



Summit Public Schools
Virtual or Remote Instructional Programs

2024-2025

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Demographic Profile

The Summit Public School District serves a total of 4,044 students enrolled in two Primary Centers, 5 elementary schools, one middle, and one high school in regular and special education programs. The Pre-K program consists of 49 students in total, with 22 General Education students, and 27 receiving Special Education Services. The school system houses a diverse population of students; 445 Asian, 165 Black/African-American, 726 Hispanic, 8 American Indian/Alaskan Native, 295 Multi-Racial, and 2,405 White.

Summit Public Schools is composed of 13.97% Economically Disadvantaged Students, 3.93% English Language Learners. The District services 450 Special Education students, and 65 students with Speech Pathology services, totaling at 515 students eligible for and receiving services.

Essential Personnel/Public Health Response Plan Team

Role	Duties
Superintendent	<ul style="list-style-type: none"> ● All operations ● Communication ● Organization ● Management ● State, county, and local officials ● Health Officer coordination ● NJDOE information flow ● Information sharing with neighboring Superintendents
Business Administrator Assistant Business Administrator	<ul style="list-style-type: none"> ● Determine meal distribution ● Manage food service provider and staff ● Business operations ● Transportation ● Budget ● OEM support
Director of Curriculum and Instruction Director of Student Personnel Services	<ul style="list-style-type: none"> ● Design instructional plan ● Operational management of education programming ● Management of instructional deployment strategy ● Implementation plan and support ● Technology ● Communication ● County coordination and information flow
Director of Special Services	<ul style="list-style-type: none"> ● Special Education Compliance ● Liaison with Health Department ● Special Education programming ● Management of student services ● Manage nurses ● Special serves coordination and modification ● Manage CST ● OEM support
Director of Human Resources	<ul style="list-style-type: none"> ● Communicate personnel

	<ul style="list-style-type: none"> expectations ● Employee regulations ● Policy coordination ● Staff support ● Staff communication
Communications Officer	<ul style="list-style-type: none"> ● Assist with all communications (creating and disseminating) ● Coordination with city officials ● BOE Communications
Director of Facilities	<ul style="list-style-type: none"> ● Sanitize/disinfect facilities ● Create rotation of custodians ● Ensuring social distancing of maintenance personnel
Principals	<ul style="list-style-type: none"> ● Assist with instructional plan ● Supervise implementation of plan ● Communicate with school community ● Teacher monitoring
Nurses	<ul style="list-style-type: none"> ● Educate staff, students, parents proper hygiene ● Coordinating Nurse reports to Westfield Regional Health Department any (combined) absence rate of 20% or more ● Coordinating Nurse reports any suspected or confirmed COVID-19 cases to Westfield Regional Health Department.
Teachers	<ul style="list-style-type: none"> ● Teach as per their contract ● Report to schools when needed
Secretaries	<ul style="list-style-type: none"> ● Complete assigned work ● Report to schools when needed
Board President	<ul style="list-style-type: none"> ● Communicate with Superintendent ● Keep Board updated

Instructional Plan

Instruction

- Students and teachers will start and end their day at their regular time.
 - Elementary: 8:15-3:00
 - Middle: 7:55-2:45
 - High School: 7:45-2:49
- Students and teachers will follow their in-person schedule.
- Students in grades K-12 will use their district-issued Chromebook to receive instruction and communication from their teachers via Google Meet.
- Teachers will utilize Google Classroom as the platform for posting assignments and communicating with students and families in grades K-12.
- Teachers will administer benchmark, course, and classroom assessments in accordance with curriculum pacing.
- Students will continue to follow the district curriculum for all subject areas.
- Support services (ESL, Basic Skills, Special Education) teachers utilize their own Google Classroom and Google Meet sessions to service students.
- Options for accelerated learning opportunities, Title 1 Extended Learning Plans, Credit Recovery, and other extended learning opportunities, and extracurricular programs, will be provided if possible, remotely/virtually.

Attendance

- The current Summit Public Schools attendance policy will apply during remote learning.
- Parent notification will follow in-person learning procedures.
- Instruction will occur five days a week.
- Students are expected to join the appropriate Google Meet at the start of each class.
- Teachers will take attendance in Genesis every class period, and monitor student attendance.

Internet Access

- Students in need of internet access will be issued a hotspot.

Special Education Services

Child Study Team Meetings

- CST meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google Forms will be used for attendance documentation.
- Evaluations will continue to be conducted in person as long as safety and health protocols can be followed.

Instruction

- In-Class Support/Replacement Classes
 - Special education teachers will follow the instructional plan for general education students.
 - Special education teachers will create Google Classrooms to post modified assignments as needed.
 - Hard copies of lessons/activities will be made available as needed.
- Self-Contained Classes
 - Ongoing communication with teachers, BCBA, therapists, and parents based on student's IEPs
 - Continued collection of data (behavior plans, progress towards goals and objectives)
 - See Summit Public Schools ABA Manual for specific remote instruction plan

Delivery of Services

- Behavior Analysts
 - Support ABA teachers with planning for maintenance of skills, updating programs, collection of data
 - Maintain weekly parent contacts through training sessions with ABA teachers
 - Provide ongoing paraprofessional training
- Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills
 - Lessons, activities, and related materials can be posted through Google Classrooms.
 - Teletherapy to be provided to the greatest extent possible for all therapy sessions.
- Structured Learning Experiences
 - Structured learning experiences will be limited during school closures,

however, will continue to occur to the greatest extent possible.

- **Paraprofessionals**
 - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flip Grid Videos, and provide organizational and behavioral support.

- **Home Instruction**
 - Students on home instruction will be included in their Google Classrooms as per their school schedule
 - Home instruction will be discontinued during remote learning where feasible.
 - Owed home instruction hours will continue to be delivered after school hours.

- **Case Management**
 - Case managers will maintain communication with teachers, related service providers, and counselors to ensure students are engaged in learning.
 - Home-school communication will be facilitated through Google Classroom, Google Meets, emails, and phone calls to ensure parents are informed of progress during remote learning.

Nurses

- Track staff illness during closure and report to the local health department
- Monitor NJDOH, CDC, and WHO guidelines regarding COVID 19
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on the prevention of communicable diseases, COVID-19 virus, and proper respiratory hygiene.

School Counselors

- Monitoring student attendance, engagement, and participation
- Counselors following up with families
- Providing strategy-based tools for students they can work on at home
- SACs and counselors reaching out to students regularly
- Maintaining contact logs

Virtual Resources/Strategies/Presentations shared out via email and posted on the website

Student Support Services

I&RS/MTSS Meetings

- I&RS/MTSS meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google Forms will be used for attendance documentation.
- Evaluations will continue to be conducted in person as long as safety and health protocols can be followed.

Instruction: In-Class Support/Pull-Out support

- Learning Workshop and ESL teachers will follow the instructional plan for students.
- Learning Workshop and ESL teachers will create Google Classrooms to post assignments as needed.
- Hard copies of lessons/activities will be made available as needed.

Translation/Interpretation Services

- Requests for translated materials and meetings will be made to the school principals and coordinated through the Curriculum office. Internal documents will be translated through our school district translator and any interpretation requests will be fulfilled by Accurate Language Services

Continued Professional Learning

- Continued professional development including but not limited to SIOP training, Culturally Responsive Teaching Practices training, SEL, trauma-informed teaching, and best practice implementation will be continued through the creation of a Google Classroom.

Meal Service Plan

In order to continue meal service for students during such a period we have developed the following plan in association with the district's Food Service Management Company (FSMC) Pomptonian:

Preparing Meals

If a school closing is isolated, meaning most or every school in New Jersey, our food service provider would prepare meals at a neighboring District for Summit.

If school closings are widespread, involving 50% to 100% of New Jersey districts:

- The Summit High School and Jefferson Elementary School will serve as the district hubs for students only and as such become the lead kitchen for the preparation of required meals.
- Menus will be modified to be Grab-and-Go and possibly shelf stable.

Meal Distribution

Schools closing would be meant to avoid large gatherings and concentrations of people in crowds:

- Distribution site: Summit High School and Jefferson Elementary School
 - A "Kiosk" type service will be set up by the loading dock entrances off the front parking lot, for students to pick up a grab-and-go meal
- Distribution will begin: the first day of school closure
- Distribution will end: last day of school closure
- Distribution times: between 8 am and 10 am
- Meals to be claimed per day: 2 (breakfast and lunch)

Kitchen Safety/Food Safety

Kitchen cleanliness and sanitizing will take place daily. Pomptonian's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Facilities Plan

During an extended period of closure, the district will continue to have our custodial staff follow district cleaning procedures and clean classrooms, offices, conference rooms, public spaces, and restrooms to ensure that areas are clean, sanitized, and ready for return to normal operations. Disinfecting of all areas will continue while the facilities are closed so that staff and students will return to a clean and ready to learn atmosphere.

Maintenance staff will continue to inspect, replace filters and repair, as needed, HVAC systems to ensure that the temperatures in district buildings are regulated so as not to promote the growth of mold and to maintain clean air and room surfaces.

Custodial and maintenance staff will continue to be trained on the most recent cleaning procedures to ensure that everyone has the most up-to-date knowledge and that they are able to perform in accordance with the most recent standards and legislative requirements.

In addition, the district plan for cleaning procedures can be found at our website by clicking here → [link](#).