

Stafford Township  
School District



**Virtual or Remote Instruction Plan  
for the 2021-2022 School Year**

**Equitable Access to Technology:**

As a proactive measure, in the event Stafford Township School needed to close to prevent communicable disease transmission, a Technology Accessibility Survey has been disseminated to families to determine the technological needs of our students in order to provide options in the event of a long term school closure. The information provided in this survey will be seen only by Stafford Township School Administration and will not be shared. If parents indicate on the survey that their child does not have access to a dedicated device or Wi-Fi at home, Stafford Township School District will provide availability for parents/guardians to loan a technological device (Chromebook or iPad) and a hot spot.

The district employs a large inventory of Chromebooks that allows for 1:1 accessibility in school at grades K-6. In the event of a school closure, parents/guardians will have the ability to participate in a Chromebook Loaner Program offered by the school district should they not have a device at home for their child to be able to complete schoolwork. In addition, for our Prek-K students, iPads and/or Chromebook were offered. Students who have signed out devices are tracked via Genesis.

The district provided instructional videos on each of the digital platforms that students are required to use - these videos are located on the district webpage. We will leverage the learning platforms and tools that we have available to deliver the most appropriate content under the potential circumstances we may face.

<https://classroom.google.com/u/0/c/NjEwODc0MTYzNDIa>

The following sources will also be provided to families without connection that may be of help:

- [Internet Essentials](#)-Comcast's reduced rate (\$9.95/mo) program, currently offering 60 days free for all new customers
- [everyoneon](#) - they offer low cost and affordable internet and affordable computers
- [Lifeline](#) - a government assistance program through Verizon that offers discounts for qualified low-income customers (Lifeline program details & application)
- [Altice Advantage Internet](#) - free til end of school year, \$14.99 a month after June 30 for qualified families

If there is an unforeseen technical issue that prevents students from accessing/completing their assigned work, parents/guardians should notify the teacher and/or building principal and work will be allowed to be completed later.

Throughout Remote Instruction, administrators, Guidance Counselors, and other staff, will work with families that had difficulty with network access, technology devices, and questions. This will be done weekly, in person, by email, phone, or google hangouts.

**Continued Meal Service Plan**

In the event of a school closure due to a pandemic, the food service department will be directed to make daily meals for each student who qualifies for free or reduced breakfast and/or lunch per the Master Eligibility List (MEL). In the event of closure, meals will be available for pickup at the McKinley Avenue cafeteria for students who qualify for free/reduced lunch on Monday from the hours of 10:00am to 6:00pm.

Those families that are not able to pick up meals, the district will establish plans for food to be delivered to student's homes. All families were notified to call or email Sodexo if they were unable to pick up meals. Sodexo and our staff will create lists of students that needed food delivery and our Safety Officers and Administration delivered meals to family's homes.

The food services department should ensure that once the first week of shelf stable meals is ordered, that an additional order is placed. Should shelf stable pre-packed meals become unavailable, Sodexo Food Service would be asked to propose an alternate shelf stable meal that may be made up of multiple items as opposed to one package.

Sodexo Food Service would be responsible for inputting the daily meals into the point of sale system and maintaining proper edit check reports for each of the days that the meals were appropriated for. This will allow for the meals to be reimbursed through the monthly report submitted to the State via the SNEARS portal.

**Virtual or Remote Instruction Day****\*In the event the district must have a classroom, school or district switch to remote learning, the following would apply:**

Students will be following a full day school schedule that will exceed the minimum of the required 4 hours of daily instruction. This includes Google Meets, instruction, small group and independent work time. The staff/students will follow the time schedule of their assigned school. Teachers will be available to answer questions during this time.

- Staff will have the option of working from school or from home. Staff that work from home must have adequate internet access otherwise will be required to work from the school building and must have all necessary resources.
- Homeroom teachers will do a group meeting via Google Meet at the start of the student's school day. This must be done daily and attendance must be recorded.
- A classroom whether in the traditional form, or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. Therefore, it is important for all teachers to set ground rules for online discussions. Sample: [Google Meets Expectations](#)
- Teachers will instruct students in reading, writing and mathematics daily. Teachers are encouraged to provide this instruction through synchronous (real-time) lessons.
- Weekly lessons will be done in social studies, science, health and other mandated subjects. Teachers are encouraged to provide this instruction through synchronous (real-time) lessons.
- Teachers will also work to cultivate connections through the use of Google Meets for small groups and/or 1:1 instruction. This is to be done at least 2 times a week for each student.

**Special Education/CST/Related Services Procedures for Remote Learning:**

- Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
- CST & Related Service Providers will be available each instructional day based on their assigned school hours. CST and Related Service Providers will check in with the teachers on their caseload, at minimum, once a week. They will also check in with families and students on their caseload frequently to ensure services are implemented in accordance with the IEPs to the greatest extent possible.
- Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.

**During Remote Instruction, Classroom/Special Education teacher responsibilities include:**

- Daily Google Meets with students to take attendance.
- Daily lessons in reading, writing, mathematics
- Posting of assignments via Google Classroom
- Weekly lessons in science, social studies, health, and other mandated subjects
- Small group instruction or 1:1 conferences with students weekly

**During Remote Instruction, Special Area/Physical Education teacher's responsibilities include:**

- Meeting via google meet with class at the normally scheduled period via google meet.
- Supporting families and students in accessing and participating in remote learning.
- Submitting Lesson plans to building principal

**During Remote Instruction, Guidance Counselors responsibilities include:**

- Leading small group instruction in a virtual environment.
- Creating monthly SEL lessons for each grade level and schedule time to share those lessons with all classes.
- Research SEL websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Supporting families and students in accessing and participating in remote learning.
- Guidance Counselors can be added to online classes as co-teacher as necessary to assist with struggling students

**During Remote Instruction, School Nurse responsibilities include:**

- Ensuring that immunizations are current in Genesis as we are still required to maintain those.
- Conducting telehealth for screenings as required
- Posting health lessons on Google Classroom (topics may include- nutrition, sleep habits, exercise, respiratory etiquette, etc.)

**During Remote Instruction, Technology Integration Specialist responsibilities include:**

- Check in with staff in assigned building to assist with technology issues or problems
- Check in with administrators to see if families are in need of assistance with technology
- Create "how to videos" on the different educational platforms the teachers are using and post on district website for staff, parents and students

**During Remote Instruction, Basic Skills teacher responsibilities include:**

- Small group instruction or 1:1 conferences with basic skills students during regularly scheduled periods
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons for struggling learners.
- Supporting families and students in accessing and participating in remote learning

**During Remote Instruction, Support staff/paraprofessionals responsibilities include:**

- Participating in whole group class meetings

- Pre-recording read-aloud and videos as directed by the teacher
- Providing real-time support during virtual sessions
- Researching websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Supporting families and students in accessing and participating in remote learning. Teacher Assistants should be added to online classes as co-teacher.
- Leading small group instruction in a virtual environment.
- Facilitating the virtual component of synchronous online interactions.
- 1:1, 2:1 and 3:1 assistants are encouraged to conduct Google Meets with students to assist in instruction.