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**Hainesport Township School District**  
**Emergency Virtual or Remote Instruction Programs**  
**for the 2022-2023 School Year**

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**Hainesport Township School District**

**Burlington County**

**Joseph R. Corn, Chief School Administrator**

**609-267-1316 ext. 207**

Board Approved: 9/19/2022

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## Component 1: Equitable Access to Instruction Plan

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Hainesport Township School District will continue to provide a hybrid of Google Classroom instruction and hard copies (as necessary, to be equitable) of lessons and assignments for all students, as prescribed in the August 18, 2021 NJDOE Broadcast, "[Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year](#)" In order to provide equity in its fullest, students in Grades K - 3 will complete daily hard copied assignments in all NJDOE required subjects. Students in Grades 4 - 8 will utilize the Google Classroom format to complete daily assignments in all NJDOE required subjects (hard copies as needed).

During the COVID-19 health-related school closing, Hainesport Township School District will continue to provide educational opportunities to ensure that all students, with varied and age appropriate needs, are addressed. The demographic profile of the district includes English Language Learners (ELLs) (1.4%), students with disabilities (19.9%), homeless students (<1%), and preschool students (3.4%).

There is a small percentage of students without access to WiFi and or an appropriate device in order to access WiFi. The district has assisted identified families in the procurement of WiFi access through a third party provider. Hot spots have been purchased by the district to provide to staff and students who were unable to receive services through the third party provider, and these devices are available upon request. The district has provided Chromebooks to those students who have WiFi, but do not have access to an appropriate device. Devices are available upon request to all students in the district. In order to create equity, the district continues to provide hard copy assignments to any student who prefers or does not have access to WiFi so that the student may be able to engage and continue learning.

All teachers are equipped with a take home school funded laptop and continue to monitor school email directly from home between 8:05 AM - 3:20 PM to help answer any questions students and parents/guardians may have in regards to provided assignments. School administration will remain on-site at the school daily to help disseminate student lunches and any hard copies of assignments that are needed.

Hainesport Township School District will continue to follow all guidance, recommendations, and mandates from the New Jersey Department of Health and the Burlington County Health Department in regards to the district's closure, cancelling of public events, cancelling of after school activities, and suspending facility usage by outside entities due to COVID-19. Extracurricular and group activities (school sponsored and/or outside sponsored) will not be rescheduled. All student field trips have been cancelled.

## Component 2: Addressing Special Education Needs Plan

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During the COVID-19 health-related school closing, Hainesport Township School District will continue to provide educational opportunities to students with disabilities such that these students have equal access to the same opportunities as general education students. To the greatest extent possible, each student with a disability is provided the special education and related services identified in the student's Individualized Education Program (IEP), developed under IDEA, or a plan developed under Section 504. The district will continue to fulfill its obligations to provide a free appropriate public education (FAPE), which may include, as appropriate, special education and related services provided through distance instruction through virtual, online, or telephonic platforms.

### **Special Education Services**

All assignments include appropriate modifications and accommodations for students with IEPs and 504 plans. Teachers of students with disabilities have been provided with a [Remote Learning Service Log](#) to track the accommodations and modifications provided to students with disabilities, as well as monitor students' progress.

Documentation of progress monitoring includes traditional progress goal monitoring as well as informal methods such as emails with parents/guardians regarding the program and goals. This documentation allows special educators to determine how the student is responding to remote instruction such that instructional adjustments can be made accordingly.

### **Related Services**

According to the NJDOE's [April 3, 2020 memo](#), "related services may be provided through telemedicine and telehealth, or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible." The rule modifications outlined in the memo are intended to provide IEP Teams with the flexibility necessary to implement services during unprecedented school closures, as well as minimize the need to provide extensive compensatory services to students when they return to school.

Hainesport Township School District continues to provide related services to meet the needs of each student to the greatest extent possible. The district has arranged to offer such services through electronic means, virtual and/or online instruction, as appropriate, to address the goals and objectives in students' IEPs.

The district's Speech-Language Pathologists, Occupational Therapist, Physical Therapist, and staff who provide counseling services and multisensory reading instruction contact families via email to arrange a schedule for the delivery of related services to students with disabilities. In

collaboration with the parents/guardians, service providers schedule services at an agreed upon time. In addition to teletherapy, related service providers are able to provide students with disabilities and parents/guardians with materials, resources, and instruction to permit follow-up to continue to work on and practice skills targeted in the current IEP.

To track related service sessions and the potential need for compensatory services, service providers have been provided with the [Remote Related Service Log](#). Service logs are shared with the student's case manager to ensure that the case managers are aware that services are implemented in accordance with the student's IEP to the greatest extent possible.

### **IEP & 504 Meetings**

Hainesport Township School District utilizes the online platform, Google Meet, to conduct meetings related to IEPs and 504s during the public health-related school closure plan. Google Meet is a video conferencing tool that enables users to conduct meetings virtually.

IEP meeting invites, as well as 504 meeting invites, are emailed to parents/guardians to provide notice of the meeting. To ensure that the correspondence was received by the parents/guardians, staff request a written response from the parents/guardians to acknowledge receipt and confirm their attendance by way of telecommunication. An electronic copy of the [NJDOE Parental Rights in Special Education](#) is attached to all IEP meeting invites. Additionally, the [N.J.A.C. 6A:14, Special Education](#) and the [NJDOE Office of Special Education Programs Short Procedural Safeguards Statement](#) are attached as well.

Documentation of meeting invites and subsequent email correspondence between case managers and parents/guardians is uploaded to the district's Google Drive COVID-19 Documentation folder.

To document meeting participation, case managers record attendees' names on the signature page and note that each participant participated via Google Meet. Case managers also record, "Meeting was held remotely during the school closing via Google Meet due to COVID-19." At the conclusion of the meeting, case managers send a follow-up email to the parents/guardians to thank them for their participation in the meeting and provide a copy of the IEP. These emails serve to memorialize the parents'/guardians' attendance and will be printed and filed upon return to school. Additionally, all signature pages can be accessed remotely by staff via the district's Student Information System, OnCourse.

## **Evaluations**

Hainesport Township School District will complete any aspect of an evaluation that can feasibly be completed during the school closure. If the evaluation is one that can be completed remotely, such as a social history, then the case manager will attempt to complete the evaluation during the time of the school closure, and remaining aspects of the evaluation will be completed when school reopens, including all necessary assessments and testing.

If a given evaluation requires physical, in-person access to the student, then it will be completed once school is again in session. Case managers have contacted the parents/guardians of students who are currently in the process of being evaluated to inform them that the evaluation is ongoing and will be completed as soon as the district once again has in-person access to the student.

## **Communication**

Special education and 504 case managers engage in frequent communication with the families of the students they case manage. Through email correspondence, case managers are able to communicate with staff, including teachers and related service providers to stay informed about their students' progress and the implementation of services. Case managers, in turn, utilize electronic and telephonic platforms to keep the lines of communication open with the families of the students they case manage to ensure services are implemented in accordance with students' IEPs to the greatest extent possible. As with in-district special education families, case managers also remain in communication with the families of the students placed in out-of-district schools to inquire about how students' needs are being met, especially medically fragile students. Additionally, case managers have access to the public health-related school closure plans for the out-of-district schools students attend.

### Component 3: Addressing ELL and Bilingual Needs Plan

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Hainesport Township School District remains committed to the implementation of ESL and bilingual education, including English Language Services (ELS) designed to improve the English language proficiency of students identified as English Language Learners (ELLs). In order to meet the needs of ELLs during remote instruction, the delivery of ELS services may include, as appropriate, virtual, online, or telephonic platforms. ELLs continue to receive instruction in four skill areas: listening, speaking, reading, and writing with an emphasis on attaining proficiency in listening and speaking skills with a gradual increase in the development of reading and writing skills.

Using the [WIDA English Language Development Standards for Instruction](#), Hainesport Township School District's ELS teacher continues to plan and implement language instruction for ELLs, as well as remain a resource for content area teachers as ELLs continue to learn academic content during the school closure. To assist districts during remote instruction, WIDA developed [Teaching Multilingual Learners Online](#), a web page that identifies examples, resources, and insights framed around the 2019 WIDA Guiding Principles of Language Development. Hainesport Township School District continues to consult WIDA's resources to identify alternate methods of instruction to address the challenges for ELLs in online environments as well as identify potential advantages of technology to personalize learning experiences.

Using [ReadWorks](#), the ELS teacher is able to assign different leveled texts to each student with question sets to build reading comprehension. Students are able to highlight, annotate, and complete assignments online within their assigned remote learning class. To monitor progress, the ELS teacher has access to progress reports and automatic grading to provide students with immediate feedback. Additionally, the ELS teacher differentiates the lesson for each learner by providing less complex versions of the original passage as well as audio versions so that students can listen along to texts and questions. To promote equity, online assigned materials are also available as hard copies.

The district also subscribes to [ESL Library](#) for additional individualized lessons and interactive assignments to meet the needs of ELLs. Resources include ready-made flashcards to improve sight word recall, digital activities to engage students in writing and grammar lessons, and assessment tools to gauge student progress. The program also offers listening activities and conversational materials to further support ELLs. All materials are available as hard copies for ELL families with limited access to technology.

The district continues to utilize Google Apps for Education as a platform for remote instruction. Staff have access to Google Translate, which translates words and phrases between English and the student's home language. This feature has been helpful in translating materials and directions for ELL students. Additionally, students are able to use the voice-to-text feature in Google Docs which provides online voice recognition to assist ELLs. Google Meet is another

feature that enables the ELS teacher to video conference with ELL students to engage students in conversation to improve and assess students' speaking skills.

Throughout the school closure, Hainesport Township School District continues to sustain partnerships with ELL families. In addition to Google Translate, staff have access to the family engagement platform, [TalkingPoints](#), which offers the ability to communicate with families via text communication. Educators are able to message families from the Talking Points web-browser or mobile app, and families respond using text messages or the mobile app. The program allows staff to communicate with families in their home-language by translating messages into over 130 languages. Teachers are able to write messages in English, and families can respond in their home language, which has been a valuable resource for maintaining open communication with the district's ELL families.



## Component 4: Safe Delivery of Meals Plan

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During the public health-related school closure, student lunches are provided daily between the hours of 11:00 AM - 1:00 PM for ALL students. Parents are asked to pull into the Broad Street loop (where busses arrive and depart daily) where traffic cones will direct a drive-thru style “grab and go” lunch. Lunches will continue to meet all federal and state nutritional guidelines and will be charged to student accounts accordingly.

**SFA/School District:** Hainesport Board of Education      **LEA#:** 050-1910      **SFA#:** 00501910

The information and table below provide detailed information regarding the district’s continued safe delivery of meals to students.

Grade Levels	Pick-Up Time Window	Location
Grades PreK - 8	11:00 AM - 1:00 PM	Hainesport Township School Broad Street Entrance

- Parents/guardians can receive a weekly supply of school lunches on the first school day of each week. Daily lunch pick-up is also available on every scheduled school day if daily pick-up is more feasible for parents/guardians and students.
- Any parent/guardian who wishes to have meals delivered to their residence can contact the Main Office and request this service, which the district is happy to oblige.
- Parents/guardians are directed to pull into the front Broad Street roundabout and lunches are brought to the parent’s/guardian’s vehicle. Parents/guardians remain in their vehicle.
- At time of pick-up, parents/guardians are required to provide the name of the student.
- Pick-up days and times will remain in effect as long as the school is closed due to the public health-related school closure. Meals will only be served on scheduled school days.

## Component 5: Length of Virtual or Remote Instructions Day Plan

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### **Maximize Student Growth & Differentiating the Instructional Day**

Instruction is delivered through a blend of digital curriculum, supplemental resources, teacher created materials, and consumables as requested. Remote learning is designed to maximize student growth and learning to the greatest extent possible during the public health-related school closure.

- Student and staff instructional days run from 8:30 AM to 3:20 PM with instruction delivered live and asynchronously according to student needs.
  - Instructional times are flexible by design and differentiated to meet the needs of working parents/guardians and displaced students.
  - Live individual and small group instruction is delivered through online platforms, including Google Meet and/or Zoom, based on mutually agreed upon teacher and student dates and times.
- The Google Classroom platform is utilized for the delivery of independent and collaborative instructional materials and as an asynchronous communication tool to provide feedback regarding student learning, assignments, and assignment requirements.
- Student progress is monitored by students and parents/guardians through the OnCourse Student Information System which provides real time updates on student assignment results.
- Activities and assignments are differentiated and modified by special education instructors in accordance with individual student learning needs, IEPs, and 504 plans.
- Pacing of assignment completion is adapted and differentiated to meet individual student and family needs.
- Coordinated grade level specific classroom assignments at the elementary levels are designed by grade level teams to create consistency on assignment expectations and grading during remote instruction.
- Numerous online learning programs are infused into all content areas to support instructional objectives and maximize student growth to the greatest extent possible.

## Component 6: Attendance Plan

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Student attendance is in accordance with the district's Attendance Policy 5200. Student attendance is documented by Main Office staff while school is in session and while students are under the guidance and direction of instructional staff who are utilizing remote instructional methods.

Throughout the public health-related school closure, the district has implemented procedures and resources for staff to engage in frequent communication with families of students who are not participating in online instruction and/or not submitting assignments. The following procedures have been established to assist staff when a student is identified as not participating in online instruction and/or not submitting assignments. If a response is not received or assignments remain missing, staff are instructed to proceed to the following step.

1. Send an email to the student including a brief summary of missing or incomplete assignments. Copy the student's parents/guardians on the email. This step may not apply to all students (i.e. elementary). Proceed to step 2 if not applicable.
2. Send an email to the parents/guardians including a brief summary of missing or incomplete assignments.
3. Contact the parents/guardians by phone. Leave a voicemail.
  - a. [Using Google Meet for Phone Calls](#)
  - b. [How to Block Your Phone Number](#)
4. Contact the counseling department, CST case manager, or 504 case manager to call the parents/guardians.
5. Schedule a parent-teacher conference via phone, Google Meet, or an online platform.
6. Contact your grade level principal.
7. The grade level principal may determine if a student has met the exceptions clause of District Regulation 5200 which may be applied for students who have demonstrated that they have mastered the proficiencies established for the assigned courses of study through completion of home assignments and/or home instruction. This exception is at the discretion of the teacher after consultation and approval of administration.

## Component 7: Facilities Plan

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Custodial staff remains vigilant in excessive disinfection of the school (classrooms, high-touch areas, desks, lavatories, etc.).

All parents/guardians, students, and faculty have been reminded via multiple methods to stay home when not feeling well, and in case of fever, to be fever-free for a minimum of two days before returning to school; to continue hand washing and disinfecting.

Additional measures the district continues to take:

- A schedule for staff entry has been established to ensure social distancing guidelines.
- All staff entering the building are required to enter and exit through the Main Office entrance where they are required to garner personal protective equipment prior to entering the building.
- Verified that our substitute teacher vendor is appropriately and regularly screening its employees (travel destinations, illness) prior to being allowed to work within the school.
- Verified that the bussing company is appropriately and regularly screening all HTSD bus drivers (travel destinations, illness) prior to being allowed to drive a HTSD bus route.
- Verified that all vendors that provide staffing to HTSD are appropriately and regularly screened by their employers (travel destinations, illness) prior to working within the school.
- Verified that all employees of Nutri-Serve are appropriately and regularly screened (travel destinations, illness) prior to arriving at the school.

## Component 8: Summer Programming Plan

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### **Extended School Year**

Extended School Year (ESY) for eligible students with disabilities will begin Wednesday, July 5, 2023 and end Thursday, July 27, 2023. School will be held Monday through Thursday between the hours of 8:15 AM and 12:15 PM with no school on Fridays. Hainesport Township School District is preparing plans for the delivery of ESY through remote instruction in the event the school closure is extended by Governor Murphy beyond June 30, 2023. ESY remote instruction will include a continuation of methodologies and procedures to provide the special education and related services identified in students' IEPs, to the greatest extent possible.

### **Assessment of Learning Loss**

Students in Grades 4-8 will be administered an online reading level assessment in June 2023 through the Scholastic Reading Inventory in order to determine student growth and potential reading level loss. Data will be utilized to develop supplemental reading instruction for required grade level summer assignments that will assist with minimizing learning loss in the area of English Language Arts. During the summer months, the district will employ the Accelerated Reader program, a research-proven computerized program that monitors growth and assesses reading comprehension. Students select books based on their individual reading level, read independently, and take an independent comprehension assessment on the computer. Data is collected and analyzed to set learning goals, monitor students' continued progress, and personalize instruction.

Students in Grades 5-7 have been administered end of year mathematics placement assessments to determine eligibility for mathematics placement in remedial and accelerated sections to meet the needs of individual students at various instructional levels. During the summer months, the district will employ the IXL mathematics program, which includes interactive questions, engaging item types, and real-world scenarios designed to help students practice mathematical skills and master concepts linked to specific learning standards.

### **Graduation**

To celebrate this year's eighth grade graduates, Hainesport Township School District is exploring various platforms to stream a virtual graduation ceremony with pre-recorded speeches and messages for the Class of 2023.

## Component 9: Board Approval

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Hainesport Township School District's Emergency Virtual or Remote Instruction Programs Plan has been submitted to the Hainesport Township Board of Education for approval at its scheduled meeting on September 19, 2022.

## Component 10: Posted on Website

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Hainesport Township School District's updated Emergency Virtual or Remote Instruction Programs Plan is posted on the district's [website](#).

## Component 11: Posted on Website

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Hainesport Township School District's essential personnel are identified below, including their role, workstream and duties, and how many individuals in each category are present in the school.

- **Superintendent's Office**
  - Superintendent
    - Working 5 days a week with reduced hours
    - Ensuring all students are receiving their assignments and meals
    - Keeping Board Members, staff, parents/guardians, and community members updated on COVID-19 and how it is impacting Hainesport students
    - Coordinating and implementing changes in educational and safety guidelines, overseeing staff, teleconferences with others
  - Assistant to the Superintendent (1)
    - Working 1 part-time day a week or as needed
    - Answer phones and email, type requested information from State and County Offices, process mail.
- **Business Administrator's Office**
  - Business Administrator
    - Working as needed with reduced hours
    - Paying bills and keeping up with new changes
  - Assistant to the Business Administrator (1)
    - Working reduced hours as needed
    - Answer phones and email, payroll, paying bills, purchase orders, process mail
- **Main Office**
  - Principal Grades 5-8 Principal (1)
    - Working 5 days a week with reduced hours as needed
    - Assisting the Superintendent to ensure that all students are receiving their assignments
    - Distributing meals to parents/guardians for our students, updating staff on COVID-19
  - Secretaries (2)
    - Alternating days so coverage is 5 days a week
    - Answer phones and email, run off student packets for pick up, process mail



- **Technology**
  - Technology Coordinator (1)
    - Working 3 part-time days a week and 1 full day
    - Ensuring all electronic devices and services are working properly
- **Building and Grounds**
  - Facility Manager
    - Working 5 days a week
    - Overseeing the facility and building and grounds staff
  - Maintenance (1)
    - Working 5 days a week
    - Making repairs to the facility and assisting with sterilizing the school
  - Custodians (5)
    - Working 5 days a week
    - Cleaning and sterilizing the school
- **Cafeteria**
  - Cafeteria Manager
    - Working 2 days a week
    - Overseeing prepared meals for students
  - Cafeteria Workers (2)
    - Working 2 days a week
    - Preparing meals for students

Expectations for Hainesport Township School District teachers are outlined below including hours of remote instruction.

- **Teachers K-3**
  - Students in K-3 have been provided take home folders containing daily assignments.
  - All teachers are available via electronic communication to answer any questions pertaining to assignments/lessons between 8:05 AM to 3:20 PM daily.
- **Teachers 4-8**
  - Students in grades 4-8 will utilize Google Classroom to complete daily assignments.
  - All teachers are available via electronic communication to answer any questions pertaining to assignments/lessons between 8:05 AM to 3:20 PM daily.