



Mullica Township School District

Emergency Virtual/Remote Instruction Plan

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Superintendent of Schools

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FOREWORD

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction and other services in the event of a public-health related district closure so that Districts can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that students continue to receive high quality, standards-based instruction, our district must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during 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.

As part of this plan, the Superintendent must 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 a 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.

Districts must include the statutory requirements listed in the “LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY,” in their plans for virtual or remote instruction for each school year. The current plans must be approved by the District’s board of education or board of trustees (board), submitted to the county office of education for review and approval, and posted on the LEA’s website – www.mullicschools.com. In the event that the District is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive.

Sincerely,

Andrew Weber

Superintendent of Schools

REMOTE/VIRTUAL INSTRUCTION PLAN

Mission Statement

In an effort to prepare students to be college and career ready, the mission of the Mullica Township School District is to celebrate diversity by creating an emotionally and behaviorally safe learning environment where academics and the arts are esteemed.

While it is the unspoken goal of our district to provide this education in-person to all students, there is the potential that the district or a school may be closed to in person instruction due to health concerns, safety issues, or other mitigating circumstances that would warrant temporary closure. In the event that these kinds of closures become necessary, it may be advisable to institute Remote/Virtual Learning to ensure the continuity of education for Mullica students. It is important to note that districts must be prepared to move from in-person learning to virtual at any time and without notice.

As noted in N.J.S.A. 18A:7F-9(c): The commissioner shall define virtual and remote instruction and establish guidance for its use. The guidance shall provide schools with information on: (1) providing instruction to students who may not have access to a computer or to sufficient broadband, or to any technology required for virtual or remote instruction; (2) the required length of a virtual or remote instruction day; (3) the impact of virtual or remote instruction on the schedule for administering State assessments; and (4) such other topics as the commissioner deems necessary.

Delivery of Instruction

The primary means of the delivery of remote and virtual instruction shall be the utilization of the Google Suite of Services. As components of these services, all students in grades PK-8 shall have access to one or more of the following:

- Google Classroom Accounts for each of their classes or instructors
 - ✓ For the posting of assignments, notes, instructional videos, etc.
 - ✓ For asynchronous instruction or feedback from teacher to student.
 - ✓ To communicate important information and messages to students and families

- Google Meet Invitations for each of their classes or instructors
 - ✓ For “live” communication with instructors, other students, or presenters
 - ✓ For “live” instruction in various subject/content areas
 - ✓ For synchronous instruction of specific content areas

- Several other applications from the Google Suite of Services including but not limited to: Google Slides, Google Drive, Google Sheets, Google Docs.

- Formative and summative assessments will continue to occur according to the district’s curriculum.

- The Administrative Team will be monitoring teacher and student performance throughout the duration of the distance learning period.

- Depending on the age and grade level of students, other applications (Class DoJo) that provide real time and/or asynchronous instruction and feedback shall be utilized.

Remote/Virtual Instruction School Day

Specific schedules will be utilized to ensure that students have a minimum of four hours of instruction on days when the school(s) must be closed for remote/virtual learning. Below are the schedules for each school and program in the district:

Arrival/Dismissal: 8:25am/3:25pm

Primary School Bell Schedule		
Period	Start Time	End Time
Homeroom	8:40	8:52
1	8:54	9:34
2	9:36	10:16
3	10:18	10:58
4	11:00	11:40
5	11:42	12:22
6	12:24	1:04
7	1:06	1:46
8	1:48	2:28
9	2:30	3:10
Homeroom	3:12	3:25

Lunch Periods:

5th/6th Grade Lunch 6th Period

7th/8th Grade Lunch 5th Period

Minimum Weekly Instructional Periods:

English Language Arts: 10

Mathematics: 7

Science: 7

Social Studies: 5

Health/ PE/ Related Arts: 5

Additional Details (both schools):

*Students will have at least 5 periods/week to work independently or seek assistance from teachers.

Middle School Bell Schedule		
Period	Start Time	End Time
Homeroom	8:40	8:52
1	8:54	9:34
2	9:36	10:16
3A	10:18	10:37
3B	10:39	10:58
4A	11:00	11:19
4B	11:21	11:40
5A	11:42	12:01
5B	12:03	12:22
6A	12:24	12:43
6B	12:45	1:04
7A	1:06	1:25
7B	1:27	1:46
8A	1:48	2:07
8B	2:09	2:28
9	2:30	3:10
RAP	3:12	3:25

Addressing the Digital Divide

To ensure that students have adequate access to technology that is required for virtual learning, the district will ensure the following annually:

- During the first week of the decision to teach virtually, the district will survey all parents to determine the following:
 - The extent to which they have adequate devices to access virtual learning. (Laptops, PC, Chromebooks, iPads, etc)
 - The extent to which they have adequate access to Wifi or other connectivity to access virtual learning.
- Surveys will be conducted through each Homeroom class as necessary.
- Survey data will be collected and shared with administrators and technology personnel so that plans can be made to ensure that students who do NOT have access to adequate technology or service are given such access to facilitate a virtual learning environment.

Based on survey data collected, the district will annually ensure the following:

- That budgetary funds are set aside for the provision of devices to students who are in need of adequate technology.
- That budgetary funds are set aside for the provision of “hotspots” for students who lack any or adequate access to the internet in their homes

Such technology and access shall be provided by schools to the families of those in need.

Addressing Special Education Needs

The Mullica Township School District Remote or Virtual Instructional Plan addresses the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.

- Instruction will be delivered through Google Classroom
- Optional individualized instructional packets prepared by the Special Education teacher in self-contained classrooms in addition to Google Classroom when applicable.
- Students will still continue to be provided Accommodations/Modifications per their IEPs to the greatest extent possible.
- Lessons will be differentiated to provide support (extended time, teacher assistant support,) via the Google Classroom platform
- Teacher assistants and inclusion teachers in content specific classes are available in order to modify assignments and support as needed.
- Teachers will continue to utilize OnCourse, email, Class Dojo, or other acceptable means of communication to keep parents/guardians informed of student progress/concerns.
- The Supervisor of Special Education will meet with all Special Education Teachers and Related Service providers throughout this process and will maintain communication with all members of the Special Education Department

The Mullica Township School District Remote or Virtual Instructional Plan addresses methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications.

- Contact is logged in Frontline IEP Direct as a source of documentation/tracking.
- All emails are saved as a source of documentation/tracking.
- Case Managers and Related Service Providers will continue to log SEMI Medicaid Services for all eligible meetings and sessions.
- Case Managers will continue to regularly keep teachers, counselors and administrators updated on student progress, concerns, etc.

Addressing English language learners (ELL) Needs

- English as a Second Language and/or bilingual education program will be aligned with State and Federal requirements to meet the needs of ELLs.
- The ELS instructor will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information.
- The district will utilize differentiated instruction for all ELL learners to ensure equitable access to technology and the district's curriculum.
- 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

- Staff will ensure a student's presence by requiring that cameras and sound be turned on by the students and staff.
- Staff will continue to take attendance through their homeroom class in OnCourse.
- Staff will communicate with the family when a student is not participating in online instruction and/or submitting assignments.
- Promotion, retention, graduation, discipline and other administrative decisions will be guided by district approved policies.
- Parents will be advised to call the absence number of each school on a daily basis should their child not be able to complete their assignments, indicating an absence. Secretaries or receptionists will record the absences in OnCourse by taking calls from parents from the absence line/emails.
- Attendance will be taken by the building administrators/secretaries based upon parent phone calls/emails.
- Parent calls will be logged, inputted into the OnCourse program, and daily attendance lists will be published to faculty via email to gauge assessment completion.
- Staff will contact parents/guardians via phone/email should concerns regarding attendance arise.
- Code of conduct expectations are expected to be maintained throughout the duration of the class period/school day.

Safe Delivery of Meals

To ensure that students who qualify have adequate access to meals, the district will:

- Maintain an updated database of students who qualify for free or reduced lunch
 - This data will be maintained through the OnCourse Student Information System and shall be coordinated by the Business Administrator and District office staff.
- Meals will be provided to all students/families on a "grab and go" basis at a central location for all students. The district may consider food delivery for needy families on a case by case basis.
- Communication on how families can acquire meals will be provided through the district School Messenger system, and will be communicated through the district website: www.mullicschools.com

Facilities Plan

- All use of facilities by outside agencies will be canceled for the affected school(s).
- Custodial maintenance and grounds staff will continue to maintain the buildings and grounds throughout the extended period of closure under the direction of the Manager of Buildings, Grounds and Custodial Services.

Other Considerations

- The Mullica Schools are located in one building, therefore, if closed no transportation will be provided to either school.
- All non-virtual field trips will be canceled for the affected school(s).
- BOE approved co-curricular activities and athletics may occur remotely through virtual meetings/workouts.
- School bus(es) affected by the closure will encounter a deep cleaning, disinfection and sanitization process.
- School nurses will monitor health related items remotely.
- 504 accommodations will be provided for students and staff requiring additional assistance based upon individual request and physician documentation.
- The Superintendent will maintain regular communication with the necessary local departments (health, police, county)
- Students will be provided with enrichment opportunities/accelerated learning opportunities virtually, as needed and as assigned by the teacher.
- Counseling services will be provided in a virtual setting and online resources will be made available to staff, students and the school community to assist with the social and emotional health of staff and students.
- Title I Extended Learning Programs will be provided virtually if applicable.
- For the 21st Century Community Learning Center Program, resources will be provided virtually to the school community.
- Intervention services and resources will be provided virtually to students requiring credit recovery.
- Other extended student learning opportunities will be provided to the school community virtually and/or electronically.
- District will provide resources available to families exhibiting childcare needs.
- District will provide communication to the school community regarding programming.
- Please note that this document constitutes only the provision of remote/virtual learning. In the event that the school or district must institute remote/virtual learning there will be more information that is school-specific and grade level specific for all students.
- Principals will share this information with parents and staff, and will also detail specific requests and requirements for their school.
- Additional information will be provided to parents and staff by building principals and central administration as information becomes available.
- Revised or more detailed information for the school day - including meals, entry/exit points, screening procedures, etc - will come from the Principals of each building under

separate heading for each phase.

- Principals will notify parents of student schedules as well as any changes.
- The Plan (including any changes) will be posted on the district website:
www.mullicschools.com
- There will surely be questions about the plan, as well as particular details that parents and staff would like more information about for particular schools. Please reach out to the building principals first with any questions:

Donna Leshner, Elementary School Principal – dlesher@mullicschools.com

Maris Lynn, Middle School Principal – mlynn@mullicschools.com

Essential Employees

The District will identify and provide a list of essential employees to the county office at the time of the district's transition to remote or virtual instruction.