Mercer County Technical School District & Mercer County Special Services School
District Coronavirus (COVID-19) Action Plan and eLearning Plan – as of June 9, 2020

Phase	Trigger	Action	Details	Responsible Parties
	Designees	Superintendent and Communications-	(MCTS and MCSSSD) Dr. Kimberly J. Schneider	
		School Safety Specialist-	(MCTS) Deborah Donnelly, (MCSSSD) Rick Hillman	
		Assistant Superintendent/HR-	(MCTS) Dana Hice DePugh, (MCSSSD) Brian Bittings	
		Rubino Academy-	Antoinette Gomes (Executive Director), Henry Krzeczkowski (Principal)	
		IT Department-	(MCTS and MCSSSD) Rick Hillman; (MCTS) Heather Pyle, (MCSSSD) Gina Buzgo	
		Buildings and Grounds-	(MCTS and MCSSSD) Rick Hillman	
Phase I – Prevention	CDC NJ Health	Communications: Broadcast, Texting	Dr. Schneider responsible for all internal and external communications to include school community, County administration, Board members and Association leadership. Dana Hice DePugh is backup to the Superintendent. School Safety Specialist – (MCTS) Deborah Donnelly, (MCSSSD) Rick Hillman.	Superintendent: Dr. Schneider Senior Administration: Deborah Donnelly, Dana Hice DePugh and Rick Hillman -- (MCTS) Heather Pyle and Nick Sakowski - staff/student communication using RoboCall, PowerSchool, Frontline, Constant Contact --(MCSSSD) Gina Buzgo - staff/students communication -- (Rubino) Antoinette Gomes responsible for all communications, Henry Krzeckowski is the backup. Calls to students – all staff. Letters to students – Mary OBrian.
		Information Campaigns by Incident Committee & Human Resources	Links to Department of Health, CDC, and NJ Department of Education on website.	Incident Committee, and; Human Resources – (MCTS) Dana Hice DePugh and (MCSSSD) Brian Bittings. (MCSSSD) Gina Buzgo, Operations Specialist (MCTS) Nick Sakowski, Community Liaison (Rubino) Terie Huster, Human Resources
		Set up Virtual Information Desk	Website is the point of contact for all inquiries from school families and disseminated to key personnel. Principals are the point of contact for building staff. Superintendent communicates to Administration.	(MCTS, MCSSSD) Principals in main offices using email (Rubino) Jamil Evans, Patricia Foltiny, Shayne Mains, Mary OBrian

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			Paper phone chain for staff, teachers need phone chain for students. Upload doctor's notes into Frontline. Enter absences in Aesop. Parents to access to PowerSchool and RealTime.	
		Communication for sick students/ staff – use NJ DOE protocol	Principals and Nurses to inform Senior Administrative Team. Superintendent informs local Department of Health and County Education Office.	Incident committee, Building Principals and Nurses, local Department of Health, Mercer County Department of Health Officer
		Breakfast/Lunch provided	Sodexo will prepare and distribute (free/reduced). NJ Department of Agriculture has required an application to distribute food. The application was submitted 3/16/2020. We intend to distribute food to students who are eligible for free/reduced lunch starting with lunch on 3/17/2020 during the extended school closings. We will continue to provide daily lunches until distribution centers open at our school districts. Beginning 3/17/2020, daily meals can be picked up for free/reduced eligible students. Students will receive a lunch for that day and breakfast for the following morning. If more convenient community distribution centers open, information will be released as it becomes available. Check district websites, email meals@mcsssd.us with any questions. Distribution for eligible students: Mercer County Technical School District: Assunpink Center students from 11:30 am – 1:00 pm pick up at MCSSSD's Mercer High School (Main entrance bus stop) at 1020 Old Trenton Road, Hamilton, NJ 08690. Sypek Center and Rubino Academy students from 12:30 pm – 1:30 pm pick up at Sypek Center's Building A, 129 Bull Run Road, Pennington, NJ 08534. Mercer County Special Services School District: Mercer Elementary, Mercer High School and Joseph F. Cappello School from 11:30 am – 1:00 pm pick up at Mercer High School (main entrance bus stop), 1020 Old Trenton Road, Hamilton, NJ 08690. **Safe Delivery of Meals** Food distribution will continue on Monday and Thursdays at MHS (MCSSSD) and Sypek Center (MCTS) for family pick up. Meals are now available to all students (regardless of eligibility status) and their siblings under the age of 18. Family drives up and let's FSMC know how many meals are needed - meals are placed on a table - FSMC moves away and family takes meals from table and returns to vehicle.	Sodexo will manage. Sodexo, supervised by Deborah Donnelly NJ Department of Agriculture guidance

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			Currently exploring summer feeding options with DOA. Plan to feed for the 25 ESY days but awaiting guidance on full summer service if needed.	
		Students who want to attend classes from home	Administrative meetings held 3/9/2020 to finalize the details of the academic and attendance procedures Emergency Lesson Plans completed and submitted to Principal Secretaries by 3/13/2020. Cloud storage for access to Emergency Lesson Plans - Teachers to use Gmail accounts. "Remind" app to be used to protect Instructor's privacy. Emergency eLearning Days eliminate the loss of instructional time during unscheduled school closures. If an Emergency eLearning Day is necessary, it is considered a regular school attendance day and does not need to be made up at the end of the school year. The purpose of an Emergency eLearning Day is to provide a continuum of learning for students in the event school needs to close. Teachers leverage Google Docs and Project and Problem Based Learning to provide students with relevant, meaningful and manageable assignments students can be engaged in when school has been cancelled. The goal is to minimize disruption to the academic progress caused by emergency school closures and to make emergency days as educationally productive and engaging as possible. The Emergency eLearning plan outlines specific responsibilities for teachers, staff, and students. This includes making the announcement of an Emergency eLearning Day no later than 5 A.M. the morning of the school closure. The announcement will be made through standard modes of communication used by the school district, including text messages, automated phone calls and social media. Teachers will have assignments posted or sent via email to the student no later than 8:00 A.M. on the eLearning Day. When possible, assignments will be posted ahead of the eLearning Day. Students will access their eLearning lesson through the teachers Google Classroom or will be sent from their Google Drive to the student's school email. They may be required to turn in their assignment through Google Classroom, via email or submit to the teacher upon return from eLearning Day. Students are asked to follow the teacher's instructions. Students will be considered present when they submit their assignments to the teacher. If the work is not completed, students will be considered absent for the eLearning Day and will have 5 school days to make up the work. In the event of unforeseen circumstances, students should consult their teachers immediately upon return from eLearning Day. If the student needs to communicate with their teacher, students should use the teacher's district email address. The teacher's email address can be found by going to the district website and clicking on the eLearning tab on the main page. Teachers will have varied virtual office hours throughout the day to address any student questions. Please refer to the teacher's instructions for a schedule of their virtual office hours. Technology support will be available throughout the day for students, parents and staff with technical support on Emergency	Instructors, supervised by Building Principals, Dana Hice DePugh and Heather Pyle (Rubino) Henry Krzeczkowski, Jennifer Giordano

Phase	Trigger	Action	Details	Responsible Parties
			eLearning Days. Students and parents should email studenthelpdesk@mcts.edu or studenthelpdesk@mcsssd.us. Parents or students that require additional assistance throughout an Emergency eLearning Day should email the following building administrator: Health Science Academy & Assunpink: lrusso@mcts.edu and gmattia@mcts.edu STEM, Culinary Arts Academy & Sypek: dshunk@mcts.edu and jfazzone@mcts.edu Mercer Elementary School: mmoller@mcsssd.us and lscaringelli@mcsssd.us Joseph F. Cappello: dcaldwell@mcsssd.us and jcancelliere@mcsssd.us Mercer High School: kgould@mcsssd.us and cmirthil@mcsssd.us and bkozakowski@mcsssd.us Rubino: updates will be provided on Rubino's recorded message (609) 882-3200, hkrzeczkowski@camelotforkids.org or jgiordano@camelotforkids.org Please check the district websites for more information at: https://www.mcts.edu or https://www.mcsssd.info **FAQ's of eLearning Days - Why do we have eLearning Days?** MCTS and MCSSSD will hold eLearning Days (virtual instruction) in the event a school closing is deemed necessary by department of health and school officials. • The day eliminates make-up and added days at the end of the year. • The day allows students to have continuous instruction in the event of a school closing. • It ensures the safety of all students and staff. Where does my child go to find and turn in assignments? All lessons and assignments created by teachers will include Project and Problem Based Learning to provide students with relevant, meaningful and manageable assignments they can engaged in when school is on an eLearning Day. Teachers will have assignments posted or sent to the student no later than 8:00 AM on the eLearning Day. When possible, assignments will be posted ahead of the eLearning Day. Students will access their eLearning lesson through the teachers Google Classroom or will be sent from their Google Drive to the students MCTS or MCSSSD email. They may be required to turn in their assignment through Google Classroom, via email or hand in upon return from eLearning day. Please follow the teacher's instructions. How does my child contact their teacher? Students should use the teacher's district email address. If you do not have the teacher's email address, you can find it by going to the school's website and clicking on the eLearning tab on the main landing page. Teachers will have varied office hours throughout the day to address any student questions. They will have intermittent email access outside regular school hours. How will attendance be taken?	

Phase	Trigger	Action	Details	Responsible Parties
			Students will be considered present when they submit their assignments. If the work is not completed, the student will be marked absent for the eLearning Day and will have 5 school days to make up the work.	
			What happens if my child cannot complete/submit their assignment?	
			Students will have one week (5 school days) upon return to school to complete/submit assignments.	
			Who do I contact if I need additional assistance on eLearning Day?	
			Technology support will be available throughout the day for students, parents and staff with technical support on Emergency eLearning Days. Students and parents should email studenthelpdesk@mcts.edu or studenthelpdesk@mcsssd.us.	
			Related Services	
			All Related Services staff (Occupational therapists, Physical Therapists, Speech Therapists, Counselors) will provide remote learning in accordance to their students' IEP goals. The maintenance and support of these skills and activities will be assigned through the online platform of Google Classroom. Related Services staff will use Google Meets to enhance services deliveries by using this as a form of communication to verify and support remote learning. Teletherapy is available to all students for related services via GoogleMeets. Related Services staff will communicate with families regarding services, which are being communicated electronically to discuss the appropriateness of assignments provided through remote learning. Related services staff members will support classroom teachers via email, phone or via Google Meets in supporting students with at-home instruction remote learning assignments.	
			Summer Programming	
			There are currently no STEM, or other programs, using reallocated grant funds. Extended School Year will be held from July 13th through August 14th. MCSSSD will be using the Google Classroom platform as sophisticated and enhanced as possible. Related Services including speech therapy, occupational therapy, physical therapy and counseling will be provided. Using Google Classroom, related service providers will be assigning work individually or as a group, based on the students' IEP, as many times as outlined in the IEP. Through Google Classroom and Google Meets, staff will be tracking our students' completion of assignments and activities. This information is then logged into our data system, specifically outlining the assignments that were provided.	
			21st century ESY course offerings for 2020 ESY	
			Mercer High School	
			· Business Education (Career Ed. and Business)	
			· Retail Marketing (Career Ed.)	

Phase	Trigger	Action	Details	Responsible Parties
			· Food Service (Career Ed.) · LACES- Life and Career Education Services (Career Ed. and Life Skills) · Video Production (Technology Ed.) · Industrial Arts · Visual Arts · Vocal and Instrumental Music Assessment of Credit Loss or Shortages for Seniors - Plan for Credit Recovery Presently, Mercer High School does not have any senior students who are suffering from a loss or shortage of credits. All 42 students who were slated to terminate from our program in June 2020 have completed all necessary graduation requirements. Case managers at Mercer High School have continued to collaborate with the case management from our local, sending school districts in order to ensure that all 42 students who intended to complete, or age out, of our program are still in the position to be able to do so. Upon the return of school, loss of learning will be determined by assessing the student's individualized goals that were to be targeted during the 2019-2020 school year, outlined in the student's IEP. An IEP team involving the families and local school system partners to determine the appropriateness of compensatory services. **Delivery of Virtual and Remote Instruction** We continue to provide Chromebooks to staff and students as requested, additional Chromebooks have been ordered and will be available for student and staff use. We have solicited quotations for LTE Chromebooks and will have them available for students or staff who do not have adequate internet connectivity. We are also providing staff and students information on free internet connectivity being offered by Xfinity, Altice, and other local cable providers. **Delivery of virtual and remote instruction** (see Appendix A) **Attendance** District's Definitions For the purposes of school attendance during Coronavirus (COVID-19), Emergency eLearning Days eliminate the loss of instructional time during unscheduled school closures. A "day in session" shall be a day on which the school is functioning remotely. Emergency eLearning is considered a regular school attendance day and does not need to be made up at the end of the school year. Record of the attendance	

Phase	Trigger	Action	Details	Responsible Parties
			A record of attendance for all students on roll in the school data base system (Realtime) or teacher logbook is kept each day that school is in session by a teacher. The teacher keeps the attendance records according to the rules and the specific instructions issued by the Commissioner of Education.	

Day of attendance
"A day of attendance" shall be in which the student participates in Google classroom meetings and completes assignments under the guidance and direction of his or her teachers, therapists, classroom assistants and one-to-one assistants. Attendance will not factor into promotion, retention, graduation, student conduct or discipline.
During days in session, students are provided with daily assignments and weekly project assignments on Google Classroom. Attendance is logged through the submission of completed assignments. Attendance is also logged during weekly virtual Google Classroom meetings with teachers, members of the Child Study Team and therapists.
Students who are not able to participate or access virtual classroom meetings, will receive credit of attendance through other methods of contacts with teachers, member(s) of Child Study Team or therapists. Contacts outside of Google Classrooms and virtual Google meetings are acceptable in the forms of emails, phone calls or text messages (for privacy reasons, teachers and staff contacting families utilizes a private line- Google phone number).
Absences
A student is recorded as absent when no contacts have been by the student or family, Google assignments have not been submitted, teachers, therapists and members of the Child Study Team have been unsuccessful in efforts to contact parents or students (students and parents have not responded to phone calls, emails or text messages). In the event of unforeseen circumstances, and in accordance with the student's IEP, the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16- 2.3, Teachers will provide make-up assignments as necessary. Teachers and members of Child Study Team will make reasonable attempts to determine the cause of the unexcused absence(s), including through contact with the student's parent. Members of the Child Study Team will identify, in consultation with the student's parents, action and resources needed to address patterns of unexcused absences to have the student participate in eLearning activities and maintain regular attendance. Students or parents should consult their teachers immediately upon return from unexcused absences from eLearning Days.
Non-Communicative families
If assignments are not completed and no reasonable explanations given, students will be considered absent for the eLearning Day. Members of the Child Study Team

Phase	Trigger	Action	Details	Responsible Parties
			repeatedly reach out to non-communicative families and documentation of their efforts are recorded in the school's data base system (Realtime) and logbooks. **Students with Disabilities** Special Education Teachers will deliver instruction via virtual, electronic and online platforms as appropriate and as required by the student's IEP to the greatest extent possible. Special Education Teachers will provide developmentally appropriate assignments and materials, with accommodations and modifications aligned to the needs indicated in student's IEP with the purpose of maintenance and/or progression of skills. Special Education Teachers will be available via a technological platform (eg. e-mail/Google Classroom) to respond to e-mail, monitor on-line learning as applicable and provide instructional assistance to students/parents/caregivers as needed. Special Education Teachers will document services provided, student progress, as well as the provision of accommodations and modifications. Related Services will be delivered via teletherapy, virtual, electronic, and online platforms as appropriate and as required by the student's IEP to the greatest extent possible. Related Service Providers will provide activities and materials, to the extent appropriate, which are aligned to the goals in student's IEP for the purpose of maintenance and/or progression of skills. Related Service Providers will be available via a technological platform (eg. e-mail/Google Classroom) to respond to e-mails, monitor on-line learning as applicable and provide activity assistance to instructors/students/parents/caregivers as needed. Related Services Providers will document services provided, student progress, as well as the provision of accommodations and modifications via Realtime logs. Child Study Team Members will be available via a technological platform (eg. e-mail/Google Meet) to respond to e-mails and/or provide support to instructors/students/parents/caregivers as needed. IEP and other essential meetings will be conducted via virtual, electronic, online platforms and/or telephone conference as appropriate. Child Study Team Members will contact families via virtual, electronic, online platforms and/or telephone as appropriate to ensure that services are implemented in accordance with the student's IEP's to the greatest extent possible as well as to provide support as appropriate. **English Language Learners** **Describing the provision of ESL and bilingual education to meet the needs of ELL:** • MCTS has a certified ESL teacher onsite at the Assunpink Center who has worked with ELL students in the CTE programs in ways such as translating and interpreting course materials, assisting with verbal and written communication with families, and has translated and interpreted important documents into the ELL's native language	

Phase	Trigger	Action	Details	Responsible Parties
			(Spanish) to ensure understanding and accountability to fulfill school and course requirements **Describing how the district communicates with ELL families, including the translation of materials and directions:** • MCTS has a certified ESL teacher onsite at the Assunpink Center who when needed, communicates with ELL students and families to explain (verbal and written) course requirements, syllabi, testing and certification requirements, school policies and procedures, public and school events, as well as other needs through translating documents, pamphlets, course materials, and letters that are sent home as well as the school website. This occurs in both the CTE programs and academies especially with entrance exams and forms that require emergency and personal contact information about the student. **Describing how the district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL access challenges:** • MCTS has their entrance exam for the academies translated into Spanish to assist with comprehension • Tests are read aloud to ELL students to assist with comprehension • Documents such as school policies and procedures along with emergency contact forms and course requirements/descriptions are translated and available to ELL students in Spanish. If another language is needed, the school district uses Google Translate and/or reaches out to others who are proficient in the native language of the ELL • Some copies of course materials (pamphlets, worksheets, books, etc.) are available in Spanish and/or the ELL's native language	
		Survey students to see if they have Wi-Fi/ computers and cell access	Consider using laptops, Chrome books, cell phones	(MCTS) Nick Sakowski (MCSSSD) Clara Bigos Building Principals must approve the students/employee & check out the device (Rubino) Jennifer Giordano
		IT sends a message to school community with a set of tools to stay connected during potential shut down		Heather Pyle, Rick Hillman, Nick Sakowski, Clara Bigos. Instructors to send home hard copy communications as needed. Follow up calls with CST Managers. (Rubino) Resource Team, follow-up calls from Team Leader.

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Phase	Trigger	Action	Details	Responsible Parties
		Review any reporting requirements with Mercer County/State Health Agencies		Sr. Administration to disseminate as necessary (Rubino) Resource Team to disseminate as necessary
		Daily deep cleaning of surface and touch points, hand sanitizer stations installed, weekend deep cleaning	District following Department of Health protocol for cleaning and sanitizing buildings	Custodial staff, supervised by Rick Hillman and staff
Phase II - Containment	Emergency Declaration from County, NJ CDC	Plan for upcoming field trips, competition, staff traveling for PD		Building Principals, Transportation Department
		Restrict non-instructional activities	Deploy technology to key personnel as directed, and requested through website. Principals are liaison to all building technology issues. Website monitoring for technology request and help desk requests.	IT Team, Gina Buzgo and Heather Pyle, supervised by Rick Hillman (Rubino) Gina Ramirez, supervised by Antoinette Gomes
	Emergency Declaration from County, NJ, CDC – Complete Lockdown	Ensure the cleaning services have a back-up action plan, cleaning as directed per local Department of Health guidelines		IT Team/Custodial, supervised by Rick Hillman
		Conference calls as needed, text messages to Administration, text invitations to join in conference call, meeting daily	Need to set up a conference call meeting (daily at 9:00 am and 6:00 pm) Daily Senior Administration conference calls 1:00 pm. Daily website message to school families.	Dr. Schneider to manage conference call sessions, Senior Administrative Team Multiple avenues for conferencing: Skype, GoToMeeting, Google Hangout, as appropriate (Rubino) Antoinette Gomes and Resource Team
		Continue to deliver instruction by all means except face-to-face	Identify electronic means, all teacher lesson plans move to digital platform for long term, computer remote learning as per the eLearning Plan above, computer remote learning to be monitored by IT department.	Dana Hice DePugh, Heather Pyle, Building Principals, Instructors – student work packets distributed if possible (Rubino) Principal, VP and Instructors, student work packets distributed
		Technology equipment access team prepared to support faculty and students without internet via family cell phone,	Prepare to support faculty/students without internet; Essential staff reports to buildings as assigned	IT Team and Custodial staff, supervised by Rick Hillman (Rubino) IT Team, Gina Ramirez, Custodial staff supervised by Rick Hillman

Phase	Trigger	Action	Details	Responsible Parties
		deployment of Chrome books		
		IT creates a group for instructional support	Remote access	IT Team, supervised by Rick Hillman
		Payroll – establish processing protocol by 3/10/20	Direct deposit	Deborah Donnelly, Deborah Arvanitis, Annmarie Ricci, and Heather Pyle
		Payments to vendors by 3/9/20	As directed by Deborah Donnelly	(MCTS) Barbara Paskewicz and (MCSSSD) Susan Muncie
		Update emergency contact lists		Senior Administration, Central Office Administration (MCTS, MCSSSD), (Rubino) Mary OBrian, Resource Team
		Frequent communication with Association leadership		Dr. Schneider with (MCTS) Pat Schroeder and (MCSSSD) Leah Pray
		Essential personnel to have access to district buildings	**Mercer County Technical School District:** Buildings & Grounds: Donald Labowicz, Steve Harcher, Ranceford Byles, Dennis Juliano, John Allen, Joey Cruz, Dan Blazovic, Felix Rodriguez, Ed Atkins, Ruben Casillas, Joe Salzano, Esaw Coons, Tim Montague, Rick Hillman Information Technology: Heather Pyle, Anthony Giovanetti, Colyn Thomas Business Office: Deborah Donnelly, Lisa Flynn, Deborah Arvanitis, Barbra Paskewicz Superintendent Office: Patti Michalchuk **Mercer County Special Services School District:** Buildings & Grounds: Mike Lanzoni, Eugene Mascione, John Samojedny, Joe Lombardo, Abraham Krangar, Anthony Samuels, Mileva Ostojic, Milivoj Ostojic, Teddy Jackson, Pernell DeSouza, Kathy McDonald, Eliza Talkpa, Patrick Rhodes, Cenou Joseph, Bernadette Romelus, Jason Jones, Aubrey Dandy, Clarence Walker, Rick Hillman Information Technology: Gina Buzgo, Rob McNichol, Piotr Suszko Business Office: Deborah Donnelly, Udaya Batchu, Susan Muncie, Annmarie Ricci, Kathleen Zuccari Superintendent Office: Amy Nemeth Transportation:	

Phase	Trigger	Action	Details	Responsible Parties
			Jenn Freeman MCSSSD/MCTS Cafeteria: Camille Guadiere, Joanna Muniz **Facilities** **Providing an outline of how the building will be maintained throughout this extended period of closure:** District custodial staff are in the process of cleaning and disinfecting school buildings; we will continue to complete this level of cleaning in all spaces occupied by essential personnel. We will then move to deep cleaning mode and clean all spaced in anticipation for the return of students and staff. As part of this process, all areas will be cleaned, disinfected and prepared for a new school year. Throughout this period, all unoccupied spaces will be checked daily. HVAC systems have been placed in unoccupied mode and all filters will be changed quarterly. Routine disinfection is continuing and all custodial staff are monitored for temperature, provided PPE and working in a socially distant manner.	
Phase III – Return	Lift of Emergency Declaration from CDC, NJ, County Emergency Operations	Cleaning, IT, Facilities – clean and sanitize the schools (2 -3 days)		Custodial staff, supervised by Rick Hillman
		Administrative Functions (1 day) – all full-time employees return to work	RoboCall (Rubino) Phone Chain	IT Team / Communications (Rubino) Administrative Team
		All instructional activities resume		MCTS, MCSSSD: Building Principals Rubino: Administrative Team
		Non-instructional activities resume		MCTS, MCSSSD: Building Principals Rubino: Administrative Team

MCSSSD DELIVERY OF VIRTUAL AND REMOTE INSTRUCTION	
DESCRIPTION / SUMMARY	Mercer County Special Services School District students will continue to access all of their work and any planned live teacher/therapist/counselor Meets and office hours through the Google Classroom platform. Google Classroom, Google Meet, and the entire G Suite have been, and will continue to be, utilized during this period of remote instruction. All MCSSSD staff are actively involved in the remote instruction environment. In addition to the Google Classroom and G Suite, teachers have been given access to a number of additional educational resources to improve the remote learning experience.

ADDITIONAL RESOURCES BEING UTILIZED	• Nearpod
	  ○ Fully interactive, customizable lessons with assessment/data tracking, live teaching options, and student-paced assignments
	  ○ Includes access to full library of published lessons aligned to state standards
	• N2Y – News-2-You and Unique Learning System
	  ○ Digital, interactive, leveled news and curricular resources
	• Other Google Classroom Integrated Resources
	  ○ Including but not limited to: ReadWorks, EdPuzzle, NewsELA, Boom Cards, Epic Books, iXL

REMOTE INSTRUCTION DIFFERENTIATION		
REMOTE LEARNING ELEMENTS	**SPECIAL EDUCATION AND 504s**	**ENGLISH LANGUAGE LEARNERS**

Instructional Time
• Staff are available throughout standard school hours to answer all student and family concerns needs
• Staff use Google Meet to schedule live sessions with students and families
• Students are expected to check-in daily for attendance
Class Assignments
• Assignments are a combination of live lessons via Google Meet and self-paced student assignments posted in Google Classroom
Measures of Student Learning
• Student submit assignments via Google Classroom where they can
	Including, but not limited to:
	• All accommodations and modifications listed in students' IEPs
	• All accommodations and modifications listed in district curriculum
	• Teacher-created/modified work
	• Don Johnston Assistive Software
	  ○ Snap and Read & Co:Writer
	  ○ Available to all students/families at MCSSSD
	  ○ Support sessions available from staff to set up software and use successfully
		Including, but not limited to:
		• All accommodations and modifications listed in district curriculum
		• Staff translators available for IEP meetings, teachers' live Google Meet sessions, and access to each Classroom to provide written translation of instructions/comments
		• Use of Google Translate and integrated G Suite translation available to all staff
		• Translator for Outlook email available to staff

be reviewed and graded by the teacher.
• Digital resources that include assessment collection include: Google Forms, Nearpod, Boom Cards, etc.
Professional Development
• Google Meets available 3-5 times a week as open forum for staff to attend with building supervisor to address questions, concerns, issues, troubleshooting, and learn about new topics.
• Google Classroom for staff available with many independent PD opportunities available
• Independent PD opportunities shared with staff via email
	• Nearpod integrated assistive resources/technology
	   o Immersive Reader
	   o Speech to text options

RELATED SERVICES
Child Study Team and Group/Individual Counseling • Use a combination of Google Meet, Google Voice, Google Classroom, and Outlook email to remain in contact with families, conduct group/individual counseling, and to hold any necessary meetings with students/families/districts. • Access to Social Emotional Learning (SEL) curriculum in Nearpod Related Services/Therapies • Directly connected to each student's Google Classroom • Combination of posted assignments and live teletherapy via Google Meet • Virtual sessions with students in accordance with IEPs