



# EMERGENCY VIRTUAL/REMOTE INSTRUCTION PLAN

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2024-2025

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### 3 HEALTH AND SAFETY GUIDANCE FOR THE 2024-2025 SCHOOL YEAR

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- Holmstead School will continue to provide FULL DAY, FULL-TIME, IN-PERSON INSTRUCTION for the 2024-2025 school year based on guidance from the New Jersey Department of Education (NJDOE) and New Jersey Department of Health (NJDOH). All virtual instruction is no longer an option.
- This guidance includes a range of strategies to implement in order to reduce risks to students and staff from COVID-19 while still allowing for fulltime in-person learning. While the State is committed to a resumption of normalcy, the data will continue to be monitored and decisions will be guided by science to ensure that we maintain safe and healthy school communities.

## 4 MASK WEARING PROTOCOL

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Executive Order 292 eliminates the requirement for staff, students, and visitors wear a mask. The only exceptions are as follows:

- When an individual is returning to the school environment after receiving a positive COVID-19 test result, having quarantined for 5 full days, and returning symptom free. That individual will be required to wear a mask at all times in the school setting for five days upon their return.

## 5 SCREENING (MINOR CHANGE)

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**Parental Screening:** Parent/caregivers are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school. Employees who are ill should also remain at home.

**Response to Symptomatic Students and Staff:** the nurse is the contact person for any COVID-19 related issues that arise. Students and/or staff members who are exhibiting symptoms will be sent home and asked not to return until asymptomatic.

**Prevention:** Hygiene supplies, including masks, facial tissues, and sanitizer (over 60% alcohol content) will be available.



## 6 CONTACT TRACING

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- Contact tracing is no longer required.
- If a student is identified as having tested positive during the school day, that student will be sent home.
- If a student is identified as having tested positive after school hours, parents will be informed and asked to remain hypervigilant with regards to their child's health.
- Parents were provided with information pertaining to positive symptoms of COVID and directed to keep their child home if they have such symptoms.

## 7 COMMUNICATION (MINOR CHANGE)

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- Holmstead School will continue to maintain close communication with the New Jersey Department of Education (NJDOE) and the New Jersey Department of Health (NJDOH) to provide information and share resources on COVID-19 transmission, prevention, and control measures to establish procedures for notification and response to COVID-19 illness in our school.
- Holmstead School will continue to report into the Surveillance for Infectious Conditions (SIC) module in the Communicable Disease Reporting and Surveillance System (CDRSS) per Executive Order 302 and Executive Directive 21-011.
- We will communicate information with transparency to all stakeholder groups.
- Our plan will be shared with all sending districts.

*Any COVID-19 control measures put in place will be consistent with applicable laws and regulations.*

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## VIRTUAL INSTRUCTION DUE TO QUARANTINE STATUS (MINOR CHANGES)

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- At present, we will not be offering an all-virtual learning option for students. If, due to an emergency and schools being closed, the following plan will be followed.
- Students who are required to quarantine based on testing positive will be emailed assignments and can access additional educational material by class via Microsoft Teams.
- In the event that a large group of students must quarantine, they will receive live-stream instruction via Microsoft Teams or Zoom for core instruction and virtual related services.
- After completion of a school-wide survey for the 2023-2024 school year, it was determined that all students have access to the internet and a device at home. Another survey will be completed in September for the 2024-2025 school year. If a student does not have a device at home, one will be provided by Holmstead. If they do not have access to the internet, arrangements will be made for them at the local public library.
- If the entire school must close to quarantine or for any other school or statewide emergency, teachers will provide instruction via Microsoft Teams or Zoom and adhere to the current bell schedule with instruction taking place from 8:35am – 1:00pm. P.E. will be done independently and require students to complete P.E. forms for each activity that they complete. Failure to log on will be considered an unexcused absence.
- Related services will be provided virtually as well during the school day and based on the current therapy schedule.
- Faculty meetings will continue weekly via Zoom. Therapists/Guidance Counselor meetings with the Director for supervision will continue weekly via Zoom.
- Therapists and other support staff will be available virtually to provide support for the Holmstead Community, including students, parents, teachers, etc.
- A list of all essential employees will be provided to the county office in the event of a school closing.



## 9 VIRTUAL INSTRUCTION DUE TO QUARANTINE STATUS (CON'T)

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- Attendance: teachers will take attendance at the beginning of the virtual school day during the first class and report any absences to the attendance secretary. The attendance secretary will contact parents to report absences or failure to log on. Continued absences will be reported to the sending school case manager. The public school will ultimately make decisions regarding student promotion, graduation, attendance exemptions, etc.
- Teachers will continue to follow each student's Individualized Education Plan (IEP) and provide, to the best of their ability, necessary accommodations and modifications. This may include such things as providing written directions, providing examples of completed assignments/projects as a model, alternative means of communicating such as auditory only, modifying tests/assignments, extended time, etc.
- Assessment of student progress will include project-based assessment and opportunities for oral presentations in addition to traditional quizzes and tests as much as possible, in line with each student's IEP.
- Since the program is individualized, students will have the opportunity to progress through the curriculum at their own pace. Those capable will be provided with accelerated learning opportunities, honors credit, and transitioning to higher level courses.
- Student progress will continue to be reported in Realtime, which is accessible through the parent and student portals.
- IEP Goals and Objectives will be measured using Realtime quarterly progress reports as well as during each student's annual review.
- Case managers will be contacted if revisions need to be made to the student's IEP and will participate in the annual review meetings as well.
- Students who struggle with virtual instruction will have the opportunity for credit recovery and other extended learning opportunities during the ESY program. These may include reinforcement of language arts and/or mathematics skills.

# 10 ENGLISH LANGUAGE LEARNERS (ELL) PLAN

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- English Language Learner (ELL) students will continue to receive their instruction virtually, based on the same school schedule as non-ELL students.
- ELL students will continue to be provided with a state approved bilingual program.
- Families of ELL student will continue to be provided with translation materials, interpretative services, and literacy level appropriate information via electronic communication.
- ELL students will continue to be provided with alternate methods of instruction via Microsoft Teams and Zoom.
- Staff will continue to be provided with training in strategies related to culturally responsive teaching and learning via webinars and other electronic means of communication.

## II TECHNOLOGY – STUDENT DEVICES (MINOR CHANGES)

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- Surveys are sent out yearly to evaluate student access to a device and internet connection.
- Students who do not have a device will be assigned one by Holmstead School.
- Students have all been provided login information for Microsoft products, including Teams and Outlook.
- Students and parent have all been provided login information for Realtime, where they can access their grades.

*Liza, our tech coordinator, will continue to be available for technical support and assistance with technology issues.*

## 12 FOOD SERVICES

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- Holmstead will continue to offer lunch options daily.
- Students who qualify for free lunch through their public school district will be provided with free lunch at Holmstead School.
- In the event that the school has to close to quarantine, students who qualify for free lunch will be able to access grab and go lunch through their public school district.



# 13 CUSTODIAL SERVICES

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- The School Custodian, who lives on campus, will continue to provide custodial services in the event of a school shut-down.
- If the shut-down involves the spread of an infectious disease, the School Custodian has a Hazmat Suit and fogging machine that he will use to disinfect the entire facility.
- In the event of damage to the school building due to a natural disaster, the School Custodian, Director, and Principal will coordinate contacts with necessary construction companies to conduct repairs.