

Franklin Township  
Public Schools  
**Remote Learning Plan**

FTPS Board of Education  
Fall 2022

## **Context**

In the event the district is forced to limit student access to our buildings, the Franklin Township Public Schools has created a plan of learning activities to engage students during their time away from school. This plan allows students to receive attendance credit towards the state-mandated 180 days of instruction, as it provides equitable access to required learning activities as well as nutritional benefits to students who participate in our free and reduced food service program.

## **Delivery of Virtual and Remote Instruction**

*Grades PK-12→ Teachers deliver instruction according to an early dismissal (reduced schedule) via synchronous, “live” instruction. In the 2020-2021 SY, the district received favorable reviews for the choices it made to keep a consistent schedule for learners. At the time, a tremendous learning curve was required for staff to learn how to incorporate live instruction for learners at home while simultaneously meeting the needs of learners in the physical classroom space. Doing so required us to use substantial time for training and lesson preparation, but by the end of the year teachers demonstrated mastery of these skills. It is therefore anticipated that, in future iterations of a remote/virtual learning plan, should it become necessary, the district will continue to use a reduced daily schedule, but it will no longer require a day for asynchronous learning, thereby allowing synchronous instruction to occur Monday through Friday, using the afternoons for any necessary PD and lesson preparation, as well as to reach out to families to report when students are not participating in online instruction and/or submitting assignments. Teachers will also use this time to respond to families’ requests for support for their children who appear to be struggling.*

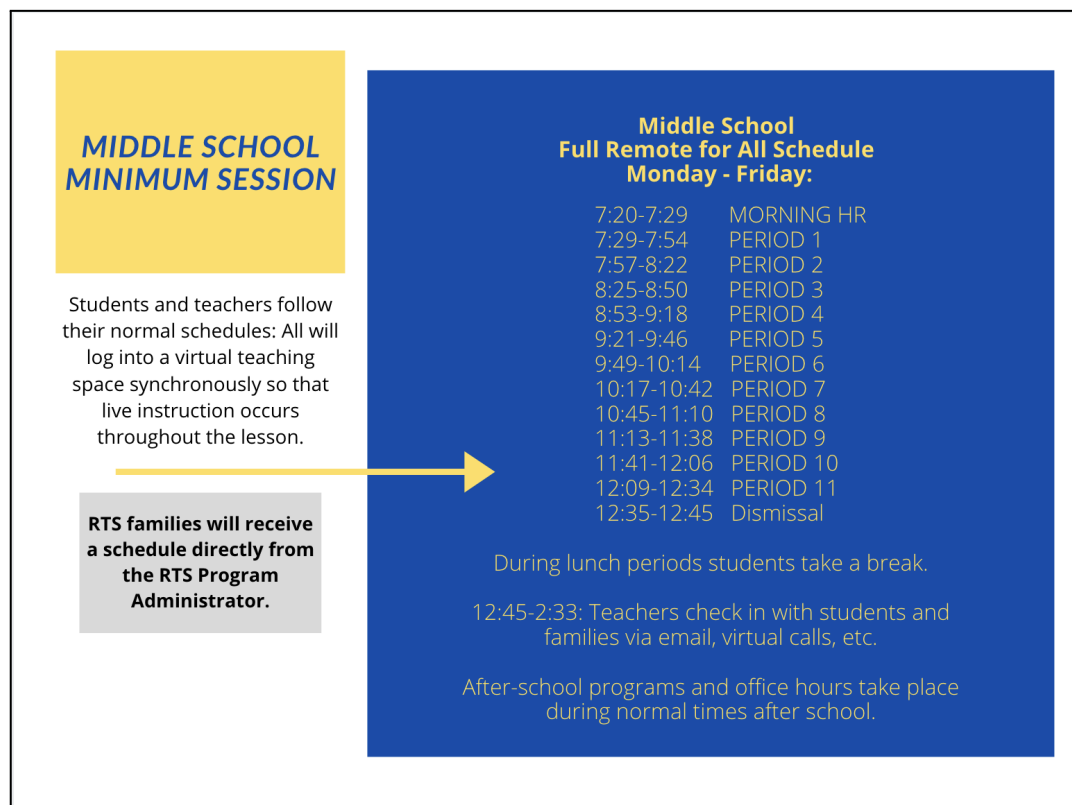
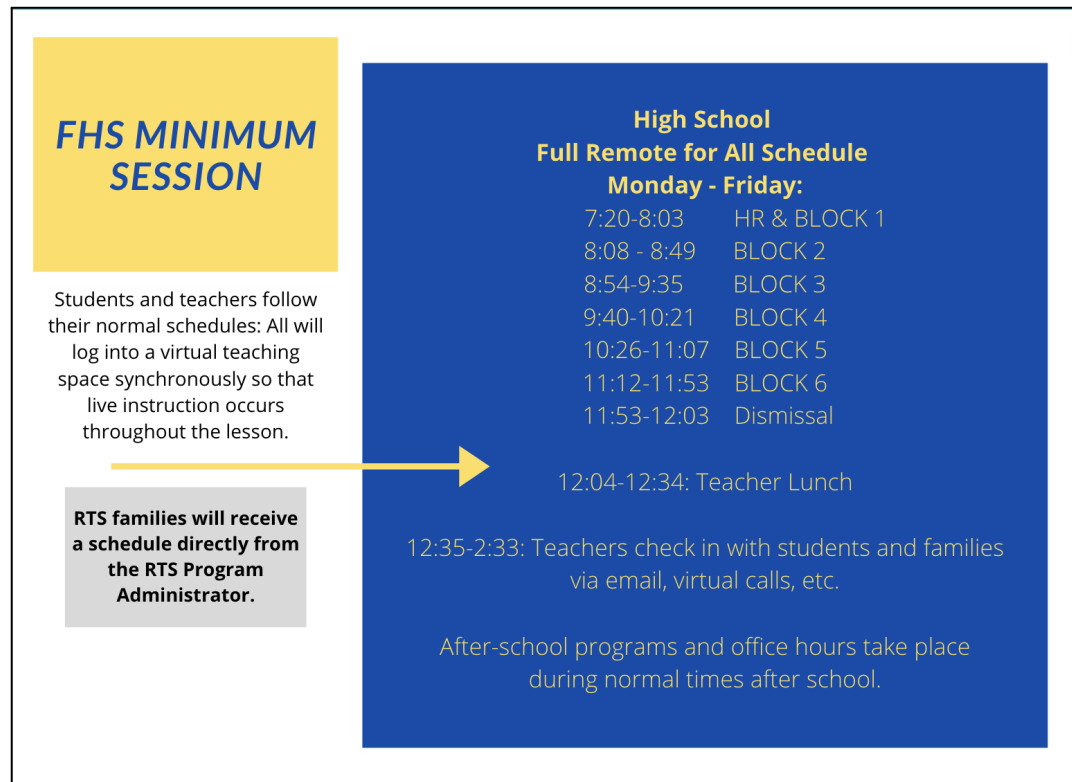
### *Responsibilities of the Student in Grades 9-12*

When students have concerns or need help with academic work during the school day, they can reach out to their teachers using their student and teacher district email addresses for that purpose during the instructional hours identified in the next section. Students are asked, as much as is feasible, to adhere to the schedule of classes identified below so that teachers can consider responding to questions in a class-wide fashion, if necessary. In addition, students who wish to speak with a counselor or other staff members about any other concerns are also invited to reach out via email to these staff members as well.

### *Responsibilities of the Teacher*

Teachers will adhere to the Remote Learning Schedule (pictured below) and deliver lessons via a teleconferencing software platform that allows for interaction among students and the teacher. All teachers will use their formative and benchmark assessment tools to continuously measure student growth and learning and to incorporate the principles of accelerated learning. Teachers will also be mindful of the traumatic experiences students and their families are enduring, as well as the need to

remain culturally and linguistically responsive when delivering remote and/or in-person instruction, in alignment with the district's PDP Goal Area #1 that speaks to SEL, Wellness, Self-Care, Trauma-Informed and CLR-infused pedagogies.



**ELEMENTARY TIER II  
SCHEDULE:  
CRS, HIL, FPS  
MINIMUM SESSION**

Students and teachers follow their normal schedules: All will log into a virtual teaching space synchronously so that live instruction occurs throughout the lesson.

**Elementary Tier II Minimum Session  
Full Remote for All Schedule  
Monday - Friday**

8:50-9:10	MORNING MEETING
9:10-9:40	PERIOD 1
9:40-10:10	PERIOD 2
10:10-10:40	PERIOD 3
10:40-11:10	PERIOD 4
11:10-11:40	PERIOD 5
11:40-12:10	PERIOD 6
12:10-12:40	PERIOD 7
12:40-1:10	PERIOD 8
1:10-1:40	PERIOD 9

During lunch periods students take a break.

1:40-3:30: Teachers check in with students and families via email, virtual calls, etc.

Virtual morning clubs and other extracurricular activities will take place at the usual times outside of school hours.

**ELEMENTARY TIER III  
SCHEDULE:  
CES, MAC, PGM, EAS  
MINIMUM SESSION**

Students and teachers follow their normal schedules: All will log into a virtual teaching space synchronously so that live instruction occurs throughout the lesson.

**Elementary Tier III Minimum Session  
Full Remote for All Schedule  
Monday - Friday:**

9:30-9:50	MORNING MEETING
9:50-10:20	PERIOD 1
10:20-10:50	PERIOD 2
10:50-11:20	PERIOD 3
11:20-11:50	PERIOD 4
11:50-12:20	PERIOD 5
12:20-12:50	PERIOD 6
12:50-1:20	PERIOD 7
1:20-1:50	PERIOD 8
1:50-2:20	PERIOD 9

During lunch periods students take a break.

2:20-4:10: Teachers check in with students and families via email, virtual calls, etc.

Virtual morning clubs and other extracurricular activities will take place at the usual times outside of school hours.

### *Responsibilities of Support Staff*

In addition to school counselor contact periods, counselors, SACs, and school administrators can be reached via email throughout the school day, between 9:00 and 3:00. Parents are encouraged to contact these staff members as needed.

## **Attendance**

Teachers will use the student information system (Genesis) to record attendance. In a hybrid learning environment students who are present in the classroom will be marked “PIP” for “Present in Person.” Students who are learning remotely from home will be marked “Present” as long as they interact with the teacher and students successfully during class time.

## **Students with Disabilities**

Teletherapy services will be provided in compliance with Board policy, IDEA, SEMI, and FERPA/HIPPA requirements. Students will be assigned individual therapy sessions with their regular provider, based on their individualized and unique needs. Contracted therapeutic providers will continue to provide services on HIPPA compliant platforms.

Additionally, the following procedures have been established for our remote learning days:

- The CST was provided training and is prepared for using Google Meet to conduct remote meetings. Teachers and required staff members will participate in these meetings simultaneously within the platform during their required working hours. These meetings will be conducted with parental consent. If a parent chooses, we will reschedule the meetings for a time when the closing is lifted, as we will not be able to evaluate students until they return to school.
- Communication with parents in native language: We will still employ the phone-in service as necessary. In addition, the CST has several bilingual staff members, and they are assigned to families who need translation services already. In addition, we have established a Remote Learning Webpage which is linked to the main page of the district and school specific websites. The Remote Learning Plan document, information concerning free meals, links to correspondence from the Superintendent as well as links to Health Department resources are also available on that page. This information can be translated into over 70 different languages via a feature on the website. Where applicable, remote learning activities for students in our bilingual program are translated into Spanish. Additionally the district utilizes an over-the-phone translation service on days when schools are in regular session. Primarily this service is used for I&RS and Special Education initial evaluation meetings, however it may be utilized for student family questions during the Remote Learning Days.

- Needs of students who are medically fragile: All special education students have the remote learning plans in place, and therapy services will be conducted via tele-therapy and/or will be compensatory after isolation.
- Communication with out-of-district schools, including what will happen if the district is closed and the school is not: This list is being updated daily and kept in close consultation with our transportation department.
- Transportation for students attending out-of-district schools and when and how to inform vendors if schools close: If our schools are closed, we are not transporting to OOD schools.

## **Emergent Bilinguals**

The district has made a concentrated effort to increase access to all learning activities via the internet through the distribution of district-owned Chromebooks and hotspots. Through survey and other modes of identification, the district has met its goal of providing access for all district families. In addition, all materials for learning are translated for those in our bilingual program; for our Emergent Bilinguals, our district ESL teachers continually modify learning activities. In addition, our official communication about this plan has been delivered in multiple languages.

The district's current demographic information from our Student Information System:

- Number of students eligible for state-funded preschool:
- Number of homeless students:
- Number of economically disadvantaged students:
- Number of Students with Disabilities:
- Number of students who are Emergent Bilinguals (formerly labeled as English Learners (ELs):

## **Safe Delivery of Meals**

Students who participate in our free and reduced lunch program will receive instructions on how to obtain a nutritionally-balanced breakfast and lunch. Breakfast and lunch "grab-and-go-packs" will be distributed in bulk to students who qualify at four of our school buildings: Pine Grove Manor, Hillcrest, FMS@HSC, and Elizabeth Avenue School, between the hours of 9:30-11:30 once per week. Additionally, bus routes have been established throughout the Township where students can also pick up meals in bulk once a week at designated spots between the hours of 9:15 and 10:30. Students will receive one breakfast and one lunch for each day of remote learning. In extenuating circumstances, for families that are unable to secure transportation to one of these locations, arrangements will be made via the main office of the appropriate school to have meals delivered to an alternative location accessible to the family.

Additionally, the following information below outlines the lunch program in detail:

- SFA Name: Franklin Township Board of Education
- Agreement: 03501610
- Date meal distribution will begin:

- Date meal distribution will end:
- Schools/Site where distribution of meals will take place: Elizabeth Avenue School, 363 Elizabeth Ave; Pine Grove Manor School, 130 Highland Avenue; Hillcrest School, 500 Franklin Boulevard; Franklin Middle School@Hamilton Street Campus, 415 Francis Boulevard and 31 bus stop locations throughout the Township.
- SFA's method(s) for meal distribution: Cold grab and go breakfast and lunch meals. Meals will be prepared at a central kitchen and distributed to the satellite locations where distribution of meals will take place. Meals will be refrigerated until meal distribution time, which is a two-hour window. Meals will be brought out of refrigeration as needed. Insulated bags will be utilized. Program will be operated under the SSO (Seamless Summer Option); production records will be kept and a head count taken and checked on a tally sheet separate for breakfast and lunch meals. All breakfast and lunch meals will contain all the components required under the NSLP and SBP. Tally sheet with head count will be submitted for reimbursement under the SSO.

## **Facilities**

Building maintenance continues to be a high priority. The district's buildings and grounds staff continue to report to work daily. However, each staff member reports for a reduced shift. The staff performs regular maintenance, emergency repairs and cleaning. The district will also hire additional help as needed in order to maintain safe, hygienic facilities.

## **Measuring and Addressing Digital Divide**

To support the technology needs of its students, the Franklin Township Public Schools (FTPS) will continue to support its existing 1:1 Chromebook program. All students, PreK-12, have a dedicated Chromebook to use on a daily basis; these will be employed at home, as needed, if a classroom, school, or the entire district is forced to transition to remote learning.

In the event of transitioning to a hybrid or fully-remote program, FTPS will survey families to ensure that each family has Internet connectivity and for those without, FTPS will make available to the family a district owned hotspot that will afford the family an Internet connection to be used on days when schools are in-session.

## **Extended Learning Programs / Title I Programs**

Title I Extended Learning Programs will be maintained virtually when public health conditions preclude in-person learning. Similarly, 21st Century Community Learning Center Programs will be maintained virtually. Student credit recovery programs will also be delivered virtually. Other student learning opportunities, such as morning clubs and after school extra-curricular programs, will be delivered virtually when necessary, while outdoor activities that are safe to continue will remain intact.

## **Transportation**

Although this remote learning plan describes a context in which transportation is not likely to be utilized for daily instruction, in the cases in which the district's Transportation Department can support any aspects of this program, such as the safe delivery of meals, the district will plan to utilize the Transportation Department.

## **Child Care**

The district will coordinate with the YMCA and other community resources to support remote learning in these times of emergency.

## **Community Programming**

Community partners will be contacted to support the district's mission to educate Franklin Township's students, especially in the ways in which community organizations can provide programming for the district's families.

## **Essential Employees**

Essential employees will be identified and a roster will be shared with the County Office at the time of transition to remote or virtual instruction.