



Glen Ridge Board of Education
Emergency Virtual/Remote Instructional Plan
2022-2023

Instruction Day

Primary Schools Schedule

Period 1	8:40 – 9:10
Period 2	9:10 – 9:40
Period 3	9:40 – 10:10
Period 4	10:10 – 10:40
Period 5	10:45 – 11:15
Period 6	11:20 – 11:50
Period 7	11:50 – 12:20
Dismissal	12:30
Lunch/Recess	12:30 - 1:30
Small Groups/ Therapies/ Office Hours	1:30 - 3:00 Combination of synchronous and asynchronous instruction

Notes:

- Live instruction will take place via Google Meets
- On-going assessments will be administered to monitor student growth
- Plans will be made available via Google Classroom, email, or take-home bundles.
- Special education & related services for qualifying students will take place throughout the week.
- Social-Emotional Learning lessons will be scheduled by the school counselor on a rotating basis.

Ridgewood Avenue School Schedule

Period 1	8:30 – 9:00
Period 2	9:00 – 9:30
Period 3	9:30 – 10:00
Period 4	10:00 – 10:30
Period 5	10:30 – 11:00

Period 6	11:00 – 11:30
Period 7	11:30 – 12:00
Period 8	10:00 - 12:30
Lunch/Recess	12:30 - 1:30
Small Groups/ SEL Activities/ Office Hours	1:30 - 3:00

- Live instruction will take place via Google Meets
- On-going assessments will be administered to monitor student growth
- Plans will be made available via Google Classroom or email.
- Special education & related services for qualifying students will take place throughout the week.

Glen Ridge High School Schedule

Period 1	8:00 - 8:30
Announcements	8:30 - 8:35
Period 2	8:40 - 9:10
Period 3	9:15 - 9:45
Period 4	9:50 - 10:20
Period 5	10:25 - 10:55
Period 6	11:00 - 11:30
Period 7	11:35 - 12:05
Period 8	12:10 - 12:40
Lunch	12:45 - 1:30
Period 9	1:35 - 2:05
Extra Help and Office Hours	2:10 - 3:00

- Live instruction will take place via Google Meets
- On-going assessments will be administered to monitor student growth
- Plans will be made available via Google Classroom or email
- Special education & related services for qualifying students will take place throughout the week.

Student Services Virtual Plan

CST expectations:

- Contact parents on their case management lists to relay their availability/office hours
- Check in with students that will need support

- Case managers to check in with Special Education teachers in their respective buildings to provide feedback/support
- Take referrals from teachers on who to follow up with and who to check in on
- Meetings can be held via phone with a parent, as currently planned (Initial Planning Meetings, IEP meetings, Reevaluation Planning Meetings)
- Therapists (OT, PT, Speech, ABA, Social Worker, Psychologists) - develop virtual/remote sessions/lessons with students on case management list
 - Monitor related service lists for missed sessions
- Case managers - monitor absences for Out of District students
- Monitor online learning programs (programs currently being utilized - Edmentum, ReThink, etc.)

CST Plan

1. Set up office hours to align with the school you are stationed
2. On the first day of school closing, email all parents on your case management list with your office hours (in all emails, BCC parents - do not put all names in the "TO" or "CC" line of the email). In the event that an additional week is needed, please repeat this step on the first day of each week.
3. Utilize Google folders as one central location for virtual lessons (it is broken down by therapists). This staff-only folder is one central place so everyone can access the materials - make your folders in your section to help separate by grade, class, needs, etc. Plan for the therapy sessions as per a student's IEP. Provide the parents with the appropriate lessons/information for their child via email on the day of the session (to the parents). *For example, the Speech group is 2x a week – so on days 1 and 3, please ensure the parent has appropriate activities for those times.*
4. Case managers - Develop a check-in schedule for your students - email the regular and special education teachers with your office hours. As they will be teaching virtual classes, you should be available as support for the staff. Please make sure to stay in close contact with the teachers (email them at least every other day).
5. Related service/therapists - Develop a check-in schedule for your students on the days they would have had a session with you. Please email the parents the virtual lessons and links that apply to their child.
6. Previously scheduled meetings can be held during your office hours. The same holds for meetings so that you can stay within your timelines.
7. Meetings can be scheduled - **but do not miss timelines** - please coordinate meetings during your office hours. Reach out to me directly if you have a concern - or think you will have a delay - and we will discuss each case individually. You still have full access to Skyward and Frontline, so continue planning/writing IEPs, etc.
8. Printing/Mailing - Catherine and I will make ourselves available at High Street. Email items to Catherine, and she can print them/ mail them for you - make sure to include detailed directions on what you are requesting. Additionally, we will have a schedule in place of when we are at High Street so you can come to High Street to print/mail/etc.
9. Related therapy sessions - please develop virtual/remote lessons for students on your IEP-driven lists.
10. For IEP Driven services - Monitor your sessions with the provided log.
11. All - Monitor your contact with parents/teachers with the provided log.
12. Case managers - monitor absences for Out of District students:

13. Case managers - to support teachers, you can monitor online learning programs (programs currently being utilized - Exact Path, ReThink, etc.). If you find additional supports, please reach out to the teachers and put them in the Resource folder.

Title 1 Plan

1. Set up office hours **to align with the school you are stationed at** - Add that and your email address to the Google folder
2. On the first day of school closing, email all parents on your Title 1 list with your office hours (in all emails... BCC parents - do not put all names in the "TO" or "CC" line of the email). In the event that an additional week is needed, please repeat this step on the first day of each week.
3. Utilize this Google Folder as one central location for your virtual lessons, etc. (it is broken down by school). Plan for the Title 1 Math sessions as per the current daily schedule. Provide the parents with the appropriate lessons/information for their child via email (to the parents).
4. Develop a check-in schedule for your students - email the regular education teachers with your office hours. As they will be teaching virtual classes, you should be available as support for the staff. Please make sure to stay in close contact with the teachers (email them at least every other day).
5. Printing/Mailing - Email items to the secretary, and she can print them/ mail them for you - make sure to include detailed directions on what you are requesting. Additionally, we will have a schedule so you can come to High Street to print/mail/etc.
6. Monitor your contact with parents/teachers in the Google doc.

ELL Plan

1. ELL teachers (Speech Therapists) set up office hours **to align with the school you are stationed at** - Add that and your email address to the Google folder
2. On the first day of school closing, email parents and teachers with your office hours (in all emails... BCC parents - do not put all names in the "TO" or "CC" line of the email).
3. Utilize this Google Folder as one central location for your virtual lessons, etc. (it is broken down by school). Plan for the ELL sessions as per the current daily schedule. Provide the parents with the appropriate lessons/information for their child via email (to the parents).
4. Develop a check-in schedule for your students - email the regular education teachers with your office hours. As they will be teaching virtual classes, you should be available as support for the teachers. Please make sure to stay in close contact with the teachers.
5. Printing/Mailing - Email items to the secretary, and she can print them/ mail them for you - make sure to include detailed directions on what you are requesting. Additionally, we will have a schedule so you can come to High Street to print/mail/etc.
6. Monitor your contact with parents/teachers in the Google doc.
7. Provide parents with translated notices and materials if needed.
8. Contact technology if additional software needs to be installed on a student's Chromebook to provide a first language in order to provide access to websites and online material.

9. Staff will receive training as needed from the Supervisor of Intervention Programs on implementing strategies for students and families affected by forced migration.

General Information

Accountability

To ensure that students get credit for “attendance,” as students log in and/or communicate with their teacher via Google Meet during their regularly scheduled class period, the teacher will mark that student “present” in the Skyward Student management system. Students will be required to fulfill their attendance requirements as related to course credit and graduation requirements.

Teachers will be available to communicate with students/parents throughout the day via video conference as well as email during times when they would normally have class.

All lessons will be aligned with the district-approved curriculum and New Jersey Student Learning Standards. All lessons will have a student learning objective as per district instructional guidelines. All lessons will have the means to check for student understanding of that objective and offer specific student feedback.

All learning opportunities will continue to operate during virtual instruction. Including academic support programs, accelerated learning activities, and SEL activities.

If students are not participating in online instruction and/or submitting assignments, the teacher will reach out to the parents and inform the guidance counselor, case manager (if applicable), assistant principal, and/or principal, who also follow up via email, phone call, and home visit if needed. Intervention & Referral Services will be initiated as needed.

Students who attend programs outside the District, such as vocational schools, are expected to attend school if they provide in-person instruction. The District will continue to provide transportation to the students receiving these services.

Digital Divide

Students in grades 6-12 are provided with Chromebooks through the District’s 1:1 program. Students in PreK-5 who do not have access to a personal device will be issued a district Chromebook. The Technology Department will make replacement devices available for students as needed. The District will also provide wifi services to students who do not have home wifi access.

The District is fully able to provide remote instructional services to all enrolled students, facilitated through the use of technology and the Google Classroom Suite. We have the inventory and infrastructure in our District needed to offer remote learning to all students.

Use of Technology for Student Engagement

As a result of our district’s experience with remote learning, faculty in the district are provided with a district-issued Chromebook or laptop and access to full software packages. Teachers have received extensive professional development over the years in using educational technology and have implemented it frequently. Since the Pandemic started in March of 2020, our faculty have extensive experience in utilizing technology to engage students remotely. Teachers instruct synchronously, and lessons will have peer and/or teacher interaction. To keep the approach as manageable as possible for students, the staff will use web-based tools that students and teachers have used in the past.

Communicating with Families

All parents will be made aware of the school closure and transportation suspension if this plan needs implementation via email, automated phone call, and automated text message. The superintendent and/or Principals will send weekly newsletters

Impact of Remote Instruction on the School Lunch

The District will provide continued safe delivery of meals to eligible students in the free and reduced lunch system. Meals will be prepared in conjunction with our Pomptonian Food provider, and “grab and go” lunches will be available outside the student’s school each day at a predetermined time.

Staff Observations

The administration will complete scheduled observations for non-tenured and tenured staff using Google Meet if remote learning is long-term.

Counseling Services

Counseling services will continue to be provided as needed. Our guidance counselors, Child Study Team, and Essential School Services will administer services. Virtual Social Emotional Learning lessons will be available to the students. Staff counseling will be made available through our counseling staff.

Extra-Curricular Programs

Student organizations will continue to operate virtually during a closure. The Director of Student Activities will determine if it is appropriate for teams to practice or compete during the closure. They will inform the coaches of the status of operations. If it is not possible for the team to conduct activities, the coaches will create an at-home program for student-athletes.

Building Maintenance

The custodian and maintenance staff will report to work during the closure, if possible, to maintain the buildings and grounds. Custodial hours may be adjusted as needed.

Child-Care

Child care will not be provided during closure.

Transportation

Students who attend school outside of the District will continue to be provided transportation to their schools as needed. Any changes to transportation will be communicated to the parents.

Contact Information

District Administration

Name	Title	Contact Information
Dirk Phillips	Superintendent of Schools	dphillips@glenridge.org 973 429-8302
Winnie Boswell	Director Of Curriculum and Technology	wboswell@glenridge.org 973 429-1026
Jack DeWitt	Director of Student Services	jdewitt@glenridge.org 973 429-8305
Barbara Murphy	School Business Administrator	bmurphy@glenridge.org 973 429-8302
Robert Gomes	Director of Building & Grounds	rgomes@glenridge.org 973 429-8302

School Administration

Name	Title	Contact Information
Dr. Keisha Harris	Principal, Central School	kharris@glenridge.org 973 707-5080
Mathew Murphy	Principal, Forest Avenue School	mmurphy@glenridge.org 973 429-8308
Dr. Joseph Caravela	Principal, Linden Avenue School	jcaravela@glenridge.org 973 429-8301
Dr. Michael Donovan	Principal, Ridgewood Avenue School	mdonovan@glenridge.org 973 429-8306
Jon Heitmann	Assistant Principal, Ridgewood Avenue School	jheitmann@glenridge.org 973 429-8306
John Lawlor	Principal, Glen Ridge High School	jlawlor@glenridge.org 973 429-8303
Tim Liddy	Assistant Principal, Glen Ridge High School	tliddy@glenridge.org 973 429-8303
Kim O'Donnell-Pickert	Assistant Principal, Glen Ridge High School	kodonnellpickert@glenridge.org 973 429-8303
Rob Hill	Director of Student Activities, Glen Ridge High School	rhill@glenridge.org 973 429-8303