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# DISTRICT EMERGENCY VIRTUAL LEARNING PLAN

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2022-2023



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## VIRTUAL LEARNING IMPLEMENTATION

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The COVID-19 pandemic impacted every aspect of our lives. As we look to the future and plan for all scenarios during the school year, we must recognize and prepare for the ways the virus and necessary public health responses may impact the continuity of instruction.

The District Emergency Virtual Learning Plan provides administration, staff, and parents with the information necessary to ensure that our schools can pivot to virtual learning when emergency circumstances require a school closure.

The Superintendent shall have the authority to implement the plan in the event the State or local health department determines that is advisable to close, or mandates closure of, the schools of a district 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 for more than three consecutive school days.

Pursuant to NJSA 18A:7f-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year. Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days 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 institute a public-health closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180 day requirement.

The plan presents guidance related to the following areas:

- Virtual Learning Implementation
- Continuity of Learning
- Assessment and Accountability
- Equitable Access
- Special Education and Related Services
- Meals & Distribution

This District Emergency Virtual Learning Plan is an addendum to the district's Emergency Action Plan in case virtual learning is necessary due to long-term emergency circumstances.



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## LEADERSHIP & PLANNING

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### Stakeholders Roles & Functions

#### Board of Education

- Works with the Superintendent to create and/or update district policies to facilitate and implement the District Emergency Virtual Plan.

#### Superintendent of Schools or Designee

- Maintains authority over all pandemic, crisis management, and Safe Reopening & Virtual Learning Plans.
- Communicates with the media and the school community.
- Utilizes the Blackboard system, email, SMS, District website, and social media to keep the school community informed.
- Maintains protocol for personnel policies and working with BOE to update district policies
- Will promote student, staff, and administrative physical and mental well-being.
- Plans for cross-training for "core" and "essential" functions

#### School Business Administrator

- Monitors and maintains the following departments: Facilities (Buildings and Grounds), Technology, Transportation, and Food Services.
- Plans, assesses, and allocates funding for the implementation of the District Emergency Virtual Plan.

#### Director of Curriculum and Instruction & Building Principals

- Maintains academics and student learning.
- Instructional materials for each New Jersey Student Learning Standards are suggested to be made available and designed to support student learning for the length of the closure.

#### Teachers

- Teaching staff members will be expected to continue to develop and deliver instruction and assessments.
- Utilize Teacher Pages, Zoom/Google Meet, and Google Classrooms to deliver necessary instruction.
- Communicate with students and parents on a consistent basis to foster student engagement
- Plan for and implement virtual learning as necessary

#### Parents/Guardians

- Ensure students are attending school, participating and engaged in virtual learning activities.
- Ensure student is completing assignments by the required deadlines

- Communicate with the classroom teacher consistently and serve as a partner to support the learning process
- Monitor and report any illness to the school nurse prior to sending the student to school
- Support the district's Code of Student Conduct and ensure student compliance

#### Director of Buildings & Grounds

- The Director of Buildings & Grounds, with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.
- Ensure the district bus is clean and disinfected on a daily basis.
- In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. The district will continue to use cleaning practices, procedures, and products that have been deemed to meet local health department and EPA requirements to the greatest extent possible. The district will ensure areas of high frequency interaction (desks, chairs, door handles, phones, electronics) receive enhanced cleaning. The school custodial staff will implement a deep cleaning of the school buildings including classrooms, restrooms, hallways, cafeteria, and locker rooms.

#### School Nurses

- Coordinate with the Assistant Superintendent to ensure necessary medical supplies and assistance are available.
- Communicate, as necessary, with the Superintendent of Schools or designee, the school physician, and the County and State health officials.
- Monitor both student and staff absences.
- Assist the district in training staff in health and safety protocols.

#### Food Service Manager

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas.
- Cleaning and sanitizing of kitchen and all cafeteria tables
- Ensures servers are free from illness.
- Provides a contingency for the possible provision of food for free and reduced lunch students.

### **ESSENTIAL EMPLOYEES**

Certain employees have been designated as Essential Staff for the district. The Essential Staff roles are critical to the continued operations of an effective school district. During school closure, essential employees ensure the continuity of services and the implementation of our emergency plan to its fullest extent. This includes, but not limited to: the administrative supervision of essential staff; the secretarial support maintaining the workflow at the board office and schools; technology staff configuring Chromebooks for students and monitoring/maintaining the integrity of the district network; the food services staff ensuring the continuation of meal service to free & reduced lunch students; and, the custodial staff maintaining clean and sanitized work areas.



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## CONTINUITY OF LEARNING

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If a Virtual Learning day must be implemented the following will occur:

- School closure announcements will be made using all district communication mediums (BlackBoard messages, district website, and social media)
- Teachers will pivot to virtual learning and post the link to their Google Meet available to all students via Google Classroom.
- **The daily schedule will be exactly the same as the regular in-person schedule for each school.** Students will be required to sign-on and participate in each virtual class in order to receive credit for attendance.
- All classwork will be posted in Google Classroom for easy retrieval, and any homework or classwork submissions will be done in Google Classroom as well.

### **Daily Schedule:**

The daily schedule will be exactly the same as the regular in-person schedule for each school. Students and staff will follow their respective school's bell schedule during virtual instruction.

### **Delivery of Virtual and Remote Instruction (Grades 9- Adult)**

- **Academic Instructors**
  - All academic instructors will use google classroom to assign lessons for the students. Teachers will utilize other remote learning tools like Google meetings to conduct virtual group discussions. Teachers will monitor progress in google classroom daily and make themselves available for students and parents for questions.
  - Attendance will be collected daily during the students' first-period class and notifications will be sent home for the students who did not log on by 9:00 a.m.
  - All teachers will utilize google extension: Read Aloud: A Text to Speech Voice Reader. This extension will assist students who have reading or modifications in their 504 Plan.
  - Guidance counselors, teachers, and administrators will contact parents for students who are not actively online and/or not submitting the required assignments.
- **Career Major Instructors**
  - All career major instructors will use google classroom to assign lessons for the students. Teachers may also utilize other remote learning tools like Google

meetings to conduct group discussions. Career major teachers will also utilize industry-specific technology in addition to using google classroom. Teachers will monitor progress in google classroom daily and make themselves available for students and parents for questions.

- Attendance will be collected daily during the students' first-period class and notifications will be sent home for the students who did not log on by 9:00 a.m.
- Guidance counselors, teachers, and administrators will contact parents for students who are not active online and/or not submitting the required assignments.
- All teachers will utilize google extension: Read Aloud: A Text to Speech Voice Reader. This extension will assist students who have reading or modifications in their 504 Plan.
- Career major instructors will utilize Skillup Middlesex which is flexible, self-paced learning of essential workplace skills. This service is free for the students who reside in Middlesex County, and instructions will be provided to the students.

- **ELL Students**

- ELL teachers collaborate daily with content area teachers to ensure all ELL learners receive the help and guidance needed.
- Schools will communicate with parents of ESL learners in their native language to ensure lines of communication are clear.
- ELL Teachers will log services for students to their building principal
- All faculty will continue to be provided with training to learn strategies related to social emotional learning related to english language learners.

- **Special Education**

- All special education instructors will use google classroom to assign lessons for the students. Teachers may also utilize other remote learning tools like Google meetings to conduct group discussions. Teachers will monitor progress in google classroom daily and make themselves available for students and parents for questions. Child study team members will consult with instructors to ensure the modifications of the IEP are met. All general education instructors will ensure that students with a 504 plan receive modifications as per their plan.
- Related Services: Students eligible for speech and language services will use google classroom to target IEP goals and objectives. Students who require counseling (group or individual) in their IEP, will use google phone and or google meets to ensure compliance.
- Counseling support will be provided via phone conference and/or video conference, if warranted, to address relevant concerns.
- IEP meetings will take place via phone or video conference or to ensure compliance.
- All in-person testing will be postponed until we can safely return to school.
- All teachers will utilize google extension: Read Aloud: A Text to Speech Voice Reader. This extension will assist students who have reading or modifications in their IEP.

- **Support Services**

- Guidance Counselors, Child Study Team, Student Assistance Counselor, and

- Nurse will be available via phone and email to assist students in need.
- Student Assistance Counselors will work with teachers and administrators to assist students who have specific needs and offer telehealth resources to assist students in crisis.
- **Adult Education**
  - Adult Certificate Program classes will work with their instructor by completing online assignments and will be given credit for all work that they complete. Students will be given the opportunity to complete their 30 Hour OSHA class online.
  - The Director of Adult Education will work with apprentices and sponsors to ensure hours are met either in an off-site location or via online learning. An example of online learning will be the completion of an OSHA certificate class.
  - The Middlesex County Magnet Schools will work with the New Jersey Department of Consumer Affairs to ensure the cosmetology students meet the hour requirements for their license.
  - The Middlesex County Magnet Schools will work with the New Jersey Department of Health to ensure the LPN students meet the hour requirements for their license.
  - Adult education instructors will utilize Skillup Middlesex which is a flexible, self-paced learning of essential workplace skills. This service is free for the students who reside in Middlesex County.
  - The Adult Education Department is in the process of researching other opportunities for this year's graduates of the Adult Cosmetology and LPN programs to ensure that they have the skills necessary to successfully pass their licensing exams.

### **Attendance**

- As noted in the delivery of virtual and remote instruction, attendance is taken daily and entered in genesis
- Students must have their computer cameras on in order for the student to be marked as "present." Students will not need to be logged in during lunch/recess, but they are required to log on for their afternoon instruction with their computer cameras on.
- Attendance calls are made daily and counselors, teachers, and administrators will follow up with parents for students who have not logged in or submitted any assignments.

### **Equitable Access**

- To ensure all students have access to the internet, the Middlesex County Magnet Schools distributed wi-fi hotspots in all of their campuses. These devices are for students who do not have internet access in their house. The Middlesex County Magnet Schools will continue to distribute hotspots to any student who needs internet access.
- All students received a Chromebook in September (1-to-1).
- For career major programs that require specialized software, the students signed out laptops that are capable of running the programs necessary for those career majors.
- Students completed a technology survey to anticipate how many internet hotspots and/or technological devices students require, to ensure equitable access.

### **Safe delivery of meals**

- School lunches will be offered for contactless pick-up only at the East Brunswick, Perth Amboy, and Piscataway campuses. Students & parents eligible for free and reduced lunch from any campus can pick-up breakfast and lunch on Mondays and Wednesdays from 4:00 – 5:30 p.m.
- All meals will be prepared by Aramark following all necessary guidelines to ensure safety.





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## OTHER CONSIDERATIONS

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### **Accelerated Learning Opportunities**

- Accelerated Learning Opportunities will continue to the greatest extent possible virtually through virtual platforms such as Google Meet and Zoom. All students will receive differentiated instruction in line with their regular classroom experiences.

### **Social and Emotional Health of Students and Staff**

- District mental health staff members, such as school psychologists, school social workers, and school counselors will be available remotely to interact with students and staff, answer questions they might have, and provide them with support/interventions through either Google Meet, Zoom, telephone or email. Mental health professionals will keep a log of all interactions with students/staff and will follow up with them in person.

### **Title I Extended Learning Programs**

- The district provides RTI periods at certain schools during the course of the school day, and these periods will continue as part of their regular schedules.

### **21st Century Community Learning Center Programs**

- The district does not provide 21st Century Community Learning Center Programs.

### **Credit Recovery**

- Students taking online credit recovery courses will continue their instruction uninterrupted.

### **Other Extended Learning Opportunities**

- Extended learning opportunities will be provided to students virtually through Google Meet or Zoom when determined necessary by teachers and administration.

### **Transportation**

- Transportation is provided by the sending districts. During the activation of the Emergency Virtual Learning Plan, transportation will not be provided.

### **Extracurricular Programs**

- All extracurricular programs will be postponed and rescheduled. Outside community groups will not be permitted to use the school facilities.

**Childcare**

- No childcare services are provided or necessary for students in grades 9-12.

**Community Programming**

- The district will continue to explore community programs and resources that are available to support our families, students, and staff, and may schedule programming in a virtual format utilizing Google Meet or Zoom.

-End of Plan