

**Carlstadt Public School  
Board of Education  
2021-2022**

# **Remote Instruction Plan**





# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### District Policies

#### **1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY**

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **A. General Health and Safety Concerns of Students, Staff Members, and Visitors**

#### **1. Vaccination – See Appendix A.;**

**2. Communication with the Local Health Department – See Appendix B.;**

**3. Mask Wearing Protocol – See Appendix C.;**

#### **4. Physical Distancing and Cohorting Protocols – See Appendix D.;**

**5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;**

#### **6. Provision of Meals – See Appendix F.; and**

#### **7. Transportation Protocols – See Appendix G.**

### **B. Cleaning, Disinfection, and Airflow – See Appendix H.**

**C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.**

### **D. Contact Tracing – See Appendix J.**

### **E. Testing – See Appendix K.**

### **F. Student and Staff Member Travel – See Appendix L.**

**The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district’s health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.**



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **The Road Forward COVID-19 –Health and Safety**

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS**

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

1. **The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;**
2. **Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;**
3. **A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;**
4. **A military immunization or health record from the United States Armed Forces; or**
5. **Docket mobile phone application record or any State specific application that produces a digital health record.**

**The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.**

**To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.**

**An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.**

**Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.**

**If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.**



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

**The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.**

**Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.**

**Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.**

**This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.**

**The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.**

**Executive Order 253 – August 23, 2021**



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix A**

#### **Vaccination**

1. Maintaining Health and Safety: G: Efforts to provide vaccinations to educators, other staff, and students if eligible
  - a. Vaccination information was shared with the school community for all staff and eligible students.
  - b. Executive order 253 & District Policy 1648.13 (School Employee Vaccination Requirements) is enforced as of October 18, 2021.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix B**

#### **Communication with the Local Health Department**

1. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
2. We have established procedures for Local Health Department notification and response to COVID-19 illness in school settings.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix C**

#### **Mask Wearing Protocol**

- 1.** Universal and correct wearing of masks:
  - a.** Face coverings for students are currently required at all times when in the school building.
  - b.** At teacher discretion, students will be given outdoor “mask breaks” when social distancing is possible.
  - c.** If enforcing the use of face coverings might be impractical for young children or individuals with disabilities, accommodations for students who are unable to wear a face covering are addressed according to that student’s need and in accordance with all applicable laws and regulations. Exceptions to requirements for face coverings include when doing so would inhibit the person’s health, the individual is in extreme heat outdoors, the individual is in water, the student’s documented medical condition or disability as reflected in an IEP precludes the use of face covering, or the student is under the age of two and could risk suffocation.
  - d.** Face coverings are always required for visitors and staff in the building unless it will inhibit the individual’s health or the individual is under two years of age. If a visitor refuses to wear a face covering for non-medical reasons and if such a covering cannot be provided to the individual at the point of entry, the visitor’s entry to the school/district facility may be denied.



## Appendix D

### Physical Distancing and Cohorting Protocols

1. **Physical distancing measures are in place as an effective COVID-19 prevention strategy. These include:**
  - a. **Maintaining three feet of distance between students in classroom settings.**
  - b. **Structural interventions within classrooms to aid with social distancing.**
    - i. When a classroom or non-instructional room was not able to maintain this physical distance, additional modifications were implemented when possible, including having physical barriers between desks, turning desks to face the same direction (rather than facing each other), and/or having students sit on only one side of a table, spaced apart appropriately.
  - c. **Outside of the classroom, a school district should consider approaches to implement physical distancing.**
    - i. The district provided physical markings (i.e., tape on floors/sidewalks, signs on walls) to help ensure that staff and students remain socially distanced in lines and at other times. When possible, hall monitors were stationed near restrooms to enforce social distancing in the bathroom and in the hallway. In the event that lunch/snack had to be provided indoors, students maintained social distancing and remained seated. Times for lunch were staggered to allow for social distancing and to clean and disinfect between groups. Face coverings are put on immediately after snack/lunch is consumed. All instructional and non-instructional rooms in schools and district facilities comply with social distancing standards to the maximum extent practicable. The district's plan adhered to all applicable social distancing requirements and hygiene protocols during any extra-curricular activities.



# Carlstadt Public School

550 Washington Street ◊ Carlstadt, NJ 07072

Phone: 201-672-3000 ◊ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix E**

#### **Hand Hygiene and Respiratory Etiquette Protocols**

##### **The school district will:**

1. Teach and Reinforce hand washing.
2. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
3. Maintain adequate hand hygiene and respiratory etiquette supplies.

##### **Additional practices include:**

1. The district promotes behaviors that reduce the spread of COVID-19 such as encouraging staff and students to stay home when appropriate, encouraging the practice of hand hygiene and respiratory etiquette; requiring the use of face coverings, and signs and messages in and around school buildings. Handwashing and hand sanitizing are permitted and encouraged throughout the school day. The district has prepared and maintains hand sanitizing stations with alcohol-based hand sanitizer (at least 60% alcohol). Such stations are located: in each classroom (for staff and older children who can safely use hand sanitizer); at entrances and exits of buildings; near lunchrooms and toilets; children ages five and younger are supervised when using hand sanitizer; for classrooms that have existing handwashing stations, stations are prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol). School officials developed a school-wide plan where students are required to wash hands for at least twenty seconds at regular intervals during the school day and always before eating, after using the bathroom, and after blowing their nose, coughing, and/or sneezing (or washing with an alcohol-based sanitizer of at least 60% alcohol). People are also required to wash their hands after removing their gloves or after directly handling used food service items. There is also the requirement that all individuals always wash/sanitize hands immediately after outdoor playtime. The district's plan also adheres to all applicable social distancing requirements and hygiene protocols during any extra-curricular activities



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix F**

#### **Provision of Meals**

##### **Protocols for provision of meals include:**

- 1) Students will be distanced in the cafeteria. Only four students will be permitted to a table. They will be staggered so as to not face one another.
- 2) Some students will eat in classrooms due to lack of space in the cafeteria. Students will be a minimum of 3 feet in the classrooms.
- 3) Students will place masks back on as soon as their meal is complete.
- 4) All surfaces will be wiped down with disinfectant after each lunch period.

##### **Ensuring Continuity of Services**

1. All students will be provided with a free meal each day they are in school which will include items consistent with the National School Lunch Program. This program will require 5 components to be offered for a reimbursable lunch.
2. In the event the district needs to switch to a fully virtual learning program, students will be afforded the opportunity to pick up grab and go breakfast and lunch meals on Wednesday afternoons at the cafeteria entrance. All students will be eligible for free meals regardless of economic status during the 2021-2022 school year. Meals will be enough for 7 days.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix G**

#### **Transportation Protocols**

The school district will follow all bus transportation practices including mask wearing on buses. Our district does not have any buses or bus routes at this time.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix H**

#### **Cleaning, Disinfection, and Airflow**

##### **The school district will follow protocols to:**

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.

##### **Additionally:**

The district consults with contracted busing companies to ensure CDC recommended procedures are followed. We eliminated field trips requiring transportation. Custodial dept. follows the cleaning schedule which includes regular cleaning/disinfecting as well as rotational “deep cleaning” of high touch/high traffic areas. We use Bioesque products from the EPA’s acceptable list. We maintain an adequate inventory of cleaning supplies. Staff disinfects frequently during the day for touchpoints, classrooms, isolation areas, lunch tables, and nurses’ offices including shared student items. Disinfectant is used throughout the building at the end of each day using an electrostatic sprayer. Playground equipment has been closed for the school year. All outside damper units regularly circulate in outside air at a minimum of 10%. HVAC system is controlled remotely to ensure proper ventilation. We have installed 6 Bipolar Ionization units in the HVAC system for added filtration and improved air quality. We will replace the HVAC electronic control system this summer. All units are serviced/monitored. We replace air filters frequently. Water fountains are closed.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix I**

#### **Screening, Exclusion, and Response to Symptomatic Students and Staff Members**

The school district will follow all current CDC and NJDOE/NJDOH guidelines for identifying a staff member or student who becomes ill with COVID-19 symptoms which may include isolation, quarantine, and/or a negative test result.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix J**

#### **Contact Tracing**

The school district will:

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix K**

#### **Testing**

The school district will:

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.
- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.

Additionally:

The school district will follow Executive Order 253 & District policy 1648.13 SCHOOL EMPLOYEE VACCINATION (& TESTING) REQUIREMENTS while implementing practices and procedures that protect the medical privacy of employees.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix L**

#### **Student and Staff Member Travel**

The school district will:

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix M**

#### **Appropriate accommodations for children with disabilities with respect to the health and safety policies**

##### **The school district will follow these protocols:**

Reasonable accommodations were provided for individuals that the CDC identified as having a higher risk for severe illness from COVID-19 such as medically fragile students with Individualized Education Programs (IEPs), students with complex disabilities with IEPs or students who require accommodations under a Plan in accordance with Section 504 of the Rehabilitation Act of 1973 (504 Plan). Accommodations were also made for those younger students or individuals with disabilities who could not wear a face covering and addressed according to a student's particular need and in accordance with all applicable laws and regulations. An exception to the requirement for a face covering was also made if a student had a documented medical condition or disability as reflected in an IEP that precluded the use of a face covering. Any screening process/protocol took into account students with disabilities and accommodations that were needed in the screening process for those students. Social and emotional supports were also provided as needed. Likewise, the restart committee reflected the diversity of the school community, including those representing students with disabilities.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Appendix N**

#### **Ensuring Continuity of Services**

The district has identified certain needs that will be funded by the CRRSA-ESSER II grant that will provide a continuation of services for students impacted by the COVID-19 pandemic. The district is planning to provide therapeutic care for identified students who have experienced isolation, trauma, depression and anxiety. This therapeutic care will include individual and family counseling to support students' academic success and mental health needs. We will do this through a combination of supports with our BCBA and guidance counselors. The district is also planning to improve elementary science and STEM, English Language Arts and Visual and Performing Arts through learning academies throughout the year. A STEM lab will be created in part of the media center to afford students the opportunity to participate in clubs and explore the field of STEM. An analysis of student growth will be used to determine areas in need of support to increase student success, with the goals of increased fidelity to the standards and the inclusion of performance-based learning and thematic structures that accelerate, rather than remediate, learning. The district is also budgeting to work with a literacy and math coach that will assist teachers in learning how to increase student success in a variety of content areas after the disruption of learning caused by the COVID-19 pandemic. Social-emotional learning will also be a key factor in student success. The district is budgeting for SEL training for professional staff to strengthen SEL, promote SEL for students, and to develop a plan for addressing the emotional fallout of the trauma of COVID-19. The district will also increase work with the BCBA (behavior specialist) from two days a week to three. Finally, the district will continue to support any PPE and building supplies needed to continue to offer the level of care needed to support the health and safety of students and staff.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### Appendix O

#### Virtual or Remote Learning/Instruction

In the event of Virtual or Remote Learning, the following procedures will be followed:

##### **Attendance**

- The Carlstadt Board of Education in compliance with state law, requires that the pupils of this district be present for instruction and attend all classes.
- Students will be **required to complete their attendance log daily** whether in **school or at home**. Failure to do so will result in a student being marked absent.
- Home streaming sessions (using Google Meet) are NOT Vacation Days and count towards class attendance.
- Students are expected to log onto their Chromebook and be present for All Home-Zoom sessions, during school hours.
- Oversleeping and not logging onto their assigned Zoom session will be treated as cutting class.

We strongly encourage parents to establish a DAILY routine of having their child(ren) up, dressed and finished with breakfast BEFORE the start of class. Help your child(ren) understand they are still in school 5 Days A Week. Home-Zoom days are NOT vacation days. We recommend that your child has a specified learning area in your home where they can set up a work space in order to get optimal learning done.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Daily Bell Schedule for Remote Instruction**

#### **Grades K-8**

Log-on (homeroom)	8:30 - 8:47 am
Per 1	8:47 - 9:11am
Per 2	9:13 - 9:37am
Per 3	9:39 - 10:03 am
Per 4	10:05 - 10:29 am (recess for grade 3, 4, 5)
Per 5	10:31 - 10:55 am (recess for grade 6, 7, 8)
Per 6	10:57 - 11:21am (recess for grade K, 1, 2)
Per 7	11:23 - 11:47am
Per 8	11:49 - 12:13 pm
Per 9	12:15 - 12:45 pm
Lunch	12:45-1:45 pm
Small Group Instruction	1:45-3:30

#### **Pre-K AM**

<b>Log-on</b>	8:30 am
<b>Log-off</b>	10:30 am

#### **Pre-K PM**

<b>Log-on</b>	10:45 am
<b>Log-off</b>	12:45 pm

VIRTUAL SMALL GROUP INSTRUCTION WILL OCCUR FROM 1:45-3:30 daily for students in grade K-8 who are eligible. Students will receive communication from their teachers regarding small group instruction sessions.

- All students must log-in at the start of each class session. Students should not be late for their streaming sessions.
- We urge parents to help us in maintaining good habits of punctuality.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Emergency School Closing And Delayed Openings**

Normal emergency school closing and notification procedures remain in effect. Please refer to the printed copy of the **Parent- Student Handbook 2021-22 edition** for guidance and information.

Emergency school closing days may become virtual learning days. The emergency announcement will contain that information and students will be expected to stay home and log on for virtual instruction should this occur.

### **It is absolutely essential that you:**

- Monitor your child's progress on a weekly basis.
- Have your child attend all in person and online classes
- Have your child complete all class work, projects, assignments, etc. as directed
- Visit the teacher's Google Classroom for class work, projects, and assignments.
- Report problems to your child's teacher as they come up.
- Ask for help as needed
- Have your child attend extra help and small group instruction periods as needed
- Do not wait until the end of the marking period to ask for help or work extensions

### **Technology**

Chrome books have become an important part of a student's education. We have surveyed families and have identified families in need of additional educational technology support.

- Students in grades K-8 will be issued a Chromebook at the start of the school year.

Students are expected to:

1. Use the wrapping material provided to protect the Chromebook whenever transporting to and from school. Or you may purchase your own protective computer case
2. Charge their Chromebook daily for use for the next school day. Please leave the charging cable at home
3. All grades will need to use their Chromebook both at home and in school
4. If you experience any technical difficulties with your device, please email [IT@carlstadtps.org](mailto:IT@carlstadtps.org)
5. Any student who does not have access to internet at home will be provided a district issue portable wireless connectivity device.



# Carlstadt Public School

550 Washington Street ♦ Carlstadt, NJ 07072

Phone: 201-672-3000 ♦ [www.carlstadt.org](http://www.carlstadt.org)

## *Remote Instruction Plan, 2021-2022*

### **Ensuring the Delivery of Special Education and Related Services to Students with Disabilities**

- Carlstadt will continue to meet our obligations under the Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations for students with disabilities to the greatest extent possible. C.P.S. special education department will utilize a hybrid of in-person and remote learning, including supplemental instruction and self guided activities, to meet students instructional and related service needs.
- The Carlstadt Public School district recognizes the importance of providing services to children with special needs through its *Project Child Find* efforts. C.P.S annually seeks to identify children, residing in the Borough of Carlstadt, from the ages of 3 through 21, who may be at risk for learning disabilities. Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public school. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. The evaluation is available to preschoolers; to highly mobile students with disabilities, such as migrant and homeless students; and to all students who may have a disability. Children found to be eligible for special education and related services are entitled to free and appropriate special education programming and related services. Parents should contact the district, if they have concerns, when their child is 2 years six months of age or older. If you suspect that your child has a disabling condition or you would like further information on the referral process and how to proceed, please call the Office of Special Services at (201) 672- 3000 extension 3111 or email [dsilva@carlstadtps.org](mailto:dsilva@carlstadtps.org).