



Montgomery Township School District

Chapter 27 Emergency
Virtual Learning Plan
2022-23

Overview

MTSD will utilize multiple tools within the G-suite of Educational Services in order to provide access to a rich and diverse daily learning plan to our students. During the time in which the ***distance learning plan*** is in place, students will participate in a hybrid learning experience in which teacher instruction, digital resources, and paper/ printable assignments will blend together in order to provide academic engagement to all students.

The remote learning plan will be accessed on the home page of the district's website.

(<https://www.mtsd.k12.nj.us/montgomerytsd>)

- **Preschool - Grade 4**
 - a *daily learning plan* will be posted to SeeSaw(K-2) or Google Classroom (3-4) that will include posted times of synchronous lessons and asynchronous learning activities.
 - Google Meet will be used as our video learning platform.

- **Grades 5-12**
 - teachers will post learning activities within their already established Google Classrooms
 - Google Meet will be used as our video learning platform
 - Classes will be a combination of synchronous lessons and asynchronous learning activities.

School Schedules

- During fully remote instruction, school days run on a modified full-day schedule.
- If schools must cohort in order to decrease population in the schools, buildings will run on a 4-hour instructional day, with additional time for recess.
- The same daily learning routine will be followed in Kindergarten through Grade 4

Orchard Hill Elementary School

Fully Remote School Day

9:35	Morning Meeting
9:50-10:30	Period 1
10:35- 11:15	Period 2
11:20-12:00	Period 3
12:05-12:45	Period 4
12:50-1:30	Period 5
1:35- 2:15	Period 6
2:20-3:00	Period 7
3:05-3:45	Period 8
3:50-3:55	Closing Learning Activity

- Lunches and recesses occur between 10:35-2:20 at VES
- Lunches and recesses occur between 11:30-1:45 at OHES

Fully Remote Early Dismissal Day

9:35	Morning Meeting
9:50-10:10	Period 1
10:15-10:35	Period 2
10:40-11:00	Period 3
11:05- 11:25	Period 4 (End K AM)
11:30-11:50	Period 5
12:00-12:20	Period 6 (Begin K PM)
12:25-12:45	Period 7
12:50-1:10	Period 8
1:15-:1:35	Closing Learning Activity

- Lunches at OHES will run from 10:50-12:40
- Lunches at VES included in Periods 4-8

Hybrid School Day

9:35	Morning Meeting
9:50-10:10	Period 1
10:15-10:35	Period 2
10:40-11:00	Period 3
11:05- 11:25	Period 4 (End K AM)
11:30-11:50	Period 5
12:00-12:20	Period 6 (Begin K PM)
12:25-12:45	Period 7
12:50-1:10	Period 8
1:15-:1:20	Closing Learning Activity
1:35-2:35	Dismissal/Student Travel/Lunch
2:35-3:55	Virtual Instruction

- Recess included in Periods 1-8

K- Daily Schedule

MORNING		Afternoon
9:35	Morning Number Routine	1:15
9:45	AM Block 1	1:25
10:30	Snack	2:10
10:40	Recess	2:20
11:00	AM Block 2	2:40
11:30	Related Arts/Science	3:00
12:00-12:15	Closing Learning activity	3:45-3:55

Village Elementary School

Fully Remote School Day

9:35	Morning Meeting
9:50-10:30	Period 1
10:35- 11:15	Period 2
11:20-12:00	Period 3
12:05-12:45	Period 4
12:50-1:30	Period 5
1:35- 2:15	Period 6
2:20-3:00	Period 7
3:05-3:45	Period 8
3:50-3:55	Closing Learning Activity

- Lunches and recesses occur between 11:30-2:05 at VES
- Lunches and recesses occur between 11:05-1:55 at OHES

Fully Remote Early Dismissal Day

9:35	Morning Meeting
9:50-10:10	Period 1
10:15-10:35	Period 2
10:40-11:00	Period 3
11:05- 11:25	Period 4 (End K AM)
11:30-11:50	Period 5
12:00-12:20	Period 6 (Begin K PM)
12:25-12:45	Period 7
12:50-1:10	Period 8
1:15-:1:35	Closing Learning Activity

- Lunches at OHES will run from 10:50-12:40
- Lunches at VES included in Periods 5-8

Hybrid School Day

9:35	Morning Meeting
9:50-10:10	Period 1
10:15-10:35	Period 2
10:40-11:00	Period 3
11:05- 11:25	Period 4 (End K AM)
11:30-11:50	Period 5
12:00-12:20	Period 6 (Begin K PM)
12:25-12:45	Period 7
12:50-1:10	Period 8
1:15-:1:20	Closing Learning Activity
1:35-2:35	Dismissal/Student Travel/Lunch
2:35-3:55	Virtual Instruction

- Recess included in Periods 1-8

Lower Middle School

Fully Remote School Day

Grade 5	Period	Grade 6	Period
8:25 - 8:45 20	HR	8:25 - 8:45 20	HR
8:48 - 9:40 52	1st	8:48 - 9:40 52 SNACK	1st
9:43 - 10:35 52 SNACK	2nd	9:43 - 10:35 52	2nd
10:38 - 11:30 52	3rd	10:38 - 11:30 52	3rd
11:33 - 12:25	lunch	11:33 - 12:25 52	4th
		12:28 - 1:20	lunch
12:28 - 1:20 52	4th		
1:23 - 2:15 52	5th	1:23 - 2:15 52	5th
2:18 - 3:10 52	6th	2:18 - 3:10 52	6th

Fully Remote Early Dismissal Day

5th Grade		6th Grade	
8:25 - 8:31 (6)	Homeroom	8:25 - 8:31 (6)	Homeroom
8:34 - 9:11 (37)	Period 1	8:34 - 9:11 (37)	Period 1
9:13 - 9:50 (37)	Period 2	9:13 - 9:50 (37)	Period 2
9:53 - 10:40 (47)	Period 3 *Snack will occur at this time	9:53 - 10:40 (47)	Period 3 *Snack will occur at this time
10:43 - 11:20 (37)	Period 4	10:43 - 11:20 (37)	Period 4
11:23 - 12:00 (37)	Period 5	11:23 - 12:00 (37)	Period 5
12:03 - 12:40 (37)	Period 6	12:03 - 12:40 (37)	Period 6

Hybrid School Day

Time	Period
8:25 - 8:31	HR
8:35 - 9:20	1
9:23 - 10:08	2
10:11 -10:56	Break
10:59 - 11:44	3
11:47 - 12:30	4
12:30 - 1:30	Travel/ Lunch
1:30 - 2:11	5
2:14 - 2:55	6
	Dismissal

Upper Middle School

Fully Remote School Day

7TH GRADE		8TH GRADE	
TIME	A DAY	TIME	A DAY
8:20-9:40	BLOCK 1A /HR	8:20-9:40	BLOCK 1A /HR
9:50-11:05	BLOCK 2A	9:50-11:05	BLOCK 2A
11:15 - 12:30	BLOCK 3A	11:05 - 11:45	LUNCH
12:30-1:10	LUNCH	11:45-12:15	FLEX
1:10-1:40	FLEX	12:25-1:40	BLOCK 3A
1:50-3:05	BLOCK 4A	1:50-3:05	BLOCK 4A

Fully Remote Early Dismissal Day

Time	Period
8:20-9:20	Block 1/HR
9:25-10:20	Block 2
10:20-10:40	Break
10:40-11:35	Block 3
11:40-12:35	Block 4

Hybrid School Day

Time	Period
8:20-9:40	BLOCK 1/HR
9:50-11:05	BLOCK 2
11:15 - 12:30	BLOCK 3
12:30 - 1:10	Lunch/Travel
1:10-1:40	FLEX
1:50-3:05	BLOCK 4 All Virtual

Montgomery High School

Fully Remote School Day

Block	Begin	End	
1	8:00	9:10	
2	9:20	10:30	
UL	10:30	11:20	Student Lunch; Teacher CLTs
3	11:20	12:30	
4	12:40	1:50	
	2:00	2:30	Remediation/ExtraHelp

Fully Remote Early Dismissal Day

Block	Begin	End	
1	8:00	8:55	
2	9:00	9:55	
3	10:05	11:00	
4	11:05	12:00	

Hybrid School Day

Block	Begin	End	
1	7:45	8:50	5 Minute Morning Announcements
2	8:55	9:55	
3	10:00	11:00	
4	11:05	12:05	
	12:10	12:40	Student Dismissal; Teacher Lunch
	12:40	1:30	Student Arrive Home; Teacher CLT
	1:30	2:30	Remote Learning

Attendance

Teachers will use the information system (Genesis) to record attendance. In a remote learning environment, students will be marked present when they are in class and engaging with the teacher and the instructional activities.

Teacher Responsibilities

- ALL teachers are expected to have a virtual learning platform (Google Classroom or SeeSaw) on which they will post daily learning as well as synchronous class meeting times.
- ICS, Resource, Special Education Teachers, Therapeutic Specialist will create separate plans to be shared with their students only via a Google Classroom or teacher website.
- Teachers should **adapt** learning activities with **independent learning** in mind. Whenever possible audio and visual resources should be included.
- Minimal materials should be necessary for any activities
- Teachers are expected to be online during the students' school day to answer students and parent emails.
- If a teacher is sick, they must report in via Frontline and turn on an auto-responder via their email.
- If a student is not actively participating in class or regularly turning in assignments, the teachers will notify the parent via email and inform the guidance department.
- Teachers in grades 5-12 will continue to offer 1-hour of virtual, synchronous, after-school academic help per week.

Student Responsibilities

- Students are expected to be logged on and working through their assigned learning activities during the schedule established for their grade-level. Students are required to have their cameras turned on during synchronous learning.

- Students in Grades 5-12 may be asked to submit assignments via Google Classroom.
 - Students are expected to complete all assigned work
 - Traditional grading will remain in place.
- Students in Grades 3 & 4 may be asked to submit assignments via Google Classroom.
 - Students are expected to complete all assigned work
 - Traditional grading will remain in place.
- Students in PK-2 may be asked to submit assignments via SeeSaw.
 - Students are expected to complete all assigned work
 - Traditional grading will remain in place.
- Parents of students in Grade PK-4 should use email to communicate questions to teachers.
- Students who become ill should be reported absent from the school day.

Counseling and Special Services

(Including students receiving counseling services, Special Education and Related Services)

- Preparation for how evaluations, IEP reviews, eligibility, and reevaluation meetings will be rescheduled?
 - CST members will conduct IEP reviews, eligibility and reevaluation meetings virtually via teleconferencing with families and teachers. Based on the availability of parents, some meetings will be rescheduled upon return to in-person school. Assessments and observations of students will be rescheduled until their return to in-person school. When considering classification, if it is determined that enough information is available to the team, a program may be proposed, and an IEP drafted. Draft documents will be provided electronically to parents in advance. Detailed instructions on how to participate in the Google Phone Conference Meetings will be provided to parents and teachers.
- Communication with parents in their native language?
 - MTSD district-approved translators will be available during the distance learning period to attend virtual meetings and assist with communication. Requests will be handled through individual case managers. District communications will be

sent via Blackboard e-blast, which translates the communication into a family's identified home language.

- Needs of students who are medically fragile?
 - Instruction continues for services for medically fragile students via their OOD school, home instruction or distance learning plan. District school nurses will be available to families via email throughout the school day.
- Communication with out of district schools including what will happen if the district is closed and the school is not?
 - All CST case managers will contact OOD schools to coordinate services for MTSD students. A county-wide OOD status document will be monitored and edited in real-time by the Director of Special Services. This document will be shared with the transportation department, support staff and business administrator.
- Transportation for students attending out-of-district schools and when and how to inform vendors if schools close?
 - The MTSD Transportation Department will be notified of OOD school closings via direct communication from the OOD school and through a county-wide shared Google document that provides real-time status updates on OOD schools.
- Describe the methods used to document IEP implementation, including the tracking of services, student progress as well as the provision of accommodations and modifications.
 - IEP implementation and tracking of services is tracked through a multi-modal approach. The district utilizes Frontline IEP Direct to manage the special education documents and compliance with dates. The service providers will be using service logs to track services delivered. Additionally, the Child Study Team secretaries will be tracking all meetings held, meetings to reschedule and the documents that will need to be printed for the student file upon resumption of in-person access to files. Student progress via the IEP goals and objectives will be reported in the IEP Frontline Direct system through narrative and progress notes for the goals and objectives that to the best extent possible the district has addressed.

- Describe how case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.
 - Case managers and related service providers will contact families regularly via email, telephone, and/or Google Meet to discuss any concerns, troubleshoot any issues and make changes to plans as needed.
- Provision of teletherapy will be dependent on current state guidelines.
 - MTSD school counselors, Child Study Team members, and related services providers will utilize a multimodal approach to providing counseling services and IEP driven related services to students. Parents will be provided a district consent notification with the option to opt-out of the potential of live or recorded, group and/or individual services, for students. School counselors, Child Study Team members and related service providers will follow a district-created procedure when establishing appointments, scheduling sessions and contacting parents/students.
- Students in need of credit recovery will utilize the online service of Educere, organized through the guidance office.

English Language Learners (ELLs)

- Students continue to attend their ESL courses.
 - Video/Voice platforms are utilized
 - Pre-recorded lessons are posted
 - Screen Sharing is used for instruction
- Students are supported in their regular instructional courses through modifications and support through Google Classroom where appropriate.
- ESL teachers email families with resources and strategies.

Family Communication

- ESL teachers and supervisor reach out to families via e-mail and telephone
- ESL teachers deliver needed supplies to student homes
- Tutorials in multiple languages for our technology platforms during DL

- MTSD ESL program has developed a well-articulated bank of translated documents into home languages for routine communication
- District sends out mass mailings and messages in word document through Genesis which translates the message into home language through Google browser
- Through Parent-Advisory Meetings, we have held technology training sessions for parents to assure they learn how to use this function among others.
- ELL students are identified within our student information system. All teachers are able to access digital tools with support and modifications for students experiencing an immigration transition.

Remote Learning Resources

<p style="text-align: center;">Academics</p> <p style="text-align: center;"><i>Digital tools and resources will be provided by ICS and resource teachers to scaffold access to the daily learning activities in each class.</i></p>	<p style="text-align: center;">Related Services</p> <p style="text-align: center;"><i>Therapeutic Service Providers will share and develop plans for each student/student groups using a variety of paper-based and digital resources.</i></p>	<p style="text-align: center;">Counseling</p>
<ul style="list-style-type: none"> - Google Classroom - Learning Ally - Digital Textbooks/Database - STAR360 Assessments - Freckle - Math at Home K-3 - Reflex Math 3-4 - MyON - Packets - Khan Academy - Educere's Temporary Instruction - Wilson (see link)<u>Example of substep 3.3</u> - For autism classes, Rethink lesson plans and/ or videos- teacher/ therapist created video models for parents to implement instruction 	<ul style="list-style-type: none"> - YouTube videos - Journaling Prompts - Free podcasts - Self-regulation activity outlines - Guided meditation links - Therapists created videos - Packets - Compensatory services 	<ul style="list-style-type: none"> - Virtual and telephonic mental health resources will be shared with all students. <ul style="list-style-type: none"> - 2nd Floor - NJ Hopeline - Crisis Text Line - National Suicide Prevention Lifeline - Counselors will use district email to provide support and communicate with students - Self-regulation activity outlines - Guided meditation links

Co-Curricular and Extra Curricular Programming

- Title 1 Extended School Day programs will run virtual and synchronous.

- Schedule B, stipend after-school clubs will run virtually.
- The athletic program would follow guidance from NJSIAA, and run in person when allowed.
- Community events, including PTA/PTO and other parent-led organizations, would continue virtually.

Technology Access

- MHS is a BYOD (Bring Your Own Device) high school.
- MHS families who need a district device will fill out a MTSD Technology Request, and accommodations will be made.
- Grades 5-8 are a 1:1 chromebook initiative.
- Grade Pk-4 would be provided with technology by the school district and required to use the district technology to participate in remote learning. A community e-blast would detail pick up instructions.
- MTSD families without wireless access to support virtual learning can request a hotspot to be assigned to their student's district-issued device.

Meal Service Plan

The Montgomery Township School District will provide pick-up locations throughout the District which will provide lunches for all students in the District who are eligible for free and reduced lunch. Pickups will be twice-weekly (Monday and Wednesday) at three locations in the District; the Pike Run neighborhood, the Blue Spring Road neighborhood, and in coolers located at the entrance to our H.S. between the hours of 11-1.

Facility Management

The Custodial and Maintenance staff will continue to perform necessary cleaning, maintenance, and repair of all district buildings, grounds, and equipment. The staff may also have the opportunity to complete certain improvement projects that would otherwise be difficult with students and staff present in the building.

Custodial Operation

- Cleaning & Disinfecting of the entire building at the beginning of the Remote Learning period. Then ongoing Cleaning & Disinfecting of areas used by staff and visitors (i.e. essential employees, contractors, etc.)
- Building checks to ensure security, proper operation of building systems, no leaks, etc.
- Maintenance of fire drills

- Maintenance of boiler logs
- Maintenance of emergency lighting
- Maintenance of classroom amenities (i.e. plants, fish, etc.)
- Incremental building improvements (i.e. deep cleaning, painting, etc.)
- Coordination of deliveries

Maintenance Operation

- Continued completion of work-orders
- Preventative Maintenance of equipment (i.e. chiller maintenance, fire pumps, grease traps, etc.)
- Response and coordination of new or emergent in-house repairs
- Response and coordination of new or emergent repairs with outside contractor
- Ongoing maintenance of all building grounds (lawns, trees, fields, etc.)
- Building & Site security
- Inter-district deliveries
- Opportunistic improvements that would otherwise be difficult with students and staff present

Transportation

- If necessary, school buses will be utilized to deliver food service.

Staff Mental Health

- Building-based trauma-informed teams will engage staff in wellness activities
- MTSD has retained the services of an Employee Assistance Program called Penn Medicine Princeton EAP, which can offer professional consultation on a broad range of personal, family, and work-related matters. We believe this service is a natural extension of self-help and will be available as a supplement to family, religious, or medical assistance.