

Califon Public School District

Updated

Emergency Remote Instruction Plan

BOE Approved: September 21, 2022

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Chief School Administrator

BOE approved: Initial "Emergency Remote Instruction Plan" Plan March 18, 2020

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Overview

The purpose of this alternative delivery of instruction is to provide instruction during an unplanned closing of our educational community. The delivery of instruction will be offered through a variety of mediums, online resources, readings and supplemental materials. The Emergency Remote Instruction Plan will be updated as changing needs are determined or mandated by the NJDOE/NJDOH. The following is the plan for remote instruction for Califon Public School's PreK-8 students. This plan will be implemented in a case of a public health-related school closure as per *Chapter 27 Emergency Closure Plan*. Remote Instruction Days are school days where students and staff will explore and engage in meaningful learning experiences when school buildings are closed due to a health emergency. Learning experiences: (a) align to the curriculum, (b) connect to standards, and (c) are relevant to the current instructional sequence. In the event of an emergency, these days will continue to afford students with meaningful learning experiences while connecting with teachers and classmates.

The plan for remote learning days will involve teacher interface/interaction via Zoom, Google Meet, SeeSaw and Google Classroom, depending on the grade level and student need. Students will follow a class schedule and are expected to attend all virtual classes. Students not in attendance will be marked absent and teachers will follow up with parents regarding student absences. Proper Zoom etiquette will be required during all virtual classes.

The virtual class schedule will run on an early dismissal school schedule, from 8:15-12:30 for virtual classroom instruction followed by related services, instrumental lessons, extra help and extension activities in all academics and special area subjects from 1:30-3:12. A one hour break will take place for lunch from 12:30-1:30. Teachers and service providers will be available for extension activities, student support and parent questions each afternoon until 3:12PM. The directions and specific learning details for each grade and teacher will be shared with students and parents via communication from their child's teachers.

In the event of a school closure, teachers and staff will be expected to be available through email and other electronic communication tools during school hours. Teachers will be available via electronic means during school hours, with the exception of teacher lunch time and preparation time. Administration will be available by phone and/or email from 8:00am-4:00pm each day.

One-hundred-fifty (150) minutes per week will be set aside for physical activity. Various activities will be offered by Physical Education teachers for exercise and logged by students.

Closing of school due to an emergent situation (Health)

Collaborative decision-making with the school district and the Hunterdon County Department of Health, OEM, and the Executive County Superintendent are in place. Schools may also be closed via Executive Order during public health emergencies.

District - Emergency Remote Instruction Plan 2021 (Revised)

The revised Emergency Remote Instruction Plan was distributed to parents/guardians and approved by the Board of Education as a “curriculum,” on October 20, 2021. The plan is posted on the district website.

Califon Public School District Profile

The Califon Public School District serves students in grades K-8. A Pre-K program is offered. The total enrollment is 84 students, including Pre-K. There are no students eligible for ESL/ELL or Bilingual Education. Twelve students (12) are eligible for services. Two (2) students are eligible for “speech only.” The district does not participate in the food service offering with no students receiving milk. In addition, there are 18 children out of district for Inter-district School Choice.

Grade	Enrollment
Pre-K	11
K-8	73
Sp. Education	12
ELL	0

The district is in a CST Shared Services Agreement with Tewksbury Township School District including related services. No transportation for in-district students is offered.

Equitable Access

The Califon School maintains 1:1 Chromebooks to all students. All students have equitable access through the lesson designs and organizations. Teachers have confirmed email addresses for all families. All students have access to internet services. Google classroom, SeeSaw and Zoom are utilized for instruction.

Placement following district policy and eligibility for services with time scheduled for individual student meetings and consultation with parents. *Virtual Crisis Intervention Protocols, page 12, and support services*, have been shared with the parents/guardians

and all protocols are in place. Student support systems follow a tiered approach with individual teacher monitoring, with additional ongoing support for students:

- Parent communication
- Referral to the CSA, school nurse, and student counselor
- Consultation with the case manager
- Updates and consultation with the Coordinator of Special Services
- Student *Virtual Crisis Protocols/Support* are identified, **Page 10**

Student Access

The plan identifies the primary instructional platform for student access, **Page 12.**

Technology

1:1 Chromebook

The Califon Public School District has a 1:1 Chromebook initiative in grades K-8. As always, children in grades 5-8 will take home their Chromebooks/chargers each day. In support of this situation, children in grades K-4 will also be permitted to take home their Chromebooks/chargers upon emergency closure. Should closure occur without advance notice, a chromebook pick up system will be instituted in a drive through method.

Connectivity

All students have a 100% connectivity. Monitoring of connectivity will be ongoing during any remote learning and support will be provided by shared services technology vendor, Hunterdon County ESC.

All teachers have confirmed email addresses for the parents and guardians of their students. In the event of a breach in connectivity, the following process will be implemented:

- Review by Chief School Administrator (CSA), BA, Technology Provider
- Consultation with Technology Service Provider
- Review and assess
- Comcast – Outreach
- Replacement if necessary, by school district via mail

In the event of total loss of internet services with delayed restoration, parents will receive an emergency alert communication for the students to shift to hard copy instructional materials.

Technical Issues & Support

Parents of students having technical issues will email their questions and concerns to: rth@califonschool.org

Teacher Communication Platform– See page 12

The child's classroom/homeroom teacher will forward all assignments. Refer to the appendix for communication information:

- District website: <https://www.califonschool.org/>
- Direct email to the parents/guardians and student by the teacher: All individual communication to students is to be directed and/ or copied to the parent/guardian.

Health-Related Information

- <http://www.co.hunterdon.nj.us/>
- Hunterdon Healthcare COVID Hotline - 908 788-6440 7 days 8am - 8pm
- Call the NJ Coronavirus & Poison Center Hotline at 1-800-222-1222 or 1-800-962-1253 if using out-of-state phone line

Facility – Califon School

During closure of the Califon School Facility, only the administration, administrative support and custodial staff are permitted to be on site. The custodial staff will be onsite from 8:00 am to 8:00 pm to monitor the facility and maintain sanitized conditions and commence with planned and scheduled annual repairs/maintenance. Administration and support staff will work on site and remotely as needed. The district chain of command is in place.

Food Service

The Califon Public School District does not provide food service. Califon School does not participate in a free/reduced lunch/milk program.

Attendance

Student attendance will be recorded each day into Genesis by homeroom teachers. The school nurse will monitor Genesis, check in with teachers and communicate with parents regarding attendance. In the event of difficulties with using Genesis for attendance, period 1 teachers would provide information to the school nurse regarding attendance based on the following:

- PK-4 - Parents will log into Seesaw each day of closure.
- 5-8 - Parent/teacher email utilized each day of closure.(Google Classroom)

Attendance: Follow-up: In the event a child is not recorded as being in attendance, the following procedures are in place:

- Teacher reports absence to the school nurse
 - School nurse contacts the parent/guardian to assess (phone-alternative contacts, email/text)
 - Response – Situation closed
 - No response – Three attempt in one day
 - Contact Washington Twp. Police Department for well check

Assessment of Student Learning

Ongoing assessment of learning will take place by each teacher and records will be maintained. Completion of assignments as well as attendance at virtual class will be monitored. Attendance concerns will be communicated to parents and administration for follow up. Grading will continue during a period of school closure, to the greatest extent possible. Adjustments in grading policy may be determined necessary upon NJDOE recommendation with extended closure and remote learning periods.

Formative Assessments

Following the established formative assessment schedule, LinkIT!, the Chief School Administrator (CSA) and teachers will review the scheduled formative assessment data, including the final form in May, to determine the status of academic development. If necessary, student support services will be determined as per the district's Response to Intervention.

Students with Disabilities

The Califon Public School District is in a shared services agreement with Tewksbury Township School District who provides Child Study Team Services.

All students eligible for services will receive identified services with direct supervision and monitoring by administration (daily/weekly update), case managers and faculty as per the Shared Agreement with Tewksbury Township.

IEP goals, objectives, accommodations and modifications continue to be followed per students' IEPs in a reasonable and feasible manner. Related services are tracked in reference to the duration and frequency per IEP and in conjunction with student/family availability. Contact time and method is recorded by the service provider.

Contact Information:

Teacher: Page 12 (email)

Chief School Administrator (CSA):

Dr. Michele Cone mccone@califonschool.org

Child Study Team Coordinator:

Robin Thompson rthompson@tewksburyschools.org

Child Study Team Webpage:

<https://www.tewksburyschools.org/domain/25>

Resources

<https://www.tewksburyschools.org/Page/197>

Monitoring:

Case managers/Coordinator will maintain communication with Califon School administration, teachers and parents.

The established schedule for all meetings, IEP, Annual Review, and Re-evaluation will be maintained. All meetings will be conducted virtually following established guidelines, mandates and compliance. Case managers communicate via email, phone call and Zoom or Google Meets if needed. All meetings held via Zoom or Google Meet in accordance with IDEA timelines.

Summer Services:

Will be offered as per the individual student's IEP.

Extended School Year (ESY): The ESY will be offered to students eligible for services as per the individual student's IEP. If it is anticipated that the ESY will be virtual, all support services will be virtual. ESY is noted in students' IEPs if deemed necessary by the IEP team. ESY will be delivered in accordance with the guidelines provided by the NJDOE.

Related Service (OT, PT, Speech)

Services will be offered by the Student Counselor and Speech Therapist. All related services will be offered via a “virtual” platform with appointments made by the practitioner.

ESL/ELL/Bilingual English Language Learners

Students receiving ESL/ELL or Bilingual services will continue to receive services via Zoom, Google Classroom and printed materials. Communication with parents continues during remote instruction by the instructor.

Field Trips

All field trips are canceled during school closure/remote instruction days with information forwarded to the specific group, parents/guardians and PTA.

School Events

All school events are canceled during school closure/remote instruction days. All established recognition programs will be delivered in a “virtual” format during periods of closure.

After School Activities

Upon emergency health related closure, all after school activities are canceled.

Summer Programs

Upon emergency health related closure, no summer programs will take place with the exception of ESY. Extended school Year (ESY) will be offered through the Tewksbury Twp. School District as per the child’s individual IEP.

Hard Copy Material

In support of a temporary closing of our school, some materials will be available via the Internet and some may be available in the form of hard copies only. The hard-copied materials will be sent home prior to closure as an emergency packet, workbooks and/or textbooks. Other materials may be available via scheduled pick up as per individual arrangement with administration.

Virtual Crisis Intervention Protocols

During School Hours 8:30 AM to 3:30 pm

Parents contact any of the following personnel to report a concern. The following Administrators and student support personnel faculty monitor their emails (all information is confidential):

Dr. Michele Cone: mccone@califonschool.org

Linda Patterson: lpatterson@califonschool.org

Christine Sullivan: csullivan@califonschool.org

Telecommunication – One to One - Protocols

- Verify where the child is – location.
 - Street address
- Child identification
 - Date of birth
- Counseling – Parent/guardians – Must have their cell phone available

Follow Up Plan

If screened, parents will be required to provide documentation to the Chief School Administrator (CSA) that the student has been evaluated and is safe to return to school. Follow up recommendations for continuing care should also be shared to ensure the student's well being.

After School Hours:

Emotional Support - Beyond School Hours - 24 - hour support systems

Parents/guardians may contact any person identified above and/or contact

Hunterdon County's 24-hour Psychiatric Hotline

908-788-6400 or 911 for a mental health screening.

New Jersey Perform Care - If your child is in crisis.

24 Hour Hotline 1-822-652-7624

<http://www.performcarenj.org/index.aspx>

Additional Resources:

United Way of NJ - free tax prep 973.993.1160, x529

http://www.unitedwaynj.org/ourwork/in_financial_freetaxprep.php

Family Promise (rental assistance, one time gift) 908-782-2490

<https://familypromisehc.org/>

Norwescap - Utility Assistance and Employment Assistance 908-454-7000

<http://norwescap.org/how-we-help>

Teacher Communication Platform

Assignment	Platform	Email
Pre-K/Supplemental Instruction	Zoom/Email to Parents – Pre-K Early Intervention	lmontesion@califonschool.org
Kindergarten	Zoom/SeeSaw	kmitzak@califonschool.org
Grade 1	Zoom/SeeSaw	tdenkovic@califonschool.org
Grade 2	Zoom/SeeSaw	ademarco@califonschool.org
Grade 3	Zoom/SeeSaw	khoitsma@califonschool.org

Grade 4	Zoom/Email/Google Classroom	khoitsma@califonschool.org
Grade 5	Zoom/Email/Google Classroom/Seesaw	mmedea@califonschool.org
ELA Grades 6-8	Zoom/Google Classroom	tobrien@califonschool.org
Science Grades 6-8	Zoom/Google Classroom	mmorano@califonschool.org
Social Studies Grades 6-8	Zoom/Google Classroom	lkooger@califonschool.org
Math – Algebra	Zoom/Email/Google Classroom	rheuneman@califonschool.org
Math/Supplemental/Support Instruction	Zoom/Google Classroom	mheyduke@califonschool.org
Supplemental/Support Instruction	Zoom/Email	aswimmer@califonschool.org bblondina@califonschool.org
Art	Zoom/Email	kbaker@califonschool.org
Media/Technology	Zoom/Google Classroom	krinehart@califonschool.org esearles@califonschool.org
Music	Zoom/Google Classroom	pippolito@califonschool.org
Physical Education/Health	Zoom/Google Classroom	mbruton@califonschool.org
Spanish	Zoom/Google Classroom/Teacher Web Site	atheath@califonschool.org
Speech/ Services	Zoom	kproval@tewksburyschools.org

Supplemental Resources by Grade

- **Kindergarten**

<https://jr.brainpop.com/>

<https://www.gonoodle.com/>

<https://www.abcya.com>

<https://www.splashlearn.com>

<https://www.starfall.com>

<https://www.abcmouse.com>

<https://www.mysteryscience.com>

<https://www.storylineonline.net>

<https://www.vooks.com>

- **Grade One**

<https://www.getepic.com/>

<https://code.org/>

<https://www.tynker.com/>

<https://jr.brainpop.com/>

<https://www.gonoodle.com/>

<https://www.mysteryscience.com>

<https://www.storylineonline.net>

<https://www.vooks.com>

- **Grade Two**

www.mrsdemarco5.blogspot.com

<https://www.getepic.com/>

<https://code.org/>

<https://www.tynker.com/>

<https://jr.brainpop.com/>

<https://www.gonoodle.com/>

<https://www.mysteryscience.com>

<https://www.storylineonline.net>

<https://www.vooks.com>

- **Grade Three**

<https://jr.brainpop.com/>

<https://www.brainpop.com/>

<https://xtramath.org/#/home/index>

<https://www.gonoodle.com/>

<https://www.splashlearn.com>

<https://www.esparklearning.com/>

<http://studyjams.scholastic.com/studyjams/>

- **Grade Four**

<https://www.khanacademy.org>

<https://www.ixl.com/math/grade-4>

<https://learnzillion.com>

<http://www.readwritethink.org>

<https://www.poetry4kids.com>

<https://www.eduplace.com>

<https://thatductapeguy.files.wordpress.com>

<http://www.hclibrary.us/> <https://kids.nationalgeographic.com/explore/states/>

<https://www.50states.co>

- **Grade Five**

<https://www.esparklearning.com/>

<https://www.brainpop.com/>

www.writeabout.com

www.newsela.com

www.timeforkids.com

- **English Language Arts**

www.writeabout.com

www.newsela.com

- **Algebra**

<https://www.khanacademy.org/>

www.factmonster.com

- **Math**

<https://webmathminute.com/online>

<https://www.khanacademy.org/>

mobymax.com/signin

app.edulastic.com/login

www.deltamath.com

esparklearning.com

www.kahoot.com

- **Media/Technology**

<https://hourofcode.com/us/learn>

<https://www.kodable.com/> (see Mr. Whelan website for class codes)

<https://www.seussville.com/>

<https://www.kidtopia.info/>

www.quizizz.com

- **Social Studies**

www.sheppardsoftware.com

www.nationalgeographic.org/education/student-experiences/geobee/study

www.kahoot.it

www.geoguessr.com

www.quizlet.com

- **Science**

<https://www.mysteryscience.com>

<https://kidshealth.org/>

<https://www.werkzpublishing.com/sciencewerkz/nsta-5-for-free/>

<http://www.sheppardsoftware.com/>

<https://www.exploratorium.edu/education/designing-teaching-learning-tools>

<https://www.biointeractive.org/home>
<https://www.pbs.org/wgbh/nova/labs/>

- **Music**

www.classicsforkids.com
www.Musiclab.chromeexperiments.com
<https://pbskids.org/games/music/>
www.gonoodle.com

- **Art**

<https://www.nga.gov/>
<https://www.metmuseum.org/>
<https://www.incredibleart.org/>

- **PE**

[Cosmic Kids Yoga](#) - kid friendly YouTube Channel
[Fitness Blender](#)
[GoNoodle](#)
[Daily Motion Workout](#)

- **Health**

<https://jr.brainpop.com/>
<https://www.brainpop.com/health/>

- **Spanish**

Duolingo.com
abcya.com
Quizlet.com
Quia.com
Rockalingua.com

[Kahoot.com](https://www.kahoot.com)

[Sporcle.com](https://www.sporcle.com)

[Studyspanish.com](https://www.studyspanish.com)

[Flipgrid.com](https://www.flipgrid.com)

Essential Employees

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	Essential Employees Per Category
Administration	Oversee operations, governance, facilities, financial operation of the school district	Interact with BOE, community, & staff; student instruction; business office functions, communication, facilities Remote/Onsite	2 people - CSA, BA
School Nurse	Oversee student, faculty, and group/individual health, mental/emotional well- being	Attendance Support Mental Health Support Remote/OnSite	1
Teachers - Full Time K-8	Instruction	Instruction - Remote - One faculty meeting per week	9
Teachers - Specials	Instruction	Instruction - Remote - One faculty meeting per week	1 (2/5 Days), 2 (2.5/5), 1 (4/5), 1 FTE
Student Counselor	Counseling - Eligible for Services	Counseling as per IEP - Supplemental information for parents, staff - Counseling/gen. ed- Remote	1

Speech Therapist	Speech Therapy	Remote as per IEP	1
Special Education - Full Time	Instruction - Eligible for Services	Remote as per IEP	3
Full time Custodian	Facility Cleaning/Lawn/Painting	On site	1
Part-time Custodians (20 hours/week each)	Facility Cleaning	On site	2
Administrative Secretary Student Data Manager	Communication Daily Attendance	Remote/On Site	1
Pre-K Teacher	Early Intervention	Remote	1
Pre-K Aide	Early Intervention	Remote	1

**Remote Learning Schedules
Virtual Class Periods & Extensions
(Full School Shut Down Schedule)**

8:30-8:38	Homeroom	8 minutes
8:38-9:07	Period 1	29 minutes
9:07-9:36	Period 2	29 minutes
9:36-10:05	Period 3	29 minutes
10:05-10:34	Period 4	29 minutes
10:34-11:03	Period 6	29 minutes
11:03-11:32	Period 7	29 minutes
11:32-12:01	Period 8	29 minutes
12:01-12:30	Period 9	29 minutes
12:30-1:30	Lunch	60 minutes
1:30-3:10	Extension*	100 minutes

***Extension Schedule:**

- Teachers and service providers will be available for extension activities in academics as well as specials (PE log activities, ongoing art projects, and music)

lessons), student support & services, extra help/office hours and parent questions each afternoon until 3:12PM.

- Appointments for extra help, support and services will be arranged via email with your child’s teacher.
- Parents may communicate with teachers via email with questions or concerns about their program.

Remote Instruction Schedule Partial Quarantine Elementary Grades

During a partial quarantine involving one grade level, a special “partial quarantine schedule” will be utilized. All “Special Area” subjects will be independent work during the special periods and NOT a zoom lesson.

8:30-8:38	Homeroom	Teacher takes attendance/report absences to Mrs. Patterson
8:38-9:07	Period 1	
9:07-9:36	Period 2	
9:36-10:05	Period 3	
10:05-10:34	Period 4	
10:34-11:03	Period 6	
11:03-11:32	Period 7	
11:32-12:01	Period 8	
12:01-12:30	Period 9	
12:30-1:30	Lunch	
1:30-3:10	Extension*	See below

Resource Classes: (For students at home) Zoom with group both in school and at home

- **If Grade 5 is home-Grade 5 Lit Resource Class:** will run during the 1st period
- **If Grade 5 is home-Grade 5 Math Resource Class:** will run during the 2nd

(T,W,TH) or 3rd period (M)

- **If Grade 1 or 2 is home- Grade 1 & 2 Math Resource Class:** will run during 12:30-1:30, students should have lunch during period 8
 - **If Grade 1, 2 or 3 is home- Grade 1, 2 & 3 Lit Resource Class:** will run during period 3 (teacher will contact parent to adjust start time to be earlier if possible)
 - **If Grade 1, 2 or 3 is home- 504 PO** will meet period 4.
-

***Extension Schedule:**

- Extension time is used for independent activities in academics (Homework and skill practice) as well as specials (PE log activities, ongoing art projects, and music, and Spanish), student support & services, extra help/office hours and parent questions each afternoon until 3:12PM. Please note that some teachers may only be available during preps as they are in school teaching on a different schedule.
- Appointments for extra help, support and services will be arranged via email with your child's teacher.
- Parents may communicate with teachers via email with questions or concerns about their program.

**Remote Instruction Schedule
Partial Quarantine
Middle School**

During a partial quarantine involving one grade level, a special "partial quarantine schedule" will be utilized. Some classes will meet with their teachers via Zoom.

Academic Teachers will provide a link so students at home will Zoom with their academic teachers during their regular period.

Special Area Teachers will provide a link so Students at home will Zoom with their special subject area teachers during their regular period and complete independent work as needed.

*Spanish class will utilize Google classroom rather than Zoom.

If Grade 6 is home (follow regular schedule of classes for each day)

8:30-8:36	Homeroom	Teacher takes attendance/report absences to Mrs. Patterson
8:36-9:18	Period 1	
9:18-10:01	Period 2	
10:02-10:44	Period 3	
10:45-11:27	Period 4	
11:29-12:19	Period 5	Lunch Break
12:21-1:03	Period 6	
1:04-1:46	Period 7	
1:47-2:29	Period 8	
2:30-3:12	Period 9	

If Grade 7 is home (follow regular schedule of classes for each day)

8:30-8:36	Homeroom	Teacher takes attendance/report absences to Mrs. Patterson
8:36-9:18	Period 1	
9:18-10:01	Period 2	
10:02-10:44	Period 3	
10:45-11:27	Period 4	
11:29-12:19	Period 5	Lunch Break
12:21-1:03	Period 6	
1:04-1:46	Period 7	
1:47-2:29	Period 8	
2:30-3:12	Period 9	

If Grade 8 is home (follow regular schedule of classes for each day)

8:30-8:36	Homeroom	Teacher takes attendance/report absences to Mrs. Patterson
8:36-9:18	Period 1	
9:18-10:01	Period 2	
10:02-10:44	Period 3	
10:45-11:27	Period 4	
11:29-12:19	Period 5	Lunch Break
12:21-1:03	Period 6	
1:04-1:46	Period 7	
1:47-2:29	Period 8	
2:30-3:12	Period 9	