

**WHARTON BOROUGH PUBLIC SCHOOLS**  
**137 East Central Avenue**  
**Wharton, NJ 07885-2499**

**Christopher Herdman**  
**Superintendent**

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<b>MEMORANDUM</b>
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**To: Wharton Community**

**From: C. Herdman**

**Date: 3/19/20**

**Re: Distance Learning/Flexible Instructional Day**

A Flexible Instructional Day (FID) Program is a tool now available to New Jersey public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in customary manner.

The structure of the Flexible Instruction Day will be asynchronous, with teaching staff presenting instruction, learning activities and assignments via Google Classroom and/or their district teacher page on the district website. Additionally, and to meet the individual needs and questions of each student, teacher's will be available via email, Google Classroom, etc. for student support between 9:00am – 12:00 pm and 1:00 pm – 3:00 pm on school days operating as a Flexible Instructional Day.

Electronic communications between teaching staff members and students will be performed in accordance with the provisions of N.J.S.A. 18A:36-40 and District Policy 3283. Additionally, the student parent will be copied on all emailed electronic communication from teacher to student.

Because such instruction is being provided, all students will be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

Student learning experiences may include classwork assignments and homework assignments, with scheduled "due dates" and teacher feedback. The district "Google based" online learning infrastructure coupled with our online learning and assessment software can be accessed at student homes. Learning activity links/procedures will also be posted on district teacher webpages.

Primary grade students are provided materials, manipulatives and non-technology based assignments.

ELL students will be provided learning activities and support, in the same manner, from their ESL instructor. Brainpop Espanol and Raz-Kids for ELL subscriptions will be upgraded for ELL students to engage in reading, science, and social studies lessons at their domicile.

RTI meetings are being performed by teachers and administrators via Zoom and Google Apps.

All staff, working remotely, are to be available between 9:00 am – 3:00 pm.

Teachers will be available, remotely, to students between 9:00 am – 12:00 pm and 1:00 pm – 3:00 pm.

Practical special education accommodations will be provided by the teacher via the online forum for students. Re-teaching to meet individual needs may be completed via a teacher recorded instructional video or a posted online instructional video made available to students.

In addition to Google Classroom the following software is available to students from home:

- Newsela
- Smarty Ants
- Star 360
- IXL
- Braining Camp
- Brain Pop
- Headsprout
- Raz Kids
- Sumdog
- Pearson Realize
- Envisions
- DimensionU

Any student without access to the internet at home shall contact their individual school's principal for options for internet accessibility. The district has contracted with Optimum/Lightpath and distributed chromebooks will automatically link to district internet via Optimum.

The district employs two IT Specialists and will have one at our facility, each weekday, between the hours of 9:00 am – 3:00 pm. The IT Specialists will rotate days on site and the other will work from home.

Our food service provider will prepare breakfast and lunch options for eligible student families. This food preparation will occur at an off-site location. The food will be delivered to the schools for pickup. Breakfast/Lunch will be available to all students for pick up in the vestibule of the Marie V. Duffy Elementary School, daily, between 9:00 am – 11:00 am. The district Business Administrator will distribute and record meals distributed.

Instruction provided by individual teaching staff will facilitate district curriculum and meet the individual needs of all students.

Unaffected Essential Staff Hours:

With all district buildings existing on one site, offices will be opened on a rotating basis. The three offices, elementary school, middle school and Child Study Team, will rotate, with one office, staffed by secretary and administrator, open each day between 9:00 am – 3:00 pm.

The Board of Education office will be staffed daily, between 9:00 am – 3:00 pm, by the superintendent and business administrator, with support staff present on a rotating/per need basis.

Custodian hours have been reduced to six hour days and are disinfecting the building.

With our support services being contracted out to MHRD, please find the additional information regarding these services in case of a school closure:

### **Support Services**

**School Counselors/CST/Educational Specialists:** School counselors and CST members will be available via Hangouts as needed. Ed Specialists may use their time for virtual conferencing with students, IEP meetings, etc. School Counselors will also be reaching out to students who are not turning in assignments or checking in to ensure that all students have access to the instructional materials. Case managers, ESS staff, and nursing staff may be reaching out for wellness checks as determined by the student's individualized Health Plan, 504, or IEP.

**Special Education Related Service Providers:** Related Service providers such as SLP's, Physical and Occupational Therapists, and Reading Specialists will have a repository of materials and videos for students to access. As with other staff members, the SLP's and Reading Specialists will have virtual office hours. Effective School Solutions will be available via email, Google Hangouts, and phone conferencing to provide support.

**Special Education Instructional Staff Assistants:** Staff Assistants will be required to check in with their teachers and to join them in their Google Hangouts as needed. Staff Assistants will complete professional development through NJ Safe Schools and GCN.

**Approved Private Schools for Students with Disabilities/OOD:** Students will be transported to their placement provided it remains open. The placement will be responsible for coordinating services if the school were to close.