Totowa School District

CHAPTER 27

EMERGENCY VIRTUAL

OR

REMOTE INSTRUCTION PROGRAMS

2026 – 2027

In accordance with Governor Murphy's executive order, P.L.2020,d.27, LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9 in the event of a public-health-related district closure. In order to provide transparency and ensure that our students receive high-quality, standards-based instruction, the Totowa School District's program for virtual or remote instruction is outlined below. 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 to institute a public health-related closure.

COMMUNICATION WITH PARENTS

The Totowa Public School District will establish an open line of communication with parents by the methods listed below:

Realtime Text Messages
Realtime E-Mails
Important Updates in the School Bookbags Located on the Website
Social Media
Reverse 911 phone calls

SCHOOL DAY

1. In accordance with N.J.A.C. 6A:32-8.3, a school day shall consist of not less than four hours.

2. Washington Park students will be in attendance from 9 A.M. – 1:20 P.M. and Memorial School students from 9 A.M. – 1:15 P.M. The Totowa School District will follow a half day schedule in the event of a school closure. See below:

Memorial School	
Homeroom	9:00 – 9:05
Period 1	9:05 – 9:40
Period 2	9:40 – 10:15
Period 3	10:15 – 10:50
Period 4/5	10:50 – 11:25
Period 6	11:25 – 12:00
Period 7	12:00 – 12:35
Period 8	12:35 – 1:10
Dismissal	1:15

Washington Park School	
Homeroom	9:00 – 9:05
Period 1	9:05 – 9:45
Period 2	9:47 – 10:27
Period 3	10:29 – 11:09
Period 5	11:11 – 11:51
Period 6	11:53 – 12:33
Period 7	12:35 – 1:15
Dismissal	1:20

3. School district policies and procedures for attendance will continue to be followed with daily school and period attendance. Parents will continue to call the attendance number and indicate the child's name, homeroom number, and reason for absence. In the event a student is out for three days or longer, parents must submit a doctor's note.

4. Staff attendance will be documented on AESOP along with notification via email to the building principal. Staff attendance will also be monitored through Teams.

a. Educational Program

1. Hours of instructional time are not defined as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.

2. Special Education and ELL: Will continue ensuring that students receive individualized supports that meet the requirements of the IEP and 504 Plans.

3. Supplemental instructional classes of small group instruction and individualized learning to address each student's needs are offered during the school day and will be conducted virtually to allow students to remain with their cohorts.

4. The online products being utilized can level instruction in order to provide modifications for ELL, Special Needs, G and T and At-Risk students. Google Classroom and related activities take into account IEP and specialized population needs. English Language learners can access lower English readability materials and scaffolding tools are built in.

ACADEMIC, SOCIAL, AND BEHAVIORAL SUPPORTS

1. Students who are at risk will be placed in a supplemental instructional class which offers small group instruction and individualized learning to address each student's needs.

2. Supplemental instruction and related activities and services responsive to identified deficiencies and are designed to meet the academic, social, economic, and environmental needs of pupils.

3. Evaluation of the progress towards proficiency will occur throughout the year and student's placement will be addressed accordingly.

4. Parents will be notified of the student's need for supplemental instruction and parents will be apprised of their child(ren)'s progress.

5. These programs will be offered during the day and will be conducted virtually.

6. Guidance counselors will create programs based on students' social and emotional needs. The district will consider the impact of social isolation on both students and staff. Students and staff who are at-risk will receive additional supports in the school setting as well as outside.

Role	Responsibilities
Instructional Staff	Become proficient in Microsoft office, including Teams and Notebook, LinkIt and other online programs utilized by the district. Utilize breakout rooms on Teams to provide individual and small group instruction on an as needed basis. Ensure lesson plans are standards based, meet the individual needs of students and are supporting virtual learning environments. Provide robust, rigorous instruction. Integrate structures, strategies, and learning activities that work at home. Provide small group and mini lessons tailored to student's specific needs and levels. Provide accommodations to Special Education students in accordance with their IEP's and ensure ELLs have access to various methods of instruction that meets their needs. Incorporate live discussions to synthesize and solidify learning while allowing students to build critical socialization skills. Integrate manipulatives when needed which will be distributed by the district. Provide constructive feedback to parents and students. Set expectations for virtual learning. Assess students' progress and realign instruction based off of results. Communicate progress with parents and maintain up-to-date information on the Parent Portal and gradebook. Develop opportunities for extra-help. Reinforce digital citizenship.

Support Teachers	Utilize same strategies and resources as above. Included in this section are RISE teachers, resource teachers, LEAP and Enrichment.
Mentor Teachers	Plan for meetings with the mentee utilized various forms of communication. Support mentee in providing effective remote instruction. Provide mentee with constructive feedback obtained from in-class observations. Maintain mentor logs.
Administrators	Develop time within the schedule for teachers to collaborate and plan. Develop virtual activities to replace CBI trips. Utilize teachers' expertise to provide additional support to staff. Provide opportunities to obtain feedback from teachers to ensure the needs of all students are met and create an environment of continual improvement virtually. Ensure all instruction is clearly aligned to the New Jersey Student Learning Standards. Ensure students in accelerated mathematics and ELA classes continue to be challenged. Ensure all students are provided with a robust, rigorous curriculum. Define and support high-quality instruction providing ample professional development as well as resources to support teachers. Communicate clear expectations for instruction, assessments, and strategies used to monitor student progress. Reestablish classroom procedures and learning environments to support student learning. Assess and create action plan to support students' academic and social emotional well-being. Create clear lines of communication with parents regarding students' academic and social emotional growth both in and out of school. Promote resources of academic interventions and social emotional and mental health support services that are available. Communicate clear expectations for student accountability for remote learning. Communicate clear expectations for differentiated instruction for remote learning. Offer robust professional development to support virtual instruction. Participate and offer ongoing professional development to ensure teachers have resources to support culturally responsive teaching for all students. Support and offer professional development to assist staff in offering a rigorous hybrid model of instruction. Ensure the pre-school students have access to activities that support their transition into kindergarten.
Educational Services Staff Members	Offer student support services in a virtual environment as appropriate and as required by the student's IEP to the greatest extent possible. Assist with the development of scheduling students to ensure services are continuous. Provide activities for the amount of time required in the IEP. Provide alternate activities to ensure students are meeting learning objectives. Provide feedback to students and parents regarding progress. Support students' academic, social, and emotional learning.
Aides	Assist teachers in the preparation of materials. Lead small group instruction. Create alternate methods for instruction and ensure student learning objectives are met. Assist students during live online sessions. Support student emotional learning. Provide support during teacher lessons.
Behaviorist	Continue to observe, provide suggestions and support in accordance with the students' IEP. Monitor programs in RISE rooms. Maintain activity logs documenting students' progress.
Child Study Team	Remain available to families to provide support. Conduct IEP meeting via ZOOM in accordance with state law. Maintain communication with special education teachers

	to ensure students are meeting their goals and objectives as stated in the IEP. Document all parent communication in Realtime.
School Counselor	The school counselor will provide support to students via Microsoft Teams meetings. Presentations will be conducted on social, emotional health during health and social studies periods. The Counselor will monitor attendance and grades and reach out to students who are struggling. Additional resources and websites will be shared through Microsoft and the district website.
Nurses	Verify student absences. Maintain communication with parents and be available to answer parents' questions. Communicate with local health department. Update staff with necessary information. Document all necessary information on Realtime.

GIFTED AND TALENTED

All students who have been identified in the problem will continue to meet twice a week. Classes will be held through Microsoft Teams and breakout sessions will be created allowing students to work in their groups. Projects will be assigned and monitored throughout the year.

GRADING

Students' progress will be evaluated utilizing the following methods:

1. Progress reports will be issued on a quarterly basis to students in grades five through eight.

2. Evaluation reports will be issued to students in preschool through grade four on a quarterly basis.

3. Report cards will be issued to students in grades five through eight.

4. All progress will be tracked and monitored on Realtime gradebook.

DIGITAL DIVIDE

1. The Totowa School District has a one-to-one initiative and all students in grades kindergarten through grade 8 have been assigned a laptop. Every student and staff member will receive a computer along with a charger.

2. A survey was sent to the parents in the summer of 2022 prior to the start of the 2022-2023 school year. Based on their home needs, parents were able to choose if their child(ren)

would bring the district computer home or leave it in school ensuring that all our students have access to a computer at home. In the event circumstances change, and computers are needed, students will have immediate access to a school computer ensuring no interruption in instruction occurs.

3. To date, all of our families have sufficient access to the internet. In the event that changes, the district will look into providing families with hotspots.

4. Our Technical Department is available from 8 A.M. to 4 P.M. to ensure any problems that may arise can be rectified in a timely manner. The district has also invested in remote access to all computers so our technology coordinators can troubleshoot any problems effectively and efficiently ensuring our students are not missing quality instructional time.

FACILITIES

Custodial staff will continue to clean and sanitize the buildings and bus. The custodial staff will work on staggered shifts to be determined by the Supervisor of Buildings and Grounds. Any contractors the must have access to the building will be escorted by the Supervisor of Buildings and Grounds and all areas will be cleaned and sanitized after his/her departure.

MEALS

1. The school district will be providing a "pickup-and-go" lunch for students. Students will be provided meal options and will pre-order their meals. Meals will be labeled and individually packaged by Pomptonian Food Services. Students who wish to purchase breakfast will have this service provided with their lunch within their "pickup-and-go "meal.

2. Students will have an opportunity to pick up and receive their lunch and/or breakfast for the following day between the hours of 12:00 P.M. to 1:00 P.M. of each school day.

3. All individuals who will be handling food service items will be washing their hands before and after wearing gloves. Individuals handling food service items will be meeting all CDC/NJDOH hand washing guidelines.

ESSENTIAL EMPLOYEES

Superintendent
Confidential Secretary
Business Administrator
Assistant Business Administrator
Principals
Supervisor of Curriculum and Instruction
Administrative Assistants
School Nurses
Custodial Staff