

School Closure - Remote Learning Plan



Madison Public Schools

Morris County



Overview

This plan outlines the parameters by which Madison Public Schools would support and facilitate student learning in the event of an extended district-wide school closure due to a public health emergency. This plan outlines the following considerations:

- A. Definition of Remote Learning
- B. Equitable Access and Technology
- C. Staff Preparation
- D. Communication Regarding School Closure
- E. Parental Direction for Remote Learning
- F. Staff Expectations
- G. Instructional Overview
- H. ESL Services
- I. Services for Students with Special Needs
- J. Counseling Services and Nursing Services
- K. Other Related Services
- L. Child Study Team Services
- M. Free and Reduced Lunch Services
- N. Other Operational Accommodations



A. Definition of a Remote Learning Day

A Remote Learning Day is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that: (a) Maintain the continuity of our regular curricular program and services; (b) Support the New Jersey Student Learning Standards; and (c) **Provide appropriately differentiated accommodations for student needs, including special education, related services, ESL services, 504 accommodations, academic supports for at risk students, and food services for eligible students.**

The intent of a Remote Learning Day is to provide students with a continuous, differentiated, standards-based experience even when they are not present and on-site at their school. Remote Learning Days also provide a structure for students to stay connected with teachers and other staff based on their needs in order to continue their progression of growth and learning.

B. Equitable Access to Instruction for All Students

Instructional materials will be provided through online means and through paper-based resources. All resources will be differentiated appropriately to align with individual student needs, as appropriate.

Equitable technology Access

In terms of online access, all students in grades 6-12 have been furnished with a district-issued Chromebook. At the PK-5 level, district-issued Chromebooks will be made available to families who need a device at home. The district will survey all school families to determine if they lack access to a computer or Internet connectivity and will follow up as needed.

Technology Support

To assist families during this transition, the district technology department will set up a helpline that can be reached by families who require assistance with any technology-related issues.

Paper Based Options

For students that ultimately may not be able to access the lessons via technology or for whom online delivery of instruction is not appropriate, paper-based materials will be made available. Teachers will provide guidance as to the use of these materials to support student success.

C. Staff Preparation

In order to prepare for a potential school closure, the district will allocate professional development time for collaborative planning among staff members and the administration. For the purpose of this plan, the following preparation dates and goals have been identified:



Date	Structures and Goals
March 9, 2020	<ul style="list-style-type: none"> ● After school meetings for all staff ● Principals will share initial plans and solicit feedback about specific items ● Staff members will begin gathering resources
March 10, 2020	<ul style="list-style-type: none"> ● Early dismissal for students ● Staff will participate in professional development related to virtual learning and online delivery of content
March (ongoing)	<ul style="list-style-type: none"> ● Scheduled meetings and planning time will be designed to provide support for staff in delivering meaningful virtual learning experiences for students ● The district has also reserved up to two days that are available in our district calendar that can be used as non-instructional staff planning days if needed.

All staff members are in possession of a district-issued laptop or Chromebook for use in the event of a virtual learning event.

D. Communication Regarding School Closure

The Superintendent of Schools will communicate daily with representatives from the Department of Health to receive guidance and make school closure determinations. Any district closure and its duration will be communicated by the Superintendent of Schools via email, phone, and the district website.

E. Parental Directions for Remote Learning

Parents play an important role in supporting students during a Remote Learning Day. Information about the remote learning plan will be communicated at the school level and will identify the key resources, expectations for students, and information related to technology use. Teachers will maintain all information related to student logins and passwords and will share such information with families as needed.

F. Staff Expectations

All Madison Public Schools 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 and are also expected to hold regularly-scheduled office hours during which they can be available for general questions. The length of the school day for staff remains unchanged.



All personnel-related activities will continue to be seen by the Director of Human Resources, 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.

G. Instructional Overview

1. General Instructional Parameters

Madison Public Schools uses Google Apps for Education for students at all levels and all students in the district have Google accounts. Therefore, Google Classroom will be used by staff as the primary platform to facilitate learning, communicate with students and families, and post and organize assignments. The focus for instruction at all levels is to ensure that students continue to progress toward accomplishment of learning goals via meaningful and appropriate instruction. Each day, students should engage in various activities that are aligned to the standards and curriculum progression devoted to content exploration and journaling on the learning that was provided by their teachers.

2. Grades PK-5

Students in grades PK-5 will engage daily with a variety of resources in core content areas as well as special areas on a rotating basis. Teachers will be available by Google Meet, phone and email at clearly announced times to provide individualised support for students. The work provided will be flexible, choice-driven, and age-appropriate, with self-paced aspects coupled with teacher check-ins based on the need and grade level of each student.

3. Grades 6-12

Students in grades 6-12 will engage with their classes on a modified schedule. This will allow students to work with staff to meet their educational needs. Staff members will be available via email, Google Classroom, and Google Meet throughout the day to answer questions and to facilitate work being completed.

4. Assignment submissions

All student work will be submitted electronically through google classroom or email, where appropriate. For students that lack appropriate technology, all assignments and student work may be submitted when normal school operations resume.

H. ESL Services

English Language Learners in grades K-12 will have access to Google Classroom folders where reading, writing, and listening activities will be posted. Appropriate tools and supports for differentiation will also be provided by teachers through electronic means or paper-based supports as necessary.

To further support students, the ESL teachers will identify times during which additional direct support will be available through email, Google Classroom, and Google Meet, where the teacher can also give individualized feedback and instruction based on need.



I. 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 question or concern.

With regard to auxiliary and remedial services (Chapters 192 and 193) for students enrolled in nonpublic schools, the district has been and will remain in contact with the contracted service provider (ESC of Morris County) as well as representatives from the nonpublic school(s) in order to ensure continuity of services during the school closure that are consistent with students' individual service plans

J. 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. School Nurses will regularly monitor that status of medically fragile students through regular consultation with parents as well as the students' treating medical professionals.

K. 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 as well as 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.



L. 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 based on a comprehensive review of students' individual needs.

M. Free and Reduced Lunch Services

The district, in conjunction with our food service provider, Pomptonian, has made arrangements for meals to be prepared, packaged, and made available to students either through delivery or a designated pick-up location within the district.

N. Other Operational Accommodations

1. Payroll will be continued for all staff on the regular pay schedule
 - a. Essential district staff include Business Administrator, Accounts Payable Clerk, and Payroll/Benefits Clerk
 - b. These staff members will report, at most, 2x/week from 9 am to 12 pm
2. Custodial staff will report to our facilities to provide support as below:
 - a. One district staff members will report to Madison High School from 9 am to 2 pm to provide building access to Pomptonian employees and check the condition of the facilities
 - b. One district staff member will report to each of the other four school buildings for 2 hours per day to check the condition of the facilities.
3. Food services staff will report to our facilities to provide meal service for eligible students
 - a. Pomptonian employees will be on site daily from approximately 9 am to 2 pm
4. BOE Meetings will be conducted virtually, as necessary, in accordance with Bylaw [0163.01 - Board Member Participation at Meetings Using Electronic Device](#). Zoom Webinar will be used to livestream Board activity to the public.