Remote Instruction Plan

2025-2026

Board Approval Date: June 17, 2025

Carlstadt Public School
550 Washington Street ◇ Carlstadt, NJ 07072
Phone: 201-672-3000 ◇ Email: aevans@carlstadtps.org

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Equitable Access and Opportunity to Instruction	
Virtual/Remote Learning Procedures	
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 or Zoom) are NOT Vacation Days and count towards class attendance. • Students are expected to log onto their Chromebook and be present for all virtual sessions, during school hours. • Oversleeping and not logging onto their assigned Zoom session will be treated as cutting class. • Students will be marked as absent if they fail to log into virtual sessions. Teachers will mark attendance in Genesis. • Students must log-on prior to 8:41. Any student who logs on after that time will be marked tardy. • Parents will be called and/or emailed in the event their child is tardy or absent. • All assignments must be submitted through Classtag and/or Google Classroom. 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. Virtual learning 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.

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Schedule for Virtual/Remote Learning for Kindergarten - Grade 8	**Bell Schedule** **Homeroom** 8:35 - 8:39 **Period 1** 8:41 - 9:21 **Period 2** 9:23 - 10:03 **Period 3** 10:05 - 10:45 **Period 4** 10:47 - 11:28 **Period 5** 11:30 - 12:11 **Period 6** 12:13 - 12:54 **Period 7** 12:56 - 1:36 **Period 8** 1:38 - 2:18 **Period 9** 2:20 - 3:00 Periods 2/3 *2+* 9:23 - 10:24 Periods 3/4 *4-* 10:27 - 11:28 Periods 6/7 *6+* 12:13 - 1:14 Periods 7/8 *8-* 1:17 - 2:18 Periods 7/8 *7+* 12:56 - 1:57 Periods 8/9 *9-* 2:00 - 3:00 Lunch/Recess Periods are as follows: Grades 3-5 - Period 4 Grades 6-8 - Period 5 Grades K-2 - Period 6 Additional recess (if necessary) will be during Period 9.
Schedule for Virtual/Remote Learning for Pre-K	Students Start: 8:45 Students End: 2:45
Instruction	Instruction will consist of both synchronous and asynchronous learning opportunities. Direct instruction will take place virtually for all content areas. Related Services will also take place virtually based on IEP goals and objectives.
Assessment and	Student growth and learning will be assessed through multiple measures

Growth Measures	including teacher observation, class discussion, student work samples, individual student conferences, small group instruction, and participation.
Technology and Connectivity	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. 5. Any student who does not have access to internet at home will be provided a district issue portable wireless connectivity device.

Special Education Needs	
IDEA	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. CPS 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.
Project Child Find	The Carlstadt Public School district recognizes the importance of providing services to children with special needs through its *Project Child Find* efforts. CPS 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.

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	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 dgutierrez@carlstadtps.org.
Online Material and Resources	• MobyMax • Brain Pop • LinkIt! • Enchanted Learning • Learning A-Z • Reading A-Z • Reading Eggs • Raz-Kids+ • Follett • Email • Google Classroom • FlipGrid
Instruction	• Students receiving resource center services will be serviced by their resource center teacher via Google Meet or Zoom. • Instruction follows all goals and objectives in the IEP to the best extent possible. • Student growth and learning will be assessed through multiple measures including teacher observation, class discussion, student work samples, individual student conferences, small group instruction, and participation.
Assessment and Growth Measures	Student growth and learning will be assessed through multiple measures including teacher observation, class discussion, student work samples,

	individual student conferences, small group instruction, and participation.
Provision of Accommodations and Modifications	Accommodations and modifications are made to assignments and instructional format according to the IEP which may include one-to-one support with a Paraprofessional or teacher and consultation with the District Behaviorist as needed.
Child Study Team	The Child Study Team communicates with parents via email and phone ■ Answer questions ■ Check in to see how the family is doing ■ Contact out of district families, case managers, and placements The Director of Special Services sends periodic notes, letters, and flyers to parents via email. All communication is also posted on our district website. All Eligibility meetings and Annual Reviews as well as any other parent meeting is conducted via Google Meet or Zoom when necessary.

English Language Learners (ELL) Needs	
Schedule	ELL students will follow their daily schedule. Students will receive a minimum of one period per day of ELL instruction. There will be other opportunities for push-in support into content areas when needed.
Translation	The Carlstadt Public School district recognizes the importance of providing services to English Language Learners. Translation services are available for all learners when needed. Home Language Surveys are also used to better understand the child's needs.To arrange translation services, please call the Office of Special Services at (201) 672- 3000 extension 3111 or email dgutierrez@carlstadtps.org.
Online Material and Resources	● MobyMax ● Brain Pop ● LinkIt! ● Enchanted Learning ● Learning A-Z ● Reading A-Z ● Reading Eggs ● Raz-Kids+ ● Follett

	• Email • Google Classroom • FlipGrid
Instruction	• Instruction is being provided to students in all content areas. • Focus is placed on the four domains of language learning: listening, speaking, reading, writing. • The pull-out daily instructional period will take place via Google Meet or Zoom. • The push-in model (when applicable) is used during grade level Google Meet or Zoom sessions via breakout rooms. • ESL and classroom teachers collaborate to best meet the needs of the students. • Instructional videos are posted for students to watch and listen to. • Visuals are provided to help students. • ESL teachers review and read directions for grade level assignments with their students.
Assessment and Growth Measures	Student growth and learning will be assessed through multiple measures including teacher observation, class discussion, student work samples, individual student conferences, small group instruction, and participation.
Provision of Accommodations and Modifications	Alternate methods of instruction are available for assignments which may include one-to-one support with a Paraprofessional or teacher or consultation with the ESL teacher(s). Sheltered Instruction strategies are included in all lesson plans. All staff members are trained yearly in Sheltered Instruction practices, culturally responsive teaching, SEL strategies and trauma informed teaching. Additional professional development opportunities are available for staff who need additional support.

Ensuring the Continuity of Services	
General 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 support with our BCBA and guidance counselors. • The district is also planning to improve elementary science and STEAM,

	English Language Arts and Visual and Performing Arts through learning academies throughout the year. A STEAM lab is being created in part of the media center to afford students the opportunity to participate in clubs and explore the field of Science, Technology, Engineering, Art and Mathematics. An analysis of student growth will be used to determine areas in need of support to increase student success, with structures that accelerate, rather than remediate, learning. • The district is also budgeting to work with an instructional coach that will assist teachers in learning how to increase students' success in a variety of content areas after the disruption of learning following the pandemic. • Social-emotional learning will also be a key factor in student success. The district budgeted 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. SEL opportunities are available for staff and students throughout the year. • The district will also increase work with the BCBA from two days a week to three. The district will also 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 our staff and students.
Accelerated Learning Opportunities and Title 1 Programs	• Weekly after school instructions are available for all students from 3:00-3:30, Monday-Thursday. • Participation in the After School Learning Academy will be available for students in need of additional support. Students will be determined eligible by the I&RS committee. • The Summer Learning Academy will be available for all students in July 2024. • RTI instruction is available during the school day for students in need of support. Students will be determined eligible by the I&RS committee. • Students will have daily RTI periods built into their schedule for additional support in the classroom.
21st Century Community Center Learning Programs	N/A
Credit Recovery	N/A

Other Extended Learning Opportunities	N/A
Transportation	N/A in the event we are virtual district-wide.
Extracurricular Programs	N/A in the event we are virtual district-wide.
Childcare	The Superintendent will coordinate plans with the Meadowlands YMCA.
Community Programming	• Virtual Parent sessions will be available on a monthly basis to assist parents with needs expressed through surveys. • Communication will be sent out through Instagram, School Messenger, Classtag, Genesis and posted on our website. • The Superintendent will consult with the Carlstadt Recreation Department for other events and programming.

Safe Delivery of Meals	
Eligible Students	1. All students who are eligible will be provided with a free or reduced price meal each day they are in school which will include items consistent with the National School Lunch Program. 2. In the event the district needs to switch to a fully virtual learning program, eligible students will be afforded the opportunity to pick up, grab and go breakfast and lunch meals on Wednesday afternoons at the cafeteria entrance. Meals will be enough for 7 days. 3. Eligibility will be determined through the Lunch Application submitted to the Main Office.

Facilities Plan

Cleaning, Disinfection, and Airflow	• 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. • Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants. • 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. All outside damper units regularly circulate in outside air at a minimum of 10%. The 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 replaced the HVAC electronic control system this summer. All units are serviced/monitored. We replace air filters frequently. Water bottle filling stations have been installed to reduce the spread of germs.

Essential Employees	
Superintendent	Allison Evans
Business Administrator	Tracy Luciani
Principal	Kelly Schroback
Supervisor of Curriculum and Instruction	Jessica Lapa

Director of Special Services	Diana Gutierrez
Acting Buildings and Grounds Coordinator	Stephen Gray
Assistant to the Superintendent	Michelle Eckert
Assistant to the Business Administrator	Denise Henke
Front Office Staff	Diane DeBiase, Catalina Pelaez, Claire Stagg
Nurse	Ruth Polifronio
Technology Coordinator	Janet Olsson
Technician	Josh Duhamel