



# VIRTUAL INSTRUCTION PLAN

---

2022-2023

## 2 TABLE OF CONTENTS

---

- Health and Safety Guidance for 2022-2023.....3
- Masks.....4
- Screening.....5
- Contact Tracing.....6
- Communication.....7
- Virtual Instruction due to Quarantine Status.....8-9
- Technology – Student Device.....10
- Food Services.....11
- Custodial Services.....12



### 3 HEALTH AND SAFETY GUIDANCE FOR THE 2022-2023 SCHOOL YEAR

---

- Holmstead School will continue to provide FULL DAY, FULL-TIME, IN-PERSON INSTRUCTION for the 2022-2023 school year based on guidance from the New Jersey Department of Education (NJDOE) and New Jersey Department of Health (NJDOH). All virtual instruction is no longer an option.
- This guidance includes a range of strategies to implement in order to reduce risks to students and staff from COVID-19 while still allowing for fulltime in-person learning. While the State is committed to a resumption of normalcy, the data will continue to be monitored and decisions will be guided by science to ensure that we maintain safe and healthy school communities.

## 4 MASK WEARING PROTOCOL

---

Executive Order 292 eliminates the requirement for staff, students, and visitors wear a mask. The only exceptions are as follows:

- When an individual is returning to the school environment after receiving a positive COVID-19 test result, having quarantined for 5 full days, and returning symptom free. That individual will be required to wear a mask at all times in the school setting for five days upon their return.



# 5 SCREENING

---

**Parental Screening:** Parent/caregivers are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school. Employees who are ill should also remain at home.

**Response to Symptomatic Students and Staff:** the nurse is the contact person for any COVID-19 related issues that arise.

Procedures are in place to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms while in a school building. This includes checking with students as they enter the building in the morning. If a student is identified as ill with COVID-19 symptoms while at school, he/she will be isolated in Heritage Hall pending parental pick-up. Staff members will be sent home if experiencing symptoms. Hygiene supplies, including masks, facial tissues, and sanitizer (over 60% alcohol content) will be available.

## 6 CONTACT TRACING

---

- Contact tracing is no longer required.
- If a student is identified as having tested positive during the school day, that student will be sent home.
- If a student is identified as having tested positive after school hours, parents will be informed as asked to remain hypervigilant with regards to their child's health.
- Parents were provided with information pertaining to positive symptoms of COVID and directed to keep their child home if they have such symptoms.

# 7 COMMUNICATION

---

- Holmstead School will continue to maintain close communication with the New Jersey Department of Education (NJDOE) and the New Jersey Department of Health (NJDOH) to provide information and share resources on COVID-19 transmission, prevention, and control measures to establish procedures for notification and response to COVID-19 illness in our school.
- We will communicate information with transparency to all stakeholder groups.
- Our plan will be shared with all sending districts.

*Any COVID-19 control measures put in place will be consistent with applicable laws and regulations.*

# 8

## VIRTUAL INSTRUCTION DUE TO QUARANTINE STATUS

---

- At present, we will not be offering an all-virtual learning option for students.
- Students who are required to quarantine based on testing positive, may access instruction via live-stream to their classes using Microsoft Teams or Zoom.
- In the event that a large group of students must quarantine, they will receive live-stream instruction via Microsoft Teams or Zoom for core instruction and virtual related services.
- After completion of a school-wide survey, it was determined that all but one present students have access to the internet and a device at home. The one student who does not, as well as any new students needing a device, will be provided with a laptop computer by Holmstead School. If they do not have access to the internet, arrangements will be made for them at the local public library.
- If the entire school must close to quarantine or for any other school or statewide emergency, teachers will provide instruction via Microsoft Teams or Zoom and adhere to the current bell schedule with instruction taking place from 8:35am – 1:00pm. P.E. will be done independently and require students to complete P.E. forms for each activity that they complete. Failure to log on will be considered an unexcused absence.
- Related services will be provided virtually as well during the school day and based on the current therapy schedule.
- Faculty meetings will continue weekly via Zoom. Therapists/Guidance Counselor meetings with the Director for supervision will continue weekly via Zoom.
- Therapists and other support staff will be available virtually to provide support for the Holmstead Community, including students, parents, teachers, etc.
- A list of all essential employees will be provided to the county office in the event of a school closing.



## 9 VIRTUAL INSTRUCTION DUE TO QUARANTINE STATUS (CON'T)

---

- Attendance: teachers will take attendance at the beginning of the virtual school day during the first class and report any absences to the attendance secretary. The attendance secretary will contact parents to report absences or failure to log on. Continued absences will be reported to the sending school case manager. The public school will ultimately make decisions regarding student promotion, graduation, attendance exemptions, etc.
- Teachers will continue to follow each student's Individualized Education Plan (IEP) and provide, to the best of their ability, necessary accommodations and modifications. This may include such things as providing written directions, providing examples of completed assignments/projects as a model, alternative means of communicating such as auditory only, modifying tests/assignments, extended time, etc.
- Assessment of student progress will include project-based assessment and opportunities for oral presentations in addition to traditional quizzes and tests as much as possible, in line with each student's IEP.
- Since the program is individualized, students will have the opportunity to progress through the curriculum at their own pace.
- Student progress will continue to be reported in Realtime, which is accessible through the parent and student portals.
- IEP Goals and Objectives will be measured using quarterly progress reports as well as during each student's annual review.
- Case managers will be contacted if revisions need to be made to the student's IEP and will participate in the annual review meetings as well.
- Students who struggle with virtual instruction will have the opportunity for credit recovery during the ESY program.

# 10 TECHNOLOGY – STUDENT DEVICES

---

- A survey has been sent out to evaluate student access to a device and internet connection.
- Students who do not have a device will be assigned one by Holmstead School.
- Students have all been provided login information for Microsoft products, including Teams.
- Students and parent have all been provided login information for Realtime, where they can access their grades.

*Liza will continue to be available for technical support and assistance with technology issues.*

## II FOOD SERVICES

---

- Holmstead will continue to offer lunch options daily.
- Students who qualify for free lunch through their public school district will be provided with free lunch at Holmstead School.
- In the event that the school has to close to quarantine, students who qualify for free lunch will be able to access grab and go lunch through their public school district.

## 12 CUSTODIAL SERVICES

---

- The School Custodian, who lives on campus, will continue to provide custodial services in the event of a school shut-down.
- If the shut-down involves the spread of an infectious disease, the School Custodian has a Hazmat Suit and fogging machine that he will use to disinfect the entire facility.
- In the event of damage to the school building due to a natural disaster, the School Custodian, Director, and Principal will coordinate contacts with necessary construction companies to conduct repairs.