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## Mansfield Township School District Virtual/Remote Instruction Plan 2024-2025 School Year

This plan will be implemented in the event of 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 remote instruction.

A day of virtual or remote instruction, if instituted under this plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

### **Equitable Access and Opportunity to Instruction**

1. Teachers will provide instruction via Google Meet platform and assignments through online textbooks, Google Classroom, and web-based resources. All teachers in the MTSD have access to quality online materials and resources and are trained in the use of these methods.
2. MTSD is a 1:1 school district. All students and staff will have mobile laptops. If students and staff have issues with connectivity, the district will provide free internet access via Kajeet.
3. All teachers have access to Google accounts, classroom apps, the district app, and MTSD-issued email. This allows for tracking of assignments, communication between teacher and student/parents, and time-stamped due dates.
4. Grades will be posted in a timely manner on the Genesis SIS and in Google Classrooms (if applicable).
5. All students will be provided individual devices with individual accounts and access to Google Classroom and other applicable instructional programs.
6. In the event of advance warning of a closure, teachers will also send textbooks and paper-based materials home with students for accessibility during closure.
7. Students self-identifying a need for technology assistance will be provided a hotspot to allow for virtual instruction at home.

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8. Administration and support staff will assist with distribution the materials needed for equitable access to instruction.
9. In the event a student is unexpectedly unable to access the internet, all efforts will be made to provide alternative work. The student will not be penalized for missed assignments and will be afforded reasonable time to make up work upon return to school.
10. Any issues with equitable access that may occur during the period of home instruction will be directed to the attention of the Principal and resolved in a timely manner.

**Addressing Special Education Needs**

The Mansfield Township School District will continue to provide instruction for students receiving special education and related services. Services may differ for individual students; however, the list below outlines the methods in which student shall be provided Special Education and Related Services:

1. Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
2. IEP implementation and progress reporting will continue to be monitored and tracked through the district's online IEP program.
3. CST & Related Service Providers will be available each instructional day based on their assigned school hours. CST and Related Service Providers will check in with the teachers on their caseload, at minimum, once a week. They will also check in with families and students on their caseload frequently to ensure services are implemented in accordance with the IEPs to the greatest extent possible.
4. Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.
5. 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**

1. The ELL program for the Mansfield Township School District will be aligned with State and Federal requirements to meet the needs of English Language Learners.
2. The district will ensure that all English Language Learners have internet access at home and an available device.
3. The district ESL Teacher will hold live, virtual classes each day using Google Meet for all students during the designated time period. Differentiated instruction will be utilized for all ELL learners to ensure equitable access to technology and the district's curriculum.

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4. The ELL teacher will communicate with families of ELL students including providing translation materials, interpretative services, and literacy level appropriate information.
5. English Language Learners will be provided with after school translation support, as needed, in their language through a district teacher.
6. The ESL Teacher will monitor on a weekly basis all students who do not turn in work or have not been responsive. The ESL teacher will follow up with the appropriate teachers to modify assignment expectations and break down tasks for students, as needed.
7. The ESL Teacher will meet weekly to discuss student progress. This time is also used as collaboration time to share insights, apps, lesson ideas, etc.
8. 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**

1. To ensure that students get credit for “attendance,” as students log in and/or communicate with their teacher via Google Meet during their regularly scheduled class period, the teacher will mark that student “present” in the data management system.
2. Teachers will be available to communicate with students/parents throughout the day via video conference as well as email during times when they would normally have class.
3. All lessons will be aligned with district-approved curriculum and New Jersey Student Learning Standards. All lessons will have a student learning objective as per district instructional guidelines. All lessons will have means to check for student understanding of that objective and offer specific student feedback.
4. If students are not participating in online instruction and/or submitting assignments the teacher will reach out to the parents and inform the guidance counselor, case manager (if applicable), Director of Curriculum & Instruction, and/or principal who will also follow up via email, phone call, and home visit if needed. Intervention & Referral Services will be initiated as needed.

**Safe Delivery of Meals Plan**

1. MTSD will provide days and times of meal distribution for all who wish to participate.
2. MTSD will work with Maschio’s Food Services to determine the logistics of the distribution and communicate it to the school community.

**Facilities Plan**

1. Supervisor of Buildings and Grounds will develop a plan for routine inspection of facilities during closure.
2. The facilities will be cleaned and maintained as necessary during any school closure period to ensure safe re-entry for students and staff as soon as school reopens.
3. MTSD will follow standard procedures for cleaning and disinfecting with registered products.

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**Essential Employees**

1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.

**Other Considerations**

1. Students who require accelerated learning opportunities will meet regularly with the (Gifted and Talented) teacher and be provided enrichment activities by homeroom/subject area teacher.
2. Students in need of extra assistance (referred through RTI, interventionists, or classroom teachers), will be provided tutoring assistance.
3. Counselor(s) will meet with their regular student caseloads virtually and provide resources to families and teachers on ways to cope with stress of virtual learning.
4. Extracurricular clubs will still be held virtually whenever possible.
5. Transportation will be provided as permitted during extended closure or hybrid Schedule.
6. Childcare- Before and after school childcare services will be discontinued during periods when schools are closed.
7. Community programming- The board of education will be responsible for determining if community events/activities will be held in the school buildings.