

ROCHELLE PARK SCHOOL DISTRICT
EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PLAN
2023 - 2024 SCHOOL YEAR
August 29, 2023

Under the direction of the New Jersey Department of Education, pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, school districts shall have a plan to implement Emergency Virtual or Remote Instruction. 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 requirements. In accordance with Chapter 27 Emergency Virtual or Remote Instruction program requirements ((P.L.2020, c.27, https://pub.njleg.gov/bills/2020/PL20/27_.PDF) the Rochelle Park Board of Education authorizes, by way of Attestation, this Emergency Virtual or Remote Instruction Plan as follows:

I. Equitable Access and Opportunity to Instruction:

Emergency Virtual or Remote Instruction in the event of the district’s closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the state or county to institute a public health related closure. To ensure equitable access and opportunity to instruction, virtual/remote instructional schedules will remain consistent with all issued student schedules and master teaching schedules, including all subject areas and special or related services. The district will monitor student progress and measure student growth by way of lesson plans, instruction and assessments, and gradebook indicators.

An online schedule will be used in the event Midland School is closed due conditions warranting Emergency Virtual or Remote Instruction. A remote learning schedule is as follows:

Bell Schedule

Log-In	8:20-8:23 am (homeroom)
Period 1	8:25-8:52 am
Period 2	8:54-9:21 am
Period 3	9:23-9:50 am
Period 4	9:52-10:19 am
Period 5	10:21-10:47 am
Period 6	10:49-11:15 am
Period 7	11:17-11:43 pm
Period 8	11:45-12:12 pm
Period 9	12:14-12:41 pm
Lunch	12:45-1:45 pm
Extended Learning Lab A	1:45pm - 2:15pm (asynchronous)
Extended Learning Lab B	2:20pm - 2:50pm (asynchronous)

If a remote, virtual learning schedule is required the bell schedule noted in Section I will be implemented. This schedule provides the minimum number of hours required to fulfill the NJ Department of Education's requirements for a school day.

To address any potential concerns for a digital divide the district will continue to implement a one-to-one technology device program. All students have been issued a computer (Chromebook, laptop, or iPad) by the district. Each student's device is logged into the student information management system to verify the one-to-one use and distribution. The district conducted a survey of household technology and needs for broadband access. For those with identified needs, the district has provided and will continue to provide hot spots for access to internet service. Families are encouraged to communicate any changes in their status for device needs or access to services with the district's technology coordinator, school principal, or teacher.

II. Addressing Special Education Needs:

The virtual or remote instruction will provide lessons, accessible materials, and platforms as needed for students with disabilities. IEP modifications and accommodations will be implemented as needed and suited to the online learning environment. All IEPs will be implemented to the greatest extent possible, making adjustments for the online learning environment. Teachers and related service providers will continue to document student progress, and the provision of services will be documented. Case managers and the Director of Special Services will communicate with families and provide online office hours where families may schedule individualized appointments, in addition to email and phone contact. IEP meetings, evaluations/reevaluations, evaluation planning meetings and other appointments needed to ensure services and compliance with timelines will be transferred to the online/virtual meeting platform.

III. Addressing English Language Learners Plan Needs:

The district has an ESL program. In the event of need, the ESL classes and services will be transferred to an online/virtual classroom. Students' schedules will continue to be implemented and instruction will be provided. The ESL teacher and other faculty members who are skilled at translating for families will continue to provide the same services that would be provided in the school setting in a remote/online setting. Posting of communications will be interpreted, and meetings will have interpreters if needed. Methods of instruction with appropriate accommodations for ESL students are noted on the curriculum and will continue to be used for lesson plans and instruction. Training for teachers, administrators, and counselors for culturally responsive practices is provided at the start of the school year by way of the professional development program. The PD program provides information on diversity, equity, inclusion, socio-emotional learning, and is being furthered with additional PD efforts throughout the school year.

IV. Attendance Plan:

Student attendance will be taken by teachers and related service providers following the same attendance taking procedures as when students are present in the classroom. Attendance will be documented in the Student Information System (Realtime) platform for present/remote, or absent/remote. Any student receiving home instruction services will also be moved to a remote/virtual platform to be scheduled directly by the home instruction provider. The home instruction provider shall notify the guidance counselor or case manager of this schedule. All procedures per the district's policies and regulations, also detailed in the staff and student/parent handbooks for attendance will be adhered to. Calls to families of absent students will continue to be made in accordance with current and established practices. Concerns about students' who are present remotely, though seemingly not participating, will be brought to the attention of the parents/guardians first by the teacher, then by the guidance counselor/case manager, and administration when necessary.

V. Safe Delivery of Meals:

The district has successfully implemented, and will continue to implement when necessary, a schedule for pick up of pre-packaged meals for all Rochelle Park students. The district employs Pomptonian Food Service and lunch aides for the safe delivery of meals. Multiple days of meals may be picked up at Midland School's courtyard, near the gymnasium entrance. The pick up days will be from 11:30am to 1:00pm on days designated as needed. Notices will be sent to families via the Realtime notification message system (phone, text, email), and posting on the website regarding days/dates for pick up. Should there be a need to change this process or schedule then information for meal pick up will be shared following the same methods of communication.

VI. Facilities Plan:

The building will be maintained by the Supervisor of Buildings & Grounds and custodians/maintenance employees as their roles are deemed essential to operations. The Business Administrator will confer with the Supervisor of Buildings & Grounds to determine needed practices, and in turn provide to the Superintendent a plan of action that best fulfills the current needs.

VII. Other Considerations:

As noted in section I, all students' schedules and teaching schedules will continue to be implemented as they are transferred over to the remote/virtual setting. Services to special groups (ELLs, IEP, G&T, Title I, etc.) will continue. Extended school day services, if in place, will be taken into consideration to determine if the service will be postponed or continue as planned. Further, the administration will make decisions regarding co-curricular activities and transportation services on an as needed basis. Communications will be sent on an as needed basis

to all applicable students, staff, families, service providers, and community officials regarding the continuance or change of any service. Please note, Rochelle Park School District is a PreK - Grade 8 system therefore credit recovery services are not implemented.

VIII. Essential Employees:

The district ensures a list of essential employees are identified and provided to the county office at the time of the district's transition to remote or virtual instruction. This list of essential workers will include:

- District Name
- School Name
- Employee Name
- Position Title
- Contact Information.

IX. This plan has been posted on the Midland School website at:
<https://www.rochellepark.org/Domain/209>

X. Board Approval: August 29, 2023