



**Allamuchy Township School District Emergency Remote or Virtual  
Instruction Plan  
September 2023 - June 2024  
PreK - Grade 8**

**CDC Guidelines**

Please visit <https://www.cdc.gov/coronavirus/2019-ncov/> for the latest up-to-date information.

**State and Local Guidelines**

The NJ Department of Education released “The Road Forward” updated August 20, 2021 which outlines all the NJ Department of Education guidelines and recommendations for moving forward through the pandemic and opening school in September. The document in its entirety can be found at

<https://www.nj.gov/education/roadforward/docs/HealthAndSafetyGuidanceSY2122.pdf>

**Allamuchy Township School District Guidelines**

The Allamuchy Township School District will:

- Continue to maintain communication with authorities on both the local and state levels. The superintendent will keep the New Jersey State Police Liaison, Mayor and Council, The Warren County Department of Education, The Warren County Health Department and the Warren County Office of Emergency Management apprised of all emergency situations.
- Provide accommodations for staff and students who are at higher risk for severe illness once medical documentation is obtained.
  - Accommodations can include but are not limited to:
    - Telework
    - Virtual Instruction
    - Additional protective equipment
- Follow CDC’s Guidance for Schools and Childcare Programs
  - Promote behaviors that reduce spread by:
  - Requesting staff and students stay home when ill
  - Maintain and provide proper hand hygiene and respiratory care

## Pandemic Team

Melissa Sabol, Superintendent
Jennifer Gallegly, ATS Principal
Julie Profito, Supervisor
Louis Caruso, Business Administrator
Craig Green, Board of Education Member
Harriett Gaddy, Board of Education Member
Jodie DeCostanza, School Nurse
Scott Brady, School Nurse
Gina Davey, Allamuchy Ed. Association Rep.

## Health and Safety

- **General Health and Safety Guidelines**
  - Before entering the building, an at-home screening will be conducted.
  - Respectful isolation of anyone who is symptomatic or has a temperature of 100.4 or higher
  - Students will be asked to wash their hands for at least 20 second intervals according to CDC guidelines.
- **Mask Wearing**
  - Masks are currently optional to be worn. All students or staff will be afforded the right to be free from ridicule whether he/she chooses to wear a mask or chooses not to wear a mask.
- **Classrooms, Testing & Therapy Rooms**
  - Testing and Therapy will be conducted in-person whenever possible
  - In the event that testing or therapy cannot be conducted in person, tele-services may be arranged.
- **Transportation**
  - The district will work cooperatively with our bus drivers to adhere to state and federal guidelines for student transportation.
  - The district will also work with our transportation department to ensure that the bus is appropriately disinfected and cleaned regularly.

- Screening, PPE, & Response to Students and Staff Presenting Symptoms

Screening Process Guidelines:

- Allamuchy Township School District has adopted a screening process policy for students and staff upon their arrival to school each day.
  - Parents will check students for symptoms before school begins each day
- Proper PPE will be provided to staff members as necessary.
- Systematic Protocols
  - If a staff member or student becomes symptomatic during the school day, they will be Safely and respectfully isolated from others.
  - If the district becomes aware of a potential outbreak of Covid-19, the district will immediately notify the Warren County Health Department and the Warren County Department of Education and the family of the confirmed case while maintaining confidentiality.

- Contact Tracing (as per CDC guidelines)

- The CDC has stated that contact tracing is no longer necessary at this time.

- Facility Cleaning Practices

The district has developed a schedule for increased, routine cleaning and disinfection as outlined in the district's policy.

- Cleaning products will be utilized in accordance with the directions on the label.
- Frequently touched surfaces will be routinely cleaned and disinfected.
- Bathrooms will be sanitized daily or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- The district will have all communal bathroom doors propped open to limit contact.
- Hand sanitizer will be made available at the entrance to each building as in each classroom, bathroom and office. There will also be hand sanitizers found throughout the hallways.
- Cleaning supply buckets will be available to all staff to clean commonly used surfaces.
- The district will ensure adequate supplies to support cleaning and disinfection practices.

- Meals: Food Service & Distribution

- Students will be utilizing the school cafeterias for lunch and will be permitted to bring a lunch from home or to purchase a hot lunch.
- If the district must pivot to full remote learning, grab and go lunches will be prepared for pick-up.
- The monthly Maschio's Food Services menu is available to view at <https://www.aes.k12.nj.us/Page/135>

- **Physical Education and Recess**
  - Our top priority is to prepare an environment where safe and supportive instruction in physical education, health education, and physical activity occurs.
  - Locker rooms will be open and utilized to change for physical education classes.
  - Students shall wash hands after physical education class.
- **Extra Curricular Activities & Use of Facilities**
  - These activities will adhere to the same hygiene guidelines and protocols setup for our classrooms

## **Social Emotional Learning**

### **Educator Well-Being**

It is extremely important for Allamuchy Township School District to address the social emotional well being of its staff. If our staff is healthy both emotionally and mentally, they will be better able to promote a healthy learning environment for our students.

The Allamuchy Township School District will look to:

- Promote self-care and wellness throughout the 23-24 school year
- Create opportunities for the staff to practice and reflect on their emotional well-being

### **Trauma-Informed Social and Emotional Learning**

The Allamuchy Township School District will continue to embed Social and Emotional Learning into the classrooms. The district puts the mental health and well-being of its students and staff in the forefront and realizes the potential trauma that the COVID 19 closures may have caused. In that regard, the district will:

- Establish routines and maintain clear communication on the importance of SEL and how it translate to student success during the school year whether in-person or virtually
- Support students and staff in feeling safe
- Continue to provide professional development in social emotional learning and the integration into the classroom, in-person and/or virtually
- Established staff in each building will be available to address the trauma and emotional well being of our students
- Continue to promote staff-student relationships.
- Prepare to support an influx of students who may need counseling support.
- Be proactive in preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies.

### **School Culture and Climate**

It has always been a goal of the Allamuchy Township School District to create a positive

school climate and culture through the use of the School Safety and Climate Team. The district will continue to identify ways to address issues in the school environment caused by the pandemic with an emphasis on improving the overall quality of the school environment whether in-person, hybrid or virtual. The district will:

- Prioritize the health and emotional well-being of staff and students above all else
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based interventions to address identified needs
- Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations beginning at the start of the school year.

### Counseling Services

- School counselors will provide school counseling services to students, staff and parents. These services will be assessed and modified on an ongoing basis to reflect the evolving nature of the hybrid learning environment.
- Delivery of services will be conducted:
  - When students are attending school in-person, counseling sessions may occur while adhering to all new health protocols and guidelines.
  - Services may be provided through phone, email and Google meet when students are attending school virtually.
- The Allamuchy Township School District recognizes the possible need for and is prepared to support an influx of students who may need counseling support.
  - The school counselors shall be involved in providing mental health supports via: Individualized counseling, monitoring of progress, and therapeutic support through existing programs and current staff.
  - Parents are encouraged to reach out to school through communications and our website should the need arise for individual counseling services.
  - Continued collaboration with local community providers, county resources, and other organizations.
  - When deemed necessary, connecting students and parents to individual counseling, family therapy, out-patient programs, or addiction services as needed.

### Multi-Tiered Systems of Support / Title 1

Allamuchy Township School District will be utilizing the RTI framework (Response to Intervention) as a systematic approach to prevention, intervention and enrichment for students in grades K-8. Allamuchy Township will

- Administer universal screening and assessments to drive instruction in the Fall of 2023.
- Form teams of staff to utilize the data to inform decisions about instruction and intervention in each support tier
- Include family members in the decision making process
- Make instructional decisions grounded in the data obtained from formative assessments

## Quality Child Care

- In collaboration with the YMCA and Rutherford Hall, our district engages in preschool, before care and after care services which will continue to be available to the Allamuchy community.

## Continuity of Learning

### Delivery of Special Education and English Language Learner Plans

- CST Team will continually monitor students on their caseloads to ensure all IEP plans are being followed.
- Classroom paraprofessionals will be present in all classrooms, both virtual and in-person where mandated by IEP's or ELL plans.
- Related services will continue to be provided, either in person or virtually as indicated by the student's IEP or ELL plans. This includes the use of alternate methods of instruction (small group) or online instructional support programs like TeachTown, IXL, or Rosetta Stone.
- Evaluations will be completed in a timely manner to the greatest extent possible
- Clear and consistent communication (teacher/parent; case manager/parent) will be utilized for communicating with parents and guardians. Email will be viewed as an appropriate means of communication that can be utilized as documentation of correspondence. Translation materials and interpretive services will be utilized when appropriate.
- The Allamuchy Township School District will continue to utilize referral procedures to identify students in need of RTI, Section 504 Plans, ELL plans, or special education.
- IEP, 504, and ELL meetings will be conducted in person when possible. Remote meetings are optional and may occur according to parental preference.

Allamuchy Township School District will continue to meet our obligations to students with disabilities or ESL students to the greatest extent possible. The district will have:

- Procedures to address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of an IEP, 504, or ELL plan.
- IEP, 504, and RTI teams consider the impact of missing services on student progress and determine if additional services are needed.
- Clear communication to parents/guardians for the procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504, RTI, or ELL plan.
- ELL screening will occur for all incoming identified students
- ELL services will be provided as dictated by the students program.

### Technology and Connectivity - Synchronous/Asynchronous Instruction

- All students have district provided devices for use during remote education. Students

will have access to the Google Classroom in times of illness. Students will also be provided the time to make up any missed work.

- Google Apps for Education will be utilized by both students and staff, allowing the district to monitor classroom activities and login information.

### Curriculum, Instruction and Assessment

- All Allamuchy Township School District students have equitable access to remote learning technologies as well as in-person instructional resources regardless of grade band or content area.
- Regular communication between teachers, counselors, and families through email, Google Classroom and Parent Portal is critical to keep parties informed of student progress.

#### Curriculum

- Linkit diagnostic software will be used as a pre assessment tool to identify gaps in content knowledge in English Language Arts and Mathematics. Results will be utilized to maximize the efficiency of classroom instruction.
- Start Strong assessments will also be utilized as a pre assessment tool and to assist in formulating future lessons.
- Formative assessments will provide analytical data to address critical content knowledge gaps needing remediation.
- Ongoing grade analysis, student progress and instruction will be monitored using lesson plans and assessment data.

#### Instruction

- A full-day schedule will be provided by the administration that engages classroom instruction either in-person or remote.
- Allamuchy will be utilizing its full-day schedule.
- Assessments will be utilized to determine the mastery of learning standards.
- Students will have access to lessons and assignments through Google Classroom.

#### Assessment

- Pre-assessments will be used as a diagnostic tool to determine knowledge gaps in course content as needed.
- Formative assessments are continually ongoing and documented in teacher gradebooks within the district's SMS. Gradebooks are monitored by district administrators and contain such formative assessment as homework, quizzes, tests, etc.

### Professional Learning & Educator Development

The Allamuchy Township School District will continue to afford administration, faculty and parents professional development.

The staff will receive training in COVID 19 protocols and procedures.

The district will look to its Professional Development Team to identify other areas where professional development would be beneficial.

- Educators are provided with training and planning time for new instructional techniques throughout the year that will include IEP, 504 plan, or ELL plan implementation strategies.
- Professional Learning Communities are part of the ongoing professional development at the Allamuchy Township School District.
- Educators will be provided opportunities to develop and accomplish individual goals for their Professional Development Plans.
- The Allamuchy Township School District will be following the board approved mentoring program.
- Teacher evaluation training will occur during our online mandatory professional development course as required by the NJDOE.
- The SCIP panel will meet as required.

### **Leadership & Planning: Instructional Schedule Plans**

If necessary, Full Virtual Instruction:

The Allamuchy Township School District is prepared to move to a full virtual instructional environment if it becomes necessary. The following schedule will continue to be in place to provide a continuity of learning. This schedule is consistent with the full-day schedule to provide a routine and stability for our students, staff and families.

- At the time of the switch to virtual instruction, the Allamuchy Township School District will provide the county office of Warren with a list of essential employees.
- For the virtual instruction, all students will report to the virtual class via Live Stream on a set schedule. Student attendance will be mandatory, as attendance will be taken and students will be held accountable during these class times. Virtual classes will continue as if we were in the building.



## Traditional Bell Schedule

<b>Normal Day Schedule at MVS</b>		<b>Normal Day Schedule at ATS</b>	
Homeroom	8:15 - 8:30	Homeroom	8:25 - 8:40
Period 1	8:32 - 9:12	Period 1	8:42 - 9:22
Period 2	9:15 - 9:55	Period 2	9:25 - 10:05
Period 3	9:58 - 10:38	Period 3	10:08 - 10:48
Period 4	10:41 - 11:21	Period 4	10:51 - 11:31
Period 5	11:24 - 12:04	Period 5	11:34 - 12:14
Period 6	12:07 - 12:47	Period 6	12:17 - 12:57
Period 7	12:50 - 1:30	Period 7	1:00 - 1:40
Period 8	1:33 - 2:13	Period 8	1:43 - 2:23
Period 9	2:16 - 2:56	Period 9	2:26 - 3:06
Homeroom	2:56 - 3:00	Homeroom	3:06 - 3:10

  

<b>Delayed Opening Schedule at MVS</b>		<b>Delayed Opening Schedule at ATS</b>	
Homeroom	10:15 - 10:30	Homeroom	10:25 - 10:40
Period 1	10:32 - 10:58	Period 1	10:42 - 11:08
Period 2	11:01 - 11:27	Period 2	11:11 - 11:37
Period 3	11:30 - 11:56	Period 3	11:40 - 12:06
Period 4	11:59 - 12:26	Period 4	12:09 - 12:36
Period 5	12:29 - 12:56	Period 5	12:39 - 1:06
Period 6	12:59 - 1:26	Period 6	1:09 - 1:36
Period 7	1:29 - 1:56	Period 7	1:39 - 2:06
Period 8	1:59 - 2:26	Period 8	2:09 - 2:36
Period 9	2:29 - 2:56	Period 9	2:39 - 3:06
Homeroom	2:56 - 3:00	Homeroom	3:06 - 3:10

  

<b>Abbreviated Day Schedule at MVS</b>		<b>Abbreviated Day Schedule at ATS</b>	
Homeroom	8:15 - 8:30	Homeroom	8:25 - 8:40
Period 1	8:32 - 8:57	Period 1	8:42 - 9:07
Period 2	9:00 - 9:25	Period 2	9:10 - 9:35
Period 3	9:28 - 9:53	Period 3	9:38 - 10:03
Period 4	9:56 - 10:21	Period 4	10:06 - 10:31
Period 5	10:24 - 10:49	Period 5	10:34 - 10:59
Period 6	10:52 - 11:17	Period 6	11:02 - 11:27
Period 7	11:20 - 11:45	Period 7	11:30 - 11:55
Period 8	11:48 - 12:13	Period 8	11:58 - 12:23
Period 9	12:16 - 12:41	Period 9	12:26 - 12:51
Homeroom	12:41 - 12:45	Homeroom	12:51 - 12:55

### **Attendance Plan**

A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education and as per the District Attendance Policy. Teachers will record students' attendance daily in the student information system. All contacts made by teachers with students, parents, and guardians will be logged in the student information system.

If an LEA has concerns of a student's participation they would first contact the parent/guardian. Attempt two (2) would come from the student's school counselor, and attempt three (3) would include building administrator. All three attempts would be made via phone or email to the parent/guardian. The LEA, counselor, and building administrator would collaborate to ensure the student's wellness and support improvement of participation.

The minimum hours of instruction for a virtual or remote day is 4 hours excluding lunch and recess in accordance with 6A:32-8.3 Day in Session:

A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

## **Policy & Funding**

The Allamuchy Township School District Board of Education utilizes Strauss Esmay Associates as their policy advisor. Strauss Esmay has provided policy to be adopted in accordance with the guidelines associated with the New Jersey Department of Education “The Road Back”. There may be additional policies the Allamuchy Township School District Board of Education will address at the time presented.

To include but not limited to:

- Student Illness and Contact Exclusion
- Student Attendance - students are expected to attend classes daily while school is in session. For students to receive credit for the day, they are required to attend for at least four hours. If students are expected to isolate due to a positive Covid-19 test result, students will have access to the Google Classroom and may log into the live stream. By completing all assignments through the Google Classroom, students who are Covid-19 positive will be marked as present. Attendance will be maintained after communication with parents by the main office in conjunction with the school nurses. Parents have access to the attendance log through the Parent Portal.
- Student and Staff Screening for COVID
- Cleaning and disinfection policy

## **Other**

Accelerated Learning Opportunities - will be offered through the online platforms and as indicated by individualized student performance and need.

21st Century Community Learning Center Programs - programs will continue to be offered and may switch to virtual if necessary.

- Trep\$
- National Jr. Honor Society
- Rutherford Hall

Credit Recovery - The Allamuchy Township School District consists of students in PreK-8. We do not operate on a credit system. However, we do have opportunities for students to close any gaps in their learning that can be offered to students using virtual learning platforms.

- Summer Intervention
- Academic Skills Improvement Program
- Jumpstart / AMP - these programs basic-skills programs that are offered in addition to our regular curriculum and programming

Extended Student Learning Opportunities - may be offered either in person or through virtual learning platforms.

- Summer Intervention- Our robust summer intervention program provides qualifying students with learning opportunities outside of the traditional school year during ESY. Students are identified as in need of summer enrichment intervention based upon a variety of benchmark assessments and teacher identification. Students who qualify participate in a half-day program of STEAM activities, dedicated math intervention as well as ela intervention.

In addition, the Allamuchy Township School District works in collaboration with Centenary University through a clinical school, PDS partnership to provide additional assistance to students enrolled in our summer enrichment program through a summer practicum experience. This experience provides Centenary graduate students, who are in their final course of the reading specialist program, an opportunity to work with our struggling readers, emergent bilingual students and special education students. This one-to-one relationship and tutoring of our struggling readers enables our students to grow and provides additional one-to-one, differentiated support, the district would otherwise not be able to provide. This practicum experience supports our students and empowers our families with additional information about their child's reading at no additional cost to the district. The additional support and intervention has proven to be beneficial for our students, families and district.

- AMP / Jumpstart- these programs in the lower and upper grade levels assist students by building test-taking strategies and confidence in language arts and math. Additional instructional support is provided in order to develop writing skills, mathematical reasoning, and foundational reading skills. Students will participate in small group instruction geared towards their learning needs focusing on learning gaps and assisting with current classwork in order to gain confidence and

Transportation - transportation will be provided according to current protocols. The Allamuchy Schools will provide transportation services whenever possible.

#### Community Programming

- Tri County Mental Health
- Coalition for Healthy and Safe Communities
- Traumatic Loss Coalition
- LEAS (NJ State Troopers and SROs)

- Rutherford Hall
- Allamuchy Recreation Department
- Sustainability
- Outdoor Classrooms
- Healthy U
- Greater Morris County Jr. Athletic Association

## **Essential Employees**

1. Administration
2. Food Service staff
3. Buildings and Grounds staff
4. Transportation staff
5. Security staff
6. Information Technology Staff
7. Nursing staff
8. Child Study Team staff who may only evaluate students in person (school psychologists, LDT-Cs, speech therapists, physical therapists, and occupational therapists)