District: Colts Neck Township School District
County: Monmouth
CSA: Dr. MaryJane Garibay
Phone: 732-946-0055
Grade Levels: Preschool-8th
Enrollment: 1013
UPDATED: September, 2022

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Colts Neck Township School District
Remote Learning Forced Closing Preparedness Plan for the Continuity of Teaching and Learning

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Part I: INTRODUCTION:

Colts Neck Township Schools has worked collaboratively with its faculty and staff to develop an educational plan for remote instruction when schools need to be closed due to the conditions and criteria outlined in the "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instructional Programs for the 2021-2022 School Year" New Jersey Department of Education's (NJDOE) Broadcast. This plan includes guidance in the event of declared emergencies resulting in a district-wide closure.

P.L.2020, c.27 provided for the continuity of instruction in the event of a public-health related district closure so that districts can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A 18A:7F-9.

Although the district contends that there is no substitute for students and staff to be learning and teaching in school respectively, this plan will provide meaningful remote instruction for students in the various academic areas through online as well as project-based learning opportunities. This plan also will articulate provisions for how breakfast and lunch will be distributed to eligible students, how special education related services will be provided, and how ESL services will be addressed by the district.

NJDOE Compliance Statement of Assurance

Please note, as per the direction of the NJDOE, if this plan has been distributed via official district messaging, it has been submitted to the Executive County Superintendent's office with our assurance it addresses all the necessary elements or minimum required components. Despite that, the plan should be

considered fluid, and will be updated as needs and circumstances change. Changes to the plan will be communicated in like fashion to the original document.

Part II: EQUITABLE ACCESS TO INSTRUCTION FOR ALL STUDENTS

Remote instruction will be provided to students in the various academic areas including ELA, Math, Science, Social Studies, Health, and the other special area subjects. Teachers will post information and assignments as well as provide feedback through Google Classroom / Google Meet, and if needed phone and/or email. Educational activities and materials will be differentiated to meet the learning needs of the specific grade level class or student.

If a student is not able to access the internet at home, the district will provide a Wi-Fi hot spot based upon the student eligibility. If a device is broken at home, parents are to create a technology support ticket. Faculty and staff will be expected to be available to students and parents in order to answer questions, provide feedback, or supply assignments using their schools schedule. In addition, faculty and staff are considered essential personnel and will be available at the schools and district's offices on these days as long as conditions and guidance permit occupancy of the buildings. These staff members include the Superintendent, Business Administrator, Central Office Support Staff, Principals, Administrators, Network Engineer, Technology Support Staff, Supervisors, Secretaries, Teachers, Paraprofessionals, CST members, Bus drivers/aides, and the Buildings and Grounds team. The schools and offices will be cleaned and maintained by the Buildings and Grounds staff daily, Monday through Friday, except for designated holidays. The business hours of the Administration Building are 8:30 AM - 4:30 PM. Since conditions change each day and the public will have very limited access to the school buildings during this time, please contact the building secretary before attempting to visit school buildings.

Building	Staff Name	Phone Number	Email	Hours
Conover Road Primary School	Mary Corrigan	732-946-0055 ext. 4700	corrigan@coltsneckschools.org	8:00-4:00
Conover Road Elementary School	Courtney McCormick	732-946-0055 ext. 4300	mccormick@coltsneckschools.org	8:00- 4:00
Cedar Drive Middle School	Cara Rossi	732-946-0055 ext. 4500	rossi@coltsneckschools.org	7:00 -3:00

Correspondence outside of these hours may not be addressed until the following school day.

The following information will designate more specifically how instruction will be delivered each designated school day according to the Remote Instruction Plan:

1. **School Day**
   Due to the influence and impact of the COVID-19 virus on the educational system, the district has planned for a time when virtual/remote instruction is required. In developing this plan, there are the following core guiding principles:
   - Health, safety, and wellness of students and staff is a top priority.
   - Maintain continuity of learning.

- Facilitate equity and ease of access to communications and resources.
- Flexibility to accommodate the needs of all learners.
- Incorporate educators, students, parents, and school boards in the analysis and planning cycle.

Students in grades 2-8, with 1:1 devices, will use Google Meet to facilitate daily instruction according to their regular school day schedule. Students in grades preschool through 1st grade will have blended learning experiences where they will utilize Google Meet and Google Classroom to meet their curricular and learning needs. Lessons will be both synchronous and asynchronous. Due to the limited inventory of district-devices, students in Preschool-Grade 1 will use personal home devices, except in the few circumstances where parents may request a district-issued device. If parents are requesting a device from the Colts Neck School District, a technology support ticket must be initiated by parents.

If health/safety data or information changes require the district to pivot to an all virtual/remote learning environment, notification will be sent to the entire school community via the district emergency communication system (School Messenger), email, Parent Portal message, and website updates. Students and staff will have access to a device at the beginning of the school year. Students and staff will still follow the school schedule in a virtual/remote learning environment. Additional information is provided below.

FULL DAY SCHEDULE

School	Grades	Open	Close
Conover Road Primary	Preschool	9:00 AM	12:00 PM
Conover Road Primary School	Kindergarten- 2	9:00 AM	3:15 PM
Conover Road Elementary School	3-5	9:00 AM	3:15 PM
Cedar Drive Middle School	6-8	7:50 AM	2:23 PM
Administration Building	District	8:30 AM	4:30 PM

*Staff are scheduled to work a regular contractual schedule. Start and end times will remain consistent.

2. **Educational Program**

Teachers and certified staff will present the district's curriculum to students through virtual/remote instruction methods. Students will follow a school schedule designed by the school principal during virtual/remote learning. Virtual/remote instruction will consist of both synchronous and asynchronous learning activities.

	Synchronous Learning	Asynchronous Learning
Definition	Synchronous learning refers to all types of learning where students and teachers are interacting simultaneously in real time using Google Meet.	Asynchronous learning refers to learning where students access pre-recorded lessons or independent learning tasks at any time during the day.
What Does This Look Like?	During Morning Meeting or Responsive Classroom Instruction, teachers will check in with students regarding their social emotional wellness, building community, and establishing personal connections. Teachers will teach a mini-lesson to all students. Remote students will be able to watch live instruction at home using Google Meet. A second teacher may be assigned to the class to help monitor remote learning students. Remote learning students will be muted. When they have a question, they can raise their hand for the teacher or can type a question in the chat. Students can unmute to ask the question and then will be muted again while the teacher is speaking. Teacher will preview or explain assignments or expectations of learning tasks to be completed by all students. Remote students will be able to access assignments through Google Classroom. Teachers can conduct small group instruction with students. Remote students can be given a link to join a separate session. Modeling, demonstration, or sharing examples of final products.	Students will view live session recorded instructional videos of lessons in a content area. Students will complete assignments posted in Google Classroom. Teachers will give feedback to students of completed work. Other ways to include asynchronous learning: Listening to read aloud and answering questions. Engaging in online discussion by reading and posting responses (i.e. via Padlet, Flipgrid) Recordings of performances submitted by students. (i.e. slideshow, videos, etc). Students can respond to recording. Completing independent learning tasks, projects, and assignments.

Students in Kindergarten through 5th grade will follow their daily schedule. Teachers' daily schedules are posted in Google Classrooms. Students in grades 6th through 8th grade will also follow their daily schedule which is available in the Genesis Parent Portal. Preschool students will follow a modified schedule including related arts between 9:00 AM to 12:00 PM. Support staff such as Targeted Intervention, Targeted Enrichment teachers, English as a Second Language teacher, Reading Specialist, Speech teachers, Physical Therapists,

Occupational Therapists, etc., will schedule sessions with students according to their regular schedule (when possible/applicable).

School Day Attendance

All attendance will be recorded in Genesis. For the remote learning model, students must be present on Google Meet session at the start of the school day to be marked as present. Teachers will contact the parents/guardians when attendance issues are a concern. If attendance concerns continue, teachers should contact the school counselor and then the school principal.

Assessments and Grading

Common lesson plans will be developed by grade level teams. Students will be expected to participate in lessons, complete assignments, and submit assessments on a daily basis during designated school days. Teachers will create lesson plans in Genesis Lesson Planner that correlate to the Curriculum Units and Standards located in [Rubicon Atlas](). Students will be expected to participate in lessons, complete assignments, and submit assessments on a daily basis during designated school days. Any assigned work must be completed by the end of the day unless otherwise stated by the teacher. Incomplete or missing work will affect a student's grades. Evaluation and assessment procedures will follow the district's grading policy. Students will earn grades each marking period. Teachers will enter benchmark and assessment data into Linkit! At the end of each quarter to maintain accurate student records for targeted instruction.

Assignments and grades will be posted in Genesis Gradebook for students in grades 6-8 in a timely manner in order to provide consistent feedback to students. For students in grades K-5 assignments and grades are posted in Google Classroom. Students should be informed at the outset of any courses of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of the study. As a rule, grading should reward students for positive efforts and minimize failure and students should be encouraged to evaluate their own progress.

The district also will administer Benchmark Tests in ELA and Math to support student learning and growth. A schedule has been created and distributed to the school community through the Director of Curriculum and Instruction. If needed, an updated assessment letter and schedule will be shared with staff and parents. This data will help staff to learn the specific academic needs of the students. Other educational programs will be available to students including Related Arts classes (Music, Art, Physical Education, Health, Spanish, Library, and Innovation Lab), Targeted Intervention Program (T.I.P.) services, ESL services, Targeted Enrichment Program (T.E.P.) opportunities and Gifted and Talented.

Online Programs

To assist staff members during the school year, the district secured access to the following online applications for the 2021-22 school year.

[CNTS Digital Resources 2021-22 (public view)]()
[CNTS Digital Resources 2021-22 (CNTS STAFF only)]()

Additional Resources can be found here:

[Free Digital Resources for Remote Learning During Covid-19](#)

Technology

The district has worked consistently to create a technological foundation that provides equal access to all technology to all staff and students. This ongoing work sets the procedures and protocols needed to eliminate any downtime to ensure success in a hybrid learning environment. The district has provided 1:1 devices for students in Grades 2 through Grade 8. Due to limited availability students in Grades Kindergarten and 1st, will only be issued a device upon parent request in the event of a forced school closure. Each request will be reviewed on a case by case basis. Each device is assigned to a specific student and is to be used ONLY by the assigned student. Any issues with a school issued device can be reported using the [Technology Support System](#).

Students have access to a variety of applications to use on their assigned devices. Our online learning environment is facilitated through the Google Suite for Education. Students can use the Google Suite to produce word processing documents, spreadsheets, and presentations. Students may receive their lessons and class materials and communicate virtually with their class and teacher via Google Classroom.

Students have access to a district assigned and monitored email account that can be used to contact their teacher with any questions as well as provide assigned work. The district utilizes Clever and Google Single Sign On to simplify the login process to most student applications and websites.

All teachers in the district have their own district assigned device. They have access to all of the tools the students do including the Google Suite for Education, Google Classroom, online textbooks, and other curricular applications. Staff also have access to the student monitoring and web filtering application GoGuardian to keep students on task and provide remote support. Teachers will utilize Google Meet to maintain live and interactive communication with their students.

The district has one Technology Support Specialist at each of the district's three schools. The Technology Support Specialists support the technology in their school and work with the teachers to help implement technology into their lessons, provide training and act as the first line of support for all technology related issues for both staff and students. The district Network Engineer maintains all infrastructure technology, network security, infrastructure repairs, staff and student accounts, and acts as a second line of support for all staff and student technology related issues. The Supervisor of Student Information Systems supports all student and staff Instructional Technology needs, district accounts such as Savvas, IXL, Genesis, etc. The district maintains a set of loaner staff and student devices in the event a student or staff device is broken a loaner can be provided as soon as possible to keep downtime down to a minimum.

Student Participation

Principals, Teachers, Child Study Team members, School Nurses, and School Counselors have the ability to monitor student participation daily during the execution of the Remote Instruction Plan. If a student does not participate in class or no other student contact is observed, school officials will contact a parent or guardian. If

after repeated failed attempts, the parent or guardian does not respond to the school's contacts, a wellness check may be requested by the Colts Neck Township School District and/or Colts Neck Township Police Department.

Part III- PROVISIONS FOR SPECIAL EDUCATION AND RELATED SERVICES FOR RELATED SERVICES FOR STUDENTS WITH DISABILITIES

The Colts Neck Township School District will continue to meet all requirements set forth by the Individuals with Disabilities Education Act (IDEA). Special Education students will receive all educational and related services in accordance with their Individual Education Programs (IEP). When learning remotely, students will engage in learning through various means/platforms including Google Classroom and Google Meet, as appropriate. Additional educational support will be made available, per student need, by the classroom teacher.

Related services will be provided via teletherapy, utilizing the Google Meets and Google Classroom platforms as appropriate. Documentation of attendance and service provision will be noted by individual related service providers. Progress on the attainment of IEP goals and objectives will be noted within each IEP.

All IEP meetings will be conducted remotely via Google Meets, or by phone. Electronic signatures will be acceptable for consent of service provision. In addition, the Special Services Department will check on each out-of-district placement student to ensure an educational plan has been provided for them.

PART IV- PROVISION AS ENGLISH AS A SECOND LANGUAGE SERVICES FOR ENGLISH LANGUAGE LEARNERS

The ESL Department services approximately 10 English Language Learners with one ESL teachers through a sheltered instruction model.. The ESL teachers perform a combination of push-in and pull-out Google Meet sessions. During pull-out learning sessions, the ESL teachers offer small groups as well as one-on-one sessions with students. Instruction and communication are ongoing through Google Meet, phone calls, and emails. *Parental communication with ELL families is conducted through the district website, Genesis Parent Portal, and email. ELL students also have access to the Reading A-Z, NewsELA and Brain Pop.

PART V- PROVISIONS FOR SCHOOL NUTRITION BENEFITS OR SERVICES OF ELIGIBLE STUDENTS

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening. N.J.S.A. 18A:33-4 requires each public school district to make school lunch available to all children enrolled in the district. Free and reduced-price lunches shall be offered to all children qualifying under Statewide eligibility criteria. N.J.S.A. 18A:33-5 allows public school districts with fewer than 5% of its enrolled students eligible for free and reduced-price meals to be exempt from this requirement. Nondiscrimination practices mandated in 7 CFR 245.8, and the federal Free and Reduced-Price Policy, require that children eligible to receive free and reduced-price meals and free milk shall not be overtly identified.

In the event that for reasons associated with COVID-19 the district is required to pivot to a fully virtual/remote learning environment, the district will work with its Food Service Management Company, Pomptonian, for the preparation of meals for students who qualify for Free and Reduced Lunch. The district will coordinate times and locations for parents/guardians of eligible students to pick up meals from the school district. In the event that a family is unable to pick up meals, the district will utilize its transportation staff and vehicles to deliver meals. Coordination of meal distribution will occur through the Business Office.

PART VI- FACILITIES
All Buildings will be sanitized and disinfected as per NJDOE Guidelines. All rooms will be closed for 24-48 hours before cleaning. Building Access will be based on NJDOE guidelines and access will be by appointment only. Buildings will have at least one member of the custodial staff daily to maintain the building. If permissible, more custodians will be present, and will only stay in the specific sections to avoid close contact. Maintenance staff will work on District Work Orders. Staff that is not in the buildings will be given online training. The District will start to replace all HVAC Filters in the District and make sure systems are working properly.

PART VII-EXTRACURRICULAR PROGRAMS, BEYOND THE SCHOOL DAY ACCELERATED LEARNING OPPORTUNITIES, AND TITLE I EXTENDED LEARNING PROGRAMS
Beyond the school day accelerated learning/academic/SEL activities and Title I learning programs will occur virtually before and after school hours. Extracurricular activities that can occur remotely will occur. This may include, but is not limited to Band, Jazz Band, Chorus, Homework Clubs, and other clubs. Consultation will occur between the building administrator and the advisor of the club/activity.

PART VIII- ESY, SUMMER SCHOOL AND CREDIT RECOVERY
If needed, ESY may be virtual, composed of small groups of students with staff meeting on Google Meet Sessions. Content and assessments will be planned for Literacy and Mathematics. Maintenance of skills and scheduled live Google Meets of small group or individual instructional conferences. Related Service Providers (Speech, OT, PT) will use Google Meet to provide services as per individual student's IEPs and will be maintaining goals in the IEP's. The length and frequency of each Google Meet will be based on student's individual ability and need, with individualized therapeutic activities and supports used as a component of each session as well.

The Colts Neck Township School District Summer Bridge Program may be conducted virtually. This includes the enrichment and remediation of components. In the event the Summer Bridge program does not offer classes which meets the needs for credit recovery for our middle school student, the district will offer guidance to families of other programs which are available outside the district (e.g., credit recovery classes/programs offered through the Freehold Regional High School District and MOESC).

PART VI- CHILDCARE AND COMMUNITY PROGRAMMING
When available and if presented to the district, the district will share a list of community organizations offering childcare and community programming during the closure through the website and email blasts.

PART X-ESSENTIAL STAFF

Faculty and staff are considered essential personnel and will be available at the schools and district offices on these days; as long as conditions and guidance permit occupancy of the buildings. In the event conditions and guidance preclude regular occupancy of the building, staff will work remotely. While most daily operations are able to be completed remotely, there are times when operations cannot be conducted remotely and staff must be present in the district.

Below is the list of essential staff and reasons they may have to report on-site in the event of a district wide health related school closure.

1. Superintendent, Directors, Supervisors, Assistant Principals and Principal for administration oversight
2. Business Administrator, Payroll, Secretaries and Confidential Secretaries for operational procedures
3. Transportation Coordinator,Mechanics,and BusDrivers for bus maintenance and lunch delivery.
4. Director of Information Systems and Technology Aides for technology maintenance and distribution.
5. SLEO's, and School Security officers for building security.
6. Director of Facilities/ Operations, Maintenance Supervisor, custodians and grounds for building operations.
7. Certificated Staff, (e.g,. Teachers, Guidance Counselors, Nurses, Child Study Team), Instructional Assistants, Bus Assistants, Lunch Assistants will be identified when needed as essential based on specific district needs