



Denville Township School District
Remote Instruction Plan
Revised 05/23/2023
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District Contacts

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Business Administrator	Damaris Gurowsky	(973) 983-6530	dgurowsky@denville.org
Director of Special Services	Grace Johnson	(973) 983-6530	gjohnson@denville.org
Manager of Technology	Cindy Costanza	(973) 983-6530	ccostanza@denville.org

- [Click here for all staff contact information](#)
- [Click here for district administration contact information.](#)

Overview

Remote instruction days will mirror the regular in-person instruction days. In the event that a student does not have access to a computer or internet service at home, provisions will be made by contacting your building principal or tech team.

Student Demographics

	Total # Students	# Spec Ed	# ELL	Homeless
District	1719	424	44	*

* Numbers are too small to report

[Click here for school schedules, emergency closing information and dropoff/pickup information.](#)

Student Responsibilities

Student Responsibilities: Students are expected to give the same effort they would during normal in-school instruction.

Digital Access:

English Language Arts

Epic (online books)

Newsela 6-8

A-Z reading (online leveled readers) K-5

RazKids

Math

Reflex & Frax Math K-5

DreamBox Math 1-8

Envision 2020 Math K-5

Big ideas Modeling Real Life Math 6-8

Math 180 5-8

Science

Amplify Science K-5

TCI Science Alive 6-8

Discovery Education K-8

Mystery Science K-8

Social Studies

TCI Social Studies K-5

HMH Social Studies 6-8

Health

G-W Essential Health Skills for Middle School 6-8

Paper Access:

Words Their Way Spelling 3-5

Vocabulary Workshop 7-8

Snap Words K-2

Reading trade books K-8

Envision Math Worktext K-5

Big Ideas Math Worktext 6-8

Amplify Science Notebooks K-5

TCI Social Studies Workbooks K-5

TCI Social Studies Textbooks K-5

French and Spanish Textbooks

TCI Science Textbooks 6-8 (Hard copy available upon request)

Staff Responsibilities

Administration- Will be available via email and phone throughout the duration of the day. They will monitor attendance and ensure delivery of lunches and instruction. Administration and counseling staff will follow up with any students who are not participating in remote learning and develop a plan to address the lack of participation.

All School Staff: will work their normal hours and provide instruction and services to students the same as when schools are operating in-person. LinkIt will be used by staff to monitor student performance.

Bus Drivers- will participate in professional development and other tasks including delivery of supplies and meals and other assignments as directed by the director.

Recess/Lunch Aides- will work their normal hours as directed by the principal.

Custodians/Maintenance- will continue to function the same as when schools are open for in-person instruction.

Technology Department- will support learning and all other technology functions the same as when schools are open for in-person instruction.

Central Office Personnel: will continue to work in-person or remotely to support the functions of the district.

School Counselors- Will be available via email and phone throughout the duration of the day. Elementary School Counselors will provide character education lessons and activities through Google Classroom.

Saint Clare's In-School Clinical Service Program: School Clinicians are available via phone and email for students participating in this program. School Clinicians will contact all parents of students on their assigned caseload to offer and schedule a weekly live meeting. The meeting may be through phone or virtual face to face technology. The meeting can be with either the parent or with the student.

School Clinicians:

Valleyview School

Josette O'Rourke

jorourke@denville.org

Riverview School
Eileen Rodriguez ,
erodriguez@denville.org

Lakeview School
TBD

Parents can also find information regarding community mental health resources at the following district website link: [Community Resources](#)

Student Mental Health Crisis and Psychiatric Clearance During Closure:

Saint Clare’s Clinicians, School Psychologists/Social Worker will meet with students at risk for mental health issues through virtual meetings. For students in crisis, two Mental Health Staff will be present for the virtual meeting with the student. When a student is presenting as a danger to self or others, the School Administration, School Psychologist, School Social Worker, or Saint Clare’s Clinician will provide parents with information to obtain an evaluation. The district maintains contracts with mental health providers who conduct school clearance assessments (i.e. Saint Clare’s Patient Access, Tri-County Behavioral Care) These providers offer Denville students priority scheduling of in person evaluations. Parents can schedule the evaluation and bring their child to the contracted provider. When the child is evaluated, the mental health provider will provide the family with any necessary mental health referrals and a letter clearing the student to return to school if appropriate.

Child Study Team: Case Manager/CST Responsibilities will include

- All parents of students with IEPs will receive an individual phone call or email from their case manager to monitor access to the distance learning program. From there, additional contacts are made as follows to monitor the implementation of the IEP:
- IEP Meetings: The Child Study Team will hold IEP meetings using Google Meetings during the closure.
- The Child Study Team will complete the following functions during distance learning:
 - Finalizing IEPs from previously held meetings
 - Completing Evaluation Reports from previously evaluated students
 - Conducting evaluations functionally. Additional testing may be completed upon reopening of school.
 - Reevaluations for school age students may be waived or completed using existing functional data and information. If the reevaluation is completed with functional information, additional testing may be completed upon reopening of school if warranted.
 - For initial preschool referrals, identification meetings will be scheduled and an evaluation plan developed. Any information that can be completed virtually (i.e.

Social History Interview, Checklists, Functional Assessments) will be completed. For School Age initial Child Study Team referrals, the Child Study Team will hold meetings and obtain consent for testing. Evaluations that may be conducted without in person contact will be completed (i.e. Social History Interview, Checklists, Functional Assessments). Additional required testing will be conducted when school reopens.

- Student program projection data will continue to be updated
- Virtual classroom observations will be conducted to monitor student progress.
- Corresponding with students, staff, and parents via email/phone/Google Meetings during designated school hours to continue to monitor student IEPs.

Speech, Occupational, and Physical Therapists- Virtual therapy sessions are held for all students requiring related services according to their IEPs. Therapists maintain a log of services. Student progress will be assessed upon return and those showing a significant regression will be offered additional therapy on a case by case basis. Other Related Services work expectations will include:

- Writing PLAAFPS and IEP goals for upcoming IEP meetings
- Participation in IEP meetings
- Scoring assessments and writing reports, functional evaluations
- Scheduling Annual reviews and Reevaluation planning meetings for ESLs students. Reevaluations may be waived and reconsidered upon the reopening of schools.
- Correspondence with parents and staff through phone/email/virtual meetings during the designated working hours to support students
- Grading IEP goals and objectives

Teacher of the Deaf (TOD) Services- The Teacher of the Deaf provides direct instruction to students through Virtual Meetings according to student IEPs to the maximum extent possible.

Behavioral Services- Parents can refer to their child's Individualized Education Program (IEP) regarding their child's specific behavioral strategies and/or Behavior Intervention Plan (BIP). If parents require support with strategies, they can email the behaviorist. A phone consult or Google Meeting can be scheduled with the Behaviorist upon parent request via email to the Behaviorist. The Behaviorist will conduct virtual observation of students and provide staff training as needed to instructional aides and teachers during the closure through the use of remote programs/technology. The Behaviorist will continue to provide support and supervision of the district ABA programs, including weekly staff meetings, observation and feedback of student lessons through virtual meetings, and additional staff and parent consultation. The Behaviorist will also attend IEP meetings when needed.

*Behaviorist for Lakeview/Valleyview
Jaqueline Tobia:*

Behaviorist for Riverview:

TBD

Attendance Procedures

Attendance will be taken on Genesis the same as when schools are open for in-person instruction.

Ensuring Equity

Devices:

- All students have access to devices.

Access to Wi-Fi:

The majority of students within the district have indicated that they have access to Wi-Fi and Internet at home. In the event that they do not, alternative arrangements will be made. Paper assignments may also be used in some cases, these assignments will be delivered and picked up by the transportation staff.

Hot Spots are provided for any student who does not have internet access. Contact the technology department by calling 973-098-6530 ext 2412 or parentportal@denville.org

Access to Meals for students who receive free and reduced lunch:

- Meals will be picked up from a local vendor. Denville Transportation will deliver the meals to the home of each student enrolled in the free meal program. Meals will be placed on the doorstep by our transportation staff.

Special Services:

- Special education teachers will modify assignments and provide accommodations according to student IEPs.
- Personal Aides will contact students to assist with any issues that a student may be having with assignments and provide direct support. Google meetings to provide reinforcement lessons are scheduled with instructional aides and students based on student needs.
- Students with disabilities receive accessible information via the district's online platforms and paper resources described above. Students and parents have additional programs available, such as, Learning Ally Audiobooks, Everyday Speech, Rethink, Starfall, and Class Dojo. Hard copy resources and manipulatives are provided based on student needs.

- Speech/OT/PT services provide virtual related services, home exercises and consultation to parents. Compensatory sessions will be available upon return for students who show significant regression. This decision will be made on a case by case basis.
- Device accommodations will remain in place
- IEP goals and objectives will continue to be graded to track student progress.
- Assessment of Learning Loss- Students with disabilities will be assessed by their teachers and therapists upon reentry to school. Plans for remediation will include:
 - continuing to target **current IEP** goals and objectives for a longer period to ensure progress with goals from previous school year
 - Providing more small group and individual instruction in the special education classrooms to target skill regression
 - Assessing the need for additional related services due to significant regression on a case by case basis
 - Holding IEP meetings to review and revise services when appropriate prior to or following the transition to school.
- Out-Of-District Students- The Office of Special Services will review the School Closure virtual/home program information provided to all out-of-district students. An initial contact will be made by all Case Managers to their Out-of-District Families to ensure appropriate access to their school's closure programs and services. Students will be monitored by Case Manager contact with parents and out-of-district schools during the closure. IEP meetings will continue to be coordinated between the Child Study Team and out-of-district schools during the closure. Compensatory services will be considered case by case based on students demonstrating significant regression.

Extended School Year

The District will provide for an extended school year for eligible special education students and regular education students. The summer accelerated learning program offers programs for special education students and regular education students as well as an enrichment program for all students. The program operates from June 26-August 4, 2023 Monday through Thursday from 9:00 AM to 3:00 PM. The program is funded through ARP and Board of Education funds.

Basic Skills and Reading Remediation- will take part via virtual means with assigned staff.

English Language Learners

Meeting the needs of ELLs

- Activities and assignments provided for ELLs incorporate essential components of ESL instruction including: Oral language development, academic language, cultural diversity and inclusivity through speaking, listening, reading, and writing
- Grade level state content standards utilized with WIDA standards: Determine success criteria and align with language development

- Live instruction embedded into students' schedules: ELLs have the opportunity to participate in academic discussions, extended talk on given topics, peer and social interaction, and build upon literacy skills
- Explicit instruction and techniques utilized to aid in communicating with others: Teaching words, grammatical features, and extensive work with vocabulary
- Collaboration between ESL teachers and teachers across the content areas to learn, practice, and work with language across multiple domains
- Use of culturally varied texts and technological tools

Communication with ELL Families

- Use of Home Language Surveys to determine language spoken in the home
- Use of school-based translator, family translators, as well as technological translation resources, as needed
- Consistent follow-up with families to ensure communication from district level has been received: Further elaboration and communication provided, as needed
- Individualized family support provided: 1-1 support with student and more frequent communication with family
- District and school communications have been sent in English and Spanish, staff and volunteer translators have been employed to communicate with family members who do not speak English.

Alternate methods of instruction, differentiation, access to technology, strategies to troubleshoot ELL access challenges

- All work is differentiated based on proficiency level: 2021-22ACCESS scores and ESL Progress Reports utilized as data points
- Use of Google Classrooms, differentiated for ELL groups: Based on grade level, proficiency level, and amount of support needed to meet with success
- ESL teachers work collaboratively with classroom teachers to provide targeted student support with content and language through deliberate and appropriate scaffolding
- Strategically planned targeted instructional resource has been incorporated into students' weekly ESL program to ensure mastery of skills and strategies (Program decided upon based on ACCESS scores, student data, and teacher input)
- Paper-based work has been delivered to students' homes, as needed
- Chromebooks have been provided to students in need of technology
- WiFi access provided to families with limited or no access
- Accountability sheet utilized for tracking ELLs participation and access to instruction: Weekly meetings held with ESL teachers and Supervisor of Support Services to review progress for each student currently receiving ESL services in district
- Each family has been contacted by ESL Teacher, with ongoing communication as needed

Meal Service Plan for Economically Disadvantaged Students

The District will contract with a local vendor to prepare and provide meals for disadvantaged students in the school District. Meals will be delivered to students in case of long-term emergency closings.

Families in Need: the district has been working with local community groups, businesses and Denville Social Services to provide food and other services for the families of Denville Students.

Communications/Virtual Education for Parents/Students from Staff

Telephone - district phones

Google Meet

Student Chromebooks

- Students MUST use their Denville assigned user accounts 22ccostan@denville.org and their password to log in to a district issued Chromebook. No other Gmail or other accounts will work.
- Parents can see their child's login and password in the Parent Portal under the student photo.

Home Devices

- If staff or students are using a home device they must access the computer and then navigate to the internet to log in to their Denville accounts. A quick way to do this is for students to navigate to classroom.google.com

Helpful Links

Here are some links that may be helpful:

Renee Margotta Sudol's link to her page: the Daily Tech

<https://sites.google.com/denville.org/the-daily-tech/home?authuser=0>

And the Tech Website Remote Classroom Tools Page:

<http://denville.ss16.sharpschool.com/cms/One.aspx?portalId=81962&pageId=27166954>

District Website for Community Updates:

<http://www.denville.org/cms/One.aspx?portalId=81962&pageId=27298588>

School Messenger

School Messenger will still be used as the district's means of communication to reach a large population. District email may also be used as well as the Friday Folder which is disseminated via Constant Contact every Friday.

Genesis

Our student information system is remotely hosted and will still be available remotely the same as it is from inside the district.

Field Trips: will go on as usual. If guidance is provided by the NJDOE or NJDOH we will adjust as needed.

Graduations/End of Year Celebrations/Musicals:

In the event that graduations and end of year activities cannot be held in person alternative plans will be created and disseminated to the public.

Board of Education: [click here for information on Board meetings.](#)

Extracurricular activities: depending on the situation a decision will be made and disseminated.

Child Care- the district will work with local vendors- see this site for more information - https://www.denville.org/district/before_and_after_school_care

Transportation: These protocols will be enacted if needed.

- Student drop off and pick up - reviewed by Denville Police Department- Traffic Bureau
 - Procedures to be announced
- Social Distancing on School Buses

- School buses will be equipped with a plastic shield that has been approved by the NJ Department of Motor Vehicles to provide our bus drivers a safe space while driving.
- Students will wear masks on buses- we fill buses to a maximum of 50% capacity when possible.