

Parsippany-Troy Hills Township Schools

Virtual/Remote Instruction Program 2022-2023

Board of Education Approved - September 8, 2022

Dr. Barbara Sargent, Superintendent of Schools

Introduction

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Parsippany-Troy Hills School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing English Language Learner (ELL) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

I. Equitable Access and Opportunity to Instruction

The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The district has a 1:1 Chromebook Program in place for students in grades 5-12. Students in younger grades will be provided with a Chromebook or iPad if they do not have access to a device at home. The school principals will track this information in our student information database. Similarly, the district has purchased a supply of hotspots and can distribute these to families on an as-needed basis.

II. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. The elementary, middle, and high school instructional day will proceed as follows in the event of virtual instruction:

Elementary Schools: 8:55 a.m. to 3:25p.m. (Teacher lunch/planning is between 11:30 and 1:00)

*Preschool: 9:00 to 11:30 for AM Preschool; 12:30 to 3:00 for PM Preschool;
9:00 a.m. to 3:00 p.m. for Full Day Preschool M - Th; 9:00 to 1:00 on Friday
(Teacher lunch 11:30 – 12:30)*

Middle Schools: 8:00 a.m. to 2:46 p.m. (Teacher lunch/planning is during their scheduled times.)

*High Schools (Grades 9-12) 7:40 a.m. to 2:28 p.m.
Parsippany HS and Parsippany Hills HS will continue to follow the posted rotating block schedule.*

Special education students will have little to no interruption of their instructional program. If necessary, paraprofessionals can individualize instruction while being monitored by the classroom teacher. Accelerated learning opportunities and Gifted Reach Out (GRO) will continue to the greatest extent possible.

III. Addressing English Language Learner (ELL) Plan Needs

English Language Learners will have uninterrupted instruction at the middle and high school during virtual instruction. Elementary ELL students will engage with their ESL teacher, though the schedule may be different than during regular in-person instruction.

IV. Attendance Plan

Attendance is taken at the beginning of each period at the middle and high school level. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as “present”. Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students must have their computer cameras on in order for the student to be marked as “present”. After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absence without a parent notification of said absence in *Genesis*. If necessary, one of the School Resource Officers can be sent to the home for a Wellness Check.

VIII. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program continues at Parsippany Hills HS and Parsippany HS. The distribution of school meals for approved students will be daily between 11:00 a.m. and noon. Delivery can be arranged for families who are unable to get to either high school.

IX. Facilities Plan

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing established cleaning procedures, the school custodial staff will implement a deep clean of the school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

In the event of district closure, all vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers

In summation the Parsippany-Troy Hills School District will follow all recommendations outlined in numerous Government publications and advisories which are already established and will adjust procedures and policies accordingly as new advisories are released and updated

X. Other Considerations

- **Social and emotional health of staff and students**
- **Title I Extended Learning Programs**
- **21st Century Community Learning Center Programs**
- **Credit recovery**
- **Other extended student learning opportunities**
- **Extra-curricular programs**
- **Childcare**
- **Community programming**

In keeping with the district's practice during a closure for inclement weather, there will not be Before- or After-Care (SKIP) programs held during a health-related closure. Extracurricular programs will be postponed and outside community groups will not be permitted in the school facilities. Title I Extended Learning Programs will be rescheduled so that no instructional/intervention time is lost.

The district does not provide credit recovery for students. The district does not offer a 21st Century Community Learning Center Program.

School guidance counselors and Child Study Teams will be available to check in with students and assist families. The district will remind staff of the Penn Medicine Employee Assistance Program so they are aware of the support systems in place.