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## 2023-2024 Virtual or Remote Instruction Plan

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The following **Emergency Virtual or Remote Instruction** plan outlines how the district will provide for the continuity of instruction, for all students, in the event of a public health-related district closure. This plan, along with New Jersey Department of Education (NJDOE) approval, allows the District to utilize virtual or remote instruction to satisfy the 180-day requirement. This plan would be implemented during a closure lasting more than three consecutive 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.

Definition:

- Remote Instruction - live instruction/live streaming through Google Meet. Whole group or small group (with breakout rooms), activities and interaction will also occur through Google Classroom. Students in both schools will receive a minimum of four hours of direct instruction during remote learning.

### Attendance During Virtual or Remote Instruction

- All students are expected to be in attendance on any virtual or remote instruction day. Daily attendance will be recorded during the virtual homeroom. Additionally, Markham Place students will have their period attendance recorded. The District's attendance policy and regulation will be enforced (Policy/Regulation 5200).
- Attendance is recorded in Genesis by school staff.
- Staff will contact parents/guardians if a student fails to show for school (class). If problems with attendance persist the building principal will work with the parent(s)/guardian(s) to create an attendance action plan.
- Parents are expected to follow normal call-out procedures if their child is unable to attend school.

### Point Road School (Grades PreK to 4)

- All students will use their district issued Chromebook at home and remotely follow the typical school schedule via Google Meet and Google Classroom. Class assignments and projects are submitted through Google Classroom. If the student's Chromebook is in school, arrangements are made for the pickup of the computer and any needed materials either in the Main Office vestibule or outside the front door.
  - Grades 3 & 4
    - Remote instruction follows the daily schedule. (this includes scheduled opportunities for intervention, enrichment, services, etc.).
    - Students are responsible to join each class via Google Meet and Google Classroom.

- Remote instruction (live instruction/live streaming through Google Meet). Whole group or small group (with breakout rooms), activities and interaction will also occur through Google Classroom.
  - Classwork, assignments, and assessments will continue to be deployed to measure the progress of student learning and growth. Feedback will be provided to the students. If a student is failing to participate in online learning the teacher will contact the student's parent(s)/gaurdian(s). If problems with participation persist the school counselor and building principal will become involved.
- Grades PreK to 2
    - Class schedule is posted in the Google Classroom. Students are supervised by a guardian or other adult who helps students follow along with their schedule. The schedule includes opportunities for intervention, enrichment, services, etc.
    - As needed, interactive one-on-one or small group instruction will be initiated and scheduled by the teacher and delivered via Google Meet.
    - Classwork, assignments, and assessments will continue to be deployed to measure the progress of student learning and growth. Feedback will be provided to the students (parents/guardians). If a student is failing to participate in online learning the teacher will contact the student's parent(s)/gaurdian(s). If problems with participation persist the school counselor and building principal will become involved.

### **Markham Place School (Grade 5 to 8)**

- All students will use their district issued Chromebook at home and remotely follow the typical school schedule.
- Markham students travel to and from school daily with their one-to-one district issued Chromebook. If the student's Chromebook is in school, arrangements are made for the pickup of the computer and any needed materials either in the Main Office vestibule or outside the front door.
- Students must attend each class as scheduled (this includes scheduled opportunities for intervention, enrichment, services, etc.).
- Students are responsible to join each period (class) via Google Meet and Google Classroom
- Remote instruction (live instruction/live streaming through Google Meet). Whole group or small group (with breakout rooms), activities and interaction will also occur through Google Classroom.
- Classwork, assignments, and assessments will continue to be deployed to measure the progress of student learning and growth. Feedback will be provided to the students. If a student is failing to participate in online learning the teacher will contact the student's parent(s)/gaurdian(s). If problems with participation persist the school counselor and building principal will become involved.

### **Special Education Needs**

- As stated above students will receive all classes, programs, and services during virtual or remote instruction, this includes students with Individual Education Plans (IEPs).
- IEPs will be followed to the greatest extent possible. Special Education teachers will ensure that all student accommodations and modifications are being followed with assignments in the Google Classroom and the delivery of instruction through Google Meet.

- During virtual or remote instruction Related Service Providers will be required to schedule sessions with the students on their caseload. Related Service Providers, Case Managers, and Special Education Teachers will continue to monitor students' goals listed in their IEPs and track their progress through progress monitoring.
- Case managers will be required to communicate with parents and students to ensure that their needs are being met. Case managers will continue to serve as the communication liaison between the Child Study Team, Special Education Teachers, Related Service Providers, and parents/students.
- IEP meetings will pivot to virtual meetings, using Google Meet. Initial identification meetings, progress meetings, and annual reviews will all occur virtually, as scheduled. In terms of evaluations and reevaluations, the District would work to accommodate them occurring in person. The use of proper PPE and social distancing would occur to the greatest extent possible.

### **English Language Learners (ELL) Needs**

- Currently, the District has no ELL students on their roll. If an ELL student were to enroll, we would work to meet their individual needs, similar to that of our other special populations.

### **Lunch Service**

- There are currently no families in the district eligible for free and/or reduced lunch, so there is no need to make arrangements for lunch to be delivered to any homes during periods of remote learning. However, if the need arose the district would prepare and transport meals to those students.

### **Digital Divide**

- After surveying the parents of the district no digital divide has been identified. The one-to-one make-up of the district and the network capabilities in our students' homes, ensure access to remote instruction. If a network issue is reported by a family, the district will provide a hotspot. Additional tech support can be requested by students/families at any time.

### **Facilities Plan**

- Custodial and maintenance staff will report to work. Night shift personnel could be shifted to day time shifts.
- Deep cleaning efforts would be employed.
- If appropriate capital improvement projects could be undertaken (depending on anticipated length of closure).

### **Other Considerations**

- Accelerated Learning Opportunities - all enrichment and accelerated opportunities will occur as they are normally scheduled throughout a student's day.
- Social and Emotional Health of Staff and Students - Frequent check-ins on staff and students will occur to ensure they are being socially and emotionally supported. School Counselors, School Social Workers, School Psychologists, and School Nurses will be used to provide additional support for those in need. During an extended shift to virtual or remote the use of questionnaires would be combined with face-to-face feedback to help aid in decision making.

- Extra-Curricular Programs - All extra-curricular programs would continue where possible. If sports were still permitted, practice and competition would continue. Clubs and groups would be able to shift to virtual or remote meetings. This allows for students to still connect and have a sense of community outside of their academics.

### **Essential Employees**

- It is the District's view that all staff are essential employees. During a shift to virtual or remote learning all services and programs would continue to be offered. The only service that would be discontinued would be food service, which is provided by an outside vendor. Additionally, custodial and maintenance schedules would be modified if the shift to virtual was expected to be long-term. A list of District staff would be provided to the county office if the District needs to transition to virtual or remote learning. (See Appendix A)

# **APPENDIX A**

## **Essential Employees**

<b>Last Name</b>	<b>First Name</b>	<b>LOCATION</b>	<b>Job Description</b>
ABRAHAMSEN	MELISSA	District Office	Clerical/Secretarial
ANDERSON	CAROL	Markham Place	Elementary Kindergraten-8 Grade
ANDERSON	CARYN	District Office	School Business Administrator
BAILEY	JACLYN	Pt. Road	School Counseling Services
BAVOSI	CARISSA	Markham Place	School Social Worker
BBALO	NICOLE	Pt. Road	Resource Program In-Class
BEATTIE	PATRICIA	Markham Place	Spanish
BECKER	AMY	Markham Place	Spanish
BENNETT	STEPHANIE	Markham Place	Music Comprehensive
BERTSCHA	VERONICA	Pt. Road	Clerical/Secretarial
BLACK	COLLEEN	Pt. Road	Instructional Paraprofessionals
BOND	ANTHONY	pt. Road	Service Workers
BRUSH	JENNIFER	Markham Place	Music Comprehensive
BUELL	KELLI	Pt. Road	Instructional Paraprofessionals
BUHLER	MICHAELA	Markham Place	Instructional Para Ages 6-21
BUSSEY	TARA	Pt. Road	Elementary School Teacher K-5
CAMPANIOLO	BRUNO	Pt. Road	Service Workers
CAPONE	ALLISON	Pt. Road	Elementary School Teacher K-5

CARAVELLO	VINCENT	District Office	Professional Staff
CARPINTEIRO RODRIGUEZ	ANTONIO	Markham Place	Service Workers
CHRISTMAN	KIMBERLY	Markham Place	English/Elementary
CLAPP	ANNAMARIE	Pt. Road	Elementary Kindergraten-8 Grade
COCOZZA	SUZANNE	Pt. Road	Elementary Kindergraten-8 Grade
CUFFARI	ASHLEY	Pt. Road	Elementary School Teacher K-5
CUNNEFF	LISA	Pt. Road	Elementary Kindergraten-8 Grade
DANIELS	GINA	Markham Place	Elementary Kindergraten-8 Grade
DICAPUA	GINA	District Office	Clerical/Secretarial
DIPIETRO	LAURA	Pt. Road	Elementary School Teacher K-5
DONNELLY	CATHERINE	Pt. Road	Non-Instructional Para Ages 6-21
DUNNE	TARA	Pt. Road	Resource Program Pull-Out Support
DVORAK	DALE	Pt. Road	Art
EDLUND	DWIGHT	District Office	Service Worker
EGIDIO	JENNIFER	Pt. Road	Elementary Kindergraten-8 Grade
ESPOSITO	GABRIELLA	Markham Place	Resource Program In-Class
FERREIRA	DONNA	Pt. Road	Elementary School Teacher K-5
FILES	ANNA	Markham Place	Resource Program In-Class
FLORIO	NICOLE	Markham Place	Elementary Kindergraten-8 Grade
FOGARTY	CHERYL	Pt. Road	Resource Program In-Class
GAAL	HEATHER	Markham Place	Instructional Paraprofessionals
GALANTE	KRISTEN	Markham Place	Mathematics Grades 5 - 8

GALGON	STEPHEN	Markham Place	Mathematics Grades 5 - 8
GALLO	KRISTEN	Markham Place	Physical Education
GANZ	GRACE	Pt. Road	Elementary School Teacher K-5
GARDNER	LAUREN	Markham Place	English/Elementary
GARRISON	KIMBERLY	Markham Place	Instructional Paraprofessionals
GAZERWITZ	JOHN	Markham Place	Physical Education
GOLDRICK	WILLIAM	Pt. Road	Service Workers
GRABOWSKI	ALEXA	Pt. Road	Elementary Kindergraten-8 Grade
GRIFFITHS	JILL	Markham Place	Lang Arts/Literacy Grades 5 - 8
HANCE	KELLY	Markham Place	Supplementary Instruction (In-Class)
HANCE	RYAN	Pt. Road	Elementary Kindergraten-8 Grade
HEYL	CHRISTINE	Markham Place	Mathematics Grades 5 - 8
HILLA	RYAN	Pt. Road	Health & Physical Education
HOVSEPIAN	LARA	Markham Place	Elementary Kindergraten-8 Grade
IMBRO	KRISTEN	Pt. Road	Service Workers
INCE	LINDSEY	Pt. Road	Elementary Kindergraten-8 Grade
INDELICATO	CATHERINE	Markham Place	Clerical/Secretarial
KELLY	KRISTI	Pt. Road	Elementary School Teacher K-5
KIELY	ANN	Markham Place	Elementary Kindergraten-8 Grade
KNIGHT	KATHLEEN	Pt. Road	Elementary Kindergraten-8 Grade
KOREN	JILLIAN	Pt. Road	Elementary School Teacher K-5
LAKSHMANAN	JASON	Pt. Road	Music Comprehensive

LAWLOR	NICOLE	Markham Place	Art
LAZZARI	SUZANNE	Markham Place	Director Special Ed
LENCSAK	ERICA	Markham Place	Resource Program In-Class
LESCH	EILEEN	Markham Place	Mathematics Grades 5 - 8
LITTLE	MELISSA	Markham Place	Mathematics Grades 5 - 8
LYNCH	JILL	Markham Place	Computer Literacy/Applications/Programming
LYONS	JUDITH	District Office	Clerical/Secretarial
MACCHIA	AMY	Markham Place	Science Grades 5 -8
MAGUIRE	KATE	Markham Place	Supplementary Instruction (In-Class)
MANCHENO	NICHOLAS	Pt. Road	Elementary School Teacher K-5
MANNING	CHRISTOPHER	Markham Place	Service Workers
MASCI	RACHEL	Pt. Road	Elementary Kindergraten-8 Grade
MC GIMPSEY	TRACEY	Markham Place	Supplementary Instruction (In-Class)
MCCLOSKEY	CARLIE	Pt. Road	Preschool
MEDICH	KRISTEN	Pt. Road	Speech Correction/Language Specialist
MEEK	DESIREE	Markham Place	Speech Correction/Language Specialist
MEZA	CATALINA	Pt. Road	Service Workers
MOORE	KELLIE	Pt. Road	Elementary Kindergraten-8 Grade
MULCAHY	KATHLEEN	Markham Place	Learning Disabilities Teacher Consultant
MULLAN	MICHELLE	District Office	Supervisor Pupil Personnel Services/Guidance

NATOLI	BRITTANY	Pt. Road	Spanish
NEFF	ADRIENNE	Pt. Road	Clerical/Secretarial
NORTZ	ALYSSA	Markham Place	Lang Arts/Literacy Grades 5 - 8
NOWELL	JANE MARIE	Pt. Road	Elementary Kindergraten-8 Grade
OLSEN	BERNARD	Markham Place	Social Studies Grades 5 -8
OWENS	CATHARINE	Pt. Road	Elementary School Teacher K-5
PARKER	DAVID	Markham Place	Service Workers
PATRIZIO	MICHAEL	Markham Place	Instructional Paraprofessionals
PEDALINO	JULIANNA	Pt. Road	School Counselor
PELLIEN	TAMARA	Markham Place	Science Grades 5 -8
PEPE	ANTONIO	Markham Place	Middle School Principal
PERSONETTE	LAURA	Pt. Road	Preschool
PETRANTIS	ANNA	Pt. Road	Resource Program In-Class
PETRONE	DEBORAH	Markham Place	Instructional Paraprofessionals
PHAN	JESSICA	Markham Place	Computer Literacy/Applications/Programming
PINA	RYAN	Markham Place	Health
PLATT	ERIC	District Office	Chief School Administrator/District Superintendent
POLAND	DANIELLE	Markham Place	Resource Program In-Class
PONTERIO	ALLISON	Markham Place	School Counselor
QUINN	KAITLIN	Pt. Road	Elementary School Teacher K-5

REHDER	TRACY	Markham Place	Clerical/Secretarial
RESTAINO	KERRI	Pt. Road	Speech Correction/Language Specialist
RIBEIRO	KELLY	Markham Place	Resource Program In-Class
ROSEN	ANGELA	District Office	Director Curriculum & Instruction
RUSSONIELLO	TIMOTHY	Pt. Road	Physical Education
SACHS	LAURA	Pt. Road	Instructional Paraprofessionals
SANBORN	SHAYNA	Markham Place	School Nurse
SANTOS	KENNETH	Pt. Road	Elementary Kindergraten-8 Grade
SAUER	HANNAH	Pt. Road	Instructional Paraprofessionals
SCALZO	STEPHANIE	Markham Place	Clerical/Secretarial
SCHERZINGER	JASON	District Office	Technicians
SCHIFFMAN	MARCIA	Markham Place	Instructional Paraprofessionals
SCHUBERT	KAITLIN	Pt. Road	School Nurse
SELIGMAN	KAREN	Pt. Road	Instructional Paraprofessionals
SHECKLER	KIMBERLY	Pt. Road	School Psychologist
SHEKIAN	MARIANNE	Markham Place	Instructional Paraprofessionals
SMELTZER	ERIN	Markham Place	Science Grades 5 -8
STEVENSON	KIMBERLY	Markham Place	Instructional Para Ages 6-21
STIGLIANO	KATHLEEN	Pt. Road	Elementary School Principal
SUSZKA	ELISE	Pt. Road	Elementary Kindergarten
SUSZKA	MARY	Pt. Road	Insructional Paraprofessionals
SZABO	JOAN	Pt. Road	Instructional Paraprofessionals

SZESKO	SHERILYN	Markham Place	Mathematics Grades 5 - 8
TAYLOR	JENNIFER	Markham Place	Social Studies Grades 5 -8
TOMESCO	VICTORIA	Pt. Road	Preschool
TUZZEO	TARA	Pt. Road	BACB Behavior Analyst
URBANCZYK	CHRISTINE	Markham Place	Reading Specialist
VANARTSDALEN	JENNIFER	Markham Place	Lang Arts/Literacy Grades 5 - 8
VERY	DEBORAH	Pt. Road	Instructional Paraprofessionals
WEEKLY ROSE	ROGELIO	District Office	Service Workers
WHITMAN	JUDITH	Pt. Road	Instructional Paraprofessionals
WHITTLE	WENDY	Pt. Road	Elementary Kindergraten-8 Grade
WILLIAMS	BRENDAN	District Office	Technicians
WINTERS	BRIELLE	Pt. Road	Occupation Therapist
WITMAN	SUSAN	Pt. Road	Kindergarten
ZAPPALA	CASSI	Pt. Road	Elementary Kindergraten-8 Grade
ZUSACK	TARA	Pt. Road	Elementary Kindergraten-8 Grade
ZUSACK	VALERIE	Markham Place	Clerical/Secretarial