



**56 Chestnut Street  
Lumberton, New Jersey 08048**

**Chapter 27**  
**Health Related School Closure**  
**Contingency Plan**  
**2023-2024**

Board Approved: \_\_\_\_\_

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## INTRODUCTION

Hampton Academy is a New Jersey State Approved Private School for Students with Disabilities (APSSD). Students ages 6 to 21 are provided rigorous and relevant grade-level appropriate instruction with a focus on improving student achievement and emotional well-being.

On March 5, 2020, The New Jersey Department of Education (NJDOE) provided all schools with “Guidance Regarding Requirements For Public Health-Related School Closures”.

Hampton Academy has developed a Public Health-Related School Closure Plan that supplies all students with virtual/remote instruction that shall be considered the equivalent of a full day of school attendance for the purposes of meeting state and local graduation/attendance requirements.

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## REMOTE INSTRUCTION

Synchronous Learning occurs in real-time. Teachers, social workers, paraprofessionals and students interact in a specific virtual place, through a specific online medium at a specific time. Participation in Synchronous Learning is facilitated by Google Classroom and/or Zoom phone lines.

If/when Hampton Academy is given a directive to deliver instruction through a fully remote environment, students will transition to a 4 hour instructional schedule that begins at 9:00AM and ends at 1:00PM.

Staff will follow a full day schedule to offer additional support for students/parents/guardians and maintain open communication with sending districts to facilitate a continuity of learning.

Parents/Sending Districts may view the 2023-2024 school calendar on the Hampton Academy website. <https://hamptonacademy.com>

The following Synchronous Learning guidelines will be implemented for all students and their age appropriate needs.

- Instructors will select a non-descript remote area to conduct lessons/activities to avoid potential distractions.
- Instructors should login ahead of students and greet them when they enter class.
- Instructors will set up chat parameters.
- Instructors will call roll to bring class to order.
- Instructors will remind students of the guidelines noted in their Acceptable Use of Technology Agreements frequently.
- Instructors will plan their objectives for virtual class to include expectations that are in place during on-site instruction. (*Notes, participation, etc.*)
- Instructors will create as many opportunities as possible for student engagement.
- Each student will receive instruction in full adherence with the instructional components of the Individual Education Plan (IEP).

All normal operating instructional requirements remain in force.

- Lesson Planning/Submission continues as scheduled.
- Instruction should be delivered for every class.
- One-to-One Log's will continue to be maintained and submitted.
- Assignments will be created, posted via Google Classroom, collected, graded and recorded in Realtime.
- Students experiencing noted success above and beyond their regular learning expectations, will be offered accelerated learning opportunities.

Students will be provided with technology devices to use at home and at school. If/when Hampton Academy is directed to initiate their Chapter 27 Contingency.

Hampton Academy will provide all students with rigorous and relevant grade-level appropriate instruction with a focus on improving student achievement.

The New Jersey Student Learning Standards (NJSLs) are designed to provide a universal framework for teaching and learning based upon international standards of excellence. Hampton Academy will utilize research-based instructional practices as well as core and supplemental materials to achieve these standards. Content will be delivered via synchronous sessions.

Follow-up assignments/activities will be posted daily during remote instruction, Hampton Academy will strive to ensure the following:

1. Ensure that Virtual Learning environments are maximized to include contact time with instructors.
2. Ensure that Progress Monitoring (Formative Assessment) occurs frequently to assess the progress of students.
3. Ensure that data is analyzed regularly to determine if modifications are needed to instruction and/or assessment.
4. Ensure all elements of the Hampton Academy Acceptable Use Technology Agreement are adhered to.
5. Provide differentiated materials, accommodations and modifications, when appropriate, to support the needs of learning.
6. Ensure that lessons are relevant, engaging, rigorous and grade level appropriate.
7. Ensure one to one assistance is in place per student's IEP, when applicable.
8. Ensure one to one logs are maintained on a daily basis.

Hampton Academy will utilize Realtime Information Technology to monitor student progress and to help ensure each student is striving to meet yearly IEP goals and objectives.

Hampton Academy will make every effort to ensure that when students are learning virtually, they are provided with engaging and authentic experiences.

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#### Meals / Building Maintenance

- During a Health-Related School Closure, students who are eligible for Nutritional Services will receive meals via their sending district.
- If needed, Hampton Academy will provide continual safe delivery of meals to eligible students.
- The school building will maintain a regular cleaning and maintenance schedule during an emergency closure.

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## Technology

All Hampton Academy students will have access to a school provided Chromebook to use at home during mandatory remote instruction.

Instructional staff will be provided with training and support in the area of Synchronous Learning. Synchronous Learning occurs in real-time. Instructors and students interact in a specific virtual place, through a specific online medium, at a specific time. For the 2023-2024 school year Hampton Academy will be utilizing Google Classroom. Training has been scheduled every other month on culturally responsive teaching/learning as well as socio-emotional learning.

At the beginning of the 2023-2024 school year, Hampton Academy will distribute a survey to assist in measuring and addressing any ongoing digital divide that exists.

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## Information for Students and Parents

- Students must login daily to their Google Classroom to initiate the attendance procedure. Daily/Period attendance is monitored and readily available for sending districts. Realtime Information Technology allows staff to monitor attendance and discipline and document any needed attention in these areas.
- It is expected that students will participate and complete assignments for all classes during Remote Instruction in order to meet the requirements of 180 days of instruction. School Admin or designee will make regular contact with those students' parent/guardians who are not present/participating.
- Instructors will be in regular contact with parents/guardians.
- When engaging in Remote Instruction, the Student Code of Conduct applies to the virtual classroom.
- When engaging in Remote Instruction, the school and home will work collaboratively to promote student success.
- Families who are identified to have technology issues that cause an interruption in the delivery of instruction will receive alternative options.
- Hampton Academy has a Cryacom account that provides translation services for family members who do not speak English. Several current staff are available for additional assistance.
- Hampton Academy offers an extended school year during the month of July for those students who require credit recovery or other extended student learning opportunities.



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## Information for Staff

- Remote Instruction days count toward the 180 required days of attendance.
- Use of Google Classroom is required.
- Student expectations for On-line Learning shall be posted in the Google Classroom.
- Select a non-descript area to conduct learning activities.
- Predetermine length of learning activities. Holding attention online can be challenging.
- Login ahead of students and greet them when they enter class.
- Establish shared norms, such as: mute mic when not speaking, say your name before you participate.
- Review Acceptable Use Agreement often.

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## Health and Wellness

Staff should access their Employee Assistance Program for personalized wellness options:

- Emotional Wellness Screening
- Self-Guided Programs
- Thought and Behavior Trackers
- Relaxation Exercises

This program is completely confidential and available 24/7/365.

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## Information for Non-Instructional Personnel

### Expectations:

- Respond to voicemails and emails within an hour.
- Join Google Classroom when needed.
- Check voicemail remotely.
- Perform other tasks as assigned by your supervisor.
- Leadership will engage in rigorous and meaningful wellness checks.

The Hampton Academy Chapter 27 Contingency Plan provides parents/guardians, sending districts, students and staff with guidance that includes necessary limitations to protect the health and safety of our students and staff. This guidance is built upon the premises, but with the recognition that we must be ready to adjust our educational models and staffing should the spread of the virus and consistent health data require it.

- All essential employees will be identified at the time of transition to Remote or Virtual Instruction.
- The Burlington County Office of Education will be notified of all essential employee locations and work hours.