



Honor Ridge Academy
Virtual / Remote Instruction Plan
2023-2024

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Introduction

In April 2020, Governor Murphy issued an executive order that became (P.L.2020, c.27 or “Chapter 27”). This law provides for the continuity of instruction in the event of a public-health related district closure so that schools can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (**APSSDs**) hereinafter referred to as Local Educational Agencies (LEA), to annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education. This law provides for the continuity of instruction in the event of a public health-related school closure by permitting the LEAs to utilize virtual or remote instruction to satisfy 180-day requirement pursuant to N.J.S.A. 18A:7F-9. To assist LEAs in submitting their Plans, the Department is issuing “Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022 - 2023 School Year(SY),” which includes a checklist identifying components that must be included in an LEAs plan. Honor Ridge Academy’s Emergency Virtual or Remote Instruction Plan provides for continuity of instruction in the event of a public-related school closure, in accordance A-3904 which permits LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F9. In the event of a transition to remote or virtual instruction, Honor Ridge Academy will ensure that a list of essential employees is provided to the county office at the time of the transition. In the event that HRA is required to close the school due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the commissioner shall allow the LEA to apply the 180-day requirement established pursuant to subsection a of Chapter 27, one or more days of virtual or remote instruction provided to students on the day or days the school were closed if the program or remote instruction meets such criteria as may be established by the commissioner.

This plan would be implemented during a LEA closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The staff, parents/Guardians/ students will be notified by Robocall through Paradigm, emails, and posted on Honor Ridge Academy’s website.

A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the school's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education. Schools must include the statutory and regulatory requirements listed in the "Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2023-2024 school year.

The 2023-2024 SY plans must be approved by the board of education and board of trustees (board) of each school and approved by the respective County Office of Education before being posted predominately on the school's website. The board-approved plan and checklist are due to the respective County Office of Education no later than July 31, 2023. In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. This plan is designed to meet the needs of **All** students and their age-appropriate needs.

If Honor Ridge Academy is confronted with the incidence of COVID-19 positive cases or any other health emergency amongst staff and/or students, and therefore needs to exclude a student, group of students, a class, or multiple classes, while the school remains open for in person instruction, HRA is prepared to offer virtual or remote instruction to those students in a manner that is commensurate with in-person instruction to the extent possible. If the New Jersey Governor institutes all virtual learning, HRA is prepared to provide Virtual or Remote Instruction for **All** students.

Contact Information for Honor Ridge Academy

Phone number: 732.827.5885

Emails

Area	Staff Member	Position Title	Contact Information
General Inquiries	Maria Torres	Principal	<u>mtorres@honorridge.org</u>
Health Inquires	Barbi Uwuimwonse	School Nurse	<u>buwuimwonse@honorridge.org</u>
Curriculum and Instruction	Patricia Popadics	Teacher Supervisor	<u>ppopadics@honorridge.org</u>
Student Affairs	Ray Bock	Administrator/ Bullying Co.	<u>rbock@honorridge.org</u>
Technology Support	Andrew Bartlett	Technology Director	<u>abartlett@honorridge.org</u>
Social Emotional Support	Greg DeFrancesco	Supervisor of Wellness	<u>gdefrancesco@honorridge.org</u>
Behavioral Support	Michael Ellis	Behavioral Manager	<u>mellis@honorridge.org</u>
Private school Contact	Ryan Kimmins	Director	<u>Rkimmins@honorridge.org</u>

Technology and Connectivity

To ensure that all students have equitable access and opportunities, Honor Ridge Academy's priority is to provide what students need. HRA maintains a record of every student's home access to a device and internet services. In the event of a necessary transition, every student will be provided with a Chromebook. Every student without home internet access will be provided with a hot spot. If HRA makes the decision to transition to virtual /remote instruction while students are at school the students will take home their Chromebooks. Hotspots will be provided to parents/guardians. If HRA makes the decision after school hours or on a weekend, a device distribution will be conducted. Directions for use of the device and Zoom will be provided in writing and video formats. Technical assistance will be available as needed by our technology staff.

Virtual/ Remote Learning

Essential Staff

It should be noted that Honor ridge Academy identifies all employees as “essential” to our comprehensive educational program. Essential staff include: administrators, teaching staff, speech therapist, Teacher assistants, one-on-one aides, secretaries, custodians, support staff, contracted personnel working with our staff, etc. In the event that our district must implement remote instruction, we will require all employees to report to the building, while students remain at home to the best of our ability and in line with the New Jersey Department of Education and the recommendations of the NJ State Governor and Health Officials. If the Governor deems everyone must work from home, we will certainly close the school building and work from home.

Certified Staff:

Based on the circumstances, staff may be working from home or from school. If they are at school every classroom has Promethean Boards, computers, and cameras, as well as Chromebooks. Every teacher has a laptop that can be used at home or in school.

Classroom Assistants: As necessary, classroom assistants will be provided with a laptop or Chromebook to support virtual / remote instruction. They will also utilize Go Guardian to ensure the students are on the sites they are supposed to be on.

Behavioral Staff:

The behavioral staff will be given laptops or Chromebooks and will provide additional support for those students who require it. They can utilize the “Break Out Rooms” on Zoom to give additional one-on-one support.

Implementation of Student IEPs

All of our students and staff will be provided a device for virtual learning. Through the use of our on-line platform, the students will have the opportunity to engage with the staff and students from their classrooms in a similar manner, as in the classroom. Teachers can start the day with icebreakers and have class discussions in Google Meets or Zoom. Teachers will use whole class instruction and or small group/individualize instruction through the use of breakout rooms based on the students’ needs.

Related Services: Students requiring related services will receive at home materials to help support their development in the areas of speech and language,

occupational, physical, and behavioral therapies. Therapies and counseling will be scheduled as per the child's IEP and delivered through a secure online platform.

Accommodations/ Modifications/Tracking of Student Progress: When planning the teachers will be required to consider the accommodations and modifications required by their student's IEPs and indicate within their lesson plans and progress monitoring documentation the use of these supports as well as the progress of their students in the virtual setting. Lesson plans will be collected and reviewed each week by the teacher supervisor.

Support For Families: We have learned that supporting and teaching parents who are at home with our disabled students has provided a positive home school connection and outcome with our students. 1:1 student assistants with behavioral staff will provide that direct coaching and support when working with their students in breakout rooms.

Child Study Team Functions: Our LDT-C will create a schedule for regular communication with families and students' case managers to monitor the progress of students and the implementation of IEPs. Our communication logs will be maintained by the LDT-C. All IEP meetings, other requested meetings such as, reevaluations and In-takes, will be done using an online format. If we are providing the meeting it will be a Zoom or Google Meets format, if the district is setting up the meeting it will be their trusted platform, i.e., Google Meets.

During virtual instruction, HRA will provide students with Chromebooks and connectivity if necessary, via a hotspot. The school hours would be the same, 8:30am - 3:00 pm and the students will participate in all academic and special areas, as well as, receive their related services. The teachers have been trained in Google Classrooms, Google Meets, and Zoom. We have a library of resources available for teachers. HRA has several interactive programs, i.e. Mindplay, IXL, and many other programs and teacher resources for Virtual instruction. See below:

1. Teachers, teacher assistants, counselors, and administrators, will be expected to be available during school hours (via email, Zoom, or Google platforms).
2. Teaching Assistants will assist in posting lessons prepared by the teachers, making hard copies, tracking and documenting students' points and checking attendance. They will also assist with students who need more individualized support, on a daily basis at the beginning of and throughout

the scheduled course time. Teachers, Teacher Assistants, and One-on-ones will participate in the Google Class Meetings to provide social/emotional support and a sense of normalcy for the students. Zoom may also be used to provide the option of using “Break Out Rooms” for students who need more one-on-one instruction or small group instruction.

3. The teacher or Paraprofessional will notify the nurse of any students who do not log on to the virtual platform.
4. The administrative assistant will keep the current roster updated on a daily basis.
5. The school nurse will make daily calls to parents of students who are considered absent for the day and keep an accurate record, if they do not log onto the virtual platform.
6. The nurse will report information online to the social worker and Principal for follow-up.
7. Teachers and paraprofessionals will be responsible to keep documentation on all related services received.
8. Related service staff will be responsible to keep accurate records on all related services provided.
9. Teachers, Co-teachers and Teacher Assistants/Paraprofessionals (including one-to-one aides as described in the IEP) will be expected to be available during the scheduled course time and assist in the provision of services.
10. Students will be assessed utilizing assessments and graded on classwork or projects.
11. Staff should be available for meetings to work out issues as they occur.
12. Students should be available for their scheduled class time, 8:30 – 3:00 pm.
13. Students will have a 30 minute lunch period, 12:00 pm - 12:30 pm with a 15 minute break after lunch. Breaks and Brain breaks will be provided as needed individually for students.
14. Meals - Because of the proximity of the 38 - 40 sending districts, HRA relies on public LEAs for meal distribution during shutdowns. If a family has a hardship and is unable to pick-up, HRA will work with the LEA to come up with a solution. i.e, the families may be accommodated with delivery.
15. Staff meetings will be held weekly after the students are done for the day.
16. Daily Morning Gatherings will be held for students and staff on a digital video platform such as Zoom.
17. Staff will be provided on-going training to enhance their growth in providing optimal Virtual teaching experiences for our students and parents.

18. Staff will receive training in mental health both for their students and themselves, social emotional well-being, trauma, self-regulation, and creating a positive culture.
19. All HRA students have access to Chromebooks and online resources. Our technology staff member is available to any parent who needs help with understanding how to get on-line and how Google classroom works.
20. Teachers provide the parents and students with any passwords needed. We will provide parents with assistance in helping them to get on line with their network access. Some parents ask for hard copies which we will supply either through online, delivery, or through the mail. If equipment breaks we will pick up and deliver the items needed. If there is a need for additional broadband, WIFI, or hotspots we will work with the family to get the access they need.

School Day Lesson Planning and Instruction:

- Teachers will prepare lessons that will be adapted to be delivered electronically through Google classrooms, Google Meets, Zoom, and other electronic delivery systems which are accessible and will meet the needs of our students.
- Certified teachers will prepare and teach lessons using Zoom or Google Meets.
- Assignments will be completed digitally and when the student is unable to manage the virtual platform, hard copies will be made available. Parents should document the completion of hard copy assignments by taking a photo and emailing it to the teacher.
- Resources (List prepared by teacher supervisor, principal and teachers) and continually updated.
- Assessments will be completed digitally whenever possible. If this is not possible, hard copies will be delivered to home addresses, and parents can use a photo as evidence or send the hard copies back to school. Staff will make scheduled pick-ups and drop-offs of work. In some cases, parents may choose to make drop off or pickup of the electronics, damaged cables. etc. or hard copy assignments.
- Alternative assignments will be given when necessary.

Attendance

When a student does not attend and refuses to participate, the social worker will reach out to the parents to get the facts about what is happening on their end. If it is school refusal, a meeting will be set up through the LDT-C who will communicate with the LEA. A team meeting will take place to create a plan for the student. If it is due to the technology, a virtual meeting can be set up with the technology staff member and teacher to try to instruct the parent and student, as well as, provide support. Each case will be treated individually and the Principal will be involved with the LDT-C in conducting the meetings to find solutions.

Facilities Maintenance During Extended Closure

- The Administration, technology coordinator, and maintenance staff will assure the building is constantly maintained as if open, so it can be opened at any time.
- Disinfection fogging system will be used periodically during closure and immediately before opening. The building and classrooms will be cleaned prior to opening. Clean air filtering systems will also be utilized prior to opening.
- Facilities maintenance will assure ventilation systems are in constant working order.
- All water flow systems will be exercised as necessary to allow the building to be opened at any time without issue.
- Cleaning staff will continue to lean on a modified schedule to assure the building will need more than a minor cleanup to reopen.
- Lawns and grounds will be continuously maintained.

Transportation

The sending districts are responsible for transportation to and from school. We will follow their guidance. Staff will stagger students getting off from the bus, one person at a time. Honor Ridge Academy will support the bus drivers with any behavioral concerns and or noncompliance with social distancing, and wearing of face coverings or masks. We will provide a letter of expectations to the driver and assistant in terms of social distancing, wearing face coverings or masks, having hand sanitizer, and opening windows, as safety precautions.

Mt/Final
7/31/2023