

REMOTE
INSTRUCTION
PLAN



2023-2024

Use of Remote Instruction Plan as Required by NJ Department of Education

This plan will be in effect in the event of a public health related district closure which will allow our district to utilize remote instruction to satisfy the 180-day instruction requirement. The plan can only be implemented during a closure lasting more than 3 consecutive days due to a declared state of emergency, declared public health emergency, or the directive by the appropriate health agency to institute a public health-related closure.

Plan Summary

The district will announce their closure via School Messenger, our automated system. Staff and students will utilize devices to log on to Google Classroom for directions. Instruction will be a combination of synchronous instruction through Google Meet and asynchronous instruction using existing curriculum to ensure continuity of instruction for all students.

Plan Requirements

Lopatcong School District's plan has been written to meet the following NJDOE requirements:

- Equitable Access and Opportunity to Instruction
- Special Education Needs
- English Language Learner Needs
- Attendance Plan
- Safe Delivery of Meals
- Facilities Plan

Devices

All teachers will be annually issued HP laptops

All students will have access to Chromebooks and charger through a distribution plan to be announced.

Internet Access

Parents will be surveyed regarding internet access. Any families without internet access will be provided with a district hotspot or some other acceptable access

Plan of Instruction

All classrooms have an annually established Google Classroom that is used for communication.

Students will follow a daily schedule established by their teachers

- Synchronous Instruction - Mandatory LIVE video streaming through Google Meet will occur for a portion of the class time
- Asynchronous Instruction - Students will complete a portion of their assignments independently and access them through Google Classroom

Daily lessons will continue to be aligned with New Jersey Student Learning Standards and delivered through existing curricular materials to ensure age appropriate instruction and eliminate disruption of instruction. Instructional time will be balanced as per grade level while remedial programs and enrichment programs will continue. Individual and small group instruction will continue and/or be scheduled as needed.

Additional Plan Details

All current curricular assessment materials will continue to be utilized to measure student growth and learning.

Accommodations/modifications will continue to be delivered for students with IEPs and 504 Plans.

Instructional Staff, School Counselor, and School Social Worker will continue Social and Emotional Learning lessons, monitor student well-being, and provide relative resources to students, parents and staff.

Administration will regularly consult with Lopatcong Education Association to determine needs of staff regarding instruction and social and emotional health.

Teachers and administration will communicate with parents regarding student participation via email or phone contacts when necessary.

Community programming and students clubs/extra-curricular programs including programs relative to 21st century skills and extended learning opportunities will continue but will be held remotely.

Student Additional Materials Distribution

If any print materials are required, parents will be notified via School Messenger of pick up times.

The District will ensure that pick up times are varied and convenient and conducted following NJ Department of Health safety guidelines.



Staff Live Stream

Chromebook

- Position in front of teacher and sign in to Google Meet
- This device will capture Audio and Video
- Aide and/or Special Education teacher should also join and assist with monitoring

Surface Computer

- Connected to Google Meet, mute audio and video
- Connected to Smartboard
- Used to Teach, share screen

Timing

- Whole group - Live Stream Core Instructional portions
- Small groups - Breakout Rooms for Small Group Instruction, as needed

Student Live Stream

Chat

- Chat can be for asking questions
- Students can raise hands remotely

Headphones

- Ask remote students to use headphones with mics built in

Setting

- Remote students should have a proper background and dress appropriately

Mute

- Students should be muted. Teacher can monitor and control student access to Mute and Video.

Attendance Policy

The District will continue to adhere to all conditions of Policy 5200, Attendance and Regulation 5200, Attendance.

Teachers will continue to take attendance and log attendance on Genesis, our student information system. Our principals and student support staff will continue to monitor attendance and tardies and respond as per policy.

IEP and 504 Plan Services

The CST will engage in the following to assure IEP and 504 plan implementation: tracking of services, monitoring of student progress, analysis of effectiveness of modifications, and determination of student accessibility to materials and platforms.

This will be achieved by the case manager having consistent communication in the form of telephone calls, Google Meet, and/or e-mail with related services providers, teachers, instructional aides, parents, and students.

Formal meetings will be scheduled utilizing Google Meet or telephone, depending on parent preference.

Re-evaluations and evaluations will be completed following New Jersey Department of Health safe practices.

English Language Learners Services

Administration will engage in the following to assist ELL learners: tracking of services, monitoring of student progress, analysis of effectiveness of instructional materials and methods, and determination of student accessibility to materials and platforms.

This will be achieved by the case manager having consistent communication in the form of telephone calls, Google Meet, and/or e-mail with related services providers, teachers, instructional aides, parents, and students.

Current curricular programs including specific ELL materials will continue to be utilized to meet State and Federal requirements.

Translation services will continue to be provided using Google Translate.

Safe Delivery of Meals

Parents will be notified by School Messenger and/or email/phone calls of pick up days and times for meals.

Meals will be delivered to identified families who do not have transportation or are unable to make designated times.

Building Usage During Closure

Staff including custodians will report to the building if deemed safe by NJ Department of Health guidelines. If not deemed safe, only essential employees will report. This list will be forwarded to the Warren County Department of Education.

The building will be maintained utilizing either full custodial staff or essential staff, following safe practices.

Student transportation will be cancelled.

CHILDCARE

The district is unable to provide childcare but will provide parents with contact information and resources for local providers.



Special Thanks to the Pohatcong School District for Coordination