.. Students with IEPs who require in-person instruction and qualify for transportation will be provided transportation.

Extra-curricular programs

Student athletics clubs and activities (including Title I funded extended learning programs) will take place utilizing GoogleMeets. In person athletics will take place to the extent possible with health and safety protocols in place.

Child Care

The district will cooperate with our school-based child-care provider, Right at School, and local community agencies (e.g., YMCA and JCC) to support existing parent contracts for families in need of child care services.

Community Programming

To the extent possible, events typically held in person will be held virtually utilizing available technology.

Essential Employees

The district maintains a list of essential employees. A list will be provided to the county office upon request.

Approved: September 21, 2022