

Woodland Township School District  
Virtual or Remote Instruction Plan  
2023-24 SY

**Outline of how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or any technology required for virtual or remote instruction**

- a. All students within the district will be provided with a chromebook assigned to them for the school year
- b. All families will be surveyed at the start of the school year to indicate to the district whether or not they have access to high speed internet at their home
  - i. If a parent indicates that they do not have high speed internet then in the event that the student or district has to go to remote instruction a hot spot will be provided to the family to borrow for the time that is necessary.

**Addresses the impact of virtual or remote instruction on the school lunch and breakfast programs.**

- a. While in person all meals (breakfast and lunch) will be offered to all students each school day for the 2023-24 school year.
  - a. Breakfast will be grab and go. Homeroom teachers will grab breakfasts for students in their class who have ordered breakfast for that day. Breakfast may be consumed in the classroom at a student's personal desk.
  - b. Breakfast and lunch will be ordered weekly by students. Ordering will take place through a google form that is sent to parents weekly.
- b. In the event the entire district goes to remote instruction
  - a. The same ordering process will be used for parents to order weekly lunches and breakfasts.
  - b. The district will work with NutriService to establish a schedule for parents to pick up meals from the school during the remote instruction time.

**Contains the required length of a virtual or remote instruction day.**

- a. **School Day**
  - a. The 2023-24 school day will be full day M-F for all students. School day will be 8:50am – 3:10pm
    - i. Students may enter the building at 8:40am
    - ii. Students will be dismissed from the building at 3:10pm
  
- b. **Educational Program – In Person**
  - a. Students will receive all major academic subject areas daily with classroom teacher(s).
  - b. Students will receive special area classes daily (Art, PE, Music, Health, Spanish)
  
- c. **Educational Program – Remote**
  - a. Students will receive all major academic and special area subjects through the google classroom with a regularly scheduled teacher.
  - b. Teachers will follow an early dismissal schedule with all students (8:50am - 12:50pm).
  - c. Remote learning schedules will be established for all classrooms at the start of the school year.
  - d. Student learning will be measured through similar ways as in-person instruction is provided
    - i. class wide assessments provided through google classroom,
    - ii. individual assessments provided through one to one Meets with the teacher - reading benchmarks, DIBELS, etc.
    - iii. District wide assessments through chromebooks - NWEA Map assessments
  - e. Addressing Special Education Needs
    - i. All students with IEP will have the same services provided to them by teachers and/or therapists as indicated in their IEP while remote (schedules may need to be adjusted in order to fit all services in adequately if remote instruction is necessary)

1. Tracking of services will be kept by service providers ensuring that IEP's service provider times are being met.
  2. Case managers will be available for parents during school hours when remote. Case managers will also ensure teachers are following through with IEP's during remote instruction times.
  3. IEP meetings and evaluations will be scheduled as needed both virtually and/or in-person. Each meeting will be scheduled with the intent of keeping all parties the safest at the time.
- f. Student Attendance
- i. While remote instruction is provided, student attendance will be taken by the homeroom teacher first thing in the morning as well as by each subject area teacher for each academic period.
  - ii. If a student is not participating remotely teachers will contact parents when it becomes a concern. If this does not resolve the student's participation in remote instruction the Superintendent will contact the family in an effort to create a plan that will ensure the student attends remote instruction.
  - iii. If attendance concerns arise, the district will handle it on a case by case basis as needed.
- g. Extra-curricular programs
- i. Programs will be postponed until in-person instruction resumes
    1. If remote instruction is for an extended period of time, the district will re-evaluate how to offer students additional sessions for these programs remotely.

### **Academic, Social, and Behavioral Supports**

- a. Academic supplemental support in Reading, Writing and Math from the Woodland Township School District's Basic Skills instructors will

continue to be provided both in-person and remotely for students who are considered within the at-risk range.

- b. The School Psychologist or School Social Worker will be available to provide individual/group counseling and social skills counseling services both in-person and remotely.
- c. The School Psychologist or School Social Worker will provide monthly classwide social-emotional support to each grade level.
- d. In order to meet the social and emotional needs of our students, resources are available to them during the school day for both in-person and remote instruction. A weekly mental health check-in will be completed by students during their homeroom period through a site titled Closed Gap.
  - a. During in-person instruction students will be talked to by a teacher or counselor to address potential needs.
  - b. During remote instruction students may be asked to join an individual google meet with a teacher or counselor to address potential needs.
  - c. Teachers will continue to infuse the Second Step character education program into their weekly rotation whether in-person or virtual instruction is taking place.
- e. All staff will be provided with professional development on how to meet the social and emotional needs of our students and themselves.

## **Facilities**

- a. The building and grounds will be maintained by the custodian at all times while the district may be providing remote instruction.
  - i. All inspections and/or outside contractors will be granted access as needed to keep the building in compliance.
- b. Depending on the level of concern (i.e. COVID activity level), staff may be throughout the building regularly utilizing classroom resources for remote instruction.
  - i. During this time the custodial staff will continue to clean and sanitize the building as necessary.

## **Essential Employees**

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**Plan is posted on LEA Website:** [www.woodlandboe.org](http://www.woodlandboe.org)

**Board Approval Date:** June 26, 2023