



Health-Related School Closure Plan for Continuity of Instruction

	09	10	11	12	Total
Watchung Hills Regional High School	457	510	498	477	1942
IEP	80	72	70	67	289
Reg Ed	377	438	428	410	1653
High School Totals:	457	510	498	477	1942

Technology Access:

- 9th-11th graders have 1:1 Chromebooks. We conducted a survey to determine if there is anyone without home internet access. We also provided a number of Chromebooks to 12th graders who needed one. We are also providing mobile hotspots to students who do not have home internet access.
- Resources our teachers will use include:
 - Google Classroom
 - Google Hangouts Meet Live Streaming/Recorded Lessons
 - Recording a Lesson via Windows Xbox Game Bar
 - Window Key + G
 - G Suite and Chrome
 - Smart Notebook
 - Kami
 - Khan Academy
 - Kahoot
 - AP classroom
 - ALEKS

- Newsela
- Albert IO

Staff/Teacher Responsibilities:

Professional Responsibilities (all employees)

- Sign in and out daily using InOutBoard
- Check and respond to email and voice-mail daily
- If an employee is unavailable for work (bereavement day, personal illness) the day should be entered into Aesop.
- Continue to follow the Acceptable Use and Electronic Communication policies

Classroom Instructors

- 8 am-2:30 pm is the workday.
- If out due to planned/unplanned reasons, continue to utilize AESOP
- Accessible online to respond to students between 9 am-1 pm.
- Other hours can be devoted to but not limited to: grading, planning, reflecting, practicing innovative technology, commenting, communicating/collaborating with students/supervisors, etc.
- Lessons are aligned to NJ core standards where appropriate. Supervisors will support teachers in the event of questions/concerns regarding pacing, feedback, and benchmarks.
- At least one assignment to be graded and posted by 2 pm each Friday.
- Assignments due dates are no later than 10 pm (Monday - Thursday)
- Invite Supervisors to each Google Classroom as a teacher.
- Please remember to continue to copy your supervisor on student/parent email responses.

Counselors, SACs, and CST

- 8 am-2:30 pm workday.
- Responsibilities to be communicated by the Director.
- Check and respond to email and voice-mail daily
- Contact department head with any issues or concerns brought to your attention
- Consultation (remote) with faculty/parents/students as needed using school email or other school network devices.
- IEP meetings can be held via Google Meet

Non-Instructional Faculty (ATCs, Nurses, Media Specialist)

- 8 am-2:30 pm workday
- Check and respond to email and voice-mail daily
- Contact department head with any issues or concerns brought to your attention
- Responsibilities to be communicated by each individual Director (collaborative planning on Thursday).
- GCN PD topics (mandatory topics and optional topics are also available).

Support Staff (Aides, Security, Secretaries, Admin Assist, Business Office, IT)

- 8 am-2:30 pm workday
- Check and respond to email and voice-mail daily
- Contact department head with any issues or concerns brought to your attention
- GCN online PD (optional topics may be included)
- See the person to whom you report for specifics (collaborative planning on Thursday).

Student Responsibilities:

- Sign in and report yourself "Present" through the [Parent/Student Access Portal](#) by going to "Attendance -> Notify Attendance Office" by 9:30 am daily. If you have trouble logging in, please contact parentconnect@whrhs.org.
- If you are ill and/or unable to complete schoolwork on a given day, please ask your parents to continue to communicate your absence by calling: (908) 647 4800 select option 1.
- Please remember to log-in to Google classroom every day for every class; your assignments will be posted by your teachers regularly.
- Participate enthusiastically when online, and please work to complete assignments with attention to detail in order to achieve weekly goals as outlined by each of your teachers.
- Be mindful of wellness goals: sleep well, eat well, and exercise where appropriate.
- Use your school email to communicate individual concerns with your teachers and/or your guidance counselor.
- Avoid procrastination; please try to submit assignments in the afternoon or early evening. Remember there is a district-wide 10:00 pm deadline for submitting work Monday-Thursday.

Nutritional Needs:

As a result of the health-related school closing, the District has coordinated a plan with our food service provider, Pomptonian, to offer meals to free/reduced lunch eligible students during the closing.

Pomptonian will provide a shelf-stable meal in a Grab-and-Go style that can be picked up in the rear of WHRHS at the loading dock on a daily basis between the times of 10:00 am and 11:00 am. If the parents of the students cannot travel to/from the high school to pick up lunches on a daily basis, the school has coordinated with the Warren OEM (Office of Emergency Management) to have volunteers deliver the lunch packages to individual homes in each of our four sending towns (Warren, Watchung, Green Brook and Long Hill) between 10:00 am and 11:00 am daily.

These meals will be available at no charge to eligible students who currently qualify for free and reduced-price meals at Watchung Hills Regional and at our Warren and Watchung elementary schools.

Student Attendance:

Student attendance will be tracked using Genesis, our Student Information Management System. Students are expected to sign-in to school via Parent/Student Access by 9:30 am, daily. We will determine who has not signed in by 11:00 am and Genesis will be updated via a mass-post. Parents of students who have failed to sign-in will receive an automated call from Genesis between 12-12:30 pm. Students will be able to sign-in and mark themselves present until 2:15 pm, the normal close of school.

Delivery of Special Services:

Delivery of Special Services/ELL (MS/BC):

- The district, at this time, does not have any medically fragile students.
- SE teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction and reinforcement of skills as well as moving instruction forward in the areas of English, Math, Science, and History.
- Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services and they will be considered on a case by case basis. Compensatory services will be provided in the summer by WHRHS vendor providers.

- Related Service providers have prepared digital activities and have been provided access to google and google classroom to deliver the instruction. Related service providers, which are all vendors, have been asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.
- Child Study Team members will work on scoring and report writing of recent testing and will continue to develop draft IEP's for upcoming meetings. IEP meetings will be held through the Google Hangout Meeting platform available on the district Google suite. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well district World Language Teachers, should an interpreter be required. All appropriate meetings will be held with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEP's and the district technically non-compliant. *The district, along with all others in NJ, are hopeful the DOE will provide greater guidance on the meeting timelines outlined in 6A:14 with clarification related to the standard districts are being held in this area.* Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.
- The Child Study Team is maintaining close contact with OOD placements. Each school, where district students are placed, have provided the district with updated plans for digital learning and continuation of related services. The district, through the CST and office of Special Education, will remain in contact with the OOD placements during school closure and check for updates as time passes.

Delivery of Transportation for SE students in OOD placements:

- The district is working closely with OOD placements and the district transportation coordinator to ensure that students continue to be transported to OOD placements as long as those placements remain open.

- In the event that the OOD placements reopen prior to the district, the transportation coordinator is working closely with contracted bus companies to reinstate the transportation as those OOD placements reopen.

Delivery of Instruction for English Language Learners

- ESL teacher surveyed students to make sure everyone had a working device and an internet connection at home.
- Loaner Chromebooks and/or Hot Spot devices will be delivered to students who need them.
- ESL teacher will offer English language instruction via our distance learning model - Google Classroom.
- ESL teacher and WL supervisor will coordinate with ELL content area teachers to make sure ELLs understand assignments and provide assistance where necessary.
- ESL teacher will monitor ELL progress and contact guidance counselors as necessary.

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
Administration	Oversee operations of the district/building (one building district)	Interact with BOE, community, & staff; student instruction; business office functions, daily student and personnel attendance.	CSA, BA, Principal, Dir. C&I, Dir HR/PD, Dir of SE, Dir. Counseling, 3 VPs, AD, 6 Department Heads: 17 total Dir of Operations, Director of Campus Safety and Security, 4 FTE security aides, 10 B&G employees	4 hours instruction, 2.5 hours planning and preparation
Operations and Security	Oversee plant operations and campus safety and security	Maintaining campus security, providing Black Seal Boiler Operator, daily plant maintenance		
Teachers	Providing student instruction	Teaching students, lesson planning, assessment	156 Teachers	
Instructional Aides	Providing support to students with disabilities under supervision of teacher during remote instruction	Working in Google Classroom and via Google meet (audio) to reinforce instruction	17.6 FTE	
Support Staff (Secretarial Support)	Supporting departments and administrators	Working remotely, using the virtual desktop software, processing financial information, maintaing communication, organizing virtual meetings, conducting regular business remotely	19.5 FTE	

Educational Services Specialists	Providing guidance to students, resources and information to faculty, information to students and parents	Working via phones and google meet- conducting IEP meetings, sharing health information with parents and students, locating resources for families	10 school counselors, 2 Student Assistance Counselors, 8 CST Members, 3 School Nurses, 1 Media Center Specialist, 2 Athletic Trainers
IT Department	Running the school district network and providing resources to faculty	Maintaining the district network, hotspots for students without internet, hardware for students with devices, sharing technology resources with faculty and staff, providing PD to faculty on use of technology.	1 Director of IT, 1 Network Manager, 3 IT Tech , 1 Student Data Systems Manager
Performing Arts Center	Assisting with facilities work and maintaining school website	Assisting with facilities work and maintaining school website	2 PAC workers