



MORRIS SCHOOL DISTRICT
VIRTUAL OR REMOTE INSTRUCTION PLAN
2024-2025

This plan outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Morris School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- Equitable Access and Opportunity to Instruction
- Addressing Special Education Needs
- Addressing English Language Learner (ELL) Plan Needs
- Attendance Plan
- Safe Delivery of Meals
- Facilities Plan
- Other Considerations

EQUITABLE ACCESS AND OPPORTUNITY FOR INSTRUCTION The Morris School District has created a [virtual learning hub](#) where information on technology access, troubleshooting, remote learning and general resources can be accessed. Every student in the Morris School District is issued a district chromebook in grades PK-12. Any student who needs assistance with their device can access our [virtual learning hub](#).

Every Morris School District student is screened for home internet access at time of registration and during the district’s annual update. If a family indicates they do not have access to wifi at home, the family is issued a “Mifi” which is a portable device that provides internet connectivity . Guidance counselors and teachers can also request a Mifi for a student if the need comes up. Families are given Mifi instructions in multiple languages and if they need assistance they can access support through the [virtual learning hub](#).

AGE APPROPRIATE ACCESS FOR ALL STUDENTS

Every student in the Morris School District is issued a district chromebook in grades PK-12. Virtual and Remote instructional days will follow the regular daily bell schedule across all grades. The presence of universal one-to-one technology and in classroom webcams, allows the district to maintain the exact instructional day schedule both in the building and remote/virtual. In the event of the need for fully remote instruction at the classroom, school or district-wide, Preschool and K-5 schedules will be adjusted to provide more than the required four hours of instruction virtually while providing balance between “on screen” and “off screen” learning activities. Virtual time and learning experiences will be adjusted to align with the grade/age of students as well as any special circumstances or needs that may be present.

PRESCHOOL: Preschool Teachers will schedule live google meets throughout the school day - the schedule of instruction will be shared with families. All families will receive weekly lesson plans including the At Home Guided Plans to support learning while live remote instruction is not taking place. A schedule will be distributed at the start of remote learning to ensure developmentally appropriate strategies are being implemented.

KINDERGARTEN-5th Grade: Students in grades K-5 will log in to Google Meet each morning to access instruction. Students will engage throughout the day in both synchronous and asynchronous learning experiences. Virtual time and learning experiences will be adjusted to align with the grade/age of students.

Sample K5 Schedule:



The graphic displays a daily schedule for K-5 students. On the left, a blue vertical banner contains the text "K-5 Connections Sample Daily Schedule" in yellow and white. The main schedule is listed on the right in blue text, with specific activities and details provided for each time slot. A yellow box on the right side of the schedule contains a note: "*Schedules for special education students may be different based on services outlined in their IEPs".

K-5 Connections Sample Daily Schedule*

- 9:00 - Morning Meeting**
Teacher will greet the class through a Google Meet and host a morning meeting. Students will be able to interact with the teacher and classmates in a structured and meaningful way to build and foster relationships and prepare the brain for learning.
- 9:30 - Teacher-Directed Live Reading Lesson**
 - Online/Offline activities /Small group instruction
 - Reading Informal Assessment/"Check-in"
- 10:30 - Break**
- 10:45 - Teacher-Directed Live Writing Lesson**
 - Online/Offline activities/ Small group instruction/conferencing
 - Writing Informal Assessment/"Check-in"
- 12:00 - Break for Lunch**
- 12:30 - Teacher-Directed Live Math Lesson**
 - Online/Offline activities/ Small group instruction
 - Math Informal Assessment/"Check-in"
- 1:30 - Break**
- 1:45 - Specials**
- 2:15 - Live Daily Reflection/Goal Setting**

*Schedules for special education students may be different based on services outlined in their IEPs

MIDDLE and HIGH SCHOOL: In the event of fully remote instruction, the middle and high school will operate on the normal bell schedule, participating in all classes virtually. Students will be expected to participate in all classes with camera on unless other arrangements have been made or an IEP states differently.

Sample Schedule Middle School:

Grade 6		Grade 7		Grade 8	
7:55 – 8:10		7:55 – 8:10		7:55 – 8:10	
8:13 – 9:35		8:13 – 9:35		8:13 – 9:35	
9:38 – 11:00 Cycle/PE		9:38 – 10:06 10:07–10:32 (L1) 10:33 – 11:27	9:38 – 10:32 10:33–10:58 (L2) 10:59 – 11:27	9:38 – 11:00	
11:03–11:28 (L1) 11:30 – 12:53	11:03 – 11:28 11:30–11:55 (L2) 11:56 – 12:53	11:30-12:53 Cycle/ PE		11:03 – 11:57 11:59–12:24 (L1) 12:25 – 12:53	11:03 – 12:26 12:28–12:53 (L2)
12:56 – 2:18		12:56 – 2:18		12:56 – 2:18 Cycle/PE	

Sample Schedule High School:

Time	A Day	B Day	Minutes
8:00 - 9:25	1A	1B	85
9:30 - 10:50	2A	2B	80
10:50 - 11:30	Lunch	Lunch	40
11:30 - 12:50	3A	3B	80
12:55 - 2:15	4A	4B	80

PROGRESS MONITORING AND MEASUREMENT

All systems for monitoring progress and learning will remain intact during remote instruction. For grades K-8, the iReady Diagnostic schedule can be adjusted if needed to accommodate time out of the classroom. Teachers will still have real time access to student progress and needs. Google Meet tools such as breakout rooms will allow teachers to continue targeted instructional work with students. For grades 6-12, online assessment through CANVAS and supporting online learning platforms will remain in place during remote instruction. This will allow instruction, student conference and support to be provided to all students. Teachers and counselors will target academic and social-emotional support throughout remote learning to ensure that students remain engaged in the learning process.

In the event that Morris School District is required to provide remote/virtual instruction during State Assessment timeframes, guidance from the New Jersey Department of Education will be followed and testing will be scheduled accordingly. Morris School District has the capacity to deliver state assessments virtually with the aid of virtual classroom management tools.

ADDRESSING SPECIAL EDUCATION NEEDS

During virtual or remote instruction, students in our Special Education students may receive personalized remote instruction plans with support to enable access and participation in their classes. Our Director and Supervisors of Pupil Services will coordinate with CST Teams to ensure that accommodations are made to ensure that all students/ families are able to participate in high quality virtual instruction.

- **Case Manager Follow Up:** Case managers will be accessible for support and consultation with teachers. They will monitor student attendance/participation. Case managers will provide students' personalized remote instruction plans to key stakeholders. These plans will include (but are not limited to) any related services the student outlined in students' IEPs, accommodations/modifications in a virtual environment, supplemental reading and much more.
- **Tracking of Services:** Our related service providers and teachers will report any missed services directly to the student's case manager. The case manager will monitor these missed services on an individual basis to make determinations if any compensatory services are required.
- **IEP Meetings:** will take place virtually via Google Meet.

ADDRESSING ENGLISH LANGUAGE LEARNER (ELL) PLAN NEEDS

During virtual or remote instruction, students and families of ELLs, including those in our Bilingual Program, may require personalized support to ensure that they have access to the same standard of education as their non-ELL peers. The Director of ELL/Bilingual Programs will continue to collaborate with building leaders in supporting teachers as they implement strategies to support ELLs.

- **Communication with Families:** All District and School communication is translated into the language that families have on file in the Student Information System. Additionally, the Outreach Team will assist in facilitating communication with families who need additional support beyond the classroom platforms that bilingual teachers utilize.
- **Alternate Methods for Instruction and/or Assessment:** Apart from providing content in students' native languages and direct instruction, teachers can provide text read-aloud tools for

students, incorporate closed captioning with lessons and video content, incorporate visuals and modified text (e.g. bold or underline key words, highlight important text) and allow students to utilize recording tools such as Vocaroo and Flipgrid.

- **Training for Teachers:** The Director of ELL/Bilingual will coordinate virtual Sheltered English Instruction (SEI) training with the SEI Trainers across the district. All teachers also have access to ELLevation’s online asynchronous modules and instructional strategies so that teachers can choose their training based on the needs of the ELLs they teach.

ATTENDANCE PLAN

Attendance is taken at the beginning of each period at the middle and high school level. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as “present”. Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students must have their computer cameras on in order for the student to be marked as “present”. If a student is not present in class during remote learning, enhanced district procedures for parent contact, student support and family outreach will be implemented.

SAFE DELIVERY OF MEALS

During days of virtual instruction in Morris School District, all eligible students can pick up individually packed “grab & go ” free breakfast and lunch between 10:40 am and 11:30 am at Morristown High School’s rear entrance on Atno Avenue, by the lower atrium. Pick up service will be available weekdays, meals are not served on weekends. The Morris School District will help connect families to resources for food distribution when meals are not provided by the school district. This information will be communicated to families by our instant messaging system, Swift K-12 in multiple languages.

FACILITIES PLAN

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep clean of the school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

In the event of district closure, all vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Disinfectant Sprayers.

The Morris School District will follow all recommendations outlined in local and state publications and advisories and will adjust procedures and policies accordingly.

OTHER CONSIDERATIONS

- **Social and emotional health of staff and students** will be addressed through availability of School Guidance Counselors to check in with students, teachers and assist families. The district will remind staff of the Employee Assistance Program so they can always access additional support systems if needed.
- **Teacher training and instructional support** will continue virtually to the greatest extent possible
- **Essential Employees** the Morris School District has identified the Superintendent, Assistant Superintendent, Central Office Team, Principals, Teachers, and Custodial Staff, Food Service Staff and Security Staff as essential employees. Additional staff such as administrative assistants will be included as needed.
- **Title I Extended Learning Programs** will continue during virtual or remote learning. Our Title I teachers will continue to meet with students in small groups via Google Meet to ensure work toward goals continues.
- **Family Engagement** meetings and training will also continue via virtual platforms (GoogleMeet, Zoom) and we will expand topics to include tools for supporting virtual learning at home.
- **Accelerated learning opportunities** (i.e., gifted and talented program, extension lessons with teachers) will continue virtually. Any other accelerated learning opportunities (i.e., clubs, competitions) will be postponed until determined safe to continue
- **Extra curricular activities** will be postponed until determined safe to continue
- **Community programming and childcare** will run at the determination of the specific program (ie Neighborhood House Programs). Community programs will not be allowed to use facilities during school closures. Sunrise and Sunset programs will not operate if the specific school or district moves to remote learning.
- **Credit Recovery** programs will continue virtually.
- **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 well rounded education, safe and healthy schools and effective use of technology programs, all of which will continue in virtual/remote formats whenever appropriate and practicable.
- **Other Extended Learning Opportunities** Please see accelerated learning opportunities above.
- **Transportation** Transportation will be provided to students in out of district, vo-tech and charter school 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.

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