

# Somerdale Park School

## 23-24 Emergency Virtual or Remote Instruction Plan

Mr. Robert Ford

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### **Essential Employees (list all):**

Mr. Robert Ford – Superintendent/Principal

Mr. William Thompson - Business Administrator

Mr. Kevin Kretschy – Vice Principal

Mr. Gregory Cesare – Director of Special Education

Mr. Shane Sammons – IT Director

Ms. Peggy Hughes - Director of Facilities and Maintenance

Ms. Richele Boyce - Food Service Director

Mrs. Mary Dow – School Nurse

Other staff to be determined if the move to full remote learning is necessary.

## **Equitable Access and Opportunity to Instruction**

### **Equitable Access**

- Somerdale Park School provides a Chromebook to every student in grades K through 8. Students in Grades K-2 leave their Chromebook in the school building. Students in Grades 3-8 take the tablet home with them on a daily basis. In the event of an emergency closure, students in Grades K-2 will be able to take their tablet home. The district is able to provide hotspots for families in need. All district devices are tracked by the district's SIS system.
- Full replacement inventory and technology help are available for students through the district's Technology Department which is located at 301 Grace Street, Somerdale, NJ, 08083. Technicians are available during normal school hours and by appointment. There is a helpdesk email ([help@somerdale-park.org](mailto:help@somerdale-park.org)) that is monitored constantly throughout the day.

### **Opportunity to Instruction**

- If needed, remote schedules for all grades will be available on the district website and sent out via the district messaging system, SwiftK12.
- The district will use Google Workspace as its virtual learning forum.
- Teachers will create and provide recurring links to connect with students via Google Meet.
- Fundamental guidelines for curriculum and instruction have been developed and provided for teachers outlining remote learning expectations.
- The school day will consist of live streamed, synchronous instruction provided through Google Meet, allocated time for asynchronous instruction, and "office hours" during which parents/teachers can schedule time for tutoring, enrichment, and/or intervention services.
- Online resources such as IXL, Reflex Math, BlackFacts, YouTube, EdPuzzle will be used to supplement synchronous instruction during time allocated for asynchronous instruction.
- Teachers will work from the school building unless a need to transition to full remote learning at which time teachers will work from home.
- District email as well as the online communication tools located in the Google Workspace/Classroom will allow for continued communication and collaboration between staff, students, and families. This includes teachers, administrators, counselors, child study team members, and other support staff.
- Student progress will be monitored through a combination of daily/weekly formative assessments, IXL, student classwork, and summative assessments.
- "Office Hours" will be used for additional synchronous instruction if needed, time for students to work asynchronously, intervention, support, tutoring, conferencing, meetings, etc.
- The following schedules will be implemented:

**K-5 Schedule (S = Synchronous Learning / A = Asynchronous Learning)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 8:45	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
8:45 – 10:00	ELA (S)	Math (S)	ELA (S)	Math (S)	ELA (S)
10:00 – 10:20	Break	Break	Break	Break	Break
10:20 – 10:45	Specials (S)	Specials (S)	Specials (S)	Specials (S)	Specials (S)
10:50 – 12:05	SS (S)	Science (S)	SS (S)	Science (S)	SS (S)
12:05 – 1:05	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess
1:05 – 3:15	Office Hours (A)	Office Hours (A)	Office Hours (A)	Office Hours (A)	Office Hours (A)

**6-8 Schedule (S = Synchronous Learning / A = Asynchronous Learning)**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 8:45	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
8:45 – 9:30	Period 1 (S)	Period 5 (S)	Period 1 (S)	Period 5 (S)	Period 1 (S)
9:35 – 10:20	Period 2 (S)	Period 6 (S)	Period 2 (S)	Period 6 (S)	Period 2 (S)
10:20 – 10:45	Break	Break	Break	Break	Break
10:45 – 11:30	Period 3 (S)	Period 7 (S)	Period 3 (S)	Period 7 (S)	Period 3 (S)
11:35 – 12:20	Period 4 (S)	Period 8 (S)	Period 4 (S)	Period 8 (S)	Period 4 (S)
12:20 – 1:15	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess	Lunch / Recess
1:15 – 3:10	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

**Special Area Schedule (all synchronous - would rotate weekly if needed)**

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	Music	Music	Music	Music	Music
1 <sup>st</sup>	Gym	Computers	Computers	Computers	Computers
2 <sup>nd</sup>	Library	Gym	Library	Library	Library
3 <sup>rd</sup>	WL	WL	Gym	WL	WL
4 <sup>th</sup>	Art	Art	Art	Gym	Art
5 <sup>th</sup>	STEM	STEM	STEM	STEM	Gym

## Addressing Special Education Needs

- Somerdale Park School will adhere to all the federal Individual with Disabilities Education Act (IDEA) requirements and New Jersey's Special Education Regulations for all students with disabilities.
- The Child Study Team will continue to communicate with all parents to ensure they are aware of the proper procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504 Plan as required by federal and state law.
- The Child Study Team will hold IEP meetings remotely, whenever possible (and as needed) depending on parents' ability to participate. Evaluations that can be completed remotely will be completed within statutory guidelines.
- Teachers will be required to provide the appropriate modifications needed to meet the requirements included in the student's individual education plan.
- Teachers will be required to provide the appropriate accommodations needed to meet the requirements included in the student's 504 Plan.
- The Child Study Team will continue to document IEP implementation. This includes, but is not limited to, progress monitoring, tracking of services, and fulfillment of modifications designated in the IEPs. As necessary and appropriate, documentation will be shared among case managers, special education teachers, therapists, and administrators using district email and shared Google Applications.
- Case managers will continue to fulfill their roles under NJAC. 6A:14 including:
  - Working collaboratively with all families regularly, solicit parent input on, and continue to monitor the IEP of their assigned students.
  - Communicating with parents of students in out of district placements as well as those schools for educational programming purposes and reviewing any needs that exist.
  - Working with all vendors to coordinate services and consultative services for parents. Compensatory services for any direct related services like speech, occupational and physical therapies, counseling and any others as listed in student IEPs will be reviewed and carefully monitored.

## **Attendance Plan**

- The district's Student Information System (SIS) OnCourse is used to take student attendance during a time period allocated for this daily task. This task is completed by the teacher assigned to that time period. Attendance policies/procedures including parent notification are handled following the same policies/procedures as if the LEA were operating "in-person" and in accordance with New Jersey's Compulsory Education Laws. If needed, participation and attendance will be considered when determining promotion, retention, graduation, and discipline.
- Students not meeting with success and/or not consistently handing in assignments will be monitored by the classroom teacher, case manager, and/or building administration. Remote learning schedules include teacher office hours that allow for conferences, tutoring, enrichment, and/or intervention services. Teachers will make initial parent contact and work with students during the time allocated for office hours.

## **Addressing English Language Learner (ELL) Needs**

- All instruction, services, and procedures (including entry/exit and assessment) will continue to be in compliance with N.J.A.C. 6A:15, Bilingual Education.
- English as a Second Language (ESL) Teachers will continue to deliver instruction and services to students in this subgroup.
- ESL teachers will meet with students to provide direct, live instruction to meet the learning needs of these students as well as scaffolded content area instruction to support general education classes.
- ESL teachers will continue to work with general education teachers both as push-in and in-class support (where available) and to provide appropriate scaffolding and accommodations.
- Communication with families is provided using the same methods outlined throughout this plan. Additionally, if needed, translated materials, outsourced translation services, and/or translation applications within the Google Workspace are utilized to enhance communication and make school meetings and/or instructional matters more effective.
- Staff at Somerdale Park School have received extensive training in the areas of social emotional learning (SEL), culturally responsive teaching, and trauma informed education. ESL Teachers and other school personnel will continue to have access to specialized professional development opportunities. These opportunities will be funded through Title II and Title III (English Learners and Immigrant Students) of the ESEA Grant for which the district participates in a consortium with a neighboring district being the lead LEA.

## Safe Delivery of Meals Plan

- As a part of a county-wide agreement, the district affirms that no matter where the students attend school, **students who live in the district community will be fed in-district**. This includes students in out of district placements, attend districts via school choice, attend private schools or attend another school due to a send/receive relationship.
- Specific measures will be put in place depending on the nature of the school closing. These expectation will be communicated to students, staff, and families. Communication methods include the district website, social media platforms, district email, and the district's messaging system, SwiftK12. In the event the closure is health related, the district will comply with the guidance provided by the Center of Disease Control (CDC) and New Jersey Department of Health (NJDOH).
- A customized meal distribution plan will be developed and communicated to students, staff, and families depending on the nature and duration of the school closing. In the event of a lengthy school closure extending beyond three days, meals will be distributed on Monday of each week during a specified time window. Students/families will be able to pick up five days worth of breakfast and lunch per student during each visit. The pick up location will be in the rear parking lot of Somerdale Park School (exterior cafeteria doors) located at 301 Grace Street, Somerdale, NJ 08083. Students/families can pick up five days worth of breakfast and lunch per student.
- Menu will be driven by the weekly menu of the current cycle and availability of food supply. CDC and NJDOH regulations and recommendations will be in place to ensure safety of food service workers and students/families.
- A combination of the essential employees listed on page one of this plan will work together in teams/shifts to ensure adequate support is provided to supply students/families with meals throughout the closure of the school.
- The Food Service Director will be on site to keep records of meals distributed and to oversee the food service operations and safety standards.

## **Facilities Plan**

- The school building and grounds are maintained daily. If the school building is closed, it will be cleaned and shut. Only identified essential personnel will be granted access. Indoor and outdoor areas will continue to be cleaned and disinfected routinely.
- During a period of extended closure the school building will have daily physical in-person visits, if needed. These will be by appointment only, approved by the superintendent, and include the applicable school personnel.
- Occupied areas used by essential personnel during an extended period of school closure will be cleaned and disinfected daily. Frequently touched surfaces are disinfected daily.
- Somerdale Park School is equipped with cameras and alarm systems with the capability to be monitored remotely.
- Maintenance Staff will maintain safe practices in accordance with CDC and NJDOH Guidelines.



## **Other Considerations**

### **Accelerated Learning Opportunities**

- Other extended student learning opportunities will continue to be offered to the greatest extent possible using a remote learning format.

### **Social and Emotional Health of Staff and Students**

- School counselors, child study team members, and nurses will be available on remote learning days. If there are concerns about a student's social-emotional needs, these school resources can be contacted using the district email.
- To best support our students, staff will be supported throughout the school year by school administration, school counselors, and other applicable school resources.
- Upon reopening, the district will make considerations to provide support around any possible family related incidents/deaths that students may have experienced during closure.

### **Title I Extended Learning Programs**

- Title I Extended Learning Programs will continue to be offered to the greatest extent possible using a remote learning format.

### **21<sup>st</sup> Century Community Learning Center Programs**

- N/A

### **Credit Recovery**

- Students needing to complete coursework due to excessive absence or non-participation will be required to attend the school's summer school program. If the school closure occurs in the summer, this program will be offered remotely following all plans outlined above.

### **Other Extended Student Learning Opportunities**

- Other extended student learning opportunities will continue to be offered to the greatest extent possible using a remote learning format.

### **Transportation**

- Somerdale is a non-bussing district. When needed, the district contracts with CCESC. Transportation to sporting events and/or field trips will not be necessary during a school closure.

### **Extra-curricular Programs**

- Extracurricular Programs will continue to be offered to the greatest extent possible using a remote learning format.

### **Childcare**

- The district's after school program will not operate during a school closure

### **Community Programming**

- The district will collaborate with the Somerdale Borough to capitalize on services and resources that may be applicable depending on the nature and duration of the school closure.