

Franklin Township Public Schools Remote Learning Plan

Updated May 14, 2020

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. The original plan, dated March 12, 2020 was submitted to the Somerset County Executive County Superintendent of Schools and posted on the district websites. The plan was updated on April 17, 2020 to reflect changes in meal distribution. This update, in compliance with the directive of Governor Murphy on May 4, 2020, is expected to be approved by the Franklin Township Board of Education at their meeting on May 28, 2020.

Demographic Information -- Equitable Access

Franklin Township Public Schools serves students in grades Pre-K through 12. The district encompasses one high school for grades 9-12; one middle school program on two campuses for grades 6-8 and seven elementary schools for our students in grades Pre-K through 5. The delivery of virtual and remote instruction employed by the district, and described below, addresses the needs of all students in all grade levels.

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

- Number of students eligible for state-funded preschool: 300
- Number of homeless students: 82
- Number of economically disadvantaged students: 3253
- Number of Students with Disabilities: 1250
- Number of students who are English Language Learners (ELLs): 882

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. Procedures will remain in place until the end of the school year for Chromebook/Hotspot replacement as necessary.

Students with Disabilities

Students with disabilities and students enrolled in our bilingual instruction program will complete the same activities as all others in the assigned grade level; however, some of these assignments have been modified and alternative assignments were provided that were appropriate for a student's particular learning context in alignment with the student's IEP, when applicable.

In accordance with updated guidance from the State Department of Education, Franklin Township BOE started to provide virtual tele-therapy services for district students on April 1, 2020. The tele-therapy 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:

- Preparation for how evaluations, IEP reviews, eligibility and reevaluation meetings will be rescheduled: 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 at parent 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 bi-lingual 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.

English Learners

All materials for learning are translated for those in our bilingual program; for our English Learners, our district ESL teachers continually modify learning activities. Bilingual and ESL assignments are kept in specially designated on-line folders providing easier access for those student families.

Phone messages regarding our Remote Learning Plan are sent to our student families in English and Spanish, the home language of the majority of our non-English speaking families. Additionally, 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.

The district also utilizes an over-the-phone translation service on days when schools are in regular session. While this service is used for I&RS and Special Education initial evaluation meetings, it is available for all instructional staff to use for student family outreach or questions during the Remote Learning Days.

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: March 19, 2020

- Date meal distribution will end: We will provide meals through the end of the 2019-2020 school year. It is anticipated that the final bulk distribution of meals will take place on Monday, June 22, 2020.
- 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.

Delivery of Virtual and Remote Instruction

Grades 9-12 learning modules, including for Road to Success students: Click on the following link for the digital site→ <https://sites.google.com/franklinboe.org/ftboeelementarycontingencyplan/home?authuser=0>

Teachers in these grades have produced plans in coordination with their colleagues who teach identical classes. Students will be given study guides that speak to broader learning concepts and skills that have either been taught already, or which can be viewed as “pre-lesson” activities, also known as a “flipped classroom” structure, for which students come to class with newly acquired content knowledge that can be applied in new and engaging ways.

Responsibilities of the Student in Grades 9-12

Complete packets on a daily basis and submit digital exemplars of work in Phases I and II, two from each phase, for a total of four. In Phase III students will be asked to submit work electronically whenever possible to earn an assessment grade. 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. Road to Success students who have questions about the learning module packets will be asked to email rtsremotelearning@franklinboe.org. If wifi is not accessible, students are encouraged to call the school between 9:00 and 3:00.

Responsibilities of the Teacher and Academic Intervention Support (AIS) Specialists

During the hours of 9:00-11:30 and 12:30-3:00, teachers will monitor their email for questions/assistance with any scheduled work. The specific schedule for which students are asked to communicate via school-sponsored email with their teachers is as follows

Students and Staff Will Follow the Rotating-Drop Schedule			
BLOCK 1	9:00 - 9:50 AM	BLOCK 4	12:25 - 1:15 PM
BLOCK 2	9:50 - 10:40 AM	BLOCK 5	1:15 - 2:05 PM
BREAK	10:40 - 10:45 AM	BREAK	2:05-2:10 PM
BLOCK 3	10:45 - 11:35 AM	BLOCK 6	2:10-3:00 PM
LUNCH	11:35 - 12:25 PM		

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.

Grades 6-8 learning modules, including for Road to Success students: Click on the following link for the digital site→
<https://sites.google.com/franklinboe.org/ftboeelementarycontingencyplan/home?authuser=0>

Teachers in these grades have produced plans in coordination with their colleagues who teach identical classes. Students have been provided with study guides that speak to broader learning concepts and skills that have either been taught already, or which can be viewed as “pre-lesson” activities, also known as a “flipped classroom” structure, for which students come to class with newly acquired content knowledge that can be applied in new and engaging ways.

Responsibilities of the Student in Grades 6-8

Complete packets on a daily basis so that when they return teachers will see completed work that can be reviewed and applied to future learning and/or assessments. When students have concerns or need help with academic work during the school day, they can reach out to their teachers using a district email address for that purpose during the instructional hours schedule identified in the next section. Students are asked 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. If wifi is not accessible, students are encouraged to call the school between 9:00 and 3:00.

Responsibilities of the Teacher and Academic Intervention Support (AIS) Specialists

During the hours of 9:00-11:30 and 12:30-3:00, teachers will monitor their email for questions/assistance with any scheduled work. The specific schedule for which students are asked to communicate via school-sponsored email with their teachers is as follows

FMS@HSC and FMS@SGS Periods	
1. 9:00	7. 12:30*
2. 9:25	8. 12:55
3. 9:50	9. 1:20
4. 10:15	10. 1:45
5. 10:40*	11. 2:10
6. 11:05*	12. 2:35*
*Counseling contact periods	*Counseling contact periods

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.

Grades K-5 learning modules: Click on the following link to view the digital site →

<https://sites.google.com/franklinboe.org/ftboeelementarycontingencyplan/home?authuser=0>

Teachers in these grades have produced plans in coordination with their colleagues. Our grade-level teams produced lessons that can be completed in a single day. For example, most lesson modules fit on a single page so that a student, after completing her math assignment, for example, can then move onto her ELA assignment, etc. Bilingual and special education students will have modified assignments that are aligned to meet these students’ needs.

Responsibilities of the Student in Grades K-5

Complete assignments on a daily basis so that when they return teachers will see completed work that can be reviewed and applied to future learning and/or assessments. When students have concerns or need help with academic work during the school day, they can reach out to their teachers using a district email address for that purpose during the instructional hours schedule identified in the next section. 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. If wifi is not accessible, students are encouraged to call the school between 9:00 and 3:00.

Responsibilities of the Teacher and Academic Intervention Support (AIS) Specialists

During the hours of 9:00-11:30 and 12:30-3:00, teachers will monitor their email for questions/assistance with any scheduled work.

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.

Pre-K learning modules: Click on the following link to view the digital site →

<https://sites.google.com/franklinboe.org/ftbooelementarycontingencyplan/home?authuser=0>

Activities found in this learning module are age-appropriate and engaging, providing our early childhood learners and their families many enjoyable learning opportunities.

Attendance

Teachers were asked to collect learning packets from students in the form of exemplars in Phases I and II of this plan. To earn attendance credit for the day, students were expected to complete their assignments each day. Our teachers were asked to create assignments that can be completed independently by our students in a reasonable amount of time. Staff continues to be available to support learning throughout the Remote Learning period at prescribed times each day at each grade level. In Phase III of this plan, which began on April 30th, student work was assessed via a modified assessment system and daily attendance credit was applied as a result of turning in completed assignments.

For those students not participating on a regular basis, teachers have been submitting these students' names to building administrators and school counselors for follow up. A final determination on student attendance will be made in June by school principals; namely, students who turned in no work or limited portions of work will be marked absent in alignment with the attendance plan laid out for Phases I and II.

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 is beginning to shift to summer cleaning. We will continue this practice of reduced shifts until the Governor's Stay At Home order is lifted. The district will also be hiring seasonal help, as is our normal practice, to supplement our full time staff.

Summer Programming

In the final phase of this plan, students will be assessed to determine the extent to which remediation is needed. Seniors will have the opportunity to recover credit as needed to earn a diploma and may attend a summer school program offered virtually through the Somerset County Educational Services Commission. Students in need who attend the Road to Success Alternative Program will also be offered a summer school opportunity which will be a hybrid program. Franklin High School students in danger of failing Algebra may be recommended to the Algebra Recovery Program which will be offered virtually this summer.

Assessment data in the final phase of the plan will be shared with principals and content area supervisors during the summer so that they may assist teachers in preparing for students in need of mediation when we return to school in the fall.

The Extended School Year (ESY) Program will be offered for Students with Disabilities in grades K-12 and a Preschool Disabled Program will also be offered. These programs will be a hybrid, with virtual instruction and in-person therapy options.

Title I Summer Programs include: Virtual Summer Academy Programs in ELA and Math for students in academic need at the middle school level; Virtual STEM and Integrated Arts Programs for students at the middle school level; and a Virtual Lego Summer Academy for students at the elementary level.

Our Title III Summer Enrichment for English Learners at the elementary, middle school, and possibly high school level this year, will operate virtually.

While plans are still under development for graduation, following the Governor’s directive about safe social distancing practices, at this time the district is working with various stakeholder groups, including senior students, to produce a virtual commencement ceremony that includes online and virtual, synchronous technology.

Program - Grade Level	Program Delivery
Summer School - High School Algebra Recovery - High School RTS Summer School - Alternative Program	Virtual Virtual Hybrid
Extended School Year (ESY) - Grades K-12 Preschool Disabled	Hybrid: Virtual, with In-Person Therapy Options
Title I Summer Academies - Math/ELA - Middle School Title I STEM - Middle School Title I Arts Integration Program - Middle School Title I Lego Summer Academy - Elementary	Virtual Virtual Virtual Virtual
Title III Summer Enrichment for English Learners	Virtual

Board Approval and Website Posting

The original plan, dated March 12, 2020 was submitted to the Somerset County Executive County Superintendent of Schools and posted on the district websites. The plan was updated on April 17, 2020 to reflect changes in meal distribution. This update, in compliance with the directive of Governor Murphy on May 4, 2020, is expected to be approved by the Franklin Township Board of Education at their meeting on May 28, 2020.

List of Essential Employees

See addendum following.

ADDENDUM-- May 14, 2020

List of Essential Employees by Category	Role of Employee	Duties / Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
Certificated Administrators	Oversee District and Building level operations and supervision remote learning, food distribution and extension of remote learning plan	Interact with BOE, community and staff supervise student instruction and business office functions	51 Includes Superintendent and Assistant Superintendents, Business office, Principals Asst Principals, Supervisors and Directors	5 hours per day: 9:00 a.m. to 11:30 a.m. and 12:30 p.m. to 3:00 p.m.
Non-Certificated Professional Staff	Assist in overseeing District and Building level operations, business functions, Personnel office functions, food distribution and technology support.	Interact with community and staff to ensure the continued functions of district business	33 A variety of staff including accounts payable, assessment and accountability staff, B&G administration, food service administration, Technology and HR staff	
Nurses	Medical Professionals	Act as a resource for Administration and the link between medical information and the district	15 Certified School Nurses and RNs	
Secretaries	Support district an school level activities. Continue school functions.	Communication between students homes, central office and the building	69 this includes clerical staff in all 11 district buildings	
Food Service	Food preparation and distribution	Prepare breakfast and lunch daily for students	59 Food servers and preparers	
Transportation	Food Distribution	Transport food from prep kitchen to distribution locations	6 Drivers and aides	
Security	To secure district property and staff	Interact with the community who are coming to school buildings	Total of 42 security personnel; only a limited number would be deployed at any one time.	