

**Morris Hills Regional District**  
**Home Instruction Plans in the Event of a Public Health-Related Closure**  
**Revised 8/3/20 Board Approval: 8/24/2020**

<b>Grades Served: 9-12 (no preschool)</b>	<b>Total Students: 2986</b>
<b>Homeless Students: 11</b>	<b>LSE Students: 441</b>
<b>Students with IEPs: 699</b> <b>Students with Section 504 Plans: 236</b>	<b>ELLs: 52</b>

**Student Internet/Device Access:** Morris Hills Regional is a 1:1 district; all students and staff will have a Chromebook that they can use to access instructional materials. Students or staff without internet access at home will be provided access by the district via our contract with Optimum/Lightpath. Several district students without home access are already utilizing this service. Students and staff were identified via confidential survey. Approximately 50 students districtwide did not have access to the Internet and were provided with such by the district. The district is purchasing MiFi devices for approximately 5 students who continue to have intermittent connectivity problems.

**Schedule for Home Instruction Days:** The district operates on an alternating A/B schedule; students typically take 4 classes on A Day and 4 classes on B Day. Our home instruction plan will continue that format.

Our schedule will be primarily **synchronous**. Students and staff will follow a set bell schedule Monday through Friday. Mondays will have a shortened bell schedule of all 8 blocks where teachers can set expectations for the week and review material from the previous week, along with time for asynchronous work and teacher office hours in the afternoon. On Tuesday through Friday, students will follow the A/B schedule with hour long classes on a set schedule. Teachers will be teaching live via videoconferencing software or providing a pre-recorded lesson while being available live via videoconferencing software for assistance and questions. Staff members will contact counselors if students are not turning in assignments; counselors will call home to check in on students. The instructional day will be at least four hours when considering both synchronous and asynchronous activities.

**Curriculum:** Existing curriculum will be followed to the greatest extent possible. In instances where implementing curriculum is not possible (e.g., CTE areas where students do not have access to machines and tools), alternatives planned collaboratively by teachers and instructional supervisors that address appropriate NJSLS will be utilized.

**Attendance:** Attendance will be taken each block as students log in from home via videoconferencing software. Counselors and case managers followup on any attendance issues via email, phone, and Google Meet check-ins on a regular basis.

**Accommodations/Modifications for ELL/504/IEP Students:** Lessons will be differentiated to provide supports (extended time, directions via Screencastify, staff assistant help via Hangouts, etc.). Grading options past the usual deadlines, such as Pass/Fail, have been extended to ELLs and students with 504s based on the recommendation of the ESL Advisory Committee or 504 Team. Students with disabilities are already afforded this option through the Child Study Team.

**Virtual Office Hours:** Staff members will be available via videoconferencing software for 1 hour each day to answer student questions/concerns. Students/parents can continue to contact staff members via email or Voice Over IP with any questions/concerns in an asynchronous format. Staff members receive voicemails to their email address.

**Grading:** The district will follow its usual grading procedures for the year, with the exception of Quarter Exams. The district will not be administering Quarter Exams, Final Exams, or Final Projects for the 2020-2021 school year; final course grades will be calculated based on averaging the marking period grades. Department supervisors will ensure that all teachers are employing equitable grading practices and are responsive to the challenges many students face in working virtually from home.

### **Support Services**

**School Counselors/CST/Educational Specialists:** School counselors and CST members will be available via videoconferencing software as needed. Ed Specialists may use their time for virtual conferencing with students, IEP meetings, reviews, re-evaluations, etc. School Counselors will also be reaching out to students who are not turning in assignments or checking in to ensure that all students have access to the instructional materials. Case managers, ESS staff, and nursing staff may be reaching out for wellness checks as determined by the student's individualized Health Plan, 504, or IEP.

**Special Education Related Service Providers:** Related Service providers such as SLP's, Physical and Occupational Therapists, and Reading Specialists will have a repository of materials and videos for students to access. Staff members will be meeting with their students to provide telehealth services. Frequency and duration is determined as per IEP. Effective School Solutions will be available via email, Google Meet/Zoom, and phone conferencing to provide support.

**Special Education Instructional Staff Assistants:** Staff Assistants will be required to check in with their teachers and to join them in their Google Meet as needed. Staff Assistants will work with students at the direction of the teacher and case manager. Staff Assistants will complete professional development through NJ Safe Schools other reputable sources.

**Approved Private Schools for Students with Disabilities/OOD:** Students will be transported to their placement provided it remains open. The placement will be responsible for coordinating services if the school were to close.

**Considerations for Medically Fragile Students:** If school is open, the IEP and/or 504 team may consider a temporary change in placement for a student that is medically fragile. This will incorporate traditional and/or virtual home instruction.

**Meals:** The District will be providing meals to students. Central pickup locations will be posted to the District's website and communicated to parents.

**SFA Name:** Morris Hills Regional District

**Agreement #:** 02703379

**Date Meal Distribution will begin:** Monday August 31, 2020

**Date Meal Distribution will end:** The last day of school in June

**Schools/Site where distribution of meals will take place:** Picked up at central locations and delivered to some homes that demonstrate hardship

**Meals to be claimed for reimbursement per day:** breakfast and lunch each day

**Meal Content:** shelf stable meals and freshly prepared cold meals to include milk and juice meeting breakfast and lunch claimable meal requirements

**Meal Counting & Claiming Procedure:** Point of Service student lists will be used to record meals served

**How Food Safety Requirements will be met:** Meals served will be prepared following ServSafe procedures and will be accounted for on checklist from the POS system for each meal type served.

**Support Staff/Administrators:** The district has the ability to forward phone calls. Administrators and support staff will be able to work from home as the need arises. Administrators will also be available to assist staff.

**Tech Support:** The district has an online ticket system for issues. Tech support staff will also be available to teachers and students to assist remotely.

### **Enhanced School Cleanliness and Disinfection Protocols**

Our buildings are cleaned daily with attention to specific areas of concern. Student desks, cafeteria tables and our entire restrooms are cleaned with a disinfectant cleaner daily. The food service area is cleaned and sanitized daily. Our locker rooms, floors and showers are also cleaned with a disinfectant cleaner daily. Wrestling mats are disinfected before and after use. The Nurses area is also cleaned and disinfected on a daily basis. Drinking fountains are disabled and water bottle fill stations are limited but are cleaned and disinfected daily. Building entry doors/handles are cleaned and disinfected daily.

Our building floors are cleaned and sanitized on a daily basis. Handrails are cleaned daily, and we increase disinfecting during the flu season.

### **Communication with Families**

All families will be kept informed via School Messenger phone calls, letters, and emails in both English and Spanish. In addition, parents will still be able to reach school officials via Voice over IP; voicemails left on school phones automatically go to district personnel emails for remote access.

Decisions regarding school events or changes to the school calendar will be made according to the latest state guidelines; students and families will be notified of these changes via the communication methods listed above.

### **Essential Personnel**

The following personnel are considered essential: administrators, custodians, transportation staff, secretarial support staff, instructional coaches, technology support staff, school counselors, Child Study Team members, and maintenance staff. All staff members are on call in the event they are required by the Superintendent to be on site. Social distancing guidelines will be observed.