

2023/2024



**Vernon Township School District
Emergency Virtual/Remote
Instruction Program**

Instruction & Technology

Fully Remote Instruction and Assessment

- Teachers will use Schoology to communicate with families/students.
- Students will follow their regular schedules on the condensed remote schedule through Video Conferencing . Personalized intervention and enrichment activities will be offered to students during regular school hours after the condensed schedule
- Teachers will ensure that students are able to join the Video Conferencing link and post it on Schoology in the event that a shift to remote instruction is necessary.
- Instruction will include live-streamed synchronous instruction, assigned work in Schoology, and individual check-ins with students during teacher virtual office hours.
- Student cameras must remain turned on during instruction unless an accommodation is provided.
- Student conduct online must be appropriate and respectful as consistent with in-person learning and each school's code of conduct.
- Lack of student participation will be addressed by staff and administrator phone calls and/or emails to parents to address the issues and be considered as part of the course grade.
- The district will work with staff and families who do not have internet access to provide a district-issued hotspot. All students will be issued a district device.
- The technology staff is available to support students and staff with instructional technology assistance. Staff should submit technology work request tickets.

Attendance

- Attendance will continue to be taken normally by the classroom teacher via Video Conferencing. Chronic absenteeism will also continue to be addressed along with support for families in need.
- The standard for attendance in fully remote instruction will follow the same standard as outlined in the student handbook.
- Attendance calls will be received by our usual procedure in the event that a student is ill and unable to participate on any given day.

Food Service

- Meal pickups will be scheduled on-site at the High School as they have been in the past for students in accordance with guidelines disseminated by the NJ Department of Agriculture and the National School Lunch Program.

Teacher Expectations

- Staff members are encouraged to familiarize themselves with our district's online protocols and

platforms.

- Lessons will be taught synchronously based on individual building condensed schedules posted online and in Schoology.
- Teachers will be requested to provide regular feedback to students and families on areas of strength, concern, or expectations for remote students.
- Teachers will be requested to monitor the success of the students and communicate with parents as necessary.
- Teachers will be requested to review expectations for digital citizenship with students throughout the remote period.

Aide Expectations

- Aides who usually serve in physical classrooms supporting students and teachers may also provide support in the remote environment, especially for students with special learning needs, English language learners, and those that need additional support at home.
- Aides may provide support during remote sessions.
- Aides may support classroom instruction by communicating with teachers, students, and parents in a remote format.
- Aides that are 1:1, 2:1, or 3:1 will use the “breakout room” feature in Video Conferencing. Instruction and tech support will be provided by the teacher and IT, as needed to our aides.

Administrator Expectations

- The administrator is expected to support the needs of all students and staff and ensure that instruction and learning is occurring efficiently, consistently, and effectively.
- During a period of remote instruction, the staff will be supported via time for planning, collaboration, and relationship building.
- Training will be provided to staff as necessary on areas of identified challenge in the remote environment.
- The administration will work to create clear, consistent messaging to all students, staff, and community members.
- The administrators will be open to feedback from various sources throughout the period of remote instruction to allow for assessment of the experience from the perspective of students, teachers, and community members.
- Building administrators will contact parents regarding chronically absent students or students in danger of failing on a consistent basis.

Communication and Family Engagement

- Communication is essential to our ability to function efficiently throughout the duration of our remote instruction period.
- Communication will occur via the district communication portal, district website, and virtual/remote meetings via Video Conferencing.

- The district website and Apagey will be updated frequently to provide current information and details about any emergent issues or revisions to our practices.

Continuity of Operations

- If remote/virtual school is required due to a school closure as a result of a health concern, the building will limit individuals from the public to enter the building beyond the locked vestibule area.
- Lunch distribution will occur via refrigerated containers in the vestibule area at Vernon Township High School.
- Updates to the programming plans will be shared via the communication methods noted above.
- All extracurricular activities, trips, athletic competitions and practices, and facility use events will be canceled for the duration of the school closure.
- The facility will be maintained by essential staff during the period of closure.
- The staff will be staggered or assigned to specific areas of the facility to provide for safe working conditions.

Special Learning Needs and Student Support Services

- All students with special learning needs will be given support to access the curriculum. Direct instruction, small group, and individual remedial supports, and periodic check-ins will support the continued success of all students.
- Additional student support services will be provided remotely.
- The remote student management systems will be utilized to document IEP implementation including the training of services, student progress, as well as the provision of accommodations and modifications.
- Case managers will follow up with their assigned students via phone and email to ensure that services are implemented in alignment with the IEP to the greatest extent possible.
- Gifted and Talented Learners will be supported in the remote model of instruction with direct instruction, activities, and check-ins periodically scheduled.
- Response to Intervention – Tier 1 students will be provided with supports via the classroom teacher.
- Response to Intervention – Tier 2 and Tier 3 students will be provided with remote opportunities for supported instructional experiences with the interventionist teachers.
- Guidance support services will be provided to all students as needed to support mental health.
- Student support services (i.e., OT, PT, speech, CST, counseling, nursing) will be provided remotely, where practicable, to the greatest extent possible.
- Students will have their programs maintained to the greatest extent possible by their case managers, teachers, and support services personnel.
- There will be attention to supporting the students' needs via focused attention on communication between the parents, students, and teaching staff.

- All services and programs will be monitored and tracked to ensure that appropriate goals and objectives are addressed and monitored throughout the period of remote/virtual instruction.
- All meetings will be held in a remote forum for all students and families as necessary during the period of remote/virtual instruction.
- All assessments will be completed to the greatest extent possible in a timely fashion in person with appropriate safety measures in place. If this is not possible due to a public health emergency, the district will communicate the available options at that time to the parents to complete the required testing.

Maximize Student Growth and Progress Monitor

- All students will be progress monitored by their classroom teachers via instructional discussions, online assignments, and digital assessments.
- Student programs will be maintained to the greatest extent possible to maximize student growth.

Addressing English Language Learners Needs

- English Language Learners will be supported with their instructional supports in a remote model of instruction with direct instruction, activities, and check-ins periodically scheduled.
- The LEA will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information via email, phone, and Video Conferencing.
- The ELL students will be provided with alternate methods of instruction including differentiation, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers.
- Appropriate training for teachers, administrators, and counselors will be provided to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

Accelerated Learning Opportunities

- The district will continue to provide accelerated learning opportunities for students via our enrichment and honors level classes and differentiated classroom experiences. GATE services will be offered via Video Conferencing.

Social and emotional health of students and staff

- The social and emotional health of our students will be monitored via in class discussions, via meetings, via emails, and via phone calls to check in with parents and staff. SEL learning experiences will be embedded in the instructional experience.

Title 1 Extended Learning Programs

- Title 1 programming would continue to occur during the condensed schedule or after the condensed schedule during regular school day hours with identified interventionists.

21st Century Community Learning Center Programs

- 21st CCLC Program will continue to run virtually via Video Conferencing as practicable, to the greatest extent possible.

Transportation

- Transportation will not be provided while on remote learning.

Credit Recovery

- We will continue to support all students to meet grade level standards. The high school APEX credit recovery program will continue to run during the year during regular school hours through Video Conferencing. Similar support will be offered during the high school summer academic credit recovery program via Video Conferencing.

Additional extended student learning opportunities

- All extended learning opportunities will be conducted virtually.

Childcare

- Not applicable.

Community programming

- The district does not currently offer these programs in person. There will not be any of these programs in the remote environment.

Essential Employees (Subject to adjustment based on circumstance)

Name	Position	Email
Russell Rogers	Acting Superintendent	rrogers@vtsd.com
Administrative Staff Members	Administrative Staff Members	
Vincent Gagliostro	Walnut Ridge Preschool Principal	vgagliostro@vtsd.com
WR Secretarial Staff Members	WR Secretarial Staff Members	
Kristin Gudenkauf	Cedar Mountain Primary School Principal	kgudenkauf@vtsd.com
CM Secretarial Staff Members	CM Secretarial Staff Members	
Pauline Anderson	Rolling Hills Primary School Principal	panderson@vtsd.com
RH Secretarial Staff Members	RH Secretarial Staff Members	
Marc Citro	Lounsberry Hollow School Principal	mcitro@vtsd.com
LH Secretarial Staff Members	LH Secretarial Staff Members	
Jacquelyn Van Orden	Glen Meadow Middle School Principal	jvanorden@vtsd.com

GM Secretarial Staff Members	GM Secretarial Staff Members	
Lindsay LeDuc Young	VTHS Principal	lleduc@vtsd.com
VTHS Secretarial Staff Members	VTHS Secretarial Staff Members	
Joe VanKirk	Facility Director	jvankirk@vtsd.com
Maintenance Staff Members	Maintenance Staff Members	
Custodial Staff Members	Custodial Staff Members	
Patricia Ratcliffe-Lee	Business Administrator	pratcliffe-lee@vtsd.com
Board Office Staff Members	Board Office Staff Members	
Matt Shea	Chief Technology Officer	mshea@vtsd.com
Technology Staff Members	Technology Staff Members	
Michelle Mercer	Food Service Manager	mmercerc@vtsd.com
Food Service Personnel Staff Members	Food Service Personnel Staff Members	