

HAZLET TOWNSHIP PUBLIC SCHOOLS



SCHOOL CLOSURE PLAN VIRTUAL OR REMOTE INSTRUCTION September 2021

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Introduction

The Hazlet Township School District is dedicated to the continuity of instruction, especially when emergent conditions require alternate plans. In the event of extenuating circumstances, Hazlet Schools will adopt a virtual school platform, which is a way for instruction to continue while students are unable to attend school due to campus closure. While the virtual school platform is not intended to replace the traditional classroom environment, teachers will still be able to deliver standards-based instruction to students in an online environment until the normal school schedule can resume.

The purpose of this document is to outline how the Hazlet Township School District will continue to provide instruction in a virtual school format while a traditional classroom setting is otherwise not recommended. The plan outlines roles and responsibilities for all community stakeholders, as the success of the virtual school model will be dependent upon the dedication of faculty/staff, students, parents, and district administration.

The Hazlet Township School District is a preschool through twelfth grade district composed of almost 3,000 students including 557 students with special needs, 6 homeless students, and 37 English Language Learners. Specifically, the District consists of an early child learning center for preschool and kindergarten, three first through fourth grade schools, two departmentalized schools serving students in grades five and six, one middle school and one high school.

Hazlet Township School District continues to work collaboratively with faculty and staff to develop an educational plan for remote/virtual instruction when schools and/or the entire district needs to close 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.”* 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.

Essential Personnel

Essential staff includes:

- 1 Superintendent of Schools - Oversee and coordinate district operations
- 3 Central Office Staff – Assist with district operations
- 1 School Business Administrator - Maintain business office operations and payroll
- 5 Business Office Staff – Assist with business operations

- 1 Network Administrator and 4 Technology Staff - Coordinate provision of technical assistance, prepare and provide devices for families in need and assist with remote learning implementation
- 12 Building and/or Central Office Administrators (as needed) - Coordinate distribution of essential physical resources (paper materials, technology, etc. to families in need)
- Custodial staff members - Sanitize and provide access to school facilities
- Food service members - Managed through Maschio's to prepare and distribute food to eligible families

All Staff Members:

All staff will be required to work at their home computers or district issued technology from 9 am to 1 pm. During this time, they will respond to emails, monitor online learning i.e. Google classroom assignments, online student learning platforms, as well as respond to students and/or families asking for instructional assistance with their assignments or other educational supports relevant to specific positions (administrative assistants, child study team members, nurses, counselors, etc.). Lesson plans should be submitted to the building principal as scheduled. All lessons should include:

- Purpose/objective of the lesson/assignment and the NJ Student Learning Standards addressed in the lesson/assignment;
- Description of the tasks, including the directions/resources required to complete the assignments.
- Assignment submissions process/expectation and date/timeline for the assignment to be completed-upon return to school or via Google Classroom
- Modifications/Accommodations should be provided for all INDIVIDUAL students needing services: 504; IEP; ELL. This could mean extended time to complete assignments, study guides, word banks, reduced answer choices, graphic organizers, etc. This should correlate specifically to the students enrolled in your classes.
- Bilingual staff members are available for translation as needed.

Student Attendance

Students are marked present for attendance when they are academically engaged, logged on, or completing assignments. A student is deemed “not present” if he/she fails to log on to a lesson or does not post class/ homework for the day. Teachers and staff members regularly reach-out to parents/students that are not logging on to their device or submitting class/homework in class. District Guidance counselors, child study team members, and building administrators are monitoring students’ academic involvement and student progress daily and are also contacting parents to check-in on concerned students. If a student does not access online instruction due to

sickness, personal concerns or a death in the family, the student is marked absent. Interventions and protocols are implemented to address student attendance including the use of wellness checks if necessary. The revised grading format will assist students in successfully meeting the requirements for promotion and graduation. For students who are not meeting grade level expectations, developmental opportunities are being available to them.

District Learning Devices and Internet Access

All Hazlet School District staff and families have been surveyed to determine household access to a computer or learning device. Any family or staff member that is in need of a learning device or Internet access will be provided a chromebook and/or mobile hotspot by the district in the event this plan is activated. The tech team has been available to service damaged chromebooks and provide replacements as needed. Only devices from 12th graders will be collected at the end of the school year.

Extracurricular Activities and Field Trips

All extracurricular activities and field-trips will be addressed on a case by case basis.

Provision of School Nutrition Benefits

As per the Back to School Memo dated September 13, 2021, the Hazlet Township Public Schools will continue to provide meals to individual or limited number of students (e.g., one grade level or classroom) quarantining due to COVID-19 and learning virtually on a temporary basis.

Home Meals through Curbside Pick Up

- Meals for quarantine / remote students will only be available for pick up. Parents will be required to pick up meals at designated times at Raritan High School. Families are to email the foodservice director to request meal service. Meals will be provided in a multi-day format with pick up twice a week, where possible, as dictated by the school schedule. Meals will not be provided for days that school is not in session.
- The FSMC designee will prepare home meals for pick up in accordance with the pre-ordering system results. The FSMC designee will set up for meal distribution at the designated location(s) on the designated day and time. Visual indicators will be in place at the pickup location(s) delineating guidelines for families to promote social distancing while waiting to pick up meals.
- The FSMC designee will be responsible for tracking meals served, maintaining reports in the point of sales system, and continuing to file all required reports.

Department of Special Services - School Closure Preparedness Plan

In the event of a school closure, the following protocol will be implemented in order to address equitable access and the provision of appropriate special education and related services for students with disabilities:

Special Education Teachers

- instruction will be delivered via virtual, electronic, and online platforms as appropriate and as required by the student's IEP to the greatest extent possible.
- will provide developmentally appropriate assignments and materials, with accommodations and modifications aligned to the needs indicated in student's IEP with the purpose of maintenance and/or progression of skills.
- will be available via a technological platform (eg. email/google classroom) from the hours of 9am to 1pm to respond to emails, monitor on-line learning as applicable, and provide instructional assistance to students/parents/caregivers as needed.
- will document services, student progress, as well as the provision of accommodations and modifications.

Related Services

- Upon the State Board of Education adoption of temporary rule modifications to Chapter 14 of New Jersey Administrative Code, related services will be delivered via teletherapy, virtual, electronic, and online platforms as appropriate and as required by the student's IEP to the greatest extent possible.
- will provide activities and materials, to the extent appropriate, which are aligned to the goals in student's IEP for the purpose of maintenance and/or progression of skills.
- will be available via a technological platform (eg. email/google classroom) from the hours of 9am to 1pm to respond to emails, monitor on-line learning as applicable, and provide activity assistance to instructors/students/parents/caregivers as needed.
- will document services, student progress, as well as the provision of accommodations and modifications via weekly logs.

Child Study Team Members/Behaviorist

- will be available via a technological platform (eg. email) from the hours of 9am to 1pm to respond to emails and/or provide support to instructors/students/parents/caregivers as needed.
- a log will be submitted outlining work that was completed from home.
- IEP and other essential meetings will be conducted via virtual, electronic, online platforms and/or telephone conference as appropriate.

- will contact families via virtual, electronic, online platforms and/or telephone as appropriate to ensure that services are implemented in accordance with IEP's to the greatest extent possible as well as to provide support as appropriate.

Nurses

- will be available via a technological platform (eg. email) from the hours of 9am to 1pm to respond to emails and/or provide support to instructors/students/parents/caregivers as needed.
- a log will be submitted outlining work that was completed from home.

Home Instruction

- Home instruction will be delivered via teletherapy, virtual, electronic, and online platforms as appropriate and if applicable as required by the student's IEP to the greatest extent possible.
- For students that this is not appropriate, missed services will be rescheduled upon return to school.

Paraprofessionals

- will be available via a technological platform (eg. email) from the hours of 9am to 1pm to respond to emails and/or provide support to instructors/students.
- will participate in professional development related to their field via on-line platforms.
- a log will be submitted outlining work/PD that was completed from home.

Secretaries

- will check their voice messages daily and disseminate messages to appropriate staff members in order to assist in facilitating communication.
- will be available via a technological platform (eg. email) from the hours of 9am to 1pm to respond to emails and/or provide support to department staff, parents, and students.
- will continue to work via a technological platform on activities pertaining to their respective jobs as well as responsibilities requested by administration.
- a log will be submitted outlining work that was completed from home.

Sycamore Drive School	Olya Dub odub@hazlet.org Jacquelyn O'Donnell jodonnell@hazlet.org Lisa Strauss lstrauss@hazlet.org Karen Williams kwilliams@hazlet.org Claudia Collyer ccollyer@hazlet.org	Social Worker Psychologist LDT-C Speech Speech
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	Karen Rizzo krizzo@hazlet.org	Nurse
Raritan Valley School	Ashleigh Halpern ahalpern@hazlet.org Frank Murano fmurano@hazlet.org Samantha Brandow sbrandow@hazlet.org Stacy Esposito sesposito@hazlet.org	Psychologist Social Worker Speech Nurse
Middle Road School	Lisa Strauss lstrauss@hazlet.org Laurie Stiga lstiga@hazlet.org Dianne Ochse dochse@hazlet.org	LDT-C Speech Nurse
Lillian Drive School	Cathy Barney cbarney@hazlet.org Jacqueline Sciacca jsciacca@hazlet.org Lorraine Nicholl lnicholl@hazlet.org	LDT-C Speech Nurse
Beers Street School	Colleen Lewandowski clewandowski@hazlet.org Samantha Brandow sbrandow@hazlet.org Laurie Stiga lstiga@hazlet.org Patricia Raphael praphael@hazlet.org	Social Worker Speech Speech Nurse
Cove Road School	Jacquelyn O'Donnell jodonnell@hazlet.org Cathy Barney cbarney@hazlet.org Claudia Collyer ccollyer@hazlet.org Joyce Cline-Blasi jclineblasi@hazlet.org	Psychologist LDT-C Speech Nurse
Hazlet Middle School	Kerri Kelleher kkelleher@hazlet.org Frank Murano fmurano@hazlet.org Laurie Stiga lstiga@hazlet.org Laura Broderick lbroderick@hazlet.org	Psychologist Social Worker Speech Nurse
Raritan High School	Laura Augello laugello@hazlet.org Brian Hamilton bhamilton@hazlet.org Kristen Sankpal ksankpal@hazlet.org Jacqueline Sciacca jsciacca@hazlet.org Susan Marinelli smarinelli@hazlet.org	Psychologist Psychologist Social Worker Speech Nurse
District Behaviorist	Tabitha Pizanie tpizanie@hazlet.org Brittany Toth btoth@hazlet.org	
District Occupational Therapist	Sarah Dowzycki sdowzycki@hazlet.org	
Supervisor of Special Services	Chantal Molino cmolino@hazlet.org	
Director of Special Services	Jacqueline Hafner jhafner@hazlet.org	

CRISIS RESPONSE RESOURCES

If your child is experiencing a medical emergency dial 911

The local mental health crisis hospitals for our area

Bayshore Hospital	732-497-1776
Riverview Medical Center	732-530-243
Monmouth Medical Center	732-923-6999

If your child is experiencing signs of depression and/or suicidal ideation but is not in immediate danger call to address concerns and to access the service of

Saint Barnabas Health Care System Child and Family Crisis Clinicians of Monmouth Medical Center 732- 923-6999

A Child and Family Clinician will evaluate your child when there are indicators of depression or self harm at no cost either at home or in school when school is in session. Parental permission is required. Clinicians will make referrals as necessary.

HELPLINES

NJ Hope line	A NJ suicide prevention help line	1-855-654-6735
Lifeline	A national suicide prevention help line	1-800-273-TALK (8255)
2 nd Floor NJ Youth Helpline		1-888-222-2228
Crisis text line - an anonymous, 24 hour counseling service		Text HOME to 741741

THE TRAUMATIC LOSS COALITION

<http://ubhc.rutgers.edu/tlc/>

Resources for Suicide Prevention, Postvention, and Mental Health Organizations

MOBILE CRISIS RESPONSE/PERFORM CARE

877-652-7624

Urgent 24-hour response service provides free crisis intervention and stabilization services to children and adolescents ages 5-18 years old in Monmouth County seven days a week.

<http://cpcbehavioral.org/counseling-programs/children-adolescents/mobile-response/>

Emergency Information

<http://cpcbehavioral.org/index.php/about-cpc/contact-us>

THE MONMOUTH COUNTY FAMILY CRISIS INTERVENTION UNIT

732-542-2444

Free services to all Monmouth County youth and their families in crisis (FCIU) provided by the Mental Health Association of Monmouth County

<http://mentalhealthmonmouth.org/family-crisis-intervention-unit/>

FOR ADDICTION SUPPORT 24/7 Call SAMHSA: 1-800-662-HELP (4357)

ADDITIONAL COUNSELING SERVICES AND INFORMATION

CPC BEHAVIORAL HEALTH

Access Center 732-842-2000 ext.4221

270 Hwy 35, Red Bank, NJ 07701

A variety of counseling services and information are provided through CPC in addition to programs in Adult and Adolescent Addiction Recovery.

<http://cpcbehavioral.org/counseling-programs/substance-abuse-treatment/>

Project Insight is a program for youth experiencing their first issues with substance use and/or police and their families.

THE COMMUNITY YMCA FAMILY COUNSELING SERVICES

732-290-9040

Child and family counseling, Adolescent early intervention substance abuse programs, Adult and Adolescent Addiction Recovery, and many other services. www.cymca.org

District Counseling Services - School Closure Plan

During an Emergency Shutdown period, the Hazlet Township Public School Counselors will continue to provide academic, social and emotional support for our students. To help with the anxiety and panic that may come with a pandemic like the coronavirus, we encourage all families to:

- ❖ Limit children’s exposure to the media
- ❖ Provide a calming influence to students as needed
- ❖ Help students address their fears

Communication

Students and parents can access their Hazlet or personal email to contact the school counselors and/or the Director of School Counseling Services with any academic, social or emotional concerns.

Raritan Valley School, Sycamore Drive ECLC	Nikki Morales, nmorales@hazlet.org
Lillian Drive School, Middle Road School	Mary Ridge, mridge@hazlet.org
Beers Street School, Cove Road School	Laura Ackermann, lackermann@hazlet.org
Hazlet Middle School	Paige Quigley, pquigley@hazlet.org Jacqueline Allen, jallen@hazlet.org
Raritan High School	Feyza Brady, fbrady@hazlet.org Alyssa Gambuzza, agambuzza@hazlet.org Stephanie Ivanciu, sivanciu@hazlet.org Amanda Stump, astump@hazlet.org Lauren Sacs, lsacs@hazlet.org
Director of School Counseling Services	Julie Ciccarone, jciccarone@hazlet.org

Academics

- During a mandated school closure in which we utilize blended learning (platforms and delivery will vary from school to school), school counselors will be available by email and they will continue to follow district guidelines to respond to email inquiries within one school day.
- Assignments for students with 504 Plans will continue to be modified as appropriate by classroom teachers. School counselors will be available via email if parents or students have questions about their accommodations in order to assist in keeping the lines of communication open between school and home.
- Administration and school counselors will continue to receive Relay Safety Check email alerts and will respond accordingly.

Social/Emotional Needs

- Students are welcome to stop into the School Counseling Office or email their school counselor to schedule a meeting in the event they feel they are in need of social-emotional support.
- School counselors will continue to promote mental health and wellness during the school using their social media platforms.

Crisis Situations

For any crisis with imminent risk of harm to self or others, please call 911.

Other resources for psychiatric concerns:

- Monmouth County Psychiatric Emergency Screening Services (PESS) at Monmouth Medical Center 732-923-6999
- 2nd Floor Youth Helpline: 1-888-222-2228
- NJ Hopeline: 855-654-6735
- Hopeline Network: 1-800-394-4673
- www.suicidepreventionlifeline.org: 1-800-273-8255

School counselors will continue to promote mental health and wellness during the school closure, using their social media platforms.

Raritan High School - Emergency Instructional Plan Parents & Students

Introduction

In the event that schools are mandated to close for a prolonged period of time, Raritan High School is dedicated to the continuity of instruction. Although our students will not be attending school in person, these days are counted by the NJ Department of Education as official school days. Blended instruction will continue while students are unable to attend school due to campus closure. While this platform is not intended to replace the traditional classroom environment, teachers will still be able to deliver blended instruction to students in an online environment until the normal school schedule can resume. The purpose of this document is to outline how RHS will continue to provide instruction in this format. The plan outlines roles and responsibilities for all community stakeholders, as the success of the model will be dependent upon the dedication of faculty/staff, students, and parents.

Roles and Responsibilities – Parents

Support your child in their learning process by:

- Checking in with your child daily about learning tasks, activities, and assessments that they are working on.
- Designate a place where your child will work independently on his/her assigned tasks.
- Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Asking your child about their deadline calendar and supporting them, as needed, in submitting assignments in accordance with the established deadlines.
- Reminding your child to email his/her teachers if they have any questions.

Role and Responsibilities - Students

- Dedicate appropriate time to learning, as guided by your teachers.
- Check appropriate Google Classrooms and emails for information on courses, assignments, and resources on a daily basis.
- Identify a comfortable and quiet space to study/learn.
- Submit all assignments in accordance with provided timelines and/or due dates.

To keep everyone on track and not overwhelmed, we will continue our A/B schedule. The first day out will follow the previously planned A or B day and we will continue from there. Students are expected to follow the time frame listed below to check in with their teachers for questions or concerns about any of the work.

M - F	Day 1 -	Day 2 -	Day 3 -	Day 4 -	Day 5 -
9am -10am	1 st Block				
10am -11am	2 nd Block				
11am -12pm	3 rd Block				
12pm -1pm	4 th Block				

The instructional plan is as follows:

- Using their Chromebooks, students will be requested to access their Google Classrooms on each weekday during the school closure. Google Workspace for Education will serve as the primary communication tool for teachers to post assignments, resources, announcements, and due dates.
- Each assignment will include a clear set of instructions to help students complete the task and hand in their work by the designated due date. Assignments may require students to hand in their work digitally (using the “Turn in” feature on Google Classroom, sharing a Google file with the teacher, demonstrating completion of an online unit, etc.) or to save written work and bring the hard copy to class when school reopens.
- All assignments will help students continue to learn the required skills and standards for each subject area. Since high school classes vary widely in their content, each blended learning class will look a bit different. Our teachers are well-versed in integrating appropriate learning tools, and they will provide the content that is needed to help our students continue their learning. This might include reading novels, articles or other sources, conducting hands-on activities or virtual labs, viewing instructional videos, completing digital or written textbook activities, worksheets and packets, or learning online using IXL, Newsela, Khan Academy, Quizzizz, Pearson Realize, Desmos, and more. Our students use this broad spectrum of resources on a regular basis, and teachers will continue to use what is familiar to their students.
- Assignments for students with Individualized Education Plans or 504 Plans will continue to be modified as appropriate. Additionally, with many teachers utilizing personalized learning, assignments will continue to be differentiated and adapted as needed. We recognize that learning independently can be challenging for some of our students, and we will accommodate students’ needs the best we can from a distance, if we are required to close school. Additional instruction and assistance will also be made available when school re-opens.
- During a mandated school closure in which we utilize blended learning, administrators, teachers, school counselors, and case managers will continue to be available by email.

Hazlet Middle School - Emergency Instructional Plan Parents & Students

In the event that schools are mandated to close for a prolonged period of time, Hazlet Middle School students and teachers are well-prepared to continue meaningful learning! Blended instruction is taking place every day in our classrooms and will continue in the same fashion should distance learning be required. For grades 7-8, the instructional plan is as follows:

- Distance learning will require partnership between home and school. Teachers will post meaningful assignments each day. Parents are encouraged to monitor their child's assignments and communicate any concerns to classroom teachers, school counselors, case managers, or administrators. Students are expected to dedicate appropriate time to learning, engage in their distance learning assignments with academic honesty, and turn in assignments on time.
- Using their Chromebooks, students will be required to access their Google Classrooms on each weekday during the school closure. Google Workspace for Education will serve as the primary communication tool for teachers to post assignments, resources, announcements, and due dates.
- Each assignment will include a clear set of instructions to help students complete the task(s) and hand in their work by the designated due date. Assignments may require students to hand in their work digitally (using the "Turn in" feature on Google Classroom, sharing a Google file with the teacher, demonstrating completion of an online unit, etc.) or to save written work and bring the hard copy to class when school reopens.
- All assignments will help students continue to learn the required skills and standards for each subject area. Since middle school classes vary widely in their content, each blended learning class will look a bit different. Our teachers are well-versed in integrating appropriate learning tools, and they will provide the content that is needed to help our students continue their learning. This might include reading novels, articles or other sources, conducting hands-on activities or virtual labs, viewing instructional videos, completing digital or written textbook activities, worksheets and packets, or learning online using IXL, Newsela, FlipGrid, Khan Academy, Quizzizz, Pearson Realize, Desmos, and more! Our students use this broad spectrum of resources on a regular basis, and teachers will continue to use what is familiar to their students.
- Assignments for students with Individualized Education Plans or 504 Plans will continue to be modified as appropriate. Additionally, with many teachers utilizing personalized learning, assignments will continue to be differentiated and adapted as needed. We

recognize that learning independently can be challenging for some of our students, and we will accommodate students' needs the best we can from a distance, if we are required to close school. Additional instruction and assistance will also be made available when school re-opens.

- Teachers may use the Google Chat feature or Google Classroom conversations in order to schedule live support time for their students.
- During a mandated school closure in which we utilize blended learning, all school staff members will be required to work at their home computers or district-issued technology from 9:00 AM to 1:00 PM on each weekday. During this time, staff members will respond to emails, post and provide feedback on assignments, monitor online learning, respond to students and/or families asking for instructional assistance, or provide other educational supports relevant to their specific positions.
- Teachers will prepare lessons based on the normal rotation of students' schedules, which is charted below. Students can work on their assignments in the order that works best for them. Time and attention must be given to all assignments for all blocks and questions addressed to teachers during the 9:00 AM - 1:00 PM timeframe each weekday that school is closed, in order to count these days as instructional days.

Hazlet Middle School Student Schedule

Time Allotted	A Day	B Day
60 minutes (9:00 am - 10:00 am)	Block A1	Block B1
60 minutes (10:00 am - 11:00 am)	Block A2	Block B2
60 minutes (11:00 am - 12:00 pm)	Block A3	Block B3
60 minutes (12:00 pm - 1:00 pm)	Block A4	Block B4

Beers Street & Cove Road Schools - Emergency Instructional Plan Parents & Students

This plan outlines how a remote learning model can be implemented when school is closed due for a prolonged period of time. This model fulfills required instructional delivery as mandated. As Future Ready schools, we take great pride in our ability to deliver instruction using digital tools on various platforms. Our students are 21st-century learners and have grown accustomed to learning this way. All 5th and 6th grade students are equipped with Chromebooks and have access to different digital learning apps, including Google Classroom. In the event of a school closure, teachers are prepared to deliver instruction remotely, create assignments, and receive student responses using these technologies. Where necessary, paper and pencil learning opportunities will be provided to minimize any disruption to learning. For grades 5 & 6 the instructional plan is as follows:

- Teachers will utilize digital platforms to deliver instruction and assignments for all subject areas. These digital platforms include but are not limited to Pearson, IXL, Newsela, Read 180, TCI, Unique, Khan Academy, and other resources. Although students may be isolated, they will be able to collaborate utilizing the Google Workspace for Education. Students can pose questions to teachers and classmates, share documents, and view instructional video clips online. Not all learning will be digitized, as students will continue to read novels and articles.
- Students with Individualized Education Plans or 504 Plans will continue to receive differentiated assignments and Special Education teachers will modify assignments as needed. Teachers will continue to personalize instruction when possible. Delivering instruction in this manner for a sustained period of time will not be without challenges, and we recognize students may need additional instruction. This can be provided in the Google Classroom and when school reopens.
- A central shared folder allows staff to share digital lessons and spur collaboration. This will serve to leverage resources during a closure.
- As always, our teachers, CST members, and administration are only an email away if families have any questions or concerns. The nurse will check in on families with students who have serious illnesses that require daily follow-ups. The School Counselor will be available by email Monday-Friday during the hours of 9:00 am - 1:00 pm to address any academic, social, or emotional concerns. Students with 504 Plans will continue to be modified as appropriate by classroom teachers and school counselors will be available via email if parents or students have questions about their accommodations in order to assist in keeping the lines of communication open between school and home. Administration and school counselors will continue to receive Relay Safety Check email alerts and will respond accordingly. Students are welcome to email their school counselor

to schedule a Google Chat in the event they feel they are in need of social-emotional support. School counselors will continue to promote mental health and wellness during the school closure, using their social media platforms.

- The Realtime Alert System gives us the ability to share information to a mass audience via text message, email, or phone call. The lines of communication between staff and administration will remain open and responsive. Email is the prime channel for communication. However, the staff phone number list is accurate and up to date as well.
- All staff will be required to work at their home computers or district-issued technology from 9 am to 1 pm. During this time, they will respond to emails, monitor online learning i.e. google classroom assignments, online student learning platforms, as well as respond to students and/or families asking for instructional assistance with their assignments or other educational supports relevant to specific positions (administrative assistants, team members, nurse, etc.).

Weekly Student Schedule - Grades 5 & 6

Monday	Tuesday	Wednesday	Thursday	Friday
Reading/Writing (60 Min)				
Math (60 Min)				
Recess (20 Min)				
Science/Health (40 min)	Science/Health (40 min)	Science/Health (40 min)	Social Studies (40 min)	Science/Health (40 min)
Social Studies (40 min)	Social Studies (40 min)	Social Studies (40 min)	Social Studies (40)	Social Studies (40 min)
Phys. Ed. (40 Min)	Technology (40 Min)	Art (40 Min)	Music (40 Min)	Phys. Ed. (40 Min)

Lessons will largely be delivered via Google Classroom. Directions for accessing Google Classroom and teacher email contact information will be available on teacher website pages. While students are participating in recess, teachers will not be providing instruction. It is suggested students complete 20 minutes of physical activity at this time.

**Lillian Drive, Middle Road & Raritan Valley Schools - Emergency
Instructional Plan Parents & Students**

Teachers are being asked to bring home all their textbooks, teaching supplies, etc. on a daily basis in case school is required to close. This will enable them to plan daily for the days ahead of the closure.

All Staff Members:

All staff will be required to work at their home computers or district-issued technology from 9 am to 1 pm. During this time, they will respond to emails, monitor online learning i.e. google classroom assignments, online student learning platforms, as well as respond to students and/or families asking for instructional assistance with their assignments or other educational supports relevant to specific positions (behaviorist, child study team members, nurse, etc.) Teachers may use the Google Chat feature or Google Classroom conversations in order to schedule “office hours” or support time for their students.

Teachers of all subjects:

Teachers will prepare lessons based on the following student schedule breakdown; if necessary, the same schedule will be provided for each week that school is closed in order to count these days as instructional days. Lessons will be put in Google Classroom, School Website pages (teacher pages), and work packets. Students will submit their completed work the same way it was sent to them. Teachers will then grade assignments. While students are participating in recess, teachers will not be providing instruction. It is suggested students complete 20 minutes of physical activity at this time.

Hazlet Elementary Weekly Student Schedule Grades 1-4

Monday	Tuesday	Wednesday	Thursday	Friday
Reading 60 minutes				
Writing 40 minutes				
Math 60 Minutes				
Health 20 Minutes	Science 20 Minutes	Social Studies 20 Minutes	Science 20 Minutes	Social Studies 20 Minutes
Recess 20 Minutes				
1 st - Art 2 nd – Music 3 rd – Computers 4 th - Phys Ed. 20 Minutes	1 st – Phys Ed. 2 nd – Art 3 rd – Music 4 th – Computers 20 Minutes	1 st – Computers 2 nd – Phys Ed. 3 rd – Art 4 th – Music 20 Minutes	1 st – Music 2 nd – Computers 3 rd – Phys Ed. 4 th – Art 20 Minutes	1 st - Art 2 nd – Music 3 rd – Computers 4 th - Phys Ed. 20 Minutes
Enrichment 20 Minutes				

Phys Ed 20 Minutes				
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Sycamore Drive Early Childhood Learning Center - Emergency Instructional Plan Parents & Students

Teachers are being asked to bring home all their textbooks, teaching supplies, etc. on a daily basis in case school is required to close. This will enable them to plan daily for the days ahead of the closure.

All Staff Members:

All staff will be required to work at their home computers or district-issued technology from 9 am to 1 pm. During this time, they will respond to emails, monitor online learning i.e. google classroom assignments, online student learning platforms, as well as respond to students and/or families asking for instructional assistance with their assignments or other educational supports relevant to specific positions (behaviorist, child study team members, nurse, etc.) Teachers may use the Google Chat feature or Google Classroom conversations in order to schedule “office hours” or support time for their students.

Teachers of all subjects:

Teachers will prepare lessons based on the following student schedule breakdown; if necessary, the same schedule will be provided for each week that school is closed in order to count these days as instructional days. While students are participating in recess, teachers will not be providing instruction. It is suggested students complete 20 minutes of physical activity at this time.

Hazlet Elementary Weekly Student Schedule for Kindergarten

Monday	Tuesday	Wednesday	Thursday	Friday
Reading/Writing 60 minutes				
Math 60 Minutes				
Recess 20 Minutes				
Health 20 Minutes	Science 20 Minutes	Social Studies 20 Minutes	Science 20 Minutes	Social Studies 20 Minutes
Art, Music, Computers, Phys Ed. 20 Minutes				

Teachers of Preschool:

Preschool plans should be written with a parent audience in mind, and consist of developmentally-appropriate play-based activities for parents to engage their children. Online activities and screen time should be minimized, and we must be mindful about recommending activities that require specialized materials or objects. Materials should be sent home in families' home language - please contact administration for translation support.

Suggested activities to plan:

- Purposeful outdoor play with recommended language for parents to reinforce concepts (above, around, through, etc.)
- Reading activities with example questions families can use to discuss books

All lessons are to include:

- Purpose/objective of the lesson/assignment and the NJSLA Standards addressed in the lesson/assignment;
- Description of the tasks, including the directions/resources required to complete the assignments
 - online resource links
 - rubrics, if applicable
 - hard copies if needed
- Assignment submissions process/expectation and date/timeline for the assignment to be completed (upon return to school or via Google Classroom)
- Modifications/Accommodations should be provided for all INDIVIDUAL students needing services: 504; IEP; ESL. This could mean extended time to complete assignments, study guides, word banks, etc. This should correlate to the students enrolled in your classes.

Secretaries/Administrative Assistants:

Secretaries and Administrative Assistants will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration.

District Athletics - Emergency Closure Plan

During an Emergency Shutdown period, the Hazlet Township Public School Coaches will continue to provide sport-related daily work-outs, nutrition plans and skill building information for our student athletes via teacher email, Google Meet, websites, Google Classroom, and twitter.

Communication:

Students and parents can access their Hazlet or personal email to contact the coaches and/or the Director of Athletics with any sports related concerns. The Athletic Department will take the lead in communication of all in-season sports and co-curricular activities.

District Director of Athletics	John DeGenito jdegenito@hazlet.org
Athletic Secretary	Donna Ghinga dghinga@hazlet.org
Athletic Trainer	Michael DeSocio mdesocio@hazlet.org

Academics:

- During a mandated school closure we will utilize blended learning, informational websites and Google Classroom in both the academic and athletic areas. All coaches will be available by email and they will continue to monitor athletes in their academic progress.

Updates/New Information:

- Students are welcome to email their coaches with any questions or concerns.
- Coaches will utilize their social media accounts to update both athletes and parents on the status of practices, scrimmages and games.

Important Resources:

The resources below will be updated in real-time.

Other resources for athletes:

New Jersey Interscholastic Athletic Association, at <https://www.njsiaa.org>/New Jersey Department of Education <https://www.njdoe.com>

Shore Conference of High Schools <http://shoreconferencenj.digitalsports.com/>

School athletic web page: RaritanSports.com