

School District of the Chathams 2022/2023 Virtual Instruction Plan

Introduction and Core Beliefs

In accordance with [P.L. 2020, c. 27](#), the following plan represents the district's intended response in the event of a health-related school closure.

Determination

Pursuant to P.L. 2020, c.27 and N.J.S.A. 18:7-F-9, in the event of a school closure longer than three consecutive days resulting from a declared state of emergency, a declared public health emergency, or a directive or recommendation from the local health department or other health agency, the school district shall continue to provide instruction to students in order to fulfill the 180-day school-year requirement. In any instance of a school closure related to a public health emergency, the superintendent will consult with local health department officers both before and during the closure, and will provide the local health departments with any information helpful to evaluate the conditions for closure and also reopening. Once a determination is made, the superintendent will communicate the determination to the Board of Education, parents, staff, and other members of the school community.

Delivery of Instruction

In the event of a school closure, the school district will ensure that every student in the district has their district-issued Chromebook in their possession. For any students who left their Chromebook at school and must retrieve it, arrangements will be made for students and parents to come to school to pick up their Chromebooks. The district will also confirm that every family has internet access available to them. Should any family not have internet access, the district will ensure that access is set up, either through a local internet provider, through the use of the district network during school hours, or through the purchase and distribution of hardware or software that enables internet access in another fashion.

Classroom instruction will be conducted live over Google Meet and students and parents will be furnished with all applicable materials and programs via Google Classroom or Schoology. For subjects requiring physical manipulatives, arrangements will be made for the distribution of those materials by schools. All instructional programs will remain intact. Said programs include E.S.L. for E.L.L. students, specific special education programming based on I.E.P.s, transition programs for students ages 18-21, and so forth. Case managers and special education staff will track and monitor progress using online tools, including I.E.P. direct and Genesis. E.S.L. teachers will continue to utilize ACCESS testing and ELLEVATE. Staff in these areas will continue to provide accommodations and modifications to instructional content and delivery in a manner commensurate with live instruction, to the greatest extent possible. All communication and mandated meetings in connection with I.E.P.s and annual reviews will take place via Google Meet. Where possible, said meetings will take place in the home language, if the parents do not speak English. Where that is not possible, Google Translate or other translation services will be employed to communicate effectively with parents. Wherever necessary, alternate methods of instruction, assessment, and feedback will be utilized to bridge language or learning barriers.

Teachers and other staff will utilize Schoology, Google Classroom, and online platforms to assess students and provide feedback to them and their parents regarding academic progress. Assessment and feedback will occur with the same frequency as live instruction to the greatest extent possible.

The technology department will provide support for students and families using an online resource and ticketing system available on the district website.

Provision of Meals

The school district shall arrange for meals to continue to be provided to any student who qualifies for the federal free and reduced lunch program. The district will make said meals available for pick-up at a convenient location for families or will deliver the meals directly to students’ residences.

Mental Health and Well-Being

A virtual wellness room has been established via the district website for students to access for support. Principals and supervisors will provide resources and additional training for staff members based on the specific needs arising from the school closure. A teletherapy program will also be available to students needing more intense emotional support.

School Schedules

- In Grades PK-5, schools will follow the daily schedule in place on normal, in-person school days.
 - The school day will begin at 8:35 and end at 3:05.
- Chatham Middle School will follow the below schedule:

Chatham Middle School All-Virtual Schedule			
Time	All Days	A-Day	B-Day
7:55-8:31	Class 1	Grade 8 Elective	Grade 8 Elective
8:36-9:12	Class 2		
9:17-9:53	Class 3		
9:58-10:34	Class 4	Grade 7 Elective	Grade 7 Elective
10:39-11:15	Class 5	Grade 6 Elective	Grade 6 Elective
11:20-11:56	Class 6		
11:56-12:26	LUNCH		
12:31-1:07	Class 7		
1:12-1:48	Class 8		
1:48-2:40	Small Group Instruction		

- Chatham High School will follow the below schedule:

Chatham High School All-Virtual Schedule				
8:00 - 8:50	Period 1	Period 2	Period 3	Period 4
8:55 - 9:45	Period 2	Period 3	Period 4	Period 1
9:50 - 10:40	Period 3	Period 4	Period 1	Period 2
10:40 - 11:25	Lunch/Lab (20 min)	Lunch/Lab (20 min)	Lunch/Lab (20 min)	Lunch/Lab (20 min)
11:25 - 12:15	Period 5	Period 6	Period 7	Period 8
12:20 - 1:10	Period 6	Period 7	Period 8	Period 5
1:15 - 2:05	Period 7	Period 8	Period 5	Period 6
2:05 - 2:55	SGI (small group instruction)			

Attendance

Attendance will be taken via Google Meet on a daily basis, with all relevant Board policies in effect. In the event of truancy or poor attendance, school staff will use the contact information available in Genesis to call and email the parent(s) of the student(s) in question.

Dissemination of Plan

This plan is available on the [school district website](#). In the event of a closure, the superintendent's office and each school in the district will communicate additional details to support the implementation of the plan to all families.

Maintenance of Facilities

The degree to which facilities will remain open will depend on the nature of the closure and other circumstances. In all cases, as many custodial and maintenance staff as is safe will be on site to run and monitor the schools. If it is necessary to run split schedules for said staff, the district will do so.

Other Considerations

The particular circumstances prompting a school closure and the degree to which our buildings can be accessed safely will determine whether and/or how to manage additional aspects of schooling. For example:

- If it is possible to safely run extracurricular activities, including athletics, the district will do so.
- If it is possible to provide alternative or expanded learning opportunities to students, including after school hours, the district will seek to do so.
- If it is necessary to provide opportunities for credit recovery due to the nature of the closure, the district will do so.
- If it is possible to work with our transportation provider to bring students to and from school for instructional purposes or additional learning opportunities, the district will do so.
- If it is necessary to provide childcare to staff members or students, as it was during the 2020/2021 school year, the district will do so.

Essential Employees

The following are considered essential employees and may access the buildings for varying lengths of time depending on the circumstances:

- All maintenance and custodial staff.
- All administrative and supervisory staff.
- All teaching staff.
- All technology staff.
- All cafeteria staff.
- All business office staff.

Additional Resources

[Technology Family Resources](#)

[Virtual Rest and Relaxation Room](#)

[The Road Forward](#)