



Chesterfield Township Elementary School
30 Saddle Way
Chesterfield, New Jersey 08515

Emergency Virtual Remote Instruction Program Guidance
September 2024

Equitable Access to Instruction

All students in grades K-6 will be issued a Chromebook. Students in specialized programs will be issued technology that is best able to meet their educational needs. Students without broadband access will be issued mobile hotspots. Principals and counselors will work with families to determine needs.

Hands-on kits of materials will be distributed via parent pick up. School personnel can deliver materials to anyone without transportation.

Synchronous experiences will be offered for a minimum of four hours per day. These experiences will range from whole group to small group to one-one sessions, depending on student need. Asynchronous work may also be assigned.

Student growth will be continuously measured via teacher developed common formative assessment as well as district benchmark assessments.

Students receiving additional services such as basic skills and supplemental instruction will continue to receive services in small groups. Teachers will schedule these groups outside of the synchronous instructional time. Students in need of acceleration and identified Gifted and Talented students will continue to meet as scheduled.

Extra-curricular programs, childcare, community programming and other extended learning opportunities will be assessed for operation dependent upon the circumstances and length of the closure.

Special Education

ICR Teachers/POR Teachers

1. ICR Teachers will be a part of the planning process with the general education teacher so that modifications and accommodations are in place for designated students.
2. POR teachers will follow their schedules with their small groups

3. Teachers arrange one-on-one sessions or small groups with students via Google Meet during academic work time.
4. Teachers review student work products and provide feedback and intervention.
5. Students who have In-Class Support in their IEP should have support within the whole group and small group instruction with a special education teacher and regular education teacher in areas identified in their IEP.
6. Students requiring pull-out special education should have a separate small group or individual live lesson provided by their special education teacher in areas identified in their IEP.
7. If materials are needed for instruction or therapies, case managers will assist teachers in distributing materials to families.
8. All special education teachers and service providers must maintain a log of modifications and accommodations provided to students.
9. All special education teachers and service providers must maintain a contact log for each student, including date, time, topic, goals, student response and any associated notes.
10. Academic progress for special education students will be measured with above mentioned formative and benchmark assessments, with the IEP directed modifications and accommodations in place.

Special Education Related Service Providers will conduct teletherapy services through Google Meet and will maintain a log of contact with students.

Case Managers will conduct IEP meetings via Google Meet and will also provide support to parents/teachers. Case managers will check in weekly with each student and family to ensure progress toward IEP goals is maintained. Case managers will also coordinate any necessary in-person testing, ensuring appropriate health protocols are in place to conduct testing safely.

English Language Learners

- a. Students who are identified needing ELL services will receive support from the ELL teacher. The ELL teacher will follow the in-person schedule of services for students as closely as possible
- b. The ELL teacher will “push in” to synchronous virtual classes and will meet students in small groups and 1 on 1.
- c. Students who are newly enrolled will be tested virtually with the WIDA screener
- d. ELL students will receive their appropriate modifications and accommodations based on their individual needs through virtual instruction

- e. Technology support, district updates and parent information will be provided in the home language.

Attendance

The district expects all students to interact with the assigned work daily. Each day, students will indicate presence by completing a brief task in the teacher's Google Classroom. Teachers will monitor synchronous class activities throughout the week for student participation. Additionally, teachers will monitor the completion of work, have work products due, and hold virtual meetings throughout the week. These will be used, in part, to assess student participation and understanding.

Daily attendance will be entered into Genesis by the classroom teacher. School nurses will reach out to the family of an absent student to determine if health/wellness is affecting their participation. School counselors may also reach out if appropriate.

If a student is not completing work, teachers will reach out first, then counselors and principals. The focus should be determining what factors are interfering with their participation and providing supports to mitigate those factors. Supports can be extra instruction, health consultation, working with a counselor, technology support, or delivery of hardware.

Facilities

District facilities staff will report to work as usual. Buildings will be maintained continuously throughout any period of extended closure. District facilities staff will observe all recommended health protection strategies and will minimize contact with each other accordingly.

Food Services

Families may pick up meals for students (three to five meals at one time) for those days they are receiving remote instruction. The pick up location is the cafeteria doors along the sidewalk in the staff parking lot. Meals may be picked up between the hours of 10:00 AM and 12:00 noon.

Length of Instructional Day and Sample Schedule

School Staff Hours: 8:25 am - 3:20 pm
Student Instruction Hours: 8:50 am - 3:10 pm

Students will follow their normal daily schedule.

Essential Employees

All district staff will work during a closure. In the event of a closure, a list of essential employees will be developed based on the emergency and the circumstances at the time. The list will be provided to the Burlington County Department of Education Superintendent's Office prior to the start of remote or virtual instruction.