

Maywood Public Schools
Emergency Virtual or Remote Instruction Program

REVISED - July, 2026

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would 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 directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

LEAs must include the statutory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY," in their plans for virtual or remote instruction for the 2021- 2022 school year. The 2021-2022 plans must be approved by the LEA's board of education or board of trustees (board), submitted to the county office of education for review and approval, and posted on the LEA's website. The board-approved plan and checklist are due to the county office of education no later than October 29, 2021. In the event that the LEA is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive. Questions should be directed to the county office of education.

MAYWOOD PUBLIC SCHOOLS
DISTRICT ADMINISTRATION/REOPENING TASK FORCE

Mr. Michael Jordan, Superintendent
Ms. Jen Pfohl, Business Administrator
Ms. Sheryl Spencer, District Supervisor of Special Services
Mr. Michael Halligan, Principal, Memorial School
Ms. Karen Marie, Technology Coordinator
Mr. Keith Timmins, Vice Principal, Maywood Avenue School
Mr. John Montany, District Director of Buildings & Grounds
Mr. Dan Pitre, MEA President & Teacher
Ms. Jess Cataldi, Teacher
Ms. Diana Zuccaro, School Nurse, Maywood Avenue School
Ms. Allison Fugnetti, School Nurse, Memorial School
Mr. Michael Capone, School Security Officer, Maywood Avenue School
Mr. Robert Francaviglia, School Security Officer, Memorial School
District Parents
District Students

I. CONTINUITY OF OPERATIONS PLAN & CONTINUITY OF STUDENT LEARNING

The District's Continuity of Operations Plan references policies and provides guidance to ensure the sustainability and execution of the critical functions for the Maywood Public Schools, consisting of Maywood Avenue School and Memorial School, in the event that an emergency threatens and/or ceases operations.

II. ADDRESSING THE DIGITAL DIVIDE: REQUIRED TECHNOLOGY & BROADBAND

a. PERSONAL DEVICES

The District maintains a 1:1 district chromebook program for grades K through 8. All students are assigned their own chromebook and charger for classroom and at home use.

b. BROADBAND

Personal hotspots have been and will continue to be made available for any student who qualifies for free and reduced lunch and is identified as having insufficient broadband within the home. Remote technical assistance is available to all students if needed via the email address: kmarie@maywoodschools.org. If a student does not have sufficient broadband access, the family can call 201-845-9110 as well and the District will assist with providing the needed access. This may also include the use of hotspots provided to the District by the Maywood Public Library.

III. IMPLEMENTING A VIRTUAL/ REMOTE INSTRUCTIONAL PLAN

a. NOTIFICATION

Timely notification of a transition to an emergency remote/ virtual plan would be provided to all parents/ guardians, staff members, and students via multiple channels including:

- Blackboard Connect
  - Phone
  - E-mail
  - Text Message
- District E-blast
- District Website
- Genesis Parent/Student Portal

b. REMOTE LEARNING PLAN

In the event a Virtual/ Remote Instructional Plan must be initiated, the District will utilize the linked plans below.

Maywood "Thinking Forward" Action Plan

Maywood Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Maywood School District Reopening Action Plan 8/27/21

Safe Reopening Plan Maywood (033060)

03-3060 Maywood Maywood Public School District Plan 7-30-20

The aforementioned plans address the following four goals within the table of contents:

GOAL 1: SUPPORT ADULTS CHARGED WITH REMOTE STUDENT LEARNING

GOAL 2: DEVELOPING MEANINGFUL CONNECTIONS & RELATIONSHIPS

GOAL 3: DEVELOP STUDENT ORGANIZATION, TIME-, & SELF- MANAGEMENT STRATEGIES

GOAL 4: OPTIMIZE & IMPROVE STUDENT LEARNING

c. ACCESSING INSTRUCTION: REMOTE/ VIRTUAL LEARNING PLATFORMS

All live meetings take place using the GoogleMeet platform. Zoom is not used in the district.

Specific Grade Level Links: Google Classroom

IXL

Envision/Savvas Learning Platform

NWEA

Successmaker

Ed for Learning

Genesis Student Information System

d. CURRICULUM & CURRICULAR MATERIALS

The District will continue to provide instruction aligned to the NJSLS as per our approved curricula for each content area. Curricular materials will be modified, if needed, to account for a remote/ virtual delivery format of instruction. All curricular resources and related scope and sequence and program of studies may be found on the district website.

IV. EQUITABLE ACCESS TO INSTRUCTION

All students/families are provided with the tools necessary for equitable access to all instruction. This has been outlined in the prior description of the District's 1:1 device program and hotspot availability. Additionally, access to instruction with respect to unique student needs such as ELLs, students with disabilities, 504, delayed development, etc. are also provided for within this plan.

MEETING DIVERSE STUDENT NEEDS

Students who are English Learners, with IEPs or 504s, or identified as "At Risk" who require interventions and support will continue to receive services remotely in line with Administrative Code, NJDOE guidance, and individualized student plans.

a. English Learners

The District is committed to the delivery of instruction aligned to the WIDA Standards to all eligible students K-8 as typically scheduled. Communication with families includes:

Ongoing communication with students and their families through digital communications (email and video conferencing) and through telephone calls.

Messages are translated when necessary to the family's home language.

With the new website update, messages will be sent in the language noted in Genesis by the parent as their language of preference.

b. Individualized Education Plans [IEP] & 504 Plans

Special Education teachers and other certified staff continue to provide instruction and services in line with IEP goals and objectives/ 504 accommodations utilizing the same platforms and formats as referenced above.

Case Management, Family Engagement & Annual Required Meetings

The role of the child study team (related services and case managers) will be to continue to case manage, provide instructional support, and run IEP meetings.

Meetings are still to be conducted while schools are closed. 504 plans are in place at the beginning of each school year and are reviewed on an annual basis. IEPs are required to be reviewed on an annual basis, or more often as necessary. Districts must still send meeting notices and hold the necessary 504 meetings and annual review IEP meetings in compliance with timelines set forth in the Code. Invitations must notify parents as to how they can participate in the meetings remotely. Such meetings include initial referrals, early intervention, re-evaluations, pre-school, eligibility, and parent meetings.

c. Intervention & Referral Services and At Risk/ Intervention Students

I&RS Meetings will continue to take place via video conferencing, as scheduled, and should there be any changes to previously scheduled meetings, parents/ guardians will receive notifications as such. In person meetings will be scheduled when and if appropriate.

Students who are at-risk and who receive tiered systems of academic support, basic skills or supplemental instruction, will continue to participate in their programs as scheduled.

d. Gifted & Talented Students

Students who are identified as gifted & talented (Maywood REACH Program) will continue to receive instructional adaptations and will continue to participate in programming as scheduled.

V. STUDENT INSTRUCTIONAL DAY

Whenever possible, the district will provide for a full instructional day for students as per the district calendar

- Grades K-3 8:20 AM - 2:45 PM
    - Kindergarten Lunch 11:05 - 11:35 AM
    - Kindergarten Recess 11:35 AM - 12:05 PM
    - Grade 1 Lunch 11:35 AM - 12:05 PM
    - Grade 1 Recess 11:05 - 11:35 AM
    - Grade 2 Lunch 12:05 - 12:35 PM
    - Grade 2 Recess 12:35 - 1:05 PM
    - Grade 3 Lunch 12:35 - 1:05 PM
    - Grade 3 Recess 12:05 - 12:35 PM

- Grades 4-8 8:25AM - 2:50 PM
    - Grades 4 & 5 Lunch 11:40 AM - 12:00 PM
    - Grades 4 & 5 Recess 12:05 - 12:25 PM
    - Grades 6 - 8 Lunch 12:30 - 12:50 PM
    - Grades 6 - 8 Recess 12:55 - 1:17 PM

The Minimum Day is as follows:

- Grades K-3 8:20 AM - 12:20 PM
- Grades 4-8 8:25 AM - 12:30 PM

A. STUDENT ATTENDANCE

The District continues to implement BOE Policy 5113: Attendance, Absences & Excuses. Daily attendance procedures are altered in a remote/ virtual environment to provide for attendance to be taken via online classroom tools. Teachers post attendance within the Student Information System. School nurses and admin rectify attendance records once final daily attendance is submitted by classroom teachers. Administration and specials teachers contact families of those students not on line and not having noted an absence.

1. **To be Marked as Present**- Students must login to the class meeting on Google Meet. If there are any issues with accessing the meeting, parents are directed to email the teacher and listed admin or call the school nurse voicemail to leave a message notifying that the student is present for the day of remote instruction.

2. **Absences** - Parents/ Guardians will continue to mark attendance directly through our Student Information System, Genesis. The school nurse will follow up with families re: student absences as posted in Genesis. If necessary, the district works with local law enforcement to perform wellness checks on students for whom there are concerns based upon patterns of absences.

B. STAFF ATTENDANCE

Staff will report remotely/ virtually as stated via the collective bargaining agreement. Staff Attendance will be taken via online staff attendance submission each day of remote / virtual instruction. Staff members will submit absences via the Staff Absence Management system, Frontline Absence Management (AESOP).

Staff Absences: Full and Partial Day & Responsibilities During Absence

Following usual procedures, Staff Absences (for all reasons) must be accounted for in AESOP /Frontline Aesop Management.

1. **Responsibilities during Absence**:
    - Staff members provide "substitute plans" in Google Classroom including:
        - a post to take student attendance at the start of the day;
        - classwork for the day
        - clear messaging to students/ parents that teacher-student interactions may not be feasible for the day due to absence.

2. **Partial-Day Absences** -In the event a staff member begins, but is unable to conclude a full work day, (s)he should email his/ her supervisor and other co-teachers, etc. Sub Plans and notice of the absence should be shared with students via the remote learning platform. The partial-day absence should be noted in AESOP as per usual. *See above regarding student attendance.

VI. PROVISION AND SAFE DELIVERY OF SCHOOL NUTRITION/ FOOD SERVICES FOR ELIGIBLE STUDENTS

In the event of a school closure in the 23-24 school year, Maywood will provide breakfast and lunch for eligible students at two locations for pick up at each school building. The pick up location for Memorial School is in the Memorial School small gym located at 764 Grant Avenue between 12:30 and 1:15 PM. The pick up location is outside of the cafeteria at MAS located at 452 Maywood Avenue between 12:30 and 1:15 PM.

VII. FACILITIES

A. Maintenance through an Extended Closure

Custodial and Maintenance crews continue to service both buildings during periods of closure and/or virtual instruction.