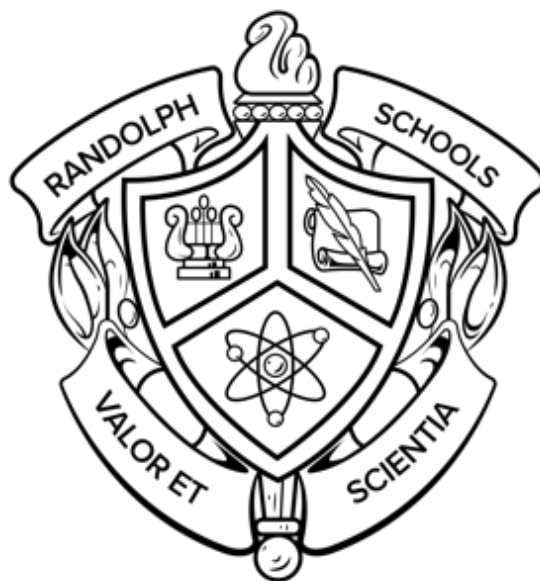


Randolph Township Schools
Emergency Virtual “Chapter 27” Instruction Plan
2024-2025 SY



Board Approved: September 20, 2022
Amended and Board Approved: July 11, 2024

Introduction

In the event that state or county agencies dictate that our school district or individual schools must shift to a fully virtual environment for all students and staff, the information and building schedules included in this plan will be followed at our elementary, middle, and high schools until the district or those buildings are able to return to in-person learning.

As per executive order P.L.2020, c.27, school districts must annually submit its proposed program for virtual instruction to the New Jersey Commissioner of Education. This provides for the continuity of instruction in the event of a public-health related district closure so that schools can utilize virtual instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*.

When virtual instruction is being implemented, each level in the school district (elementary, middle, and high) will have schedules detailing the instructional day for students and staff. All professionals will also be available to students for the outlined school day. The expectation is that there is meaningful interaction between teachers and students for each scheduled class during the day. Teachers do have the flexibility to plan learning opportunities to meet their current classroom and student needs including accelerated learning opportunities and to provide social and emotional support for students when necessary. Title I programs will continue as scheduled. Depending on the nature of the closing, the district will assess the appropriateness of extra-curricular, childcare programs, and community programs. Depending on the nature of the closing, transportation will continue to be provided to open buildings. A list of essential employees will be provided to the county office at the time the LEA transitions to virtual instruction.

This plan outlines how Randolph Township Schools is prepared to meet guidance from the New Jersey Department of Education in a number of key areas.

Equitable Access and Opportunity to Instruction

Lessons are taught at all levels synchronously, thereby maximizing student growth and learning to the greatest extent possible. Through live instruction, teachers will ensure varied and age-appropriate needs are addressed along with ensuring that students continue to make progress in the curriculum. Randolph is a 1:1 device district that will provide internet access to students in need via purchased hotspots on an as-needed basis.

Addressing Special Education Needs

The school district will render services and supports as prescribed in students' IEPs. Progress reports detail growth and are mailed to families/guardians. Annual reviews and reevaluations are uninterrupted in the event of a health-related closure that precludes building access. Microsoft Teams is used for remote meetings.

Addressing Multilingual Learners (ML) Plan Needs

The English as a Second Language (ESL) program at Randolph Township Schools serves students who primarily speak languages other than English. This K-12 program supports students in a variety of ways to meet the State and Federal requirements for the needs of Multilingual Learners (MLs). The LEA ensures that translation materials and interpretative services are

provided to students and families when students are initially identified via a home language survey. MLs are also assessed upon entry via the ACCESS summative assessment which is used for placement in appropriate ESL and regular courses. There are four full-time ESL teachers who provide differentiation, sheltered instruction, and push-in support to over 110 students to build language proficiency and access to the same content standards as non-ML students. Randolph provides extensive professional development opportunities for staff which includes strategies that support culturally responsive teaching and learning, as well as social and emotional learning (SEL).

Attendance Plan

Attendance is taken at the beginning of each period at the middle and high school level. Elementary students will have their attendance taken at the beginning of the school day and be monitored throughout the day. The district's attendance policy will be followed. Parents will be notified if a student is marked absent without parental notification. If necessary, additional outreach by building administration and/or school resource officers will be conducted to support student attendance.

Safe Delivery of Meals Plan

The district has previously operated under the SSO program. This program is no longer available to districts. However, the following guidance has been provided, and the district will provide meals in accordance with the following: SFAs providing full-time, in-person instruction must ensure that all meals are consumed on-site by enrolled students at the meal times approved in the SNEARS SY 2024-2025 Application Packet. Please note that SFAs who experience a COVID-19 related school closure and are providing virtual instruction during SY 2024–2025 can employ the non-congregate, meal time, and parent/guardian pick-up waivers for the duration and extent that they are needed. These meals would continue to be claimed under the National School Lunch and School Breakfast Programs utilizing standard counting and claiming practices. SFAs must contact their Nutrition Program Specialist at the time the COVID-19 school closure occurs for approval.

Facilities Plan

Custodial, grounds, and maintenance will still report to the district to maintain the integrity of campus buildings. Every building will be maintained to ensure that air movement is happening and all mechanical systems are working as designed.

School Schedules

Pre–K

Duration of School Day

The school day will remain the same in duration. Related services, for eligible students, would be rendered in accordance to students' IEPs.

Randolph Elementary Schools

Duration of School Day

The school day for students will be from 8:55 am to 3:40 pm. Staff will report virtually at 8:20 am and dismiss at 3:50 pm.

Daily Schedule

Homeroom time will be built into the students' day, allowing student start time to be at 8:55 am. Each elementary school will maintain the same daily schedules followed during in-person learning, including lunch/recess time and specials. Teachers will provide families with a copy of each student's schedule.

Expectations for Instruction

Instructional expectations will remain the same as in the past with daily check-ins/mini-lessons per subject area, conferring and small group instruction throughout. Special area teachers would meet with students during scheduled times.

Live check-ins with students will be embedded into each school day to promote positive student-teacher relationships and to encourage enhanced connections with peers (e.g., Morning Meeting). Virtual instruction will mirror in-person instruction with regards to expectations across core content areas (reading, writing, and mathematics). For these core content areas, teachers will infuse daily, live whole group mini-lessons or benchmarks (usually around 10 minutes), live guided practice (small groups, 1:1 support), independent practice time, and live closure/celebrations/shares into each core content block. Design of small-group instruction should align with the unique needs of students.

Sci/SS many times lend themselves to projects or engagement in inquiry-based learning opportunities. This allows students to get outside or access learning independently through movement or exploration. Teachers should always convene the class live at the start and end of each sci/ss lesson and during independent practice time in the ways that work best for their lessons. There will be times when students initiate support through use of a digital help board, hand raise feature, etc. when they are working independently and have a question. Teachers will initiate a check-in with a student or students frequently to gauge understanding.

Randolph Middle School (Grades 6-8)

Randolph Middle School Fully Virtual Schedule		
Time	Minutes	Purpose
7:50 – 8:05	15	Student support & teacher office hours
8:05 – 8:10	5	Homeroom
8:15 – 9:00	45	1 st Period
9:10 – 9:55	45	2 nd Period
10:05 – 10:50	45	3 rd Period
11:00 – 11:45	45	4 th Period
11:45 – 12:30 PM	45	Lunch & student wellness time
12:30 – 1:15	45	5 th Period
1:25 – 2:10	45	6 th Period
2:20 – 3:05	45	7 th Period
3:05 – 3:20	15	Student support & teacher office hours
3:20 – 4:05	45	After School Clubs

RMS Fully Virtual Schedule Details
<p>Staff report time: 7:50 – 3:20 pm (7.5 hours)</p> <p>Student support and teacher office hours: 7:50 am – 8:05 am & 3:05 pm – 3:15pm (30 minutes)</p> <ul style="list-style-type: none"> • Time for students to complete work and meet with teachers when needed <p>Student instructional day: 8:05 am – 3:05 pm (7 hours)</p> <ul style="list-style-type: none"> • 5-minute homeroom and morning announcements • 45-minute instructional periods • Lunch and student wellness time: 11:45 am – 12:30 pm (45 minutes) <ul style="list-style-type: none"> • Time to eat lunch, exercise, and/or complete schoolwork

Randolph High School (Grades 9-12)

Randolph High School Fully Virtual Schedule						
Time	Minutes	Purpose	A Day	B Day	C Day	D Day
7:15am-7:30am	15 minutes	Student support & teacher office hours	Student support & teacher office hours			
7:30am-8:30am	60 minutes	Homeroom & 1st block	1	2	3	4
8:40am-8:50am	10 minutes	Break	Break			
8:50am-9:45am	55 minutes	2nd block	2	3	4	1
9:45am-9:55am	10 minutes	Break	Break			
9:55am-10:50am	55 minutes	3rd block	3	4	1	2
10:50am-11:35am	45 minutes	Lunch & student wellness time	Lunch & student wellness time			
11:35am-12:30pm	55 minutes	4th block	6	7	8	9
12:30pm-12:40pm	10 minutes	Break	Break			
12:40pm-1:25pm	55 minutes	5th block	7	8	9	6
1:25pm-1:35pm	10 minutes	Break	Break			
1:35pm-2:30pm	55 minutes	6th block	8	9	6	7
2:30pm-2:45pm	15 minutes	Student support & teacher office hours	Student support & teacher office hours			
PERIODS THAT DROP			4 & 9	1 & 6	2 & 7	3 & 8

RHS Fully Virtual Schedule Details
Staff report time: 7:15 – 2:45pm (7.5 hours)
Student support and teacher office hours: 7:15am – 7:30am & 2:30pm – 2:45pm (30 minutes)
<ul style="list-style-type: none"> • Time for students to complete work and meet with teachers when needed
Student instructional day: 7:30pm – 2:30pm (7 hours)
<ul style="list-style-type: none"> • 5-minute homeroom and morning announcements built into 1st block • 55-minute instructional periods • High school follows regular rotational schedule • Lunch and student wellness time: 10:50am – 11:35am (45 minutes) • Time to eat lunch, exercise, and/or complete schoolwork