



**Logan Township School District
Emergency Virtual or Remote Instruction Program Plan**

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Instructional Program: Equitable Access

- All students in grades PreK through 8 have access to Chromebooks. Students in Grades 5 through 8 transport their devices to and from school each day. Students in grades Prek through 4 have their Chromebooks located in their classrooms. Upon a school closure, students would take these devices home with them.
- Families who do not have access to the Internet are provided access through the use of a hot spot remote access device supplied by the district.

Attendance

- Attendance for all 180 calendar school days will be taken every day for every student. Students will need to participate in the daily lessons regardless of being remote in order to be considered present. (NJSA 18A:7F-9)
 - Daily attendance is taken in the SIS
 - Teachers communicate with individual families regarding missing/incomplete assignments and prolonged absences.
 - Building Principals and CST members will ensure that attendance policies are followed.

Expectations for Teaching and Learning in the Remote Setting

- See sample schedules [here](#)
- Teachers should follow the timeframes for instruction based on their own schedules.
 - Alternating days for i-Ready instruction have been developed. Students should work for 25 minutes per session to total 50 minutes per subject area each week on i-Ready
 - Virtual and in-Person schedules should remain as consistent as possible

- Students can choose to complete the asynchronous lessons anytime; however, the schedule is provided to support students and parents
- Math, ELA, and Middle School Science/SS classes span 60-75 minutes during virtual days. These live virtual days are to be used to tailor instruction to meet student needs and should include small-group instruction. While students may not need to be on the Google Meet session for the entire class period, the teacher is expected to be online the entire time.
 - Teachers can work with Interventionists and Special Education teachers to support the implementation of Small group instruction
- Elementary Science/SS, Special Area, and PE classes span 30-50 minutes. Students are expected to log on for synchronous lessons which could include a mini lesson and independent practice. The students can practice on their own after the mini-lesson; however, the teacher is expected to remain online for the entire class period in order to support students as needed.
- Special Areas will be provided virtually. In Grades K through 5, students will receive one special area class per trimester. Special Area teachers will provide one live virtual session for each class and two asynchronous activities each week. Special Areas will be offered based on the following schedule:

| Grade | Trimester 1 | Trimester 2 | Trimester 3 |
|--------------|-------------|-------------|-------------|
| Kindergarten | SEL | Music | Art |
| 1st | Music | Art | SEL |
| 2nd | Art | SEL | Music |
| 3rd | Italian | Art | Music |
| 4th | Music | Italian | Art |
| 5th | Art | Music | Italian |

- Special Areas in Grade 6-8 will be offered virtually 3 days per week based on the rotation cycle. One day will be live instruction and two days will be asynchronous.
- Specific times can be found in the individual teacher schedules provided by the principal.
- PE/Health will be offered virtually 3 days per week. One PE session will be Live while another session will be asynchronous. Health will be offered 1 day per week in grades 6-8 with an asynchronous session.

- **Even though good educators all know that quality is more important than quantity; everyone must ensure that all students are actively engaged in instruction for a minimum of four hours each day.**
- The Following Programs and Resources should be used:
 - i-Ready
 - EnVisions
 - Big Ideas
 - Stemsscopes
 - Teach TCI Social Studies
 - NewsELA
 - Khan Academy
 - Reflex Math
 - Epic
 - PebbleGo
 - Readworks
 - CommonLit
 - TEDtalks
 - [Additional Online Resources](#)

Online Platforms for Daily Use

- **Google Classroom:**
 - PreK-8 Teachers, including Special Area and PE Teachers, use Google Classroom for daily learning engagements as the primary learning platform.
 - Students access online learning through the Google Meet Link posted in their Google Classroom
- **Google Meet:**
 - Training was provided to all staff on the use of Google Classroom and Google Meet
 - [How to use Google Meet](#)
 - [Google Meet Cheat Sheet](#)
- **Google Drive:**
 - Google Drive is available offsite.
 - Teachers having technology difficulties submit a ticket at support@logantownshipschools.org

Accountability

- Teachers in Grades PreK-8 track student progress on Google Classroom to ensure participation and check-in with students if students are struggling or non-participatory.
- Feedback to students is given on a regular basis as typically given in class.
- Assignments are graded as they are typically graded in class. If assignments are hard copies, then they will be graded upon return to school.
- Teachers monitor the morale of their class and the workload of the students carefully. They have the latitude to make good decisions for the well-being of their students. Any concerns are shared with the school counselor immediately.
- The administration worked together to develop incentives for students to complete work as well as Spirit Days for Online Learning.
- Counselors assist teachers in communication with non-participatory students.
- Communication with families and counselors will continue as needed.
- Nurses are asked to keep track of the health issues parents share regarding students during the time students are at home

IEPs, Modifications and Accommodations

- Accommodations and/or modifications will be provided for students receiving Special Education, Basic Skills Instruction, ELL instruction, as well as for students with 504 plans as needed. The classroom teacher, special education teacher, interventionist, and 504 plan case manager will all monitor instruction and assignments to make sure specific needs are met.
- Documentation of student progress toward their IEPs will continue to take place through IEP Direct
- Case managers and CST personnel will continue to communicate with families via phone, email, and virtual video conferencing.
- All IEP meetings will take place via video conferencing and/or phone calls.
- Speech and Language Therapy, Occupational Therapy, and Physical Therapy will continue to be provided via teletherapy or virtual therapy sessions according to each student's IEP
- Additional resources/programs for certain special education students will be uploaded by their special education teacher and may include:
 - Readtopia
 - Reflex Math
 - Phonics First
 - RAZ Kids

- All staff in the district have received training in Culturally Responsive Teaching, Trauma Informed Teaching and Social Emotional Learning Strategies provided through our Federally Funded School Climate Transformation Grant.
- School Counselors will continue to provide Social and Emotional Support for students through virtual counseling services.
- Staff will be academically and emotionally supported through PLC meetings with principals and supervisors. Office hours will be shared with staff to access counselors, interventionists, and administrators.

Role of Interventionists (including support for ELL students)

- Grades K-8 ELA Interventionists will virtually work with small groups of students identified for intervention during the SGI time block daily.
- Students receiving ELL Services will be provided those services through a virtual synchronous setting through one-on-one targeted, differentiated instruction.
- Interventionists will determine the best method to communicate with the families of ELL students which could include translation documents or live translators provided virtually.
- Grades 3-8 Math Interventionists will virtually work with small groups of students identified for intervention during the SGI time block at least 3 times per week.
- Expectations for classroom teachers and interventionists remain the same as in the past.
 - Intervention is supplemental support and should not replace whole group lessons
 - The Classroom teacher is responsible for providing some small group support for students in addition to the support from the interventionist
 - Interventionists and Classroom Teachers will be responsible for determining a student's grade and communicating with families.

Role of Aides

- Shared Aides, Instructional Aides and Classroom Aides will be asked to provide some students with virtual or in-person small group or 1:1 support. Classroom aides who are working as partner teachers in grades 2-5 will provide this support on the virtual days. This will give students the opportunity for immediate and ongoing feedback and guidance on assignments. The aides can also support in accelerating learning and filling learning gaps.

ExtraCurricular Clubs

- If appropriate, clubs will be offered virtually.

Food Service Plan

- In preparation for meal pick-up and delivery during Remote Instruction, the district would send out a survey to all families receiving free and reduced lunch to determine who is interested in participating in the meal program during the school closure period.
- The Food Service Director and kitchen staff come into the building one or two days per week to prepare and package a week's worth of breakfast and lunch.
 - In the event some employees are not able to come in to help, we may need assistance from the administration.
- SFA Name: Nutriserve Food Management Company
- Schools/Site where distribution of meals will take place:
 - Logan Elementary/Middle School - Time to be determined
- Distribution Procedures:
 - Resident families with children age 18 or under will come to the pickup locations to pick up a week's worth of meals for each child in their household:
 - The students do not need to be present.
 - No one is required to show ID or sign
 - If driving, families will remain in their cars and meals will be placed in their trunks
 - If walking, families will pick up their meals in a socially distanced location.
- Food safety requirements will be met:
 - All Logan Township and Nutri-Serve employees wear masks and gloves while food is handled.
 - All food-prep surfaces and storage containers are disinfected before and after use.

Facilities Plan

- In the event of a building or district shutdown based on a local outbreak, the custodial staff would be called in to disinfect the entire building. This would include all flat surfaces and seating in classrooms, offices and common areas. Additionally, athletic equipment, lockers and electronic devices would also be wiped down with disinfecting wipes.
- Restrooms would be disinfected from ceiling to floor using the Kaivac system and Virex II 256.
- Logan maintains an ample inventory of disinfecting agents, so that we could implement this plan at a moment's notice and have sufficient supplies to disinfect the entire district.
- Maintenance and custodial staff follow CDC guidelines for PPE and social distancing. Additionally, work and break schedules have been modified to minimize the number of people in any given area.

Essential Personnel

- Essential personnel would be asked to come into the building for a specific task, only if needed.
- The only essential personnel in the building would be custodians completing deep cleaning. All staff in the building will be working at a safe distance from one another and using established Best Practices for social distancing.

Administration/Cabinet - all work from home on a daily basis: *Google Meet* meetings held as needed, would include the following:

- Superintendent
- 2 Building Principals
- 1 Child Study Team Supervisor
- 1 Chief Academic Officer
- 2 Instructional Supervisors
- Business Administrator
- 2 IT staff
- Facilities Manager

IT Department Personnel - available from home to address all IT-related issues for both staff and parents. The IT Department is part of the bi-weekly Google Meets with Administration, referenced above.

- 2 Tech Specialists

Food Service Staff -prepare shelf-stable breakfast and lunches

- Food Service Manager and 7 Food Service Workers

- Possibly, Aides who have volunteered to help prepare meals

Business Office Staff - Payroll and Paying of Bills

- 1 Business Administrator - all usual responsibilities with the addition of overseeing the meal distribution
- 1.6 Business Office Secretaries and 1 Administrative Assistant - working from home; available to come to the district office, as needed to pay bills and complete payroll activities

Secretaries

- 4.5 working from home
- 1 District Administrative Assistant (AA) - comes into office, as necessary

Custodians and Maintenance Workers

- 2 Maintenance workers practicing social distancing as they complete their tasks both inside and outside of building
- Maximum number of 13 Aramark-contracted custodians will practice social distancing while they are involved in deep cleaning of all areas of school buildings.

Counselors

- School Counselors - working from home; keeping in regular communication with school principal while ensuring social and emotional health of staff and students

Nurses

- 3 School Nurses - keeping in regular communication with school principals

Child Study Team

- 1 Social Worker; 1 LDTC and 1 School Psychologist - have daily office hours and keeping in daily communication with Supervisor of Special Services
- Two Speech/Language Therapists providing teletherapy from home

Other Considerations

- The transportation department will ensure that students who are out of district, which may still be open, receive transportation to their designated schools.
- Clubs can be held virtually at the end of the instructional day if agreed upon by the club advisors.