

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
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Emergency Virtual / Remote Instruction Plan, 2023-2024
Rumson Fair Haven Regional High School District

In the event of a school closure lasting three (3) or more consecutive school days due to reasons outlined in N.J.S.A. 18a: 7f-9 (A declared state of emergency; A declared public health emergency; A directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three (3) consecutive school days), Rumson-Fair Haven Regional High School District (RFH) would immediately implement an Emergency Virtual/Remote Instruction Plan.

Rumson-Fair Haven Regional High School District is already configured to provide full virtual, synchronous, live-streamed instruction without unnecessary delays using the Google Classroom platform.

● **Instruction:**

- If RFH must suspend in-person instruction due to an outbreak for a day or more, all students will be required to participate virtually in all classes according to the full-day schedule.
- In the event of a declared Emergency Closure of three (3) or more days, all staff would be informed to begin virtual, synchronous live-streamed instruction following an eight (8) period school day via Google Classroom.
- **Please Note:** Office hours currently offered by staff during our Common Lunch period will be provided during a modified last block each day to provide “Virtual Office Hours” in which students will receive direct 1:1 and small group academic instruction, as needed, from teaching staff by subject.
- Students are encouraged to meet with teachers during office hours to share challenges and to seek assistance.
- All teachers will maintain Google Classrooms.
- Students must have a fully charged device to use for virtual school each day.
- Plans will be made for students who need to secure materials.
- 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.
- 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.
- Google Translate or other translation services will be employed to communicate effectively with parents.
- Teachers, case managers and special education staff will track and monitor the progress of student learning using various online tools, including PowerSchool, Google Meet, and IEP Direct.
- Wherever necessary, alternate methods of instruction, assessment, and feedback will be utilized to bridge language or learning barriers.
- Forced migrant students will be accommodated as needed on a case-by-case basis. Appropriate training will be provided as needed.

- Google Meet will be used to conduct student and parent conferences as needed.
- A school day instituted under this approved plan is considered a full-school day that meets graduation requirements as well as the awarding of course credit.

● **The RFH Remote Virtual School Schedule is as follows:**

Virtual Day Schedule (52 minute instructional periods)					
	Time	Day 1	Day 2	Day 3	Day 4
BLOCK 1	7:45 - 8:37 am	1	2	3	4
BLOCK 2	8:41 - 9:33 am	2	3	4	1
BLOCK 3	9:37 - 10:29 am	3	4	1	2
	10:29 - 11:19 am	LUNCH			
BLOCK 4	11:23- 12:15 pm	7	8	5	6
BLOCK 5	12:19 - 1:11 pm	6	7	8	5
BLOCK 6	1:15 - 2:07 pm	5	6	7	8
BLOCK 7	2:10 - 2:40 pm	OFFICE HOURS			

- **Attendance:** The school’s attendance policy remains in effect during virtual instruction.
 - Details may be found in the Student Handbook. Each student is responsible for being in every virtual class, every day. Students will also have access to Academic Office Hours during a modified last block (in place of those usually provided during the common lunch period) so that they have access to important programs and support from teachers.
 - Parents of students who will be absent for the virtual day must notify the school before 7:45 AM via attendance@rumsonfairhaven.org.
 - Students who are absent for the day are expected to check their Google Classrooms and complete any assignments posted.
 - Teachers will contact parents via phone, email, or Google Meet for students who are not participating in virtual learning.
- **Addressing Digital Divide:** In preparation for the 2023-2024 School Year, RFH Technology Staff measured and addressed any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.
 - RFH has provided a Chromebook for each student.
 - Portable “Hot-Spots” will be available to each student who is in need of connectivity assistance.
- **Free and Reduced Lunch:** Gift Cards to a local supermarket of choice will be provided to the identified student(s) in lieu of receiving daily school lunch during an emergency closure. Gift cards provided will be of sufficient monetary value to ensure that school lunch can be provided seven (7) days per week so that food insecurity is avoided.
 - **Procedure:** In the event of a school closure lasting more than three (3) days per N.J.S.A. 18a, the Superintendent or designee will directly contact those families identified for free and reduced lunch to:
 - Determine supermarket of choice;
 - Arrange for staff to be on-hand for the pick-up of supermarket gift cards noted above.

- In the event that students need gift cards to be delivered to their homes, the Superintendent or designee will oversee and ensure that delivery.
- **Dissemination of Plan**
 - This plan is available on the school district website. In the event of a closure, the superintendent's office 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 building can be accessed safely will determine whether and/or how to manage additional aspects of schooling. For example:
 - Approved Title I Programming in the form of study skills support before the school day for identified students will be offered virtually, at the same time, through Google Meet.
 - 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.
- **Mental Health and Well-Being**
 - A virtual wellness room has been established via the district website for students to access 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.
- **Essential Employees:** In the event of a school closure lasting three (3) or more consecutive school days due to reasons outlined in N.J.S.A. 18a: 7f-9, essential employees will be required to report to work on-site. Essential employees at RFH include:
 - All administrators;
 - Buildings and Grounds and custodial personnel;
 - All 12-month secretaries;
 - All technology staff.