

Totowa School District Home Instruction Plan



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In the event the Totowa Board of Education is provided a written directive by either the New Jersey Department of Health or the health officer of the jurisdiction to institute a public health-related closure, the Totowa Board of Education is prepared to utilize home instruction to provide meaningful, virtual instruction to all of our enrolled students.

In order to provide all students with the opportunity to access high-quality curriculum the Totowa School District has assigned the staff as follows:

- Administrators will oversee the program and provide direction and support to the staff.
- Guidance counselor will offer progress monitoring and outreach.
- Teachers will provide instruction and feedback to students.
- Support staff will work under the direction of the administrator to perform operational tasks.

The Totowa School District has implemented a one-to-one computer initiative. Students in kindergarten through grade eight are assigned computers for classroom use. Currently, only students in grades seven and eight are given the opportunity to use district provided computers at home. In light of these special circumstances the district will survey parents to determine any students who do not have access to WIFI or a computer at home. In the event a student does not have access to WIFI, he/she will be provided with hardcopies of the assignments. If a student does not have a computer that has internet capability at home, the district will identify days and times, where parents will be able to pick up the students' computer at Memorial and/or Washington Park Schools.

Students will be able to work at their own pace yet will work within the hours that apply to the entire school. Data, such as number of visits to each page, number of submissions, and number of minutes per visit, will be tracked to ensure students are meeting the districts' expectations.

Strategies have been put in place to monitor student progress and develop instructional strategies to assist students who are struggling via email and/or video conferencing. Parents will be contacted if a student falls behind schedule or has difficulty mastering a concept.

Lessons will be online or will be provided in paper/pencil format. Lessons will be specific to grade level and aligned to New Jersey Student Learning Standards. Teachers will be available via online platforms throughout the respective school day schedule. Accommodations for students without internet access will be addressed on an individual basis.

For grades five through eight assignments will be posted utilizing Microsoft 365 for Education as their platform and preschool through grade four will post assignments in the virtual bookbag via the district website. Students will be provided with a variety of online and print resources to guide learning. Teachers will provide additional support and small group instruction utilizing ZOOM. All teachers are available through email, phone, or additional platforms used regularly between parents and teachers.

Students in kindergarten through grade four will be given folders to take home with them that contain login information for parents/guardians, instructions for contacting teachers and a framework of what to expect. Students in grades five through eight have had access to the system and are aware of login information as well as passwords.

Students from PreK to 8th grade will be utilizing general resources from a variety educational and online tools. All learners are accustomed to all resources which will be used. Many of these educational and online tools are currently being used in classrooms throughout the district. These resources are aligned to all standards and requirements of the Totowa Public Schools curriculum in all grades and subjects. In the event of a school closure, students will be able to access and utilize all materials.

Grade Level	Teacher Role	Student Role
TPK – 2	Teachers will send home necessary assignments, materials, and/or directions. Assignments will be posted on the District website in the Virtual Bookbag. Teachers will be available for questions via school email during school hours. Student attendance will be determined based on assignment completion.	Students will complete their assignments as directed. Students will return assignments on the next scheduled school day or through daily or weekly check ins. Students and/or parents will be able to connect with teachers via school email to ask questions or get feedback on assignments.
3 – 4	Teachers will send home necessary assignments, materials, and/or directions prior to scheduled day. Assignments will be posted on the District website in the Virtual Bookbag. Teachers will be available for questions via school email during school	Students will complete their assignments as directed. Students will return assignments on the next scheduled school day or through daily or weekly check ins. Students will connect with teachers via school email or One Note to ask questions or get feedback on assignments.

	hours. Student attendance will be determined based on assignment completion.	
5 - 6	Teachers will have lessons posted on One Note or will provide the necessary materials/directions. Assignments will be posted on the District website in the Virtual Bookbag. Teachers will be available for questions via school email during school hours. Student attendance will be determined based on assignment completion.	Students will know where to locate their assignments on One Note. Students will complete their assignments as directed. Students will return assignments on the next scheduled school day or through daily or weekly check ins. Students will connect with teachers via school email or One Note to ask questions or get feedback on assignments.
7 - 8	Teachers will have lessons posted on One Note or will provide the necessary materials/directions. Assignments will be posted on the District website in the Virtual Bookbag. Teachers will be available for questions via school email during school hours. Student attendance will be determined based on assignment completion.	Students will know where to locate their assignments on One Note. Students will complete their assignments as directed. Students will return assignments on the next scheduled school day or through daily or weekly check ins. Students will connect with teachers via school email or One Note to ask questions or get feedback on assignments.

Special Education

The Totowa Public Schools Department of Special Education is committed to providing all students with the services as outlined in their Individual Education Plans and/or 504 plans. During a school closing, the following procedures will be followed:

General Education/Resource/LLD

Classroom teachers will provide lessons to students with modifications/ accommodations as stated in the student IEPs and 504 plans. Students will be able to access these lessons digitally. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

RISE Classes

Students enrolled in our RISE program will receive their instruction in a digital format, with modifications/accommodations as outlined in the student IEPs. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

ABA Therapy and Related Services

All ABA Therapy and related services (Occupational Therapy, Physical Therapy, Speech Therapy, Multi-Sensory Reading Program, Behavior Consults, and Counseling) will be provided to students as outlined in the student IEPs. Sessions will be conducted with the student remotely, through online platforms, and electronic means to work on current goals and objectives in the IEP.

Parents will be provided with information to permit follow up to continue to work on and generalize skills being addressed. Materials, guidance, and instruction will be disseminated.

Parents and students will continue to have access to contact staff via email, digital chat room, and/or telephone with any questions.

Students with no internet connection will be provided with paper copies of the lessons.

Home Programming/Parent Training

Home Programming/Parent Training will be provided as a compensatory service, if necessary, providing a student has shown regression. The Services will be provided within a reasonable amount of time, or within one year, depending upon the duration of the school closure.

Home Instruction due to a Medical Leave or Suspension

Students who have been placed on home instruction due to a medical leave or for disciplinary action will access the digital lessons provided by their teachers. Should an electronic device not be available, paper copies of the lessons can be provided at the request of the parent.

Out of District Students

Students who attend school in an Out of District Placement will be required to receive their instruction at home. Out of District schools have provided the sending district with their individual plans, which they have shared with parents and students. Related Services will be provided according to the plans of the Out of District Schools. In the event that Related Services are not provided during the closure, compensatory services will be provided, if necessary, within a reasonable amount of time, or within one year, depending upon the duration of the school closure.

ELL Students

Students enrolled in the English Language Learner program will receive accommodations as necessary. Classroom teachers will provide digital lessons to students. If a student does not have access to the internet, paper copies can be provided at the request of the parent.

Child Study Team and 504 Team Meetings

The Child Study Team and 504 Team will hold all IEP and 504 meetings virtually or through conference call, adhering to the appropriate timelines. Please note that any required testing that must be done in person will be postponed until the school reopens and will be completed in a reasonable amount of time.

Food Service

In the event that the Totowa declares school districts to close, students that are eligible for free and reduced breakfast/lunch will be served. Pomptonian Food Services will continue to make cold breakfasts and boxed lunches each day to be picked up from Passaic Valley High School. A table will be set up in the parking lot to distribute the food to the parents without anyone having to leave their vehicle. The cold breakfast that is distributed with the lunch will be for the next morning to reduce the amount of contact people need to have with each other while serving the students. The pickup will be between the hours of 9:00 A.M. and 12:00 P.M.

Administrative Offices

In the event a board of education is provided a written directive by either the New Jersey Department of Health or the health officer of the jurisdiction to institute a public health-related closure, the Totowa Board of Education offices, can work remotely from home.

Each employee will have access to a laptop and will be able to connect with all respective platforms.

Administrators are alternating days that they are in district and working from home to ensure minimal employees are in the building at any given point. Administrative assistants are primarily working from home. All calls have been forwarded to their home phones to ensure any parent concerns/questions and matters of an imminent nature are being addressed.

Board office employees will be provided with a special configuration to login to Systems 3000, our accounting software, from home. The school district's accounting software is hosted remotely by Systems 3000 which makes accessing the data from another location easy. The Board Office employees will be able to do their daily work and respond to correspondence through email. Purchase Orders and the actual ordering of goods can be accomplished off-site.

If school closures are to extend for a longer period of time, the Business Office will notify the post office to hold all mail. Mail will be picked up from the post office every other day by the Business Administrator and/or Superintendent and brought to Washington Park School's main office. Any mail requiring immediate attention will be scanned and emailed to the appropriate party. If payroll is due and physical checks need to be printed during this time period, the Assistant Business Administrator will be provided access to the Business Office to print checks and mail them to the appropriate employees.

Custodial Engineer Staff

The custodial staff is working a split shift at Memorial and Washington Park Schools; 7 A.M. to 11:00 A.M. and 11:00 A.M. to 3:00 P.M. All custodial engineers are equipped with gloves and face masks and social distancing guidelines are strictly adhered to. They continue to sanitize the classrooms, hallways, bathrooms and cafeterias.

List of Essential Employees by Category	Role of Employee	Duties/Work Stream	How Many Essential Employees per Category
Administration	Superintendent	Conduct Administrative meetings; communicate with stakeholders; monitor instruction; monitor building access; complete state and local reports; prepare for Board of Education meetings; complete other duties as necessary	1
	Business Administrator	Monitor food service; monitor district purchases; communicate with vendors; prepare budget; complete state and local reports; continue with daily business operations	1
	Assistant Business Administrator	Prepare payroll; oversee purchase orders; prepare federal and state tax reports; prepare quarterly pension and unemployment reports; continue with daily business operations	1
	Principal	Oversee daily attendance; monitor instructional lessons; conduct grade/subject level meetings;	2

		provide resources for virtual learning; monitor building access; address parent concerns; continue with daily business operations	
	Vice Principal	Monitor instructional lessons; provide resources for virtual learning; conduct grade/subject level PLC's; Assists the staff in exploring new ways to provide instruction; continue with daily business operations	1
	Director of Special Education	Hold virtual CST meetings; monitor related service activities; comply with state and federal laws; Address parent concerns; Provide parents with virtual resources; Complete all state and federal reports; Continue with daily business operations	1
	Supervisor of Instruction and Curriculum	Conduct virtual grade/subject level PLC's; Monitor daily instructional lessons; Provide virtual resources for teachers; Address parent concerns; Conduct virtual I&RS meetings; Continue	1

		with daily business operations	
	Supervisor of Buildings and Grounds	Schedule custodial engineer staff; Procure all necessary custodial/maintenance supplies; Schedule work assignments for each shift; Monitor employee time records; Conduct regular inspection of all buildings and grounds; Continue with daily business operations	1
	Technology Coordinators	Maintain system network; Monitor and support hardware; Oversee distribution of computers; Troubleshoot computer issues; Maintain District website; Continue with daily business operations	2
	Administrative Assistant to the Superintendent	Staff attendance; Board of Education Agenda; Correspondence to appropriate individuals regarding Board Action; Staff Concerns; Parent Concerns; Continue with daily business operations	1
	Administrative Assistants	Payroll; Billing and purchasing; Scheduling of	9

		meetings; Addressing parent questions/concerns; Continue with daily business operations	
	Custodial Engineers	Keep assigned areas of the buildings and grounds, neat, clean, and safe. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash windows and clean shades and blinds on an established and regular schedule. Keep all floors clean.	14