

Wood-Ridge Public School District
03-5830

**Emergency
Virtual/Remote
Instruction Plan
2023-2024**

Approved by WRBOE July 17, 2023

Anthony Albro
Superintendent of Schools
540 Windsor Road
Wood-Ridge, NJ 07075
201-933-6777

TABLE OF CONTENTS

Foreword	3
Remote/Virtual Instruction Plan	4
Delivery of Instruction	4
English Language Learners	5
Special Services	5
Assessment of Digital Divide	6
Provision of Safe Delivery of Meals	6
Student Attendance Plan	7
Remote/Virtual Instruction School Day	8
Catherine E. Doyle Elementary (Pre K -3rd) Schedule	8
Wood-Ridge Intermediate School (4th - 6th) Schedule	9
Wood-Ridge Jr/Sr High School (7th - 12th) Schedule	10
Facilities Plan	11
Other Addressed Areas	11
General Considerations	12
District Contacts	13

FOREWORD

Anthony Albro - 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 WRPSD 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 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, prior to implementing the school district's plan of 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 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 2021-2022 SY," in their plans for virtual or remote instruction for each school year. The current plans must be approved by the District's board 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.wood-ridgeschools.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,

Anthony Albro

Superintendent of Schools

REMOTE/VIRTUAL INSTRUCTION PLAN

The express goal of the Wood-Ridge School District is to provide a thorough and efficient education in an environment that is safe for all students and staff members. While it is the unspoken goal of our district 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 WRPSD students. It is important to note that districts must be prepared to pivot 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:

- 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, Google Docs.
- Depending on the age and grade level of students, other applications that provide real time and asynchronous instruction and feedback shall be utilized.
- Depending on the length of time in an Emergency Virtual or Remote Instruction Program, the assessment of student growth and learning will be adjusted in terms of timing and mode of delivery.

- Measuring Student Growth and Learning- The District utilizes a variety of assessment tools to monitor student learning, identify needs, and target supports accordingly, including LinkIt Benchmarking, SAAVAS Math/ELA Assessments, IXL Learning Platform, and running records of reading achievement levels for elementary students.
- Weekly data conferences will include teachers, specialists, school counselors, administrators and related staff.to review student participation and performance, identify specific learning, behavioral, social and/or health needs, and align supports accordingly. Intervention and Referral Services (I&RS) will continue to function virtually to address student learning, behavioral, social and/or health concerns.

English Language Learners

Depending on the length of time that Emergency Virtual or Remote Instruction will be delivered, students receiving English as a Second Language instruction will have their schedules adjusted accordingly in order to ensure continuity of instruction and services for this population of students.

- In addition to regularly scheduled instruction, afternoon periods have been established for the purpose of providing additional support.
- Families of ELLs will be provided with an update regarding the provision of translation materials, interpretive services, and literacy level appropriate information.
- ELLs will be surveyed annually by October 15th in order to confirm access to technology in the event Emergency Virtual or Remote Instruction is transitioned to. Any deficiencies in student access to appropriate educational technology will be addressed if observed and/or reported.
- Annual staff professional development includes training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee).

Special Services

Dependent on the length of time that Emergency Virtual or Remote Instruction will be delivered, students receiving special services will have their schedules adjusted accordingly in order to ensure the delivery of any of the following services:

- Related Services (Speech, OT, PT, Behavioral Analysis)
- Communication with Case Managers
 - Conduct of IEP meetings, evaluations, and other meetings will be conducted via appropriate time schedule via the use of agreed upon remote conferencing.
- Communication with classroom teachers and/or assigned para-professionals

- CST members will be in contact with classroom teachers and service providers in order to document IEP implementation including the tracking of services, student progress, as well as the provision of accommodations and modifications.

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

Such technology and access shall be provided by schools to the families of those in need.

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 Real Time Student Information System and shall be coordinated by the Lunch Program Coordinator (Nu-Way Concessions).
- Maintain a staff of lunch aides (Nu-Way Concessions) who are responsible for the set up, proper serving, and delivery of meals to eligible students.
- All eligible families will be contacted and informed of the following location/times for procurement of meals:
 - Wood-Ridge Junior/Senior High School Cafeteria via Ballfield Entrance
 - Tuesdays & Fridays 1-4PM

- Multiple days of meals will be dispersed on each pick up day
- Breakfast and Lunch items for eligible families of Wood-Ridge Junior/Senior High School will be available for pickup .
- Lunch items only for eligible families of Catherine E. Doyle Elementary School and Wood-Ridge Intermediate Schools will be available for pickup.
- 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.
- 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 communication system, and will be communicated through the district website: www.wood-ridgeschools.org

Student Attendance Plan

Student attendance (Policy 5200 - Attendance) during an Emergency Virtual or Remote Instructional time period will be accounted for in the following manner:

- Attendance for students in grades Pre K - 6th will be taken at the beginning of the virtual school day.
 - Any students not marked present by 8:45 AM will have their names referred to the school nurse and school building principal for confirmation of absence.
 - Families are requested to inform the school of a child’s absence by 9AM each morning.
 - Board Policy and Regulation #5200 Student Attendance will remain applicable to any shift to an Emergency Virtual or Remote Instructional period.
 - Students observed to be lacking in terms of participation or submission of school work during an Emergency Virtual or Remote Instructional period will have their families contacted for follow up.
- Attendance for students in grades 7th - 12th will be taken at the beginning of each instructional period of the virtual school day.
 - Any students marked absent for an instructional period of the remote/virtual school day will have their families contacted in order to confirm the absence by the end of the school day.

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:

Catherine E. Doyle Elementary School (Pre K - 3rd)

Catherine E. Doyle Elementary School Schedule Detail

Homeroom	8:10-8:20
1	8:20 - 8:50
2	8:52 - 9:22
3	9:24 - 9:54
4	9:56 - 10:26
5	10:28 - 10:58
6	11:00 - 11:30
7	11:32 - 12:02
8	12:04: - 12:40
LUNCH	12:42 - 1:27
SEL	1:30 - 2:15
ACTIVITY/SUPPORT	2:18 - 2:50

Wood-Ridge Intermediate School (4th - 6th)

Wood-Ridge Intermediate School Schedule Detail

Homeroom	8:15-8:19
1	8:19 - 8:49
2	8:52 - 9:22
3	9:25 - 9:55
4	9:58 - 10:28
5	10:31 - 11:01
6	11:04 - 11:34
7	11:37 - 12:07
8	12:10 - 12:40
LUNCH	12:43 - 1:28
SEL	1:31 - 2:14
ACTIVITY/SUPPORT	2:17 - 2:50

WOOD-RIDGE JR/SR HIGH SCHOOL (7th - 12th)

Wood-Ridge Jr/Sr High School Schedule Detail

Period	Time
1	7:55 - 8:35
2	8:40 - 9:20
3	9:25 - 10:05
4	10:10 - 10:50
5	10:55 - 11:35
6	11:40 - 12:20
7	12:25 - 1:05
8	1:10 - 1:50
Office Hours/Support	1:55 - 2:35

- Students/Staff will engage in their lunch periods according to their normal period schedule.

Plan for Facilities Maintenance

Depending on the nature/cause and length of the extended period of closure, the facilities will be maintained accordingly:

- If closure was related to a public health issue, all buildings will be cleaned and sanitized according to health guidelines.
- Buildings will be closed to the general public and only staff members essential to the upkeep of the district buildings will be permitted to enter buildings, if necessary
- Any weather related school closure will be addressed via grounds maintenance and building maintenance as needed.
- Technological infrastructure will be maintained by Buildings & Grounds as well as Technology staff.
- Any closure resulting from an act of nature will result in the buildings and grounds being assessed for damage and subsequent remediation.
- All water sources (fountains/sinks) will be flushed out daily for maintenance.
- HVAC will be inspected and filtration systems changed out as needed.

Other Addressed Areas

- Accelerated Learning Opportunities
 - The district will offer additional targeted, small group lessons to provide accelerated learning opportunities. These opportunities will take place during the school day or after school.
- Social and Emotional Health of Students and Staff
 - The district will continue to implement a multi-tiered intervention system of support of district and school-based mental health supports and services to respond to students' academic, social and emotional needs. School-based health centers with mental health services will be available for students and staff. The district will share additional wraparound supports and counseling services made available for students and staff through the district's partnership with CarePlus NJ.
- Title I Extended School Day Programs
 - The district will offer additional targeted, small group lessons for identified students to support the development of early literacy and numeracy skills in ELA and math, to minimize the impact of learning loss.
- 21st Century and STEM Learning
 - Ongoing professional development will support students, parents and families, and staff during virtual or remote learning and will include online tutorials, live training sessions, and comprehensive support.
- Credit Recovery
 - General education students will have the option of attending online summer school via a County-approved Summer School Program, or they can earn recovery credits via Educere or Apex Learning. Costs are borne by the families. Special education students must address any enrichment, advancement, or credit recovery coursework through their case managers.
- Transportation
 - Transportation will be suspended in the event of a public-health related district closure.

- Extra-Curricular Programming
 - Extra-curricular programs and clubs that can operate in a virtual or remote environment will continue to do so. Extra-curricular programs and clubs that cannot operate virtually or remotely will be suspended.
- Childcare
 - The District Before/After Care programs will be suspended in the event of a public-health related district closure.
- Community Programming
 - The District is committed to providing regular communication updates to families. Information regarding community programming will be shared with parents, families, and staff as they are made available to us. The district website will provide health-related information and additional resources regarding mental health, childcare, food services, and technology resources.

GENERAL CONSIDERATIONS

1. Please note that this document constitutes only the provision of remote/virtual learning. 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. Depending on the reasons to implement an Emergency Virtual/Remote Instruction Plan, a list of essential employees will be established and shared with the County upon request.
3. Building Administration will share this information with parents and staff, and will also detail specific requests and requirements for their school.
4. Additional information will be provided to parents and staff by building administration and central administration as information becomes available.
5. The access to extra and co-curricular activities will be dependent on the reasons for moving to an Emergency Virtual/Remote Instruction Plan.
6. Principals will notify parents of student schedules as well as any changes.
7. The Plan (including any changes) will be posted on the district website: www.wood-ridgeschools.org.
8. There will surely be questions about the plan, as well as particular details that parents and staff would like more information about for particular schools. Please reach out to the building administration first with any questions:

STAFF CONTACTS

Ms. Schmitt, Principal - C. E Doyle Elementary School

lschmitt@wood-ridgeschools.org

Mr. Lisa, Principal - Wood-Ridge Intermediate School

klisa@wood-ridgeschools.org

Mr. Suro, Principal - Wood-Ridge Jr/Sr High School

bsuro@wood-ridgeschools.org

Mr. Sinclair, AP/AD - Wood-Ridge Jr./Sr. High School

msinclair@wood-ridgeschools.org

Ms. Hill, Director of Special Services

phill@wood-ridgeschools.org

Ms. Muscle, Supervisor of Curriculum

kmuscle@wood-ridgeschools.org

Dr. Hughes, Technology Coordinator

shughes@wood-ridgeschools.org

Mr. McIninch, Facilities Coordinator

mmeininch@wood-ridgeschools.org

Mrs. Gingerelli, Nu-Way Concessions (lunch program)

jgingerelli@wood-ridgeschools.org

Mrs. Murray, Business Administrator/Board Secretary

jmurray@wood-ridgeschools.org

Mr. Albro, Superintendent

talbro@wood-ridgeschools.org