

HARDING TOWNSHIP SCHOOL



Dr. Matthew A. Spelker
Superintendent of Schools

Mr. Edward Appleton
Interim School Business Administrator

Mrs. Mary Donohue
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March 19, 2020

Dr. Angelica L. Allen-McMillan, Interim Executive County Superintendent
Morris County Office of Education
P.O. Box 900
Morristown, NJ 07963-0900

Dear Dr. McMillan:

In the event of a public health related school closure, Harding Township School (HTS) is prepared to offer remote learning in order to continue the provision of instructional services to enrolled students. The district will provide direct services, online instruction and services provided through contract with another board of education to meet the needs of all of the students in our charge. The proposed plan accounts for equitable access to instruction for all students as well addresses the provision of appropriate special education and related services for students with disabilities. As a note, we consider this a fluid, working document and changes will be made as guidance is received from NJ DOE.

Overview of Technology Preparedness:

On March 9, 2020, Harding Township sent a survey, via email, using Google Forms to identify technology needs in each individual home. The survey asked: is the home is equipped with internet access, how many devices are present in the home with internet access and how many HTS students are in the home. With the collected data, HTS has planned for the distribution of ChromeBooks to facilitate remote learning for any families in need.

As a means of providing direct instruction, Harding Township School will utilize Google Meet (or a similar medium). This platform will allow for real-time instruction to occur with authentic interaction between student and teacher. To prepare for this, the district has installed Google Meet as a feature on Google Classroom accounts for all K - 8 students. All K – 8 students have Gmail accounts. Professional development on the utilization of Google Meet will be provided during upcoming in-service days to all teachers. Additionally, resources are being developed to support parents and students on the use of Google Meet and Google Classroom during any period of school closure.

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Staff Expectations

All Harding Township School instructional staff will be provided flexibility to work remotely until further notice. Each building principal is collecting attendance information through a Google Form or similar measure. Staff members are expected to be online for a portion of the day with their students in interactive learning. The length of the school day for staff remains unchanged.

All personnel-related activities will continue to be overseen by the Business Office, including but not limited to daily absence management, short- and long-term leaves of absence, payroll and health benefits concerns, and legal compliance with items such as electronic device usage, photo and video consent, and copyright fair use.

Attendance:

- All K - 5 classes will conduct a daily morning meeting at 9am via Google Meet.
- K – 5 teachers will take attendance during Morning Meeting and transfer to Power School.
- Attendance for students in grades 6 – 8 will be taken when students join a Google Meet session in the core content areas and be transferred to Power School.

ELL:

- Harding Township School does not have any ELL students enrolled at this time.

Free & Reduced Lunch:

- Harding Township School has less than 2% of its student population who receive free and reduced lunch.
- Due to the small number of students (5), lunch will be provided directly to the home of these students.

General Information for Remote Learning Implementation

- Prior to any closure, all passwords and login information will be shared with parents. Additionally, teachers will prepare an updated list of all password/login information to assist students and parents as needed.
- Teachers and students in grades 3-8 will routinely practice joining Google Meet and review accessing Google Classroom.
- Resources for parents will be prepared with detailed instructions for accessing both Google Meet and Google Classroom, shared via email and posted on the district website.
- Teachers and administrators will continue current standards of communication with parents through any school closure.
- Teachers will be accessible for student questions through Google Classroom and email.

Kindergarten – Fifth Grade:

- All K - 5 students will receive four hours of remote instruction each school day.
- Each school day will begin at 9am with morning meeting conducted using Google Meet.
- In the meeting, students will connect with the teacher and hear an overview of the day.

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- The four-hour day will be broken into English Language Arts (reading, writing, word study), math, science/social studies.
- Using a hybrid of Google Meet and Google Classroom, students will receive instruction from the teacher and be given work to be completed independently.
- Using Google Classroom, teachers will provide parents with resources to support their children’s learning.
- Folders will be created in Google Classroom by special teachers to provide enrichment for students in the special content areas.
- Students will continue using online resources with which they are already familiar due to use in their current classrooms. Resources for online learning include but are not limited to:
 - iReady
 - Reading A-Z
 - Brain Pop
 - TCI Science
 - Storyworks
 - Reading Works
 - Newsela
 - Discovery Education
 - Kahoot
 - Epic
 - Prodigy
 - Scholastic News
 - Spelling City

Middle School Remote Learning Schedule

	9:00 – 10:00	10:00 – 11:00	11:00– 12:00	12:00 – 1:00
Sixth Grade	Math	ELA	Science	Social Studies
Seventh Grade	Science	Math	Social Studies	ELA
Eighth Grade	ELA	Social Studies	Math	Science

- Middle school students will have an hour of remote instruction in each core content area
- The hour will be a combination of direct instruction and independent work
- Using a hybrid of Google Meet and Google Classroom, students will receive instruction from the teacher and be given work to be completed independently
- Students will submit work through Google Classroom and receive teacher feedback
- Students will have clear instruction on assignments through postings on Google Classroom
- Teachers will be available for conferring and to answer questions through Google Meet

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General Guidelines for Remote Learning

- All teachers will have at least one “live” session or post a touchpoint video each day
- Teachers will use digital platform to maintain positive, personal connections with students
- Teachers will be mindful of screen time and balance assignments with the health and wellness of the students in mind
- Despite the virtual learning environment, school is in session and all faculty and staff will conduct school business as under more traditional circumstances

Services for Students with Special Needs

All services will specifically focus on addressing the goals and objectives outlined in each student’s Individualized Education Program (IEP). Special education staff members shall provide academic work consistent with standards and curriculum, as well as, accommodations and modifications to the work assigned to students on remote learning days. Preschool students will be provided with the appropriate pre-readiness curriculum. Special education staff shall collaborate with general education teachers and other staff as appropriate to ensure continuity of instruction for special education students and to adapt the learning resources noted above at all grade levels to the learning needs of students.

For students who attend Out of District Placements, Child Study Team members will regularly consult with parents, as well as, representatives from the respective Out of District Schools to ensure continuity of programming for students during school closures. In the event that any and all Out of District Schools remain open, the district will continue to provide transportation for students. Parents are encouraged to reach out to their child’s case manager directly with any specific questions or concerns.

Counseling Services and Nursing Services

District counseling and nursing staff will be available remotely to interact with students, answer questions they might have, and provide them with support via either telephone or email. Counseling and nursing staff will keep a log of all interactions with students and will follow up with them in person upon the return to school. The school nurse will regularly monitor the status of medically fragile students through regular consultation with parents, as well as, the students’ treating medical professionals.

Other Related Services

Related service providers will use a variety of tools and modalities to engage students and provide for continuity of service. The related service providers will gather and disseminate relevant materials and resources including instructional applications in order to support students in their home setting. All activities will be developed within the context of each student’s individual goals and objectives as outlined in their IEP. This applies to all related services including speech, occupational and physical therapy, counseling, behavior consultation, as well as, teacher of the deaf/hard of hearing services. Child study team members shall remain in contact with their students and families during a school closure and provide the necessary and appropriate support as needed.

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Child Study Team Services

Child Study Team members will continue to provide consultation services to students, staff, and parents via telephone, email as well as through Google applications. As appropriate and necessary, child study team meetings such as Initial Eligibility, Reevaluation(s) and Annual Review(s) will occur via phone conference and include participation from all required individuals including parents, CST members, General/Special Education Teachers and other personnel as necessary. During the school closure, all CST evaluations that require direct assessment of the student will be placed on hold. The CST will communicate with parents and carefully keep track of those evaluations that will need to take place upon students return to district. School Social Workers will continue to conduct social assessments via extensive review of records as well as a clinical interview with parents.

The members of the Child Study Team will remain in frequent contact with general and special education teachers, as well as, related service providers to ensure implementation of services for students during the school closure as well as to determine the potential need for compensatory services for students upon their return to school. Any such determination will be made on a case by case basis, through the collaborative efforts of the IEP team and be based on a comprehensive review of students' individual needs.