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**Sayreville Public Schools**



**EMERGENCY VIRTUAL INSTRUCTION PLAN**

**Approved by Sayreville BOE on July 30, 2024  
Submitted Middlesex County DOE on July 31, 2024**

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## Sayreville Public Schools Emergency Virtual Instruction Plan

### Preface

On July 3, 2024 the New Jersey Department of Education (NJDOE) released guidance on Public Law 2020, c.27: Chapter 27 Emergency Virtual or Remote Instruction Programs. 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*. In addition, it states that school districts must submit a proposed program or plan for virtual or remote instruction to the Commissioner of Education and that said 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 recommendation 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 practical, prior to implementing the school district's plan of virtual or remote instruction. However, it states that school districts must include the statutory requirements listed in the aforementioned Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2024-2025 SY," in their plans for virtual or remote instruction. Lastly, it indicates that 2024-2025 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 **July 31, 2024**.

### Synchronous and Asynchronous Virtual Instruction

In the event of a public health-related classroom, school, and/or district closure, the Sayreville Public Schools will utilize synchronous and asynchronous virtual instruction in order to maximize student growth and learning to the greatest extent possible; ensure that all students varied and age-appropriate needs are addressed; and to satisfy the 180-school day requirement pursuant to *N.J.S.A. 18A:7F-9*. This plan will be implemented during a closure that lasts more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

### Equitable Access and Opportunity to Instruction

The district will distribute surveys to assess whether there is sufficient broadband access and technology required for virtual or remote instruction. Based on the results of the survey, the district will provide any necessary digital devices and/or access to the internet. 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 **this shall only be for instructional purposes**. The district already has a 1:1 take home device (Chromebook) program in place for all students in grades 6-12. In addition, in the event of a public health-related emergency closure, it will assign a device to all students in preschool through 5<sup>th</sup> grade and allow them to be taken home in order for them to access synchronous and/or asynchronous virtual instruction. If for some reason, the district or school is unable to provide students with the device in advance of the closure or if individual students are absent when they are distributed, the district or school will coordinate a device/instructional material pick up schedule, which will be communicated to families in English, Spanish and Arabic via the district website, broadcast emails and phone calls, and social media. Finally, all certificated staff received district laptops in the case that they may need to provide remote or virtual home instruction.

Instruction in all grades will take place on a normal full-day schedule but breaks and activities will be provided as appropriate for the age of the learners. The district will continue to provide the **Oncourse Classroom** learning management system (LMS) and the **Webex** 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.

The district will continue to measure student growth and learning in the virtual or remote instruction environment, similar to how it does so during in-person learning through common formal and informal assessments. Based on data gathered, teachers will differentiate classroom instruction to help all students grow and achieve academic goals. Teachers will share information on student achievement with parents through conferences, report cards and personal communication as needed. Based on data and observations, teachers will make recommendations for interventions and strategies that could support growth.

### **Addressing Special Education Needs**

The regular school program will continue to the greatest extent possible and all schools will operate on a full-day schedule if possible. All special education services will specifically focus on addressing the goals and objectives outlined in each student's Individualized Education Program (IEP). For students receiving remote instruction, special education staff members will provide instruction via the Oncourse Classroom LMS and the Webex DIIS. To further support students, the special education staff will gather and disseminate relevant materials and resources, including instructional applications, in order to support students in their home setting if needed. Such instruction will continue to be developed in accordance with the goals and objectives and accommodations and modifications as outlined in the students' IEPs and consistent with standards and curriculum assigned to students on remote learning days.

Special education staff will continue to collaborate with general education teachers and other staff as appropriate to ensure continuity of instruction for special education students and to adapt the learning resources noted above at all grade levels to the learning needs of students. All instruction will be based on students' individual goals and objectives in conjunction with the curriculum and resources currently being implemented in their program placements. Special education staff will document services via teacher log. Progress pertaining to student attainment of individual goals and objectives will be provided via progress reports made available to parents digitally. The district will provide services within the parameters set forth by the N.J.A.C. 6A:14 with regard to class size requirements and staff to student ratios. All teaching positions will be staffed using appropriately certified personnel. Paraprofessionals will provide follow up instruction, redirection and prompting for students, while being monitored by general education and special education teachers. For students who attend out of district placements, child study team members will regularly consult with parents as well as representatives from the respective out of district schools to ensure continuity of programming for students. Parents will be encouraged to reach out to their child's case manager directly with any specific question or concern.

### **Counseling Services and Nursing Services**

District counseling and nursing staff will be available remotely to interact with students and staff, answer questions they might have, and provide them with support/interventions in person or through either Webex DIIS, telephone or email. Counseling and nursing staff will keep a log of all interactions with students and will follow up with them in person.

## **Other Related Services**

Related service providers will use a variety of tools and modalities to engage students and provide for continuity of service. To the maximum extent possible, related services will be provided directly to students through the Oncourse Classroom LMS and the Webex DIIS. The related service providers will continue to structure therapy sessions using student's individual goals and objectives outlined in their IEPs. To further support students, the related service providers will continue to gather and disseminate relevant materials and resources including instructional applications in order to support students in their home setting if needed. All activities will be developed within the context of each student's individual goals and objectives as outlined in their IEP. This applies to all related services including speech, occupational and physical therapy, counseling, behavior consultation, and teacher of the deaf/hard of hearing services. In order to document services, staff will track therapy sessions via individual logs. Progress pertaining toward student attainment of individual goals and objectives will continue to be provided via trimester progress reports made available to parents digitally.

## **Child Study Team Services**

Child study team (CST) members will continue to provide consultation services to students, staff, and parents via telephone, email and virtually through the Webex DIIS. As appropriate and necessary, CST meetings such as Initial Identification and Evaluation Planning, Initial Eligibility, Reevaluation(s) and Annual Review(s) will occur via phone conference or virtually through the Webex DIIS and will include participation from all required individuals including parents, CST members, general/special education teachers, and other personnel as necessary. All CST evaluations that require in-person direct assessment of the student will commence using carefully designed protocols that attempt to mitigate the potential for viral spread. Any evaluations that were placed on hold due to the school closure will be conducted and the CST will communicate with parents in regards to completing those evaluations. Additionally, school Social Workers will continue to conduct social assessments via extensive review of records as well as a clinical interview via phone conference or virtually through the Webex DIIS with parents. This pertains to initial evaluations as well as reevaluations. Child Study Team members will regularly consult with families to ensure that continuity of services are implemented in accordance with their children's IEPs to the greatest extent possible. Parents will be encouraged to reach out to their child's case manager directly with any specific question or concern. The members of the CST will remain in frequent contact with parents, general and special education teachers, as well as related service providers to ensure implementation of services for students and to determine the potential need for adjustments to students' individualized programs. Any such determination will be made on a case by case basis through the collaborative efforts of the IEP team and will be based on a comprehensive review of student individual needs.

## **Addressing English Language Learner (ELL) Plan Needs**

English language learners will have uninterrupted instruction during virtual instruction via the Oncourse Classroom LMS and the Webex DIIS. General education and the ESL teachers will provide direct differentiated instruction via Oncourse Classroom LMS and the Webex DIIS. To further support these students, the ESL and general education teachers will gather and disseminate relevant materials and resources including instructional applications in order to support students in their home setting if needed. Oral translation and materials will be made available to parents with limited English proficiency. All faculty will continue to be provided with Sheltered Instruction Observation Protocol (SIOP) training to develop structured language learning strategies that address individual student language learning needs.

## Attendance Plan

In grades 6-12, attendance will be taken at the beginning of each period and students will be required to login to each class period on time in order for the students to be marked as “present” for class. For preschool and elementary school, all students must log in at the beginning of the school day and must remain logged in throughout the school day. Students must have their computer cameras on in order for them to be marked as “present.” Students will not need to be logged in during lunch/recess, but they will be required to log on for their afternoon instruction with their computer cameras on. The district attendance policy will be followed. Parents will be notified if a student is marked absent without a parent notification of said absence in Oncourse Connect. Administration, school nurse, teachers, and school counselor will monitor attendance and students submitting completed assignments/assessments and will follow up with parents if necessary. School attendance shall be a factor in the determination of a student’s promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than one hundred sixty-two days during the school year.

## Quarantining of Individual Students and Staff

Furthermore, under the authority of the Superintendent, school district and/or building administration may issue the mandatory isolation 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 isolation and/or quarantine directive for students or staff members is issued, students will receive an excused absence in accordance with Sayreville BOE Policy and Regulation 5200 (Student Attendance) and will be provided the number of school days equaling their absence to make up all classwork and homework that they miss while out of school during their isolation and/or quarantine. Notwithstanding, students will be encouraged to complete all assignments listed on their teacher(s)’s Oncourse Classroom learning management system (LMS) independently at the onset of their isolation and/or quarantine. Likewise, in accordance with BOE Policy and Regulation 3212 (Faculty) and 4212 (Support Staff) Attendance, staff members will use allotted and banked sick and/or personal days when required to isolate and/or quarantine.

## Remote Virtual Home Instruction for Students Who are Approved for Administrative or Medical Home Instruction

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 in-person or 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 in-person or 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 these cases, parents/guardians must provide **medical documentation** and **permission for the school district physician to speak with the private physician authorizing the medical documentation**. Once permission for administrative or medical-based virtual home instruction is approved by administration, it will begin as soon as the district is able identify home instructors. As mentioned previously, while eligibility for home instruction is being determined and/or arranged, students will be encouraged to complete all assignments listed on their teacher’s Oncourse Classroom learning management system (LMS) independently.

## Continuity of Nutrition

The continuity of nutrition for all students will be maintained throughout the duration of the 2022-23 school year. Students in all schools will be eligible to eat a school district lunch and/or breakfast. Naturally, students who do not wish to eat a school lunch will be allowed to bring to school a lunch made from home. All students in grades 6-12 will eat breakfast and lunch in the cafeteria. Students in preschool at the Cheesequake and Selover Schools through 5<sup>th</sup> grade will eat breakfast in their classroom and lunch in the cafeteria. Preschool students in all other preschool classrooms will eat both breakfast and lunch in their classroom. When purchasing full priced meals or receiving free or reduced priced meals if eligible, students will present their student ID's to the cashier so that Cafeteria Workers can enter their student identification number into the point of sales (POS) NUTRIKIDS system.

Parents of students who are required to isolate and/or quarantine from school or who cannot attend school for one the several reasons mentioned above will be able to purchase full priced meals or receiving free or reduced priced meals if eligible. They will be directed to pick-up these meals from the Sayreville War Memorial High School at designated times during the day. When doing so, parents/guardians will be required to identify the student's last name and/or student identification number so that Cafeteria Workers can enter that information into the point of sales (POS) NUTRIKIDS system.

### **Facilities Plan**

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. The district will continue to use cleaning practices, procedures, and products that have been deemed to meet local health department and EPA requirements to the greatest extent possible. The district will ensure areas of high frequency interaction (desks, chairs, door handles, phones, electronics) receive enhanced cleaning. The school custodial staff will implement a deep cleaning of the school buildings including classrooms, restrooms, hallways, cafeteria, and locker rooms.

### **Other Considerations**

- Accelerated Learning Opportunities

Accelerated Learning Opportunities will continue to the greatest extent possible virtually through the Oncourse Classroom LMS and the Webex DIIS. All students will receive differentiated instruction in line with their regular classroom experiences.

- Social and Emotional Health of Students and Staff

District mental health staff members, such as Effective School Solutions clinical therapists, school psychologists, school social workers, and school counselors will be available remotely to interact with students and staff, answer questions they might have, and provide them with support/interventions through either the Webex DIIS, telephone or email. Each of these professionals will keep a log of all interactions with students/staff and will follow up with them in person.

- Title I Extended Learning Programs

The district will continue to provide Literacy and Math Academy, as well as Tier 3 and other small group supplemental instructional services through the Webex DIIS.

- 21st Century Community Learning Center Programs

The district will continue provide integrated 21st Century instruction through the Webex DIIS.

- Credit Recovery

The district will not provide credit recovery for students.

- Other Extended Learning Opportunities

The district will continue to provide Literacy and Math Academy, as well as Tier 3 and other small group supplemental instructional services through the Webex DIIS.

- Transportation

The district will not provide transportation services during a district-wide public health-related closure. However, regular transportation services will be provided to classrooms and/or schools that are not required to close.

- Extracurricular Programs

All extracurricular programs will be postponed and rescheduled. Outside community groups will not be permitted to use the school facilities.

- Childcare

If possible, during a district-wide public health-related closure, Leading Edge, the district's childcare service patron will provide full-day services to students in need. Similar to transportation services, it will also provide before and after care services to students in schools that are not required to close.

- Community Programming

The district will continue to explore community programs and resources that are available to support our families, students, and staff.