WMRHSD Chapter 27 Emergency Virtual or Remote Instruction Plan for the 2026-2027 School Year

Updated 6/22/26

****Disclaimer: This is a working document and will be updated and or modified as necessary to ensure compliance with state and local statutes and regulations.**

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Rationale

The West Morris Regional High School District Emergency Virtual or Remote Instruction Program contains procedures to be followed in the event of an emergency school closure resulting from a variety of contributing factors, including but not limited to weather, facility, safety and security threats, or health-related events that may negatively impact the daily operation of our schools. Specifically, the section on Pandemic Influenza in the district's Crisis Response Manual addresses the following:

- *Identifying sources of reliable data to base decisions on*
- *Identifying sources of impact including but not limited to transportation, staffing, food service, water, and air*
- ***Identifying alternative ways of delivering education if school is closed***
- *Working with custodial staff to deep clean the school to decrease the spread of the pandemic*
- *Encourage sick employees and students to remain home*

The West Morris Regional High School District has developed the following plan to ensure the continuity of instruction should circumstances prevent the majority of students from attending school.

Goals

1. *Ensure the continuity of instruction should a public health, weather, public safety, or building-related event negatively impact the district's ability to maintain daily operations*
2. *Continue to provide students with an authentic, meaningful, and comprehensive high school experience*
3. *Mitigate or attempt to eliminate possible exposure to and spread of pathogens among students, parents, guardians, employees, and community members in a public-health related emergency*
4. *Ensure compliance with all state and local statutes and regulations including NJ **18A:7F-9** which requires that school be in session for and educational services be provided for 180 school days.*

Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the West Morris Regional High School District. These include:

- *Successful integration of Google Workspace for Education and the district's learning management system, providing students anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content.*
- *All students in grades 9 through 12 have a district-issued Chromebook with a stylus.*
- *All teachers, counselors, and special services professionals have a Microsoft Surface Laptop equipped with a high-quality webcam and a touchscreen supporting digital inking. Software is installed for the express purpose of using the device as a digital whiteboard with screen recording capabilities.*
- *District classrooms are outfitted with state-of-the-art projection systems, speakers for sound enhancement, and Chrome OS desktops with dedicated webcams to support distance learning.*
- *Creation of "digital learning resources" housed in the district's learning management system. The "digital learning resource" repositories are a shared collection of lessons, activities, labs, assessments, videos, articles, and other teaching materials designed to replace traditional textbooks. Since departments review these materials on a continual basis, items are modified, changed, and replaced to ensure teachers and students always have access to the most up-to-date, relevant, and best resources to facilitate teaching and learning.*
- *Assignments and requisite materials are posted to the district's learning management system. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.*
- *Teachers have the ability to provide electronic feedback in the form of comments, rubrics, videos, audio recordings, and grades through a variety of online tools and services.*
- *Distance learning classes are conducted within the district (Mendham to Central, Central to Mendham) to overcome scheduling conflicts. Each high school is equipped with several "huddle spaces" that are designed for distance learning.*

Plan for eLearning Delivery

Due to the unpredictable nature of unplanned building closures and their potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. ***Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar to provide 180 days of school instruction/services each year.*** The district will ensure that synchronous and asynchronous virtual or remote learning opportunities are designed to maximize student growth and learning to the greatest extent possible through live instruction, digital resources, individualized feedback, assessments, and ongoing instructional support***.*** *The district will ensure continuous measurement of student growth and learning in the virtual or remote environment through assessments, assignment completion, participation monitoring, progress tracking, teacher feedback, and ongoing communication with students and families.*

- *Teachers will schedule Classwize sessions at the beginning of each week for individual classes. Students will join the Classwize session to assist the district with tracking attendance and time on task.*
- *Following the traditional bell schedule below, each teacher will conduct live sessions using Google Meet for all class periods.*
- *Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form embedded in the district's learning management system. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.*
- *Attendance will continue to be recorded through PowerSchool. Teachers will use the Classwize and/or Google Meet session report as an indication of whether students were present each class period.*
- *Electronic feedback will be provided by teachers using the district's learning management system.*
- *Upon return to school, students will be responsible for the content and skills covered during the school closure.*
- *Assessments of learning may be administered and feedback will be provided by teachers remotely through the online learning platform. Teachers will use assessment data to guide instruction, so set learning goals, and remediate when appropriate.*
- *Supervisors will monitor assignments, classwork, and live sessions to ensure compliance and continuity of instruction and to provide assistance to teachers.*
- *Code of conduct violations will be documented. School administrators will address infractions on a case-by-case basis, with the possibility of consequences upon returning to school.*

Alternative Means for eLearning Delivery

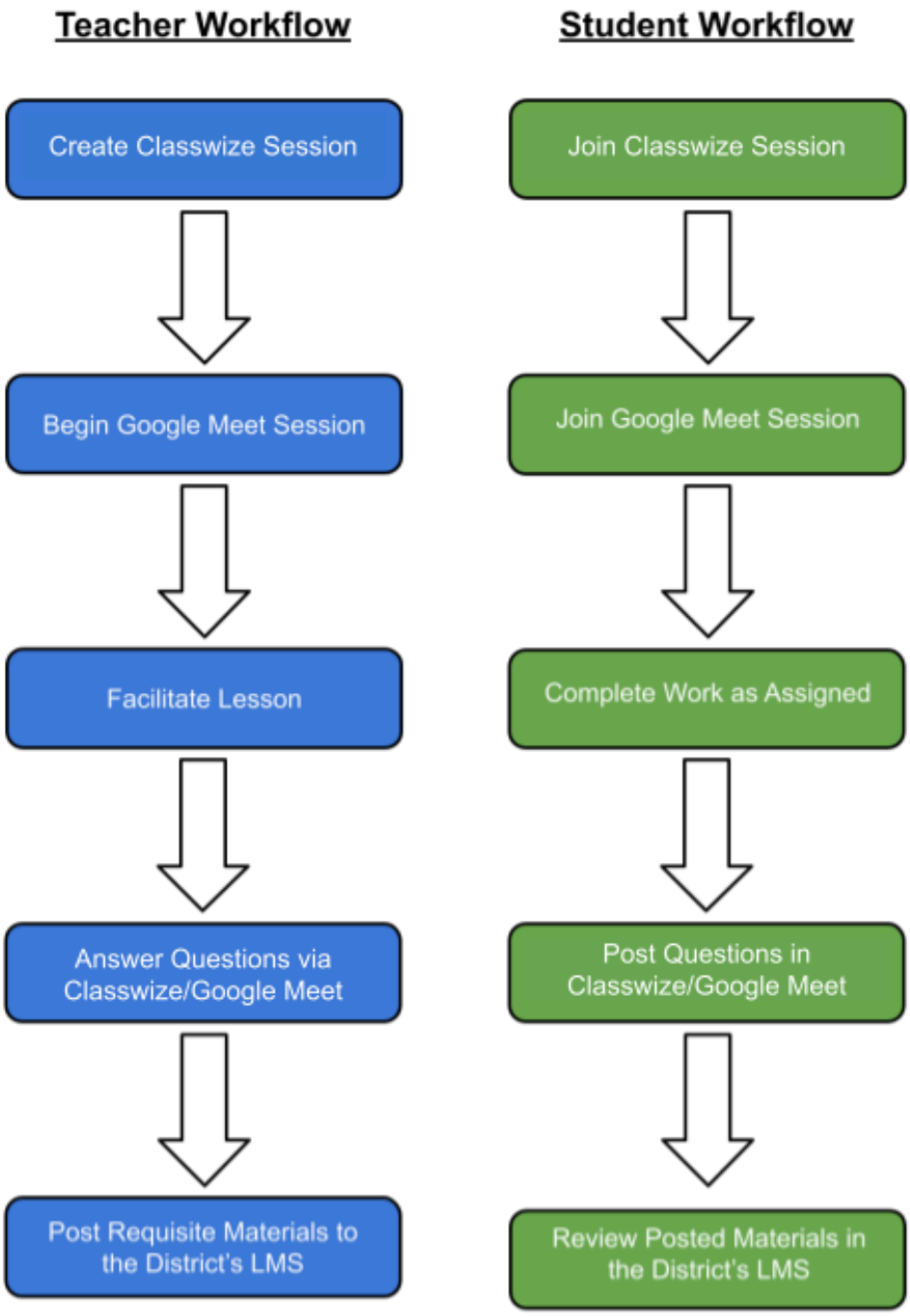
In the event that the district's learning management system is unavailable, teachers will shift to sharing assignments and class materials through Google Drive.

Class Meeting Schedule

If the West Morris Regional High School District must close causing teaching and learning to be conducted remotely, the contingency plan for the rotating and school calendar will be to continue to follow the rotating calendar and utilize the bell schedule listed below:

Rotating Schedule				
	Day 4	**Day 3**	**Day 2**	**Day 1**
8:15am - 9:00am	Period 4	Period 3	Period 2	Period 1
9:15am - 10:00am	Period 1	Period 4	Period 3	Period 2
10:15am - 11:00am	Period 2	Period 1	Period 4	Period 3
11:00am - 11:50am	**LUNCH**			
11:50am - 12:35pm	Period 8	Period 7	Period 6	Period 5
12:50pm - 1:35pm	Period 5	Period 8	Period 7	Period 6
1:50pm - 2:35pm	Period 6	Period 5	Period 8	Period 7
	45-minute classes w/50-minute lunch & 15 minutes between classes (Total: 4.5 hours of instructional time)			

Live Class Meeting Workflow



Safe Delivery of Meals Plan

The West Morris Regional High School District (WMRHSD)—in partnership with Pomptonian Food Service and its sending districts that also use this vendor—will ensure the continued safe delivery of meals to eligible students. To minimize contamination risks, all meals will be pre-packaged and include shelf-stable milk. The district will handle distribution via designated transportation routes, utilizing limited bus routes for eligible students in the Mendham High School area and two planned bus routes for eligible students attending West Morris Central High School. All operations will strictly adhere to applicable health and safety guidelines.

Professional Development

Teacher Trainers will turnkey specific sequences to utilize Classwize and Google Meet to facilitate the eLearning Plan. Teachers will attend professional learning sessions to refamiliarize and to practice setting up and running Google Meet sessions in concert with Classwize. Professional development will continue to be made available to teachers on effective learning strategies for all students.

Commencement of eLearning Process

The rotating schedule will commence on the first day school is closed and continue until students return.

Addressing Multilingual Learners (ML) Plan Needs

The district's MLL program will be aligned with State and Federal requirements in order to meet the needs of our ML students. World Language teachers and counselors will contact parents/guardians of ML students. Students enrolled in ML classes will continue to meet remotely in those classes with the assigned teacher(s). Administrators and counselors will communicate with families of ML students to provide translation and interpretive services. English Language Learners, as well as all students, have a district-issued Chromebook. The district will provide translated materials, interpretive services, and literacy-level appropriate communications to multilingual learner families to ensure meaningful access to information and services. ML students will participate in asynchronous and live synchronous classes according to the schedule described on page 6.

The program includes alternate methods of instruction such as differentiation and access to technology and strategies to ensure MLs access the same standard of education as non-ML peers.

The program will include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

Student Attendance

Attendance will be tracked for each class using data from Classwize, the Canvas learning management system, Google Meet reports, and assessment submissions. Teachers will record this attendance in PowerSchool using designated NJDOE codes. When students are absent or not participating in remote learning, a team of teachers, aides, and assigned counselors will contact the students and their parents. The district will maintain ongoing communication via email, phone, or virtual meetings to provide the interventions and support needed to re-engage students. Ultimately, Assistant Principals remain responsible for monitoring and regulating student attendance, and all decisions regarding promotion, retention, graduation, and discipline will align with the student handbook and Board Policy.

Essential Employees by Category*

Personnel	Workstream/Duties	Number of Individuals	Remote/ In-Person	Hours
Teachers	Provide synchronous and asynchronous instruction via live streaming and the district's learning management system. Post materials including assignments, activities, and assessments to their assigned courses.	177	Remote	5 hours of instruction + 1 hour of prep per day
Child Study Team	Provide assistance to students as needed. Conduct parent meetings and process results of previously completed tests for evaluations.	9	Remote	
Counseling Department	Monitor student progress. Provide guidance and resources on college searches and wellness. Complete scheduling processes.	16	Remote	
Instructional Aides	Monitor and assist students online using Classwize	24	Remote	
Instructional Aides	Deliver lunches and loaner devices to students	4	In-person	
Bus Drivers	Deliver lunches and loaner devices to students	4	In-person	
Content Area Supervisors	Monitor and support the facilitation of eLearning through virtual meetings with teachers, electronic feedback, and non-evaluative observations of live streams and Canvas	4	Remote	
Building Administrators	Supervise personnel, students, and facilities	6	Remote/In-person	
Central Office Administrators	Supervise administration of online learning and personnel. Oversee operations of the district/buildings.	5	Remote/In-person	

Administrative Assistants	Student and teacher attendance, payroll, billing, purchases, rescheduling events, support functions	20	Remote	
Facilities Personnel	Cleaning and maintenance of facilities and grounds	27	In-person	
Technology Department	Provide eLearning support for teachers and students	5	Remote/In-person	
Home Instructors	Provide eLearning support to homebound students	3	Remote	

*Exact personnel numbers may vary as student schedules/enrollment data changes.

Equitable Access to Instruction for All Students

The West Morris Regional High School District is committed to equitable access to instruction for all students. The district will ensure ongoing monitoring and resolution of digital divide issues, including lack of internet access, insufficient network connectivity, and access to functioning devices, through regular outreach, technology support, hotspot distribution, and replacement or repair of devices as needed. Every student in the district has a Chromebook for personal use which may be brought home daily. For students who do not have Internet connectivity at home, the district will provide the student with a hotspot at district expense. School counselors and administrators are responsible for identifying students who lack network access. The district will ensure equitable access to instruction for all students through the distribution of devices, internet connectivity, instructional supports, related services, and access to synchronous and asynchronous learning opportunities

All teachers have a laptop to deliver instruction, to monitor student attendance and participation, and to respond to student questions. Students will continue to participate in the content and skill-based classes appropriate to their age-appropriate needs in which they are enrolled. Special Education teachers, Guidance Counselors, and/or Special Services Child Study Team Members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activities. To ensure students with disabilities receive their required accommodations, the district will provide virtual instruction that implements IEPs to the greatest extent possible including accessible instructional materials, assistive technology, digital platforms, accommodations, modifications, related services, and specialized instructional supports. Collaborative teachers will join and will conduct live stream classes as well as monitor student participation via Classwize and provide feedback to students. Each instructional aide has a Chromebook and will join class sessions to monitor student attendance and on-task participation, check for student understanding, and answer student questions. Child Study Teams will conduct parent meetings via Google meetings and by phone. Document cameras are available for use by home instructors to provide instruction to students previously assigned to home instruction. Case managers will remotely attend selected classes of students with IEPs to monitor, adjust, and to document IEP implementation and student progress. Progress shall include grades, assignment completion, student participation/engagement and the results of check-ins with the classroom teacher(s). The district will ensure documentation of IEP implementation through the tracking of related services, accommodations, modifications, student participation, assignment completion, progress toward goals, and communication with families and service providers. The Director of Case Managers

will provide updates, including how services are being implemented, to parents via email and call parents/guardians should a prompt notice or intervention be appropriate. The district will ensure that case managers follow up with families on a regular basis to monitor implementation of services, address concerns, provide support, and ensure continuity of instruction and related services to the greatest extent possible. The district will ensure that all students' varied and age-appropriate academic, social, emotional, linguistic, and instructional needs are addressed through differentiated instruction, specialized supports, counseling services, and appropriate accommodations and modifications.

Special education teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction and reinforce skills as well as move instruction forward in the areas of English, Math, Science, and History.

Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services and they will be considered on a case-by-case basis. Compensatory services will be provided in the summer by WMRHSD vendor providers.

Related Service providers have prepared digital activities and have been provided access to Canvas to deliver the instruction. Related service providers, which are all vendors, have been asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.

Child Study Team members will work on scoring and report writing of recent testing and will continue to develop draft IEPs for upcoming meetings. IEP meetings will be held through the Google Meet platform available on the district Google suite. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well as district World Language Teachers, should an interpreter be required.

The district will ensure procedures are in place to conduct IEP meetings, eligibility meetings, evaluations, reevaluations, and other required special education meetings through virtual platforms, telephone conferencing, and alternative means when necessary, in accordance with applicable state and federal regulations. All appropriate meetings will be held with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEPs and the district technically non-compliant. Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.

The Child Study Team will maintain close contact with OOD placements. The district, through the CST and Office of Pupil Services, will remain in contact with the OOD placements during school closure and check for updates as time passes.

Facilities Plan

The district will ensure that school buildings, grounds, and essential operational systems are maintained throughout an extended period of closure to preserve facility integrity, support safe reopening, and maintain critical operations. The Director of Buildings and Grounds and Essential Employees reporting on site will ensure that essential operating systems remain functional to the extent possible. Daily systems checks will be conducted in person and remotely.

- Building structural integrity including roofing systems
- Electricity
- Fire alarm systems
- Ventilation systems
- Heat and natural gas systems
- Water, including well pumps
- Plumbing
- Food service equipment - specifically refrigerators and freezers

The Buildings and Grounds staff will monitor facilities and properly shut down systems if necessary to ensure the preservation of and successful restart when possible. Examples are shutting down a non-winterized rooftop cooling unit or working with food services to clean out cold storage after extended power failures.

Essential employees will continue to follow cleaning procedures and building maintenance requirements, ensure that emergency generators are operational, and maintain access to district property and buildings for emergency responders.

Technology Department personnel will ensure that both onsite and offsite systems remain operable to the maximum extent possible to facilitate online teaching and learning.

Other Considerations

Accelerated learning opportunities will continue to be incorporated into lessons as is current practice in Basic Skills, Gifted and Talented, AP, and IB courses.

Counselors are available online and by phone to staff and students to assist with social and emotional health. Supervisors and building administrators also serve as resources to faculty and staff.

The West Morris Regional High School District was not allocated Title I funds for the 2026-2027 school year; therefore, the district will not be running Title I Extended Learning Programs.

The West Morris Regional High School District does not operate a 21st Century Community Learning Center Program.

Counselors will continue to closely monitor student progress and assist students and their families in identifying appropriate credit recovery options.

Extended student learning opportunities will continue to be available to students when conditions are safe for those experiences to be offered in person and on-site. Remote opportunities will be provided when appropriate.

The District Transportation Coordinator will coordinate with sending districts, district drivers, and transportation providers to ensure continuity of transportation when conditions are safe and resources are available.

Extra-curricular programs will be conducted remotely online when possible.

The West Morris Regional High School does not provide childcare.

In the event of school closure, community programming such as evening events will be conducted in person when it is safe to do so. When conditions indicate, events may be postponed or conducted remotely online.

Glossary of Terms

Linewize: Software enabling teachers to monitor and track student activity on Chromebooks. Linewize keeps a record of all student activity in addition to providing teachers the flexibility to select which site(s) their students are able to access, push websites instantly to student devices, and safely chat with students to answer questions or provide feedback.

Canvas: Learning management system utilized by the district that synchronizes classes and rosters from PowerSchool. Teachers create online courses where they are able to post assignments, class resources, activities, discussions, and assessments. Students have access anytime, anywhere to the materials and content necessary to participate in class remotely or in person.