
Sayreville Public Schools



EMERGENCY VIRTUAL INSTRUCTION PLAN

**Approved by Sayreville BOE on September 21, 2021
Submitted Middlesex County DOE on September 22, 2021**

TABLE OF CONTENTS

Preface.....	Page 2
Quarantining of Students and Staff.....	Page 2
Remote Virtual Instruction for Students Required to Quarantine Due to Infection or Close Contact Exposure.....	Page 3
Remote Virtual Home Instruction for Students Required to Quarantine Due to Travel, Suspension, or Application for Medically or Other Home Instruction.....	Page 3
Student Attendance.....	Page 4
Technology Equity	Page 4
Staff Remote Work	Page 4

Sayreville Public Schools

Emergency Virtual Instruction Plan

Preface

In June of 2021 the New Jersey Department of Education (NJDOE) released guidance on the safe return to school for the 2021-22 school year called [The Road Forward](#). Within that guidance it states that in the event of a public health-related emergency closure, school districts are permitted to utilize virtual or remote instruction to satisfy the 180-school day requirement pursuant to *N.J.S.A. 18A:7F-9*. It further states that school districts must deliver some form of virtual instruction for children who are required to quarantine as a result of testing positive for COVID-19 or because they were determined to be a “close or proximate contact” to an infected person. On August 11, 2021 the NJDOE provided further guidance in a Broadcast memo entitled [Educating Students During Quarantine](#). Within that memorandum, the NJDOE clarified that when an individual student, group of students, or entire class(es) are excluded from school due to meeting the NJDOH’s COVID-19 exclusion criteria, school districts are to provide virtual or remote instruction to those students in a manner commensurate with in-person instruction. Furthermore, the NJDOE encouraged school districts to continue to employ the same strategies of the previous year to ensure that students are able to continue their educational progress even when excluded from school due to COVID-19.

On August 18, 2021, the NJDOE provided further guidance in a memorandum entitled [Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year](#). Within it, the NJDOE states that school districts must submit a proposed program or plan for virtual or remote instruction to the Commissioner of Education and that the plan should be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. Furthermore, it states that the superintendent must consult with the board of education, if practicable, prior to implementing the school district’s plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting state and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education. However, the NJDOE states that school districts must include the statutory requirements listed in the aforementioned “LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY,” in their plans for virtual or remote instruction for the 2021-2022 school year. Lastly, the 2021-2022 plans must be approved by the school district’s board of education, submitted to the county office of education for review and approval, and posted on the school district’s website by **October 29, 2021**. In the event that the school district is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive.

Quarantining of Students and Staff

In accordance with the Sayreville Public Schools [Safe Return Plan](#) and [Restart of School Plan](#), in the event of a public health-related classroom, school and/or district closure, the district closure, the Sayreville Public Schools will utilize virtual or remote instruction to satisfy the 180-school day requirement pursuant to *N.J.S.A. 18A:7F-9*. Furthermore, under the authority of the Superintendent, school district and/or building administration may issue the mandatory isolation and quarantining of any individual students and staff identified as posing a health risk to the school community, as defined by guidelines established by the New Jersey Department of Health (NJDOH), Center for Disease Control (CDC), and/or other appropriate local, state, or federal health agencies. In the event that a mandatory quarantine directive for students or

staff members is issued, the process for evaluating remote learning/work eligibility will automatically be initiated and identified. An isolation or quarantine may be issued in the event that a student or staff member:

1. Fails a health screening (where applicable) AND is not cleared by a medical professional to return to school.
2. Tests positive for COVID-19 (isolation).
3. Is directly exposed to COVID-19 as defined by “close contact” or “proximate contact” guidelines provided by the NJDOH, CDC, and/or other appropriate government health agencies.
4. Is exposed to a symptomatic individual in the home (residential). If a sibling or other family member is symptomatic, the individual and other family members are quarantined pending the outcomes of the symptomatic individual’s test.
5. Travels to a location identified by the CDC and/or NJDOH as being “high risk.”

All contact tracing procedures will be completed in accordance with CDC/NJDOH guidelines and in cooperation with the Middlesex County DOH. Notification to staff, students, and/or parents will be provided under the guidance of the NJDOH, while diligently ensuring that all applicable privacy policies and laws are adhered to.

Remote Virtual Instruction for Students Required to Quarantine Due to Infection or Close Contact Exposure

Students who have to isolate because they test positive for COVID-19 or who have to quarantine because they were determined by administration to be in “**close contact**” or “**proximate contact**” with an infected individual will receive **asynchronous** virtual and **synchronous** hybrid instruction for the duration of their isolation and/or quarantine period. The **first two school days** of the quarantine will be **asynchronous**. Meaning, the student will complete all the assignments listed on her/his teacher’s **Google Classroom** or **Oncourse Classroom** learning management system (LMS) independently. These two school days will allow the school and teacher the time to prepare for synchronous hybrid instruction. On the **third school day**, the teacher will provide **synchronous** hybrid instruction to the quarantined remote learners and those learning in-person. Prior to this day, the teacher will **email** the parent of the student a link for **Google Meet** or **WebEx**, the two district approved direct interactive instruction software (DIIS), but will **not** post it on his/her LMS. Students will **not be permitted to share the link** and will use their **district issued account ONLY** to join classes.

Remote Virtual Home Instruction for Students Required to Quarantine Due to Travel, Suspension, or Application for Medical or Other Home Instruction

Students who have to quarantine due to **travel** will receive **two hours per day** of **Administrative Virtual Home Instruction** beginning on the **third school day** of their quarantine. This is necessary in order for the district to identify home instructors and for those teachers to adequately prepare. Likewise, in accordance with the New Jersey Administrative Code and Sayreville BOE policy, students who are suspended from school for a code of conduct infraction will receive Administrative Virtual Home Instruction beginning on the **fifth school day** of their suspension. Lastly, students whose parents/guardians apply for home instruction due to medical or other acceptable reasons, will be eligible to receive virtual home instruction once it is **approved** by the **district in conjunction with the school district physician and/or the child’s individualized education program or 504 assistance plan team**. In all these cases, parents/guardians must provide **medical documentation** and **permission for the school district physician to speak with the private physician authoring the medical documentation**. Similar to Administrative Virtual Home Instruction, once permission for medical or other-based virtual home instruction is approved by administration, it will begin on the **third school day** after permission is granted so that the district can identify home instructors and so that those teachers can adequately prepare. In all of these cases, as well as

any other reason for absences from school, students will be encouraged to complete all assignments listed on their teacher's learning management system (LMS) independently.

Student Attendance

For students who attend in-person instruction, established attendance policies will apply. Students who fail the daily health screening and/or who are not sent to school due to being symptomatic, will be marked absent and will be responsible for making up work in accordance with BOE policy and regulations. Attendance for quarantined students participating in asynchronous and/or synchronous hybrid instruction periods will also be recorded. During synchronous hybrid learning, quarantined remote learners will have their attendance recorded as daily or period attendance as is appropriate. However, students **must have their cameras on during the entire period of instruction and must participate in lessons freely or when asked to do so** by their teacher. Completed assignments for students participating in asynchronous virtual instruction will serve as both evidence of their attendance, as well as their completion of assignments. Upon receiving submitted work, teachers will request for an administrative override of student attendance so that absences can be converted to attending. Attendance for students who are suspended or granted virtual home instruction will be recorded as such in accordance with BOE policy and school district attendance procedures.

Technology Equity

The district will ensure that all students are provided with the equity in education they deserve during the 2021-22 school year and beyond. As part of the district's 1:1 instructional device initiative, all students in grades 8-12 received the opportunity to obtain an educational device to take home until they either graduate or transfer out of the district. Furthermore, every student in preK-7 will have access to a device to take home in case they are required to work remotely due to an emergency, being isolated/quarantined, or being granted virtual home instruction. Students whose families cannot afford, and/or do not have access to internet services will be provided with access via the district upon request and approval, but **it shall only for instructional purposes**. Finally, all certificated staff received district laptops in the case that they may need to provide remote, hybrid, or virtual home instruction.

Understanding that the ongoing pandemic may necessitate a need this year to provide asynchronous and synchronous hybrid instruction to isolated/quarantined students or virtual home instruction to others, school building technicians will outfit applicable rooms with the ability to provide synchronous instruction via simulcast to in-person and remote learners who are required to isolate/quarantine. The simulcasting of the lessons will not only guarantee that isolated/quarantined remote students will be able to learn in real time, but will also allow remote learners to stay connected with classmates, friends, and their teachers in real time, providing a healthy connection for students in regard to their social emotional growth and learning. Access to learning management systems specific to the school, grade level, or course will be supported by the school district and utilization by district staff will be **required** in order to facilitate learning whether it is in-person, asynchronous, synchronous hybrid, or virtual home instruction. The district will continue to support the **Google Classroom** and **Oncourse Classroom** learning management systems (LMS) and the **Webex** and **Google Meet** direct interactive instruction software (DIIS). While these services will be utilized by teachers to provide instruction to remote learners; administrators, child study team members, and school counselors will also be encouraged to use these platforms to conduct meetings with other staff, and parents/guardians including, but not limited to IEP and 504 assistance plan meetings. By providing these platforms, staff and parents/guardians will be able to communicate safely and effectively with each other remotely in much the same manner as if they were able to do so for in-person meetings.

Staff Remote Work

As with students, staff members who have to isolate because they test positive for COVID-19 or who have to quarantine because they were determined by administration to be in “**close contact**” or “**proximate contact**” with an infected individual or an immediate family member who is symptomatic, may be granted the opportunity to work remotely from home. Naturally, these employees will also have the option to use available vacation (if applicable), personal, sick and/or deduct (days without pay) days, as well as apply for a paid or an unpaid leave of absence instead of approved remote work. Conversely, staff members who are required to quarantine because they knowingly travel to a location identified by the CDC and/or NJDOH as being “high risk”, will **NOT** be eligible to work remotely. Rather, they will be required to use available vacation (if applicable), personal, sick, and/or deduct (days without pay) days. However, staff who travel to a “high risk” location for an emergency or extenuating circumstance, may request of the Superintendent of Schools to be permitted to work remotely. Permission for such cases may be granted on a case by case basis.

Non-instructional staff who are approved to work remotely and accept this option shall document daily work performed and submit evidence to his/her immediate supervisor using a district approved process. Instructional staff who are approved to work remotely and accept this option shall be responsible for all professional responsibilities as defined in their job description, including, but not limited to: grading, planning, and teaching, as if the employee was on site. Instructional staff shall be required to use district approved software to conduct real-time synchronous instruction of students as assigned by building administration. This will be within the parameters of the instructional employee’s certifications, the hours of the established school day, and of the approved curriculum/instructional process. Likewise, all staff approved for remote work will still be expected to continue to attend all scheduled meetings using one of the two approved (Google Meet or WebEx) virtual conferencing software. However, they will not be eligible to participate in other paid or volunteer in-person/on-site district sanctioned activities, unless special exception is given by the Superintendent.

All employees approved to work remotely shall verify their attendance daily using approved district procedures. If a staff member working remotely shall find the need to take an available sick day, personal, vacation (if applicable) or deduct (day without pay) day, he/she shall report their absence in Frontline Absence Management (Aesop) in accordance with BOE policy and established district procedures. If for any reason staff are unable to access Frontline Absence Management, they should follow established district procedures and either email their immediate supervisor or call the office of their school/department. Those staff members reporting to their normal work sites for in-person work shall continue to follow sign-in procedures established by the district and schools.