

HARRISON TOWNSHIP SCHOOL DISTRICT

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Chapter 27 Emergency Virtual or Remote Instruction Programs 2024-2025

Program Goal: *To ensure transparency and that Harrison Township students continue to receive high quality, standards based instruction in the event of an emergency which would require educational services to be delivered virtually*

BOE Approval Date: July 15, 2024

Delivery of Remote Instruction

The Harrison Township School District has provided a Google Chromebook with a protective case to all students. These devices are regularly used within the classroom for daily instruction and are NOT transported home outside the necessity for emergency remote instruction. This device will be used for all instruction in special areas, social studies and science, supplemental services (basic skills instruction) and the instruction of LAL and Mathematics during emergency remote instruction. The devices will also be used to ensure all programming directed by IEPs will be fulfilled. This includes direct, synchronous instruction delivered by our special education teachers as well as all related services (speech, OT and PT). Should the plan for emergency remote instruction be implemented, all students will have technology readily available so that no instructional time is lost transitioning between in person and remote instruction. All teachers have provided professional development on remote instruction practices and the use of technology during a formal inservice. This ensures that all teachers are prepared to teach remotely if and when that becomes necessary.

Length of Remote Instruction Day

Students in grades 1 through 6 will be scheduled for three hours of direct synchronous instruction, minimally, and an additional two hours of independent academic activity will be completed via google classroom or a similar platform. Preschool and Kindergarten students will have two hours of direct, synchronous instruction and an additional two hours of independent academic activity each day. In the emergency virtual schedule all teachers have scheduled “office hours” to address individual student needs and ensure the virtual instruction is effected and individual student need is met.

Accelerated Learning Opportunities

Students identified as enrichment students in grades pre k through 6 will be instructed both synchronously and asynchronously (where appropriate). All related services will be provided virtually using the district devices. Targeted enrichment instruction in both math and ELA for identified students will be delivered through our interventionist teachers as supplemental services for students in K through 3. Enrichment services are delivered as a replacement service for identified students in Grades 4 through 6 and students will be instructed synchronously as such.

Social Emotional Health of Staff and Students

The district employs 2 full time school counselors who will continue to provide small group and individual services as required. Teachers have been trained on a referral process for those students or professional staff members who need intervention by the School Counselor. Those referrals will continue and services will be scheduled and delivered in the virtual setting to accommodate the academic schedule of our students

Title I Extended Learning Programs

Students identified as Title I students in grades pre k through 6 will be instructed both synchronously and asynchronously (where appropriate). All related services will be provided virtually using the district devices. Targeted small group instruction in both math and ELA for identified students will be delivered through our interventionist teachers as supplemental services for students in K through 6.

21st Century Learning Programs

As is done during in person instruction, 21 century learning programs will be delivered within the virtual school day by both the classroom teachers and the innovations and design teachers. Innovations and Design is a special area class that will be delivered within the virtual schedule for all students both synchronously and asynchronously through project based instruction.

Credit Recovery

Not Applicable at the elementary level

Other Extended Learning Opportunities

Not applicable in our system at the elementary level

Transportation

Transportation personnel will remain employed by the district. All certifications and licensure requirements will remain up to date through the Superintendent's office should transportation of students, staff, or supplies become necessary in the virtual learning environment

Extra Curricular Programs

The district does not offer extra curricular programs in the elementary setting

Childcare

The district does not offer extra childcare programs in the elementary setting

Community Programming

The district does not offer community programming in the elementary setting

Special Education, Implementation of Individualized Education Plans and Case Manager Expectation

Students identified as special needs in grades pre k through 6 will be instructed both synchronously and asynchronously (where appropriate) according to the IEP. All related services will be provided virtually using the district devices. Case managers will continue to ensure all legal timelines for implementation of IEPs and testing are met. Meetings will be held virtually and will include all required staff members to participate. All reasonable efforts will be made to ensure that parents and guardians are able to participate in these meetings in a meaningful way. Accommodations will be made which will include, but will not be limited to, creative scheduling for meetings and the home delivery and use of district technology, if necessary, for meetings. Procedures to conduct required IEP meetings will be to communicate the day and time of the meeting and provide all necessary reports or paperwork required for parent participation in the meeting electronically. Links for the virtual meetings will be sent prior to the start of the meeting and, if necessary, phone calls will be made to the parent to address any difficulties with them attending the meeting virtually. Any and all evaluations will be conducted virtually and those circumstances will be agreed upon prior to the start of the testing by all members of the IEP team. Specifically scheduling and testing will be done based on the individual student and the educational profile of the student, always with the goal of getting meaningful data in order to properly program for the student.

English as a Second Language/ Bilingual Students

All communication with families will be translated using district level resources and the school messenger system. Individualized instruction for ELL/Bilingual students will be done synchronously and virtually and will be clearly scheduled into the students instructional day as it is during in person instruction. Alternative methods of instruction to meet the individual needs of the student(s) will be done in a one to one or small group setting asynchronously.

Student Attendance

Student attendance will be taken everyday in the synchronous virtual classroom. The same procedures as are in place for in person instruction will be followed in the event of the necessity to switch to virtual instruction. Each day, students who are not present for synchronous instruction will be marked absent from instruction and parents will be notified via phone call. Should a student accumulate more than 14 absences with no explanation or document, the superintendent will begin the truancy process.

Addressing the Digital Divide

All students, K-6, were surveyed in the Spring of 2020. The survey collected the names of all students who were in need of a district issued Chromebook or wireless connectivity in order to gain access to their digital education. This information is also collected by new, incoming students so that the information is kept “up to date”.

In the emergency transition to remote instruction, students will take their chromebooks home from school for home use, if the situation allows. If the call to emergency virtual instruction does not allow students to bring devices home, touchless, “drive in” Chromebook pickups will be executed, as was successfully done in April 2020. Families will have pick up opportunities in both buildings that are planned for the workday and evening so that all family work schedules can be accommodated. Students will be assured to receive the necessary school equipment to access their education. Home drop off by transportation employees in school vehicles will be organized for any families who are unable to or do not participate in the touchless pick up

times scheduled. Also, all families in need will be provided assistance either via school personnel communication with local wireless providers or a hot spot at district expense in order to ensure the connectivity necessary to gain access to their instruction, both synchronous and asynchronous. The district will ensure that all students are connected for instruction through individual classroom attendance records. Any and all students who are not signed on for instruction will be contacted directly within 24 by district Administration via phone and email to ensure they have all necessary materials to access their public education.

School Lunch Program

During emergency virtual instruction, free lunch will be offered to ALL students. Communication regarding accessing lunch each week, including menu choices, will be communicated through email, the district website, and when necessary, global and personal phone calls. Parents will be required to order lunch weekly so that food is properly prepared and packaged. This food order can be done through google form which can be found on the district website or can be taken individually over the phone/email for those families who require that accommodation. Lunch pick ups will be scheduled once weekly for the duration of the emergency remote instruction. Pick ups will be at our PVS site and will be touchless, if necessary. Families will sign up for specific pick up times on pick up day to accommodate their individual family need and work school. This schedule will be designed to minimize wait times for parents. Any family in need of lunch delivery will be accommodated through our transportation staff using district vehicles at individual request. These deliveries will also be done weekly on the same day that pick ups are scheduled.

Building Cleanliness

During emergency virtual instruction, the maintenance and custodial staff will continue to work as essential employees and will ensure the health and safety of the essential staff working in the buildings as well as any members of the public who may need to visit the buildings.

Essential Personnel

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Emergency response to families or within the district and payroll/accounting	admin are working from home and remotely for the vast majority of duties and only enter the building for tasks that must be done on site. all admin are working individually in their offices with face to face no interaction	up to 8, but never together
Maintenance	health and safety	cleaning the building and any emergency maintenance response within the buildings	up to 12, but never together
Custodial	health and safety	cleaning the building and any emergency maintenance response within the buildings	up to 12, but never together
Technology	service to families to ensure 100% access and connectivity	help desk for families and staff	2
Food Service Personnel	meal prep and curbside delivery to families	meal prep and curbside delivery to families	5
Teachers	Hours per day	Remote	Onsite
	5	4	As needed