



Submitted: July 31, 2023

2023-2024

**Englewood Public School
District Chapter 27
Emergency Virtual or Remote
Instruction Programs**

This plan is an ongoing process & subject to change as directed by the NJDOE, NJDOH, CDC, and/or other state/federal organizations.

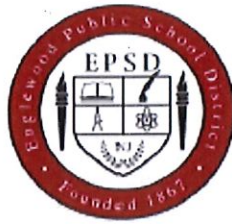
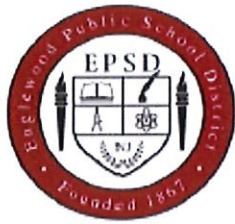


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1. Introduction

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 New Jersey Commissioner of Education.** This plan would be implemented during an LEA 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 chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey 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 other such matters as determined by the New Jersey Commissioner of Education.



2. Technology and Connectivity

Englewood Public School District issued 1:1 laptop device to all students, PreK through 1st grade are issued Apple iPads and Grade 2 through Grade 12 are issued Apple MacBook Airs. All students have been provided with email accounts.

For families with inadequate internet and in need of connectivity, the district has renewed the contract for the 2023-2024 contract with T-Mobile and we will continue to loan Wi-Fi “hotspots” to students in need of connectivity.

Instructional staff members have access to district devices for use at home as needed. Issues related to Apple devices will be addressed in-house with the Technology Department for repair or replacement.

Parent Notification:

Families and staff will need to be prepared to change to remote learning with little notice.

The district will make announcements regarding remote learning days via Instant Alerts on Genesis (Parent Portal), EPSD website and Thrillshare.

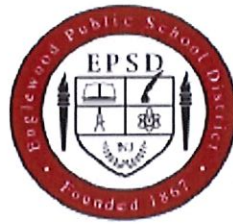
3. Lunch Services

During emergency virtual or remote instruction, the district will distribute breakfast and lunch from 9:00 a.m. to 11:00 a.m. at the Janis Dismus Middle School on Mondays, Wednesdays, and Fridays, giving everyone the opportunity to pick up meals in advance. Meals are provided to all students enrolled regardless of their parent/guardian eligibility status. Families may pick up meals on a "Grab & Go" basis.

- Delivery of meals for special circumstances will be provided by security personnel.
- Meal distribution will continue until students return to in-person instruction.

The meal content includes:

- ❖ Breakfast: Cereal or Cereal Bar, Graham Cracker, Fruit, Milk, Juice
- ❖ Lunch: Sandwich or Hot Meal, Veggie, Juice, Fruit, Milk
- Meal Counting: A tally sheet is kept for all meals served.



4. Remote Learning Expectations

In the event if the district is required to transition to remote learning, the instructional length of the school day will follow the length of the regular in-person instructional school day, ensuring compliance with N.J.A.C. 6A:32-8.3 and local attendance policies. Moreover, students will be afforded the same quality and scope of instruction and other educational services through live, direct instruction and independent/guided learning. The following is an overview of key components of instruction in the remote learning environment:

When school is closed due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to the institute of public-health related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district 180 days requirement.

EPSD will offer virtual or remote instruction.

Students will complete work during the day via TEAMS Classroom.

This work will be aligned to what is happening within the classroom. Teachers will be made available after school to provide instruction and/or support. The links will be shared by the team leaders, so students have all the information they need to keep up with classes.

After school virtual learning sessions will run Monday -Thursday. Specific times will be shared out by the Teacher.

Remote Instruction Schedule:

The staff will follow a full-day schedule using Teams Classroom.

*Recess and Lunch are included in the full day schedule.

<u>SCHOOL</u>	<u>GRADES</u>	<u>ARRIVAL TIME</u>	<u>DEPARTURE TIME</u>
Donald A. Quarles Early Childhood Center	Pre-K – Kindergarten	7:55 a.m.	2:15 p.m.
Dr. John Grieco Elementary School	Grades: 1-2	8:25 a.m.	3:00 p.m.
Dr. Leroy McCloud Elementary School	Grades: 3-5	8:25 a.m.	3:00 p.m.
Janis E. Dismus Middle School	Grades: 6-8	7:45 a.m.	2:30p.m.
Dwight Morrow High School/ Academies @ Englewood	Grades: 9-12	7:50 a.m.	3:00 p.m.



5. Equitable Access to Virtual Instruction

Englewood Public School District issued 1:1 laptop device to all students, PreK through 1st grade are issued Apple iPads and Grade 2 through Grade 12 are issued Apple MacBook Airls.

To continue to address the digital divide- the district has renewed their contract for the 2023-2024 contract with T-Mobile and we will continue to loan Wi-Fi “hotspots” to students in need of connectivity. The district also replenishes the district’s laptop supply and to purchase additional devices and Wi-Fi “Hotspots” to achieve 1:1 capacity for all students and ensure the continuity of learning during periods of virtual or remote instruction.

The district has purchased and currently maintains active subscriptions to TEAMS, Thrillshare, for Education Plus, GoGuardian, SMART, Lumio Online, BrainPOP, Screencastify, Teaching Strategies as well as other web-based services to assist with a transition to virtual or parallel learning if needed.

In the event of a public-health-related school shutdown resulting in the need to move to virtual or remote instruction:

Teachers/staff will maintain communication with students and parents daily to ensure continuity of the curriculum. Modes of communication will include, but are not limited to phone calls, individual webpages, email, Genesis Information System, TEAMS, Thrillshare, and other web-based communication resources (ClassDojo, Seesaw, etc.).

Teachers/staff will be available during office hours to answer student/parent questions and provide additional support. In addition, teachers will provide daily instruction via platforms such as TEAMS, etc. Times and methods will be communicated to students by their teacher via TEAMS, email, and teacher webpages.

All instructional activities will be aligned to the district approved curriculum and the NJSLs.



6. Addressing Special Education Needs

Academic, Social, and Behavioral Supports:

The School Counseling and Special Services Departments provide academic, social-emotional, and behavioral support to all students as needed to foster educational development, college and career readiness, and wellness. Staff in need of social and emotional will be referred to the Human Resources Department. We also have a reasonable accommodation request form on our website. Our district website has links for Mental Health Resources for School Leaders/Educators connected to the state website.

District staff deliver services aligned with Multi-Tiered Systems of Support (MTSS): via the Response to Intervention (RTI) process: assessing students' needs, collaborative problem-solving with staff, outreach for family engagement and providing comprehensive and wrap around support.

Students with academic, social-emotional, or behavioral concerns impacting their academic potential and/or wellness may be referred to the district's Intervention and Referral Services (I&RS) Team. The I&RS members work with students and parents to assess the need for and provide tiered individual intervention strategies and action plans for ongoing behavioral, instructional, and social-emotional support.

Students with Section 504 plans will continue to receive accommodations to meet academic, social-emotional, behavioral, and medical needs.

The Child Study Team (CST) will continue to monitor progress of students with an IEP in relation to goals/objectives and social-emotional well-being. By obtaining and seeking input from both teachers and parents, CST members provide on-going supports to students -- note: increased support may be added for students on an individual basis.

District staff engage in and deliver programming related to social-emotional learning and wellness, substance abuse prevention, and college and career readiness to support the well-being and learning and behavioral needs of students. Programming in these areas is delivered individually, in groups, and during school hours and evening presentations for students, parents and staff.

WHRHS provides students with access to a mental health provider (fully licensed and certified as LSW, LCSW, or LPC). In addition to individual, family and group counseling services, the clinician provides crisis intervention services and assessment for students grade nine through twelve including on-site school clearance assessment.

Home Instruction is a temporary Department of Education service for a school-aged student who is unable to attend school due to a health condition, need for treatment, court order or exclusion from general education for disciplinary or safety reasons. Documentation from a doctor explaining the student's condition and how it impacts the student's ability to attend school is submitted to the school. If Home Instruction is authorized, a one-to-one teacher or small group instruction will work directly or remotely with the student until the student is able to return to school. - note: the duration of home-instruction services is usually reassessed after a four-week period as it is provided temporarily while the student is out of the traditional school environment barring any significant medical and/or disciplinary issues.



7. Facilities Plan

Cleaning, Disinfection and Airflow:

EPSD school buildings will continue to be thoroughly cleaned daily.

This will include routinely cleaning and disinfecting surfaces and objects.

This may include cleaning objects / surfaces not ordinarily cleaned daily.

(e.g., doorknobs, light switches, classroom sink handles, countertops).

Clean with the cleaners typically used.

Electrostatic spray will be used frequently.

Air conditioning units, ventilation systems and windows will be evaluated to determine if upgrades or additions are required. An indoor air quality assessment will be conducted.

8. Transportation/ Extracurricular

When EPSD is on virtual and remote learning the district will follow Federal Guidelines regarding Transportation. This information will be communicated to the parents/guardians of students who require transportation via district communication systems.

When EPSD is on virtual and remote learning the district will follow Federal Guidelines regarding Extracurricular activities (Sports & Clubs). This information will be communicated to the parents/guardians of students who participate in Extracurricular activities (Sports & Clubs) via district communication systems.

9. Programs

Accelerated learning opportunities-The ongoing instructional process by which educators engage in formative practices to improve students' access to and mastery of grade-level standards must continue virtually in the event of a district closure.

Title I Extended Learning Programs- For the 2023-24 school year, we will be able to conduct virtual summer school, virtual after school and virtual summer learning academy in the event of a district closure, the district will resume these programs. Virtual Summer School Program and learning academy students will receive instruction in reading, writing, math social studies and science to prepare them for the next grade. Virtual after school will contain enrichment classes as well as interventions/support in ELA and Math.

Credit recovery- The State of New Jersey and Board Policy #5460 require that all students complete 120 credits in academic areas to graduate from a New Jersey High School. Counselors will conduct a review to ensure accuracy in requirements are complete. Freshmen/Sophomore Credit recovery is offered in GradPoint and Educere.

Community programming- For the 2023-24 school year, the Zone will offer both enrichment and support activities virtually. The ZONE is a School Based Youth Services Program, funded by the NJ Division of Children & Families. The Zone will offer transitioning programs to the middle school and high school to help students adapt to the school changes in an event of a district closure.



10. Attendance Plan

Staff Attendance: AESOP shall be used to account for daily attendance for each day of remote learning.

Student Attendance: It is critical that we maintain regular contact with students and their families in order to support their social-emotional well-being and academic needs. The goal is to maintain regular contact with students to ensure participation and engagement.

A full day of school attendance should not be less than 4 hours of instructional time, exclusive of passing time, recess (K-5), and lunch periods. For Kindergarten, one continuous session of two and a half hours may be considered a full day. A day of attendance shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.

The program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.

- a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
- b. Related services may/will be delivered to general education students and students with a disability, with electronic communication or a virtual or online platform, as appropriate.

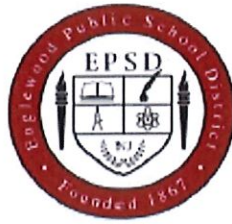
Follow Policy and Regulation 5200 ATTENDANCE (M) for directions on excused and unexcused absences.

Reporting Daily Attendance:

A student will be expected to engage in synchronous lessons to receive credit for a full day of attendance. Attendance will be taken by the homeroom teacher and all absences will be recorded in Genesis. To ensure consistency, it is suggested that the homeroom teacher record attendance by 9:00 a.m. The school secretary will certify attendance by 10:00 a.m. All absences notification will automatically go out to parents at this time.

Additional Information Regarding Attendance:

A student experiencing technical difficulties and/or internet interruption should notify their teacher (s). Teacher (s) will consider student present upon completing all class assignments due on that day. Teachers are responsible for communicating to the building principal if and/when a student is not participating in online instruction and/or submitting assignments. Principal will reach out to parent/guardian for Teams meeting.



11. Addressing English language learners (ELL) Plan Needs

The Englewood Public Schools Program includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs. At the elementary schools (Quarles, Grieco, and McCloud) we have Bilingual/ESL and Dual Language programming, while at JDMS and DMHS, the focus is on ESL/ High Intensity programming.

The LEA communicates with families of ELLs via the Bilingual/ESL and World Languages Department, in addition to teacher and school translated communication.

Our program includes the use of alternate methods of instruction including access to technology and strategies (IE: ESTRELLITA- SPANISH PHONICS PROGRAM) to ensure access to our curriculum standards.

The department staff has and will continue to receive training related to culturally responsive teaching (IE: TRANSLANGUAGING) as well as socio-emotional learning. For the 2023-24 school year, lessons for the following were addressed: Self Awareness, Self- Management, Relationship Skills, and Decision Making.

12. Identifying Essential Employees

The Englewood Public Schools has identified a list of Essential Employees:

- 1-CSA and Administrators
- 2-Buisness Office
- 3-Security Team
- 4- Facilities Team including Custodians
- 5- Human Resources
- 6-Secretaries
- 7-Food Service
- 8-Student portal administrator
- 9-Technology Department

The list of essential employees will be submitted to the County Office at the time the district transitions to virtual or remote instruction. Current Employees are listed on our district page www.epsd.org.