

# Totowa School District



*CHAPTER 27*

*EMERGENCY VIRTUAL*

*OR*

*REMOTE INSTRUCTION PROGRAMS*

*2021 - 2022*

In accordance with Governor Murphy’s executive order, P.L.2020,d.27, LEA’s can utilize virtual or remote instruction to satisfy the 180-day requirement in the even 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.

**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.

**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:

<b>Memorial School</b>	
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 Grades 4-5		Washington Park School Grades 6 - 8	
Homeroom	9:00 – 9:05	Homeroom	9:00 – 9:05
Period 1	9:05 – 9:39	Period 1	9:05 – 9:39
Period 2	9:41 – 10:15	Period 2	9:41 – 10:15
Period 3	10:17 – 10:51	Period 3	10:17 – 10:51
Period 5	10:53 – 11:27	Period 4	10:53 – 11:27
Period 6	11:29 – 12:03	Period 6	11:29 – 12:03
Period 7	12:05 – 12:39	Period 7	12:05 – 12:39
Period 8	12:41 – 1:15	Period 8	12:41 – 1:15
Dismissal	1:20	Dismissal	1:20

3. School district policies for attendance will continue to be followed with daily school and period attendance.
  - 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.

**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.

<b>Role</b>	<b>Responsibilities</b>
Instructional Staff	Become proficient in Microsoft office, including Teams and Notebook, LinkIt and other online programs utilized by the district. 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. Incorporate live discussions to synthesize and solidify learning while allowing students to build critical socialization skills. Provide constructive feedback to parents and students. Set expectations for virtual learning. Assess students’ progress and realign instruction based off of results. Develop opportunities for extra-help. Reinforce digital citizenship.
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. 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. 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. Assist with the development of scheduling students to ensure services are continuous. Provide feedback to students and parents regarding progress. Support students’ academic, social, and emotional

	learning. Provide alternate activities to ensure students are meeting learning objectives.
Aides	Lead small group instruction. Create alternate methods for instruction and ensure student learning objectives are met. Support student emotional learning. Provide support during teacher lessons.

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.

## **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.
2. A survey was sent to the parents in the summer of 2021 prior to the start of the 2021-2022 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 even 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 am to 4 pm 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.