

The Midland School  
Emergency Virtual/Remote Instruction Plan  
2023-2024



\*\*This plan is an ongoing process and is subject to change as directed by the New Jersey Department of Education or the New Jersey Department of Health

In April 2020, Governor Murphy signed A-3904 into law (P.L. 2020, c.27, or “Chapter 27”), which in part requires each school district, charter school, renaissance school project, and Approved Private School for Students with Disabilities, hereinafter referred to as Local Educational Agencies (LEA), to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (NJDOE). This law provides for the continuity of instruction in the event of a public health-related school closure by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

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## Special Note:

The Midland School is a New Jersey Department of Education Approved Private School for Students with Disabilities. All students have Individual Education Programs (IEPs) and are instructed on their own individual level addressing the goals and objectives noted in their IEPs.

### A. Structural Guidelines for Remote Instruction:

1. Classroom Schedule: All classroom teachers will follow their individual classroom schedules for academic classes. The school day will run from 9:00 a.m. – 3:00 p.m.
2. Ancillary Classes: All ancillary classes will follow their individual class schedules. Ancillary teachers will join the classroom teacher's Zoom lessons so that students do not have to change sessions. When they join the Zoom meeting, the classroom teacher will switch the "hosting" duties to the ancillary teacher and can rejoin the class at the end of the lesson.
3. Therapy Sessions: Therapists will follow their individual schedules for therapy sessions. This may require students to leave an academic lesson and log in to their therapist's session and then return to their regular class lessons.
4. Lunch times: All lunch times will be recognized as they are scheduled. 200 wing lunch will be from 11:40 – 12:20 and 500 wing lunch will be 12:20 – 1:00 each day.
5. Everyone will follow the regular, full day schedule from 9:00 a.m. – 3:00 p.m. All staff/parents/students should follow their current schedule therefore, elective teacher live sessions will not change. The schedule is divided into 9 40-minute blocks. If Art is on Tuesday, during period 2, from 9:40 – 10:20, then the Art teacher will plan a live lesson at that time.
6. Pre-recorded videos: Each afternoon, students in the 500 Wing usually have Career Clusters from 1:40 – 3:00. In the case of remote instruction, the job coaches will present a career lesson from 1:40 – 2:20 each day, and then a video offering from one of the specials teachers (Art, Music, PE, Yoga, Read Aloud) will be available from 2:20 – 3:00 each afternoon.

### B. Devices:

1. The Midland School does not have a 1:1 initiative for technology for students. Students have utilized personal technology in the past.
2. Any student needing a device such as an iPad or Hot Spot will first attempt to acquire one through their sending district.
3. If a student does not have a device that will allow for them to access virtual instruction, The Midland School will assist with providing an iPad for instruction. Parents must pick up the device and sign an agreement for proper usage and safeguarding of the device.

C. Instruction Requirements:

1. All staff will have an established, current, and working Zoom or GoTo Meeting account.
2. The school website will contain additional links for alternate activities.
3. All staff will follow the approved curriculum in all subjects.
4. Digital resources will be combined with hard copy instructional materials.

D. Attendance:

1. The school nurses will coordinate all remote attendance.
2. Classroom teachers will let the nurses know, by email, if a student has not checked in to homeroom by 9:00 a.m.
3. If a student participates in therapy sessions it will be noted as attendance.
4. Parents of any students who do not participate will be contacted immediately by either phone or email in order to assist with consistent attendance.
5. Students who do not participate will be noted and communication with the case managers of sending districts will be established in order to keep sending district informed of attendance and absence patterns.

E. Live Streaming:

1. All teachers will live stream their lessons in all academic and ancillary areas. This is synchronous instruction. In some instances, recorded lessons may be utilized.
2. All therapists will live stream their instruction during therapy sessions.

F. Asynchronous & Synchronous Instruction:

1. Regardless of what type of instruction is delivered to our remote students, the key to effective communication and learning will be for staff to use a variety of synchronous and asynchronous instructional methods.
2. It is strongly encouraged that students have an adult or other responsible party to assist with instruction and remote learning, depending upon the needs of their students.
3. Teachers will send home packets of materials and all relevant school supplies in order for lessons to be available for the students.

G. Measurement/Assessment of student growth:

1. Student growth will be assessed in the same way for all students. Each lesson presented by the teacher will include evaluation and data collection. There are data collection sheets kept by each teacher and private session notes for each therapist.
2. All IEP goals will be evaluated as outlined in the IEP and progress on school schedule.

H. Modifications/Accommodations:

1. All possible modifications and accommodations outlined in the IEP will be offered to each student. Digital learning as well as paper/book learning will be available to all students.

I. IEP Meetings:

1. Any IEP meetings scheduled during the time of remote instruction will occur virtually, through the platform most convenient to the parents and school district.
2. IEP teams should develop procedures to complete overdue and/or incomplete evaluations to determine eligibility for special education services.

J. ESL/ELL Students:

1. At this time Midland does not have any ESL/ELL students but will provide translated materials to any future ESL/ELL students.
2. Midland will work collaboratively with the sending district in order to provide interpretive services for parents as well as literacy-appropriate information.
3. Any ESL/ELL student or family needs such as social-emotional strategies, culturally-responsive teaching or trauma-informed teaching will be sought through both the sending district and the Midland School counseling staff.

K. Breakfast/Lunch/Recess:

1. If the district must implement remote instruction, the lunch/recess schedule will be followed by the students at home. We ask parents to oversee the lunch/recess period which runs from 11:40 – 12:20 for the 200 wing classrooms, and from 12:20 – 1:00 for the 500 wing classrooms.
2. Since Midland is not part of the National School Lunch Program it is not necessary for meals to be provided by Midland. However, if any family is in need, we will work with the sending district to secure meals for the families.

L. Building Maintenance:

1. In the event of the school closure, the building will be maintained by in-house staff. Additional cleaning processes including HVAC modification, if necessary, will be continued whether or not students are in the building.

M. Other considerations:

1. Accelerated learning opportunities – All students are taught at their individual levels. Any student needing accelerated learning opportunities will be addressed at their own level.
2. Social and emotional health of staff and students – All Midland staff have access to a free Employee Assistance Program and all students have access to counseling staff both at Midland and through their sending district.

3. Title I Extended Learning Programs – As an APSSD The Midland School is not receiving Title I funding.
4. 21<sup>st</sup> Century Community Learning Center Programs – The Midland School will utilize online 21<sup>st</sup> century community learning programs in the event of virtual instruction.
5. Credit recovery – The Midland School will work with a sending district for any type of credit recovery necessary for students.
6. Other extended student learning opportunities – The Midland School will continue to provide any extended student learning opportunities that are available/possible through virtual avenues.
7. Transportation – All transportation is the responsibility of the sending district and will be handled through the sending districts.
8. Extra-curricular programs – The Midland School is not able to continue extra-curricular programs through virtual avenues and will discontinue these until in-person activities are resumed. Parents will be reimbursed if any funding is collected and the activities are cancelled.
9. Childcare – The Midland School does not provide childcare.
10. Community Programming – The Midland School is not able to community programming through virtual avenues and will discontinue these until in-person activities are resumed.

N. Essential Staff:

1. It should be noted that The Midland School identifies all employees as “essential” to our comprehensive educational program. Essential staff include administrators, teaching staff, therapists, aides, secretaries, custodians, ancillary staff, contracted personnel working with our staff, etc.
2. In the event that our district must implement remote instruction, The Midland School will require all employees to report to the building if at all possible, while students remain at home.

O. Guidelines for Remote Learning:

1. All staff will report to the building during remote learning, unless directed by administration.
2. Upon directive of the President/CEO, the Principal will send an email to parents/staff that Remote Learning will take effect, indicating a start date and an end date, if possible. As much advance notice will be utilized as is available.
3. All staff will follow up with information to their families about their schedule.
4. All IEPs will be followed as they are followed in each classroom, and instruction will be designed around individual student goals.
5. All related services will be provided to students as designated in their IEPs.

P. Remote Paraprofessional Assistance and Responsibilities:

Regardless of mode of instruction (in-person or remote) aides will attend all instructional live sessions. If recorded videos are sent to the students, they will also be sent to the aides, so they can assist the student to which they are assigned. Aides will be expected to:

1. Maintain open communication with the teachers/administrators/students and families on assigned days.
2. Perform as many traditional tasks as possible
3. Consistently provide support for assigned students via email, Zoom, Google Meets, etc. as appropriate.

Q. Payroll:

1. All staff will be required to submit an Activity Log which will outline all of their activities each day to certify payroll.

R. Student Health Reminders:

1. We know everyone will be working together to ensure the health and safety of our staff and students. We strongly encourage you to take your child's temperature each day before leaving for school. We also ask that you keep yourself up-to-date on the most recent information from the CDC and Department of Health on any travel restrictions/requirements.
2. If your child has any of the below symptoms, please keep him or her at home:

Fever of 100 degrees or greater

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore Throat

Loss of taste or smell

Fatigue

Congestion or runny nose

Nausea or vomiting

Diarrhea

3. Quarantine is no longer recommended for people who are exposed to COVID-19, regardless of vaccination status.
4. For individuals who test positive, regardless of vaccination status, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider, should stay at home for at least 5 full days after symptom onset or after the positive test.
5. Individuals who have no symptoms, or symptoms are resolving after 5 days and are fever-free for 24 hours, can return to school and wear a mask for an additional 5 days.
6. When in doubt, please keep your child home, and if needed, contact the School Nurses and/or the child's health care professional for further consultation.