



Mendham Township

• SCHOOL DISTRICT •

Emergency Virtual or Remote Instruction Program 2025-2026 School Year

Updated June, 2025

****Disclaimer: This is a working document and will be updated and or modified as necessary to ensure compliance with state and local statutes and regulations.**

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Rationale

The Mendham Township School District Emergency Virtual or Remote Instruction Program contains procedures to be followed in the event of an emergency school closure resulting from a variety of contributing factors, including but not limited to weather, facility, safety and security threats, or health-related events that may negatively impact the daily operation of our high schools. Specifically, the section on Pandemic Influenza in the district's Crisis Response Manual addresses the following:

- *Identifying sources of reliable data to base decisions on*
- *Identifying sources of impact including but not limited to transportation, staffing, food service, water, and air*
- ***Identifying alternative ways of delivering education if school is closed***
- *Working with custodial staff to deep clean the school to decrease the spread of the pandemic*
- *Encourage sick employees and students to remain home*

The Mendham Township School District has developed the following plan to ensure the continuity of instruction should circumstances prevent the majority of students from attending school.

Goals

1. *Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations*
2. *Continue to provide students with an authentic, meaningful, and comprehensive school experience*
3. *Mitigate or attempt to eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members*
4. *Ensure compliance with all state and local statutes and regulations*

Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the Mendham Township School District. These include:

- *Successful integration of Google Workspace for Education and the district's learning management system, providing students with anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content.*
- *Full implementation of the district's "Personalized Learning Initiative". All students in grades 1 through 8 have received a district-issued Chromebook. Kindergarten students can obtain Chromebooks upon request.*
- *All teachers have been issued a Chromebook equipped with a high-quality webcam, the ability to convert from laptop to tablet mode, and a touchscreen supporting digital inking.*
- *District classrooms are outfitted with state-of-the-art projection systems/Smartboard technology, speakers for sound enhancement, and Chrome OS desktops with dedicated webcams to support distance learning.*
- *Assignments and requisite materials are posted to each classroom's Google site. In addition, all class resources, including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments, are made available online.*
- *Teachers have the ability to provide electronic feedback in the form of comments, rubrics, and grades through a variety of online tools and services.*

Plan for eLearning Delivery

Due to the unpredictable nature of unplanned building closures and their potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. ***Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar.***

- *Following the traditional bell schedule, each teacher will conduct live sessions using Google Meet for all class periods.*
- *Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form embedded in the district's learning management system. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.*
- *Attendance will continue to be recorded through OnCourse. Teachers will use the Google Meet video as an indication of whether students were present each class period. And per Per N.J.S.A. 18A:7F-9b, A day of virtual or remote instruction, if instituted under a program approved by the commissioner, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements*
- *Electronic feedback will be provided by teachers using the district's learning management system and/or Google Classroom.*
- *Upon return to school, students will be responsible for the content and skills covered during the school closure.*
- *Principals will monitor assignments, classwork, and live sessions to ensure compliance and continuity of instruction and to provide assistance to teachers.*
- *Code of conduct violations will be documented. School administrators will address infractions on a case-by-case basis, with the possibility of consequences upon returning to school.*
- *Students and teachers will start and end their day at their regular time.*
 - *Elementary: 8:45-3:45*
 - *Middle: 8:00-2:45*
- *Students and teachers will follow their in-person schedule.*
- *Students in grades K-8 will use their district-issued Chromebook to receive instruction and communication from their teachers via Google Meet.*
- *Teachers will utilize Google Classroom as the platform for posting assignments and communicating with students and families in grades K-8.*
- *Support services (ESL, Basic Skills, Special Education) teachers utilize their own Google Classroom and Google Meet sessions to service students.*
- *In the event that the District's learning management systems are unavailable, teachers will shift toward sharing assignments and class materials via Google Drive and email.*

Students Receiving Free/Reduced Lunch

The Mendham Township School District, along with the Mendham Township High School District, Mendham Borough Schools, and Chester Township Schools, utilizes Pomptonian Food Service. Meals will be pre-packaged to reduce the risk of contamination and include shelf-stable milk. The district will utilize limited bus routes to deliver meals to students in the area.

Kitchen Safety/ Food Safety

Kitchen cleanliness and sanitizing will take place daily. Pomptonian's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Equitable Access to Instruction for All Students

Every student in the Mendham Township School District has a Chromebook for personal use, which may be brought home daily. For students who do not have Internet connectivity at home, the district will provide the student with a hotspot at district expense. School counselors and administrators are responsible for identifying students who lack network access.

Monitoring Student Attendance and Participation

Attendance is taken at the beginning of each period, in the middle, and throughout the day at the elementary 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". After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absent. If necessary, one of the School Resource Officers from the MTPD can be sent to the home for a Wellness Check.

The district will contact families by phone, email, or other established communication methods when a student is not participating in online instruction or submitting assignments, and will document all outreach in district records. When needed, the district will work with the student and family to identify barriers to participation and provide appropriate supports, such as technical assistance, academic interventions, or access to necessary resources.

Professional Development

Teacher Trainers will turnkey specific sequences to utilize GoGuardian and Google Meet to facilitate the eLearning Plan. Teachers will attend professional learning sessions to refamiliarize themselves and to practice setting up and running Google Meet sessions in concert with GoGuardian. Teachers will have access to high-quality online learning resources to support the strategic plan objectives and professional development plan objectives for the given school year.

Commencement of eLearning Process

The remote learning schedule will commence on the first day school is closed and continue until students return.

Addressing the Needs of English Language Learners

The district serves a very small number of ELL/ESL students that is aligned with both State and Federal requirements and has been approved by the State through the three-year 2024 -2027(Language Instruction Education Program Plan - (LIEP Plan) . All services and supports will be provided to students to meet the needs of all learners within this area. Based on this small population within the district, which in the previous school year had zero students served, should the district enroll any students in this area at the time of virtual or remote instruction, the will ensure differentiated instructional practices, technology support for both students and families, to establish and ensure equitable access standards for these learners.

The teachers who provide instruction in the area of ELL have received professional development in multiple areas of instruction. Future professional development for staff and administrators will be provided based on the needs of our students and families in specific areas to support our students and their families.

World Language teachers and counselors will contact parents/guardians of ELL students. Students enrolled in ELL classes will continue to meet remotely in those classes with the assigned teacher(s). Administrators and counselors will communicate with families of ELL students to provide translation and interpretive services. English Language Learners, as well as all students, have a district-issued Chromebook. ELL students will participate in asynchronous and live synchronous classes according to their class schedule and system of supports. Families without internet access can make notes on their child's work with specific questions, and that work can be completed upon the student's return to school, or the family can contact the Board of Education office in support of securing a "hot spot" internet access device supported through the district.

- World Language teachers and counselors communicate with families

- ELL students participate in synchronous and asynchronous instruction
- Translation and support services provided

Delivery of Special Services and IEP Implementation

The district will ensure that all Individualized Education Programs (IEPs) are implemented during virtual or remote instruction through detailed service logs maintained by special education providers. These logs will document the frequency, duration, and type of services delivered. Student progress will be monitored through ongoing assessments, data collection, and virtual progress meetings. Accommodations and modifications will be tracked through lesson planning, digital platforms, and instructional materials to ensure compliance with each student's IEP.

All teachers have a laptop to deliver instruction and a Chromebook to monitor student attendance, participation, and to respond to student questions. Special Education teachers, Guidance Counselors, and/or Special Services Child Study Team Members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activities. Collaborative teachers will join and will conduct live stream classes as well as monitor student participation via GoGuardian, and will provide feedback to students. Each instructional aide has a Chromebook and will join class sessions to monitor student attendance, on-task participation, check for student understanding, and answer student questions. Child Study Teams will conduct parent meetings via Google Hangouts and by phone. Document cameras for use by home instructors to provide instruction to students previously assigned to home instruction. The district has one medically fragile student and will continue to offer the services of a private-duty nurse to the family.

Special education teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction and reinforce skills, as well as move instruction forward in the areas of English, Math, Science, and History.

Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services, and they will be considered on a case-by-case basis. Compensatory services will be provided in the summer by MTSD vendor providers.

Related Service providers have prepared digital activities and have been provided access to Google and Google Classroom to deliver the instruction. Related service providers, which are all vendors, have been asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.

Child Study Team members will work on scoring and report writing of recent testing and will continue to develop draft IEPs for upcoming meetings. IEP meetings will be held through the Google Hangout Meeting platform available on the district Google

Suite. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well, district World Language Teachers, should an interpreter be required.

All appropriate meetings will be held, with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel, and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEPs and the district technically non-compliant. Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.

The Child Study Team is maintaining close contact with OOD placements. The district, through the CST and Office of Special Education, will remain in contact with the OOD placements during school closure and check for updates as time passes.

ESL teachers will offer English language instruction via our eLearning model. ESL teachers will coordinate with ELL content area teachers to make sure ELLs understand assignments and provide assistance where necessary. ESL teachers will monitor ELL progress and contact guidance counselors as necessary.

Special Education Services

Child Study Team Meetings and CST Responsibilities

Case managers will maintain regular communication with families via email, phone calls, and virtual meetings to confirm that services are being delivered as outlined in each student's IEP. They will also collaborate with service providers to review documentation and address any barriers to service implementation, ensuring that families are supported and student needs are met throughout the virtual or remote learning period.

Meeting Procedures

- CST-related meetings will be held virtually through Google Meet.
- Electronic signatures will be accepted for all documents.
- Google Forms will be used for attendance documentation.
- Evaluations will continue to be conducted in person as long as safety and health protocols can be followed.

Instruction

- In-Class Support/Replacement Classes
 - Special education teachers will follow the instructional

- plan for general education students.
 - Special education teachers will create Google Classrooms to post modified assignments as needed.
 - Hard copies of lessons/activities will be made available as needed.
- Self-Contained Classes
 - Ongoing communication with teachers, BCBA, therapists, and parents based on students' IEPs
 - Continued collection of data (behavior plans, progress towards goals and objectives)
 - See the MTSD ABA Manual for a specific remote instruction plan

Delivery of Services

- Behavior Analysts
 - Support ABA teachers with planning for maintenance of skills, updating programs, and collection of data
 - Maintain weekly parent contacts through training sessions with ABA teachers
 - Provide ongoing paraprofessional training

- Speech-Language Services, Occupational/Physical Therapy, Counseling, and Social Skills
 - Lessons, activities, and related materials can be posted through Google Classrooms.
 - Teletherapy to be provided to the greatest extent possible for all therapy sessions.

- Structured Learning Experiences
 - Structured learning experiences will be limited during school closures; however will continue to occur to the greatest extent possible.

- Paraprofessionals
 - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flig Grid Videos, and provide organizational and behavioral support.

- Home Instruction
 - Students on home instruction will be included in their Google Classrooms as per their school schedule
 - Home instruction will be discontinued during remote learning where feasible.
 - Owed home instruction hours will continue to be delivered after school hours.

Nurses

- Track staff illness during closure and report to the local health department
- Monitor NJDOH, CDC, and WHO guidelines regarding COVID-19
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on the prevention of communicable diseases, the COVID-19 virus, and proper respiratory hygiene.
- Assist community-wide efforts to support families in need at this time.

School Counselors

- Monitoring student attendance and engagement
- Counselors following up with families
- Providing strategy-based tools for students that they can work on at home
- SACs and counselors are reaching out to students regularly
- Maintaining contact logs

Virtual Resources/Strategies/Presentations shared via email and posted on the website

Essential Employees by Category*

Personnel	Workstream/Duties	Number of Individuals	Remote In-Person	Hours
Teachers	Provide synchronous and asynchronous instruction via live streaming and the district's learning management system. Post materials, including assignments, activities, and assessments, to their assigned courses..	110	Remote	5 hours of instruction + 1 hour of prep per day
Child Study Team	Provide assistance to students as needed. Conduct parent meetings and process results of previously completed tests for evaluations.	3	Remote	
Counseling Department	Monitor student progress. Provide guidance and resources on college searches and wellness. Complete scheduling processes.	4	Remote	
Instructional Aides	Monitor and assist students online using GoGuardian	23	Remote	
Bus Drivers	Deliver lunches and loaner devices to students	33	In-person	
Building Administrators	Supervise personnel, students, and facilities	4	Remote/In-person	
Central Office Administrators	Supervise administration of online learning and personnel. Oversee operations of the district/buildings.	3	Remote/In-person	
Administrative Assistants	Student and teacher attendance, payroll, billing, purchases, rescheduling events, support functions	9	Remote	
Facilities Personnel	Cleaning and maintenance of facilities and grounds	16	In-person	
Technology Department	Provide eLearning support for teachers and students	2	Remote/In-person	
Home Instructors	Provide eLearning support to homebound students	As Needed	Remote	

*Exact personnel numbers may vary as student schedules/enrollment data changes.

Facilities Plan

The Director of Buildings and Grounds and Essential Employees reporting on site will ensure that essential operating systems remain functional to the extent possible. Daily systems checks will be conducted in person and remotely.

- Building structural integrity, including roofing systems
- Electricity
- Fire alarm systems
- Ventilation systems
- Heat and natural gas systems
- Water, including well pumps
- Plumbing
- Food service equipment - specifically refrigerators and freezers

The Buildings and Grounds staff will monitor facilities and properly shut down systems if necessary to ensure the preservation of and successful restart when possible. Examples are shutting down a non-winterized rooftop cooling unit or working with food services to clean out cold storage after extended power failures.

Essential employees will continue to follow cleaning procedures and building maintenance requirements, ensure that emergency generators are operational, and maintain access to district property and buildings for emergency responders. Technology Department personnel will ensure that both onsite and offsite systems remain operable to the maximum extent possible to facilitate online teaching and learning.

Other Considerations

As is current practice in Basic Skills, Gifted, and Talented, accelerated learning opportunities will continue to be incorporated into lessons.

Counselors are available online and by phone to staff and to students to assist with social and emotional health. Supervisors and building administrators also serve as resources to faculty and staff.

The Mendham Township High School District does not operate a 21st Century Community Learning Center Program, Childcare Program, or a Title I Extended Learning Program.

Counselors will continue to closely monitor student progress and assist students and their families in identifying appropriate credit recovery options.

Extended student learning opportunities will continue to be available to students when conditions are safe for those experiences to be offered in person and on-site. Remote opportunities will be provided when appropriate.

The District Transportation Coordinator will coordinate with sending districts, district drivers, and transportation providers to ensure continuity of transportation when conditions are safe and resources are available.

In the event of school closure, community programming such as evening events will be conducted in person when it is safe to do so. When conditions indicate, events may be postponed or conducted remotely online.



Local Education Agency Guidance for Virtual or Remote Instruction Plan

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the County Office of Education.

School Year: 2025-2026

Contact Information

County: Morris

Name of District, Charter School, APSSD or Renaissance School Project:

Mendham Township Schools

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Salvatore Constantino

Phone Number of Contact: (973) 543-7107

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	3	Yes	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	3	Yes	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	3	Yes	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	5	Yes	

Notes on Equitable Access to Instruction

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Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	7	Yes	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	7	Yes	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	8	Yes	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	8	Yes	

Notes on Special Education Needs



Addressing English language learners (ELL) Plan Needs			
Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	7	Yes	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	7	Yes	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	7	Yes	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	7	Yes	

Notes on Supporting ELL Educational Needs



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	6	Yes	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	6	Yes	

Notes on Attendance Plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	6	Yes	

Notes on Safe Delivery of Meals



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	12	Yes	

Notes on the Facilities Plan Other

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	12	Yes	
b. Social and emotional health of staff and students	12	Yes	
c. Title I Extended Learning Programs	12	Yes	
d. 21 st Century Community Learning Center Programs	12	Yes	
e. Credit recovery	12	Yes	
f. Other extended student learning opportunities	12	Yes	
g. Transportation	12	Yes	
h. Extra-curricular programs	12	Yes	
i. Childcare	12	Yes	
j. Community programming	12	Yes	

Notes on Other Considerations



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes No

Notes on APSSD Sharing Plans

[Empty text box for notes on APSSD Sharing Plans]

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
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.	11	Yes	

Notes on Essential Employees

[Empty text box for notes on Essential Employees]

Board Approval

Date of board approval (mm/dd/yyyy): 06/24/2025

Notes on Board Approval

[Empty text box for notes on Board Approval]

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes No
2. Link to website: www.mendhamtp.org