



# Warren Township Schools Emergency Virtual Instruction Plan

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### **Local Education Agency Guidance for Virtual or Remote Instruction Plan**

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

## **Attestation and Board Approval Information:**

- [Attestation for the 2024-2025 School Year](#)
- **Date of Board Approval: 07/22/2024**
- **The Warren Township Emergency Virtual Instruction Plan can be found on the district website: [www.warrentboe.org](http://www.warrentboe.org)**

## **District Overview**

In order to provide transparency and ensure that students continue to receive high quality, standards-based instruction, the Warren Township Schools will use the following Emergency Virtual Instruction Plan. This plan will be implemented during a district 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. The superintendent will consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or virtual instruction.

A day of virtual or virtual instruction, implemented under this plan, is considered the equivalent of a full day of school attendance.

## **Length of Virtual School Day**

In the event of an emergency closure lasting more than three days, all staff will be expected to work their full contract day. Warren Middle School will maintain normal operating school schedules. All classes, accelerated and grade level based, will occur at their regularly scheduled time.

In an effort to reduce screen time for young students, the four district elementary schools will employ an early dismissal schedule. The early dismissal schedule is inclusive of lunch and recess periods. Early dismissal scheduled times can be found in the district handbook and on individual school building web pages. PreK-5 staff will meet with small groups of students to provide additional instruction and support in the afternoon of emergency closure days.

As occurs during normal operating procedures, teachers will balance student screen time through the developmentally appropriate use of mini-lessons, small group strategy sessions, and student teacher conferences. Google Meet will be used to facilitate all live instruction. All students will use Google Classroom to access lesson resources and videos that support classroom instruction, in addition to links the teacher links for live mini-lessons or conferences. In addition, if necessary, staff will make arrangements for the provision of paper based products to support individual students who demonstrate a need for support and modifications that cannot be addressed through available technology resources.

To continuously monitor student progress, benchmark assessments will be administered using student issued devices. Staff will continue to provide students formative feedback via virtual tools and conferences. In addition, grade books will be maintained and report cards will be issued throughout the closure.

Services like G&T and extra-curricular programming will be provided to students via Google Meet using regularly scheduled periods (6-8) or, if determined more appropriate, separately scheduled afternoon periods (K-5). Digital resources available through the district libraries will continue to be curated and provided to students to support programming.

### **Extended Day Programming**

Clubs, if appropriate, will meet via Meet. Extended day tutoring opportunities will continue as scheduled via Meet.

### **Special Education Needs**

Instructional services will follow the virtual learning schedules outlined above. All Individual Education Programs (IEPs) for students with disabilities will be implemented to the greatest extent possible, including accessible materials and platforms. Related services will coordinate virtual services throughout the full contract day. Case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible. If necessary, child study team and I&RS meetings will be held virtually as needed in order to identify, evaluate, and/or reevaluate students with disabilities. The district uses Frontline IEP Direct and Genesis SIS in order to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications. All staff have appropriate virtual access to the digital services and will conduct

any documentation necessary as per the district defined schedule. In the event that an evaluation or service can only be done in person, arrangements will be made to schedule the service in a timely manner and employ health and safety measures that promote appropriate social distancing and precautions necessary to sufficiently protect students and staff. If appropriate, district transportation may be provided to support transport of students.

### **ELL Needs**

Each district building has a designated ELL teacher. As part of regular programming, ELL teachers work closely with families to support students identified for ELL services. In addition, the department participates in annual training related to instructional strategies and supports. As part of Virtual Learning, ELL teachers will continue to deliver daily student services Google Meet and conduct regular outreach to families to ensure continuity of instruction and support for families. Additional bilingual staff are identified and available to provide interpretation and translation services as necessary.

### **Attendance Plan**

The district will continue to maintain daily attendance using the Genesis SIS. Staff will take attendance via Meet in homeroom and, as necessary, during class periods. Student records and performance will be maintained by appropriate staff throughout the duration of the closure. In the event that a student does not attend virtual classes, begins to demonstrate difficulty successfully engaging, or demonstrates social emotional challenges, staff and guidance counselors will proactively engage families to determine what additional supports are necessary. If appropriate, I&RS teams will be convened to enlist additional expertise. Regular reporting of student progress will continue via the SIS gradebook, progress reports, and report cards. If inconsistent attendance occurs, decisions regarding promotion, retention, or graduation will align with district policy. (Policy 5200 - Attendance; Policy 5410 - Promotion and Retention)

All staff received SEL training based in the CASEL competencies which emphasize the importance of strategies like classroom meetings, classroom community, and use of district administered CASEL survey data to inform strategies for individual students in need of additional interventions. Key staff are trained in Youth Mental Health First Aid, strategies to address reduce stress, and trauma-informed teaching for students affected by forced migration from their home country. The recently created position of SEL Specialist has a

responsibility for aligning community resources and supporting counseling and school staff in supporting students in crisis.

### **Technology Provision**

The Warren Township Schools provides all 3-8 students with a fully functioning Chromebook for use in school and at home. K-2 students have a 2:1 ratio of devices. To support continuous access at home, the district surveys families during the annual registration process to ensure they have home wifi and access to a device that can be used by the student should a district device not be available. Families that respond no are identified and the district purchases wifi hotspots and plans for device access.

All staff have district issued laptop computers to manage all work flow. Chromebooks are issued to new students at the onset of the school year. Students previously enrolled in the district kept the device issued the previous year. Students who participate in the district's preschool program will have access to iPads as appropriate.

All instructional staff is expected to use Google Classroom so all students are able to access instructional resources and materials daily. The district uses ClassLink to facilitate Single Sign On to all district approved applications.

### **Safe Delivery of Meals**

In the event of an emergency closure, families that have placed a lunch order will be provided with the opportunity to access a Grab-and-Go lunch at a designated school facility at a designated time. This information will be communicated to all families who have indicated a desire to order food on emergency virtual days that fall under this plan.

### **Facilities Plan**

Essential personnel will continue to monitor and maintain facilities to ensure that the district is able to seamlessly resume in person services. Essential personnel will include maintenance, custodial, and technology support. The district will provide a list of essential employees to the county office at the time of the district's transition to remote or virtual instruction.

### **Community and Childcare Considerations**

In the event of a health related shut down, the district will work with health department officials to make decisions about childcare to support first responders and health workers.

Community outreach will take place through regularly issued newsletters, scheduled Zoom meetings, and community information sessions as needed.