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Mansfield Township School District
Virtual/Remote Instruction Plan
2025-2026 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 chromebooks or chrome-enabled mobile laptops. If students and staff have issues with connectivity, the district will provide free internet access via mobile hotspots.
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. Student growth and progress will be continuously monitored through Genesis, LinkIt! Data Warehousing and Intervention Manager and the i-Ready Dashboard.
6. All students will be provided individual devices with individual accounts and access to Google Classroom and other applicable instructional programs.
7. 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.

8. Students self-identifying a need for technology assistance will be provided a hotspot to allow for virtual instruction at home.
9. Administration and support staff will assist with distribution the materials needed for equitable access to instruction.
10. 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.
11. 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
1. The school nurse, Principal, and case manager/504 Coordinator will address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of a 504 plan. MTSD will communicate frequently with the families of students with significant medical risk factors to determine if additional precautions or unique measures are necessary prior to a student's return to school.
2. The CST will review student data/student progress to determine whether critical skills were lost during the period in which virtual instruction was being provided to students and determine the need for additional services to address learning loss.
3. The CST will consider the impact of missed services on student progress towards meeting IEP goals and objectives and determine if additional or compensatory services are needed to address regression and recoupment of skills within a reasonable length of time.
4. The CST will develop procedures to complete overdue and/or incomplete evaluations to determine eligibility for special education services.
5. CST members will be in contact with classroom teachers and service providers to document IEP implementation including the tracking of services, student progress, as well as the provision of accommodations and modifications.
6. Student progress will be tracked through Genesis, LinkIt! Data Warehousing and Intervention Manager and the i-Ready Dashboard.
7. Case managers will be available to students and parents, daily, to serve as consultants and check in on student progress while addressing any student or parent concerns. The District BCBA will "check in" and serve as a consultant for students and families. Additional crisis management support will be provided as needed. Department administrative assistants and administrators will monitor and respond to all emails and communications daily.
8. Meetings can and will be held remotely. IEP meetings, evaluations, and other meetings will be conducted via appropriate scheduled times with the use of agreed upon remote conferencing. However, there are constraints due to the standardization of formal

evaluations that must be considered on an individual basis for when evaluations are being conducted.

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.
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), assistant principal, and/or principal who will also follow up via email, phone call, and home visit if needed. MTSS 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.

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 weekly with the (Gifted and Talented) teacher(s) 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.
8. All curriculum guides are embedded with 21st Century skills.
9. Students who qualify for credit recovery will have access to online courses and/or alternative settings.