

Emergency Virtual or Remote Instruction Plan



The following contains information for procedures to be implemented during a district closure in **Lawrence Township Public Schools** lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the Lawrence Township Health Department or the New Jersey Department of Health to institute a public health-related closure.

July 14, 2023 · Board Approval: July 19, 2023
Due to the Mercer County Office of Education by July 31, 2023

Dr. Ross Kasun, Chief School Administrator
Rajneet Goomer, Assistant Superintendent for Curriculum and Instruction

Office of Instructional Services
Lawrence Township Public Schools (Mercer County 21-2580)
2565 Princeton Pike, Lawrenceville, NJ 08648
rgoomer@ltps.org · (609) 671-5410



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Lawrence Township Public Schools

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Equitable Access and Opportunity to Instruction

Lawrence Township Public Schools ensure equitable access and opportunities through district-issued student devices, using Zoom for synchronous learning. Students are guided to log in and be present for Morning Meetings and Live Instruction to ensure they fully receive their lessons. Students will be expected to remain logged in and on camera during the instructional portion of the class or as indicated by the teacher. Additionally, all synchronous (Live Instruction) instructional time with the group will be recorded and made available to students. In any event, students will receive high-quality learning and meet the 180-day expectation for instruction through remote instruction, in-person instruction, or a hybrid of both. In the event that regular classroom schedules cannot occur via zoom, the following matrix will be used.

Students in grades K-5 will be provided with a matrix that will provide minimum instruction in the following time frame:

Minimum of two hours of reading instruction each week

This may occur in a small learning group, whole class instruction, or activity-based instruction for individual levels. The district will take a humanities-based approach to teach Language Arts Literacy in an effort to integrate some Social Studies concepts into the regular instruction.

Minimum of two hours of math instruction each week

This may occur in small learning groups, whole class instruction, or activity-based instruction for individual levels. The district will take a STEAM approach to teach Mathematics in an effort to integrate some Science and Technology skills to convey the instructed Math concepts.

Students in grades 6-12 will be instructed via Google Classroom, and each teacher will provide instruction/activity for a minimum of two hours per week, totaling 10–14 hours of live instruction a week for each student. The time difference is dependent on the grade level. School administrators will address potential issues regarding student digital access.

Technology access for students in Grades K-12

The district has a 1–1 plan computer program in place for students in grades 6–12. The schools surveyed each student in grades K–5 to determine who did and did not have access to a computer and students in K–12 to determine who did not have access to the internet at their home.

After identifying the students in need, the district set up a plan to distribute a computer or hotspot. In order to provide the students with internet accessibility, the district has contracted to provide those students with hotspots with CIPA-compliant filters. Additionally, when distributing a device, they provided Chromebooks to students in need to make sure all students could access the instruction remotely.

Lawrence Township Public Schools will continuously monitor student progress and ensure that students learn by appropriately adhering to the district's testing schedules during remote instruction

and conducting learning assessments in classes. Staff members will make periodic check-ins with students and their families to ascertain student growth.

Addressing Special Education Needs

The district has thoroughly planned for the delivery of remote instruction in consideration of Individual Education Plans (IEPs) for students with disabilities:

General Education classrooms with Special Education support (ICS classes)

Students follow the general education daily classroom instruction posted in Google Classroom. Live sessions are provided through Zoom. Special Education teachers participate in the live Zoom sessions with General Education Teachers and provide modifications and accommodations for students with IEPs. Individual or small group sessions are provided for students as needed.

Self-contained classrooms

Students receive a daily activity schedule from the Special Education teacher with a combination of live instruction through Zoom or pre-recorded sessions through Seesaw or Youtube to provide language arts, reading, and math instruction. Students are also given recommendations for art, health and wellness, and social-emotional learning activities that they can complete at home.

Multisensory reading instruction

Live instruction is provided through Zoom for small group or individual instruction, depending on the student's needs.

Platforms used

Happy Numbers, IXL, RAZkids, Seesaw, Learning Ally, Proloquo, ABC Mouse

Special Education and General Education teachers are keeping a record of student participation during live instruction and assignments that are collected through Google Classroom. Each student's Case Manager regularly consults with the Special Education and General Education Teachers and Related Services Providers (OT, PT, Speech) to review individual student progress that is recorded in their quarterly progress reports that are shared with parents. For students who require support from an Individual Instructional Assistant in their IEP, this support is provided when appropriate in the remote learning environment.

Case managers are in communication with families through phone, Zoom, or email continuously. When a parent raises a concern about their child's program or services, the case manager will schedule an IEP meeting to include the parent, child's teacher(s), and related services providers when appropriate.

Addressing English Language Learners (ELL) Needs

All ESL students have a district-issued laptop and access to the internet; all ESL teachers have created Google Classrooms for English classes. Continuation of English-as-a-Second Language classes through virtual meetings with students and online materials. ESL teachers are assisting students and parents with virtual learning: navigating the district's website, becoming familiar with Google Classroom, and finding resources in the home language that demonstrate how to use programs and access resources for the entire family.

Building administrators and all ESL teachers are using TalkingPoints to communicate with parents in their native language. Translators are making phone calls and communicating with parents, teachers, and administrators via Zoom when needed. Each parent has been invited to Google Classroom pages. District announcements posted on the webpage are able to be translated with an embedded link to Google Translate.

ESL teachers are meeting regularly with students via Zoom to maintain contact with students and to assess listening/speaking. ESL teachers are providing assignments that can be completed online via a platform such as Flipgrid, English Central, Reading A-Z, or ESL Library and providing lessons that can be completed physically (such as a project). Physical projects are photographed or video recorded and sent to teachers via Talking Points or email. When applicable, port-of-entry students are completing assignments in their native language. ESL teachers are collaborating with their general education counterparts in differentiating instruction for English language learners.

The district continuously provides professional development for administrators, teaching, and support staff via learning opportunities that are inclusive of but not limited to professional development days allocated to learn culturally responsive instruction, staff meetings, and voluntary book circles. The district uses several trauma-informed and social-emotional learning programs to provide teachers with the tools to support the academic and emotional needs of our students. Educators will apply those learned SEL strategies during virtual learning to maintain the positive relationships that drive teaching and learning.

Attendance Plan

As identified in the guidance from the NJDOE, all students are marked as present unless otherwise noted by the school. While some teachers are providing live instruction, they are also recording the instruction to make it available to all students regardless of the situation.

Students that do not submit work to a teacher within the provided timeline will receive a call home to parents from the teacher, and if no contact is made, other staff members will communicate with guardians. This ensures we maintain regular communication with student families before students become disengaged in the learning process.

Safe Delivery of Meals Plan

The district will provide food to students that qualify for free and reduced lunch. Lunch will be delivered to homes on weekdays when school is not in session. Delivery will be conducted by bus drivers and bus aides using pre-defined delivery routes. Lunches will be delivered once per week, 5 lunches at a time. Two secretaries will work to maintain the list of students/parents seeking to participate. The Business Office will issue “All Calls” home to all eligible students to increase participation and awareness of the program.

Facilities Plan

If schools are 100% closed to staff, including custodial and maintenance staff, the district will set up “Watches” whereby a maintenance person or facilities supervisor does a building walk-through each day. HVAC will be adjusted to address the “unoccupied” needs of the building, i.e. freezing temperatures and air exchange.

Daily building walk-throughs shall be designed to secure the building, identify hazards, monitor intrusions, and assess readiness to re-open. Otherwise, the existing building maintenance and cleaning procedures would be followed across the district.

Other Considerations

A. Accelerated learning opportunities

Any accelerated learning or advanced placement initiatives will continue their instruction in a virtual setting as effectively as possible.

B. Social and emotional health of staff and students

The district will continue to utilize counseling services to be available to students and staff. The social and emotional health of students will be monitored by teachers and counselors. The social and emotional health of staff will be monitored by administrators.

C. Title I Extended Learning Programs

Any established Title I Extended Learning programs will continue in a virtual format and continue to operate as best as possible.

D. 21st Century Community Learning Center Programs

The district’s tutoring programs, co-curricular Career and Technical Student Organizations, and Perkins programs will continue in a virtual format and operate as best as possible.

E. Credit recovery

Credit recovery programs will continue in a virtual format and operate as best as possible.

F. Other extended student learning opportunities

Other extended student learning opportunities will continue in a virtual format and continue to operate as best as possible.

G. Transportation

Since transportation will not be needed to facilitate the regular school day within the district, any additional transportation needs will be assigned to the district’s bus drivers if feasible. Students in out-of-district placements who may still be delivering in-person instruction will continue.

H. Extra-curricular programs

Extra-curricular programs will continue in a virtual format and operate as best as possible.

I. Childcare

N/A – Lawrence Township Public Schools do not offer childcare.

J. Community programming

Community programming will continue in a virtual format and continue to operate as best as possible.

Essential Employees

Upon the occurrence of a district closure due to reasons previously mentioned, Lawrence Township Public Schools will identify essential personnel and notify the Mercer County Office of Education of those employees’ essential status.

Board Approval Date

July 19, 2023

Website Location

www.ltps.org/Page/3384 