

# Totowa School District Home Instruction Plan



In the event the Totowa Board of Education is provided a written directive by either the New Jersey Department of Health or the health officer of the jurisdiction to institute a public health-related closure, the Totowa Board of Education is prepared to utilize home instruction to provide meaningful, virtual instruction to all of our enrolled students.

In order to provide all students with the opportunity to access high-quality curriculum the Totowa School District has assigned the staff as follows:

- Administrators will oversee the program and provide direction and support to the staff.
- Guidance counselor will offer progress monitoring and outreach.
- Teachers will provide instruction and feedback to students.
- Support staff will work under the direction of the administrator to perform operational tasks.

The Totowa School District has implemented a one-to-one computer initiative. Students in kindergarten through grade eight are assigned computers for classroom use. Currently, only students in grades seven and eight are given the opportunity to use district provided computers at home. In light of these special circumstances the district will survey parents to determine any students who do not have access to WIFI or a computer at home. In the event a student does not have access to WIFI, he/she will be provided with hardcopies of the assignments. If a student does not have a computer that has internet capability at home, the district will identify days and times, where parents will be able to pick up the students' computer at Memorial and/or Washington Park Schools.

Students will be able to work at their own pace yet will work within the hours that apply to the entire school. Data, such as number of visits to each page, number of submissions, and number of minutes per visit, will be tracked to ensure students are meeting the districts' expectations.

Strategies have been put in place to monitor student progress and develop instructional strategies to assist students who are struggling via email and/or video conferencing. Parents will be contacted if a student falls behind schedule or has difficulty mastering a concept.

For grades five through eight assignments will be posted utilizing Microsoft 365 for Education as their platform and preschool through grade four will post assignments in the virtual bookbag via the district website. Students will be provided with a variety of online and print resources to guide learning. All teachers are available through email, phone, or additional platforms used regularly between parents and teachers.

Students in kindergarten through grade four will be given folders to take home with them that contain login information for parents/guardians, instructions for contacting teachers and a framework of what to expect. Students in grades five through eight have had access to the system and are aware of login information as well as passwords.

Students from PreK to 8<sup>th</sup> grade will be utilizing general resources from a variety educational and online tools. All learners are accustomed to all resources which will be used. Many of these educational and online tools are currently being used in classrooms throughout the district. These resources are aligned to all standards and requirements of the Totowa Public Schools curriculum in all grades and subjects. In the event of a school closure, students will be able to access and utilize all materials.

## **Special Education**

The Totowa Public Schools Department of Special Education is committed to providing all students with the services as outlined in their Individual Education Plans and/or 504 plans. In the event there is a school closing, the following procedures will be followed:

### **General Education/Resource/LLD**

Classroom teachers will provide lessons to students with modifications/accommodations as stated in the student IEPs and 504 plans. Students will be able to access these lessons digitally. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

### **RISE Classes**

Students enrolled in our RISE program will receive their whole group instruction in a digital format, with modification/accommodations as outlined in the student IEPs. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

### **ABA Therapy and Related Services**

All ABA Therapy and related services (Occupational Therapy, Physical Therapy, Speech Therapy, Multi-Sensory Reading Program, Behavior Consults, and Counseling) will be made up during the school day when school reopens within a reasonable amount of time, or within one year, depending upon the duration of the school closure. Compensatory services will be provided during the Extended School Year program if necessary.

## Home Programming/Parent Training

Home Programming/Parent Training will be provided as a compensatory service. Services will be provided within a reasonable amount of time, or within one year, depending upon the duration of the school closure.

## Home Instruction due to a Medical Leave or Suspension

Students who have been placed on home instruction due to a medical leave or for disciplinary action will access the digital lessons provided by their teachers. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

## Out of District Students

Students who attend school in an Out of District Placement will be required to receive their instruction at home. The Department of Special Education will contact the Out of District Schools prior to a district closing for work to be made available to Totowa Public School students. All related services will be made up at the Out of District School within a reasonable amount of time, or within one year, depending upon the duration of the school closure. Compensatory services will be provided during the ESY program if necessary.

## ELL Students

Students enrolled in the English Language Learner program will receive accommodations as necessary. Classroom teachers will provide digital lessons to students. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

## **Food Service**

In the event that the Totowa declares school districts to close, students that are eligible for free and reduced breakfast/lunch will be served. Pomptonian Food Services will continue to make cold breakfasts and boxed lunches each day to be picked up from Washington Park School. A table will be set up in the parking lot to distribute the food to the parents without anyone having to leave their vehicle. The cold breakfast that is distributed with the lunch will be for the next morning to reduce the amount of contact

people need to have with each other while serving the students. The pickup will be between the hours of 11:00 A.M. and 1:00 P.M.

### **Administrative Offices**

In the event a board of education is provided a written directive by either the New Jersey Department of Health or the health officer of the jurisdiction to institute a public health-related closure, the Totowa Board of Education offices, can work remotely from home. Each employee will have access to a laptop and will be able to connect with all respective platforms. Board office employees will be provided with a special configuration to login to Systems 3000, our accounting software, from home. The school district's accounting software is hosted remotely by Systems 3000 which makes accessing the data from another location easy. The Board Office employees will be able to do their daily work and respond to correspondence through email. Purchase Orders and the actual ordering of goods can be accomplished off-site.

If school closures are to extend for a longer period of time, the Business Office will notify the post office to hold all mail. Mail will be picked up from the post office every other day by the Business Administrator and/or Superintendent and brought to Washington Park School's main office. Any mail requiring immediate attention will be scanned and emailed to the appropriate party. If payroll is due and physical checks need to be printed during this time period, the Assistant Business Administrator will be provided access to the Business Office to print checks and mail them to the appropriate employees.