Wallington Public Schools

Emergency Virtual/Remote Instruction Plan

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Acting Superintendent of Schools

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FOREWORD

Dr. Yvette Lozanski-Acting Superintendent of Schools

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction and other services in the event of a public-health-related district closure so that Districts 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 Wallington Students continue to receive high-quality, standards-based instruction, our district 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 a public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

As part of this plan, the Superintendent must consult with the board of education, if practicable, before implementing the school district's virtual or remote instruction plan. 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.

Districts must include the statutory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2023-24 SY" in their plans for virtual or remote instruction for each school year. The District's board must approve the current plans 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 - www.wboe.org. In the event that the District is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive.

Sincerely,

Dr. Yvette Lozanski
Acting Superintendent of Schools

REMOTE/VIRTUAL INSTRUCTION PLAN

The express goal of the Wallington Public Schools is to provide a thorough and efficient education in a safe environment for all students and staff members. While our district's unspoken goal is to provide this education in person to all students, there is the potential that the district or a school may be closed to in-person instruction due to health concerns, safety issues, or other mitigating circumstances that would warrant temporary closure. In the event that these kinds of closures become necessary, it may be advisable to institute Remote/Virtual Learning to ensure the continuity of education for Wallington Students. It is important to note that districts must be prepared to move from in-person learning to virtual at any time and without notice.

As noted in N.J.S.A. 18A:7F-9(c)c: The commissioner shall define virtual and remote instruction and establish guidance for its use. The guidance shall provide schools with information on (1) providing instruction to students who may not have access to a computer or to sufficient broadband or to any technology required for virtual or remote instruction; (2) the required length of a virtual or remote instruction day; (3) the impact of virtual or remote instruction on the schedule for administering State assessments; and (4) such other topics as the commissioner deems necessary.

Delivery of Instruction

The primary means of the delivery of remote and virtual instruction shall be the utilization of the Google Suite of Services. As components of these services, all students in grades PK-12 shall have access to the following:

- Google Classroom Accounts for each of their classes or instructors
    - For the posting of assignments, notes, instructional videos, etc.
    - For asynchronous instruction or feedback from teacher to student.
    - To communicate important information and messages to students and families

- Google Meet Invitations for each of their classes or instructors
  - For "live" communication with instructors, other students, or presenters
  - For "live" instruction in various subject/content areas
  - For synchronous instruction of specific content areas

- Several other applications from the Google Suite of Services, including but not limited to: Google Slides, Google Drive, Google Sheets, and Google Docs.

- Other applications that provide real-time and asynchronous instruction and feedback will be utilized depending on the student's age and grade level.

- The delivery of instruction for students with disabilities and English Language Learners will be modified based on the student's need and/or 504 and IEP language to the greatest extent possible.

Attendance and Assessment of Student Learning

Attendance:

All students must be present in school (virtually or in person) to be marked as "Present" during the school day.

Students will be marked as "virtually present" when participating in a virtual setting that is not within the school building itself. Students will be marked as "present" when participating in school in person.

Students are expected to participate in their lessons when learning remotely fully. All teachers are instructed to communicate directly with parents and a student's guidance counselor when non-participation issues arise.

Students who are chronically absent (absent for more than 10% of the school year) risk retention at their grade level or a denial of credit due to the loss of seat time.

Assessment of Student Learning:

Students who learn virtually will be assessed digitally in accordance with Board approved grading policies that govern assessment.

- Google Forms and/or Slides are utilized for classroom assessments.
- Standardized assessments may be delivered to students via other platforms, such as Pearson or LinkIt.

Students with IEP or 504 plans/modifications will be accommodated for all digital assessments. Student case managers will communicate with teachers who administer assessments to ensure that any modifications are in place.

Assessment of the Digital Divide

To ensure that students have adequate access to technology that is required for virtual learning, the district will ensure the following annually:

- By October 15 of each school year, the district will survey all parents to determine the following:
    - The extent to which they have adequate devices to access virtual learning. (Laptops, PC, Chromebooks, Ipads, etc.)
    - The extent to which they have adequate access to Wifi or other connectivity to access virtual learning.
- Surveys will be conducted through each Homeroom class prior to October 15 of each school year.
- Survey data will be collected and shared with administrators and technology personnel so that plans can be made to ensure that students who do NOT have access to adequate technology or service are given such access in the event that the district must move to a virtual learning environment.

Based on survey data collected, the district will annually ensure the following:

- That budgetary funds are set aside for the provision of devices to students who are in need of adequate technology.
- That budgetary funds are set aside for the provision of "hotspots" for students who lack any or adequate access to the internet in their homes

Schools shall provide such technology and access to the families of those in need.

Addressing Students with Special Needs and English Language Learners

The district recognizes the unique needs that students with disabilities and those who are not native English speakers will have.

<u>For those with special needs:</u>

- Student case managers will document proper IEP implementation (this includes students with 504 plans). Services will be provided to the maximum extent practicable.
- Where accommodations and modifications need to be changed due to the loss of in-person instruction, case managers will revise IEP and other documentation to reflect these changes.
- Meetings to determine eligibility for services, for re-evaluation, and/or annual reviews will be conducted in person when permissible. However, virtual "Google Meets" may be utilized if the in-person meeting cannot occur.

<u>For English Language Learners</u>

- All programs and services provided for ELLs in person will be modified to be provided virtually to the greatest extent possible.

- District and school messages will be delivered in English and translated into native languages when necessary or requested. Translation services are offered to parents and students, and the district website is capable of providing translations in several languages.

- The district will continue to provide virtual instruction consistent with the instruction English Language Learners would receive in person.

- Teachers and other staff participate in professional development opportunities that explore the unique needs of students whose native language is not English. All teachers are required to implement culturally diverse lessons that account for the individual needs of ELL students.

Provision of the Safe Delivery of Meals

To ensure that students who qualify have adequate access to meals, the district will:

- Maintain an updated database of students who qualify for free or reduced lunch.
  - This data will be maintained through the Genesis Student Information System and shall be coordinated by the Lunch Program Coordinator.

- Maintain a staff of aides who are responsible for the setup, proper serving, and delivery of meals to eligible students.

- Meals will be provided to eligible students on a "grab and go" basis either at each student's school or, if more practical, at a central location for all students.
  - Breakfast will be provided between the hours of 7:15 A.M. and 8:00 A.M.
  - Lunch will be provided between the hours of 12:30 P.M. and 1:45 P.M.

- Breakfast/Lunch aides will be utilized for the delivery of meals and/or the "grab and go" pick up of meals.

- Communication on how families can acquire meals will be provided through the district School Messenger system and will be communicated through the district website: www.wboe.org

Maintenance of Facilities During Virtual Learning

The district employs a full staff of day and evening custodians to maintain each facility's cleanliness, health, and overall safety.

The District's Restart and Recovery Plan details all cleaning and maintenance practices under "Critical Area of Operation #7 - Facilities Cleaning Practices

Remote/Virtual Instruction School Day

Specific schedules will be utilized to ensure that students have a minimum of four hours of instruction on days when the school(s) must be closed for remote/virtual learning. Below are the schedules for each school and program in the district:

Jefferson School Annex

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:40 A.M. – 8:50 A.M.	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:50 A.M. – 9:23 A.M.	Period 1	Period 1	Period 1	Period 1	Period 1
9:23 A.M. – 9:56 A.M.	Period 2	Period 2	Period 2	Period 2	Period 2
9:56 A.M. – 10:29 A.M.	Period 3	Period 3	Period 3	Period 3	Period 3
10:29 A.M. –11:02 A.M.	Period 4	Period 4	Period 4	Period 4	Period 4
11:02 A.M.-11:16 A.M.	SEL	SEL	SEL	SEL	SEL
11:16 A.M. –11:49 A.M.	Period 5	Period 5	Period 5	Period 5	Period 5
11:49 A.M. –12:22 P.M.	Period 6	Period 6	Period 6	Period 6	Period 6
12:22 P.M. -12:55 P.M.	Period 7	Period 7	Period 7	Period 7	Period 7
12:55 P.M. - 1:45 P.M.	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
1:45 P.M. - 3:25 P.M.	Pupil Support	Pupil Support	Pupil Support	Pupil Support	Pupil Support

Student Arrival/Dismissal: Grade 1 and 2: 8:30 A.M./12:55 P.M. PK and K: 8:30 A.M./12:50 P.M.

Frank W. Gavlak School

Frank W. Gavlak School Schedule Detail

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:35 A.M. – 8:50 A.M.	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:50 A.M. – 9:23 A.M.	Period 1	Period 1	Period 1	Period 1	Period 1
9:23 A.M. – 9:56 A.M.	Period 2	Period 2	Period 2	Period 2	Period 2
9:56 A.M. – 10:29 A.M.	Period 3	Period 3	Period 3	Period 3	Period 3
10:29 A.M. –11:02 A.M.	Period 4	Period 4	Period 4	Period 4	Period 4
11:02 A.M.-11:16 A.M.	SEL	SEL	SEL	SEL	SEL
11:16 A.M. –11:49 A.M.	Period 5	Period 5	Period 5	Period 5	Period 5
11:49 A.M. –12:22 P.M.	Period 6	Period 6	Period 6	Period 6	Period 6
12:22 P.M. -12:55 P.M.	Period 7	Period 7	Period 7	Period 7	Period 7
12:55 P.M. - 1:45 P.M.	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
1:45 P.M. - 3:25 P.M.	Pupil Support	Pupil Support	Pupil Support	Pupil Support	Pupil Support

Student Arrival/Dismissal:

Grade 3-4: 8:30 A.M./12:50 P.M.

Grade 5-6: 8:30 A.M./12:55 P.M.

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WALLINGTON JR/SR HIGH SCHOOL

Wallington Jr/Sr High School Schedule Detail

Monday	Tuesday	Wednesday	Thursday	Friday	
Homeroom 8:22 A.M. – 8:34 A.M.	Homeroom 8:22 A.M. – 8:34 A.M.	Homeroom 8:22 A.M. – 8:34 A.M.	Homeroom 8:22 A.M. – 8:34 A.M.	Homeroom 8:22 A.M. – 8:34 A.M.	
Period 1 8:38 A.M. – 9:47 A.M.	Period 2 8:38 A.M. – 9:47 A.M.	Period 1 8:38 A.M. – 9:11 A.M.	Period 1 8:38 A.M. – 9:47 A.M.	Period 2 8:38 A.M. – 9:47 A.M.	
Period 3 9:50 A.M. – 10:59 A.M.	Period 4 9:50 A.M. – 10:59 A.M.	Period 2 9:14 A.M. – 9:47 A.M.	Period 3 9:50 A.M. – 10:59 A.M.	Period 4 9:50 A.M. – 10:59 A.M.	
Period 5/6 11:02 A.M. – 11:35 A.M.	Period 5/6 11:02 A.M. – 11:35 A.M.	Period 3 9:50 A.M. – 10:23 A.M.	Period 5/6 11:02 A.M. – 11:35 A.M	Period 5/6 11:02 A.M. – 11:35 A.M.	
Period 7 11:38 A.M. – 12:47 P.M.	Period 8 11:38 A.M. – 12:47 P.M.	Period 4 10:26 A.M. – 10:59 P.M.	Period 7 11:38 A.M. – 12:47 P.M.	Period 8 11:38 A.M. – 12:47 P.M.	
		Period 5/6 11:02 A.M. – 11:35 A.M.			
		Period 7 11:38 A.M. – 12:11 P.M.			
		Period 8 12:14 P.M. – 12:47 P.M.			
12:47 P.M. - 1:45 P.M.	Lunch	Lunch	Lunch	Lunch	Lunch
1:45 P.M. - 3:25 P.M.	Pupil Support	Pupil Support	Pupil Support	Pupil Support	Pupil Support

Student Arrival: Grades 7-9: 8:05 A.M. – 8:13 A.M., Grades 10-12: 8:13 A.M. – 8:22 A.M

Student Dismissal: Floor 1: 12:45 P.M., Floor 2: 12:46 P.M., Floor 3: 12:47 P.M.

GENERAL CONSIDERATIONS

1. Please note that this document constitutes only remote/virtual learning provision. In the event that the school or district must institute remote/virtual learning, there will be more information that is school-specific and grade-level specific for all students.

2. Principals will share this information with parents and staff and will also detail specific requests and requirements for their school.

3. As information becomes available, additional information will be provided to parents and staff by building principals and central administration.

4. Revised or more detailed information for the school day - including meals, entry/exit points, screening procedures, etc. - will come from the Principals of each building under separate headings for each phase.

5. Principals will notify parents of student schedules as well as any changes.

6. The Plan (including any changes) will be posted on the district website: www.wboe.org. Posted directly on the HOME page under DISTRICT ANNOUNCEMENTS.

7. The district provides several additional programs during school sessions, including Gifted and Talented/Enrichment Programming, Title I Before and After School programming, Credit Recovery Programs (Before/After School and on Saturdays), and extracurricular clubs and sports. All programs will be provided to students when virtual learning must take place. Programs may be modified significantly due to the loss of in-person participation.

8. If virtual learning occurs, a list of essential employees will be sent to the County Office of Education. All staff are considered essential employees.

9. Please reach out to the building principals first with any questions:

   Ms. Helen Guarente, Principal - FW Gavlak School - guarente@wboe.org
   Ms. Lillian Perez, Principal - Jefferson School Annex- perez@wboe.org
   Mr. Fred "Mike" Fromfield, Principal - Wallington Jr/Sr High School - fromfield@wboe.org