CEDAR GROVE PUBLIC SCHOOLS
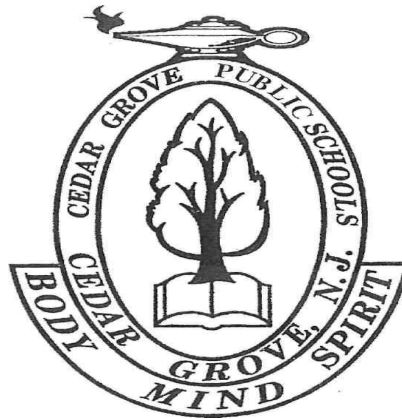
Chapter 27 Emergency Virtual or Remote Instruction Programs

2023-2024

Anthony M. Grosso
Superintendent of Schools

_____

Cedar Grove Board of Education Members
Ms. Dawn Daura, *President*
Mr. Lou Marzullo, *Vice President*
Ms. Cienne Keegan
Mr. Paul Palek Jr.
Mr. David Grande

UPDATED AS OF October 30, 2023

https://sites.google.com/cgschools.org/cg-schools-return-to-school/home

Cedar Grove Public School District

Chapter 27 Emergency Virtual or Remote Instruction Programs

2023-2024

During the 2023-2024 school year, the Cedar Grove Public School District may need to resort to remote or virtual instruction.

If the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school 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, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction.

In the case that virtual or remote instruction is implemented, the Cedar Grove Public School District will provide the same educational opportunities to any enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one, to the extent appropriate and practicable. In cases where related services are needed, they may be delivered through the use of electronic communication or a virtual or online platform, as appropriate.

Logistics of Transitioning to Remote/Virtual Instruction:
- Superintendent consults with the appropriate agency to make a decision as to what aspect of the district needs to move towards remote learning. If the recommendation by the appropriate agency is, for example, that just one classroom or one school move to remote instruction the remainder of the district would remain in school with in-person learning.

- If in-person shut down is for one classroom, multiple classrooms, one or two schools or the entire district, the students that are remote would follow the full day schedule.

- Considerations: At the discretion of building level administration, screen breaks would be permitted throughout the day at designated times. If students were to need a Chromebook to utilize at home for that remote instruction time frame (in the scenario described in this paragraph) administration has a plan in place to ensure that occurs.

Synchronous and Asynchronous Virtual/Remote Learning:
- Teaching Schedule/Process:
  - General Education Teachers and paraprofessionals will be available for guidance and support throughout the school day. Teachers will teach using Google Meet for class lessons as well as for small group lessons when not a part of the whole group class lesson.

- Implementing IEPs in Remote/Virtual Learning:

All special education education programs and related services are and will be readily available to be presented in a virtual and remote platform. Teachers and therapists will have access to the Google Meet virtual platform where they will use both online and physical materials, given to students via board office personnel or parent pickup, to be able to participate in academic and related services that fulfill their IEP mandates to the best extent possible.

All programs have built in mechanisms to chart and monitor progress. In addition, teachers and related services providers are

required to keep attendance and anecdotal notes of sessions and classes. This will allow these academic and related service providers to show the accommodations and modifications they are implementing along with keeping daily lesson plans on the Google Drive or Genesis Platforms.

Case managers will schedule and disseminate initial correspondence from the Director to describe the method of service delivery in the event of the need to go remote with programming. This correspondence along with weekly email checking in with staff and parents along with scheduled annual reviews via Google Meet.

Annual reviews, reevaluation and other specified meetings will take place as scheduled and in compliance with timelines using the Google meet platform. Parents will have to give written consent through email in order to move forward with warranted testing for initials and reevaluations. Evaluations will be conducted in person at the Board Office with consent of the parent to bring their child masked. There will be PPE available for evaluators as well as plexiglass in the testing areas.

- Supporting the Needs of English Language Learners
  - The Cedar Grove ELL Program centers on instruction aimed at students for whom English is a second language. Instruction at all grade levels, is pull out, with district ELL teachers providing both small group and one-on-one instruction. This includes, at times, individual student observation within their English classes for further understanding as well as for structured remediation. Small group instruction is differentiated. Student differentiation

levels are determined through continuous articulation with grade level classroom teachers, prior ACCESS for ESL scores, and through district-generated ELA assessment data. Differentiation is achieved through structured instruction targeting of assessed English language deficiencies for each of our ESL students. Instruction is given through traditional means as well through the use of technology (chromebooks, SMARTboards, online resources, etc). Likewise, instruction is aligned to the WIDA ELL standards Framework. WIDA also provided various training opportunities throughout each year for district teachers and district administrators to attend.

- Attendance
  - Cedar Grove Public School District has a comprehensive attendance policy for students, Policy 5200, last revise: August 2020.
    - Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

    - Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade

level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

- Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.
- Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

- In the event that the district must transition to remote/virtual instruction, students will log into their homeroom (grades 5-12) period or grade level teacher (PreK-5) where their initial teacher will take attendance for the day within our student information system. Teachers will continue to monitor attendance throughout the day (just as they do in-person) and report any inconsistencies in attendance to the main office/attendance secretary.
- Appropriate staff will review daily homeroom and classroom attendance reports and identify trends of at-risk students not participating in virtual learning consistently and reach out to those students and parents to determine what obstacles are preventing participation. If families are in need of assistance

or modifications, administrators and teachers will work together to build success plans for students/families as needed.

- Supporting Challenges and Needs Outside of Academics
  - All staff have been trained in culturally responsive practices and that training is slated to continue throughout the year. These practices focus more on interactions, resources, and approaches and are transferable to virtual and remote learning. They will not be affected should we need to transition outside of the school building.
  - All staff have been trained and provided resources on Social Emotional Learning and all students/teachers have access to a comprehensive online SEL curriculum, 7 Mindsets, that can be used in school, at home, remotely, or virtually, with equal levels of effectiveness.
- Extended Programming During Virtual/Remote Learning
  - Title I support services and extended learning programs will continue if the district shifts to virtual/remote learning for an extended period of time. Small group instruction that takes place during the school day will be coordinated in separate online meeting rooms and communicated in advance. After School tutoring and support services will be continued if remote/virtual learning is extended more than one week.
  - Credit recovery for high school students will be integrated into remote/virtual learning if the district is required to transition for more than a week.
  - Extra-curricular programs will be evaluated on a case-by-case basis in terms of the duration of virtual learning, the reason for virtual learning, and possible safety implications.

Continuously Measuring Student Growth and Learning in a Virtual/Remote Environment

The district has a comprehensive benchmark assessment plan(LinkIt) that spans K-12 in subject areas with all math and English language arts assessments completed through online testing software. In the event that remote/virtual learning takes place, students will still work within the same time frames for benchmark assessments, unless minor flexibility in dates is needed. These assessments can be delivered virtually as all students have access to their own chromebooks, which would be sent home should virtual learning become a necessity.

Addressing the Digital Divide- Broadband Technology and Connectivity:

- All students have access to individual Chromebooks (K-12).
- The school district will work with those families without internet connectivity to secure access.
- Additional Wi-Fi access points and service will be provided to families without internet access during remote learning.

School Lunch Program (PreK through Grade 12)

When remote/virtual instruction is needed, Cedar Grove Public School District will provide all eligible students with lunch. Pomptonian, our food service provider, will provide boxed or bagged meals when students are on an all remote schedule. The families will have meals available for pick-up on Tuesday for a week's worth of meals from the high school.

Cleaning during Remote/Virtual Learning:

In the case that Cedar Grove Public School District must transition to remote/virtual learning due to a health/safety concern (or other commissioner-approved reason), the custodial team will continue to clean the buildings to prepare for our return in a manner that is safe for them.

Procedures

Cleaning and maintaining healthy facilities, including improving ventilation
Each school will concentrate cleaning daily in the following areas:

- Desks/Chairs
- Lunchroom
- Door handles/doors
- Handrails
- Kitchens and restrooms
- Light Switches
- Handles on all equipment
- Buttons on all equipment
- Phones
- Desktops
- Shared keyboards and mice
- Drinking Fountains (Students are encouraged to bring their own bottles.)
- Nurse's Office
- Classroom Floors
- Hallway Floors

EPA registered disinfectants will be used and present in each building.

More info may be found at:
https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

The following cleaning products will be used:
o   Bioesque Disinfectant Solution Botanical
o   Enviro Solutions ES364
o   Enviro Solutions ES72C
o   Total Solutions SPEC4 Disinfectant Wipes
o   Hand Sanitizer - 70% Alcohol

Cleaning and disinfecting if someone was sick
·   Close off area(s)
·   Notify Supervisor
·   Open outside doors and windows to increase air circulation in the area.
·   Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible,
    wait as long as possible.
·   Clean and disinfect all areas used by the person who is sick.
·   Once an area has been appropriately disinfected, it can be opened for use.
·   If more than 7 days since the person who is sick visited or used the facility,
    Additional cleaning and disinfecting is not necessary.

 Bathrooms
- When possible disinfect bathrooms every hour, utilizing electrostatic sprayer.
  Spray toilets, sinks, partitions, walls and any touch surfaces with Bioesque Solution. Allow required 4-minutes dwell time

- Mop floors with ES364 solution if heavily soiled. Allow 5-minute dwell time.
- If areas are heavily soiled clean with ES364, then spray with Bioesque Solution.

Door Handles

- When Possible disinfect during each period (while classes are in session) with Bioesque Solution utilizing electrostatic sprayer.
- If door handles are heavily soiled clean with ES72C, then spray with Bioesque Solution.

Handrails

- When possible disinfect during each period (while classes are in session) with Bioesque Solution utilizing electrostatic sprayer.
- If handrails are heavily soiled clean with ES72C, then spray with Bioesque Solution.

Unit Ventilators

· When possible, day custodians are asked to check proper operation of unit ventilators throughout the school. Check filters and for proper operation. Log all filter changes in filter log book.

Classrooms

· Spray desks, chairs, walls, and any touch surfaces with Bioesque Solution utilizing electrostatic sprayer. Allow required 4-minute dwell time.
· Dust mop/Sweep Floors.
· Mop floors with ES364 solution. Allow 5-minute dwell time.
· If areas are heavily soiled clean with ES72C, then spray Bioesque Solution.

Auditorium

· Disinfect all surfaces with Bioesque Solution, utilizing electrostatic sprayer.

· Sweep/mop stage with ES364 solution. Allow required 5-minute dwell time.

· Vacuum floors.

Gymnasium

- Spray all touch surfaces with Bioesque solution utilizing electric static sprayer

  · Allow required 4-minute dwell time.

- Dust mop/Sweep Floors.

- Mop floors with ES364 solution. Allow 5-minute dwell time.

- If areas are heavily soiled, clean with ES72C, then spray with Bioesque Solution.

Offices

· Disinfect all surfaces with Bioesque Solution, utilizing electrostatic sprayer.

· If areas are heavily soiled clean with ES72C, then spray with Bioesque Solution.

· Lightly spray monitors, keyboards /mice with Bioesque Solution utilizing electrostatic sprayer.

· If monitors, keyboards/mice are heavily soiled, clean with a damp rag with ES72C, then spray lightly with Bioesque Solution.

<center>Hallways</center>

- Wet mop floors / use auto scrubbers with ES364 solution then allow   5-minute dwell time.
- Wash tiles/walls with ES364 solution then allow 5-minute dwell time and
     then dry tiles with a paper towel.
- Wash all door handles with ES64 solution then allow 5-minute dwell time
     and then dry tiles with a paper towel.
- Burnish floors as needed.

Essential Employees

Upon determination of a move from in-person to virtual, all essential employees will be notified via email and phone message. A list will be communicated to the county office identifying the essential workers for the district.

Transportation

Transportation will be provided for out of district students based on the placement operation schedule.

Childcare

Childcare will be considered on an as needed basis with the support of County programming.

Community Programming

The district will collaborate with the Township and the County on programming that will support the varied needs of the community members that are inclusive within the school district.

Plan Posted on Cedar Grove Public Schools Website

www.cgschools.org