



West Orange Public Schools Remote Instruction Contingency Plan

In the event of a public health related school closure, the West Orange Public Schools will implement this Remote Instruction Learning Plan.

Much of the remote work outlined in this plan is to be facilitated through digital technology. Since some families may have limited or no access to Internet and/or devices, provisions have been made to ensure that all students can access the curriculum and instruction during operation of the Remote/Home Instruction Learning Plan. The following is a summary of the actions the District has taken to ensure digital access and equity to all of its students.

- The District has collected information via a number of surveys and will continue to assess the technology needs for all students as outlined below:
 - July-September: District conducted a survey (needs assessment) for the ECF (Emergency Connectivity Funds) to determine the number of students who did not have a personal device at home as well as limited or no access to Internet
 - Each school in the District continues assessing students' needs for a chromebook and home Internet access. This is conducted via formal school surveys or by teachers who engage directly with parents of students in their classroom(s). The principals for each school are submitting formal requests for student chromebooks to be used at home as needed
- Devices are loaned out to families who need them via the Technology Department
- Assignments and projects that are not technology-dependent have been developed
- Books, papers, and other materials are distributed to families in advance of the closure or available for pick up throughout the closure;

The Remote Learning Plan takes advantage of digital technology while ensuring that no student's learning is compromised by a lack of technology and Internet access.

Remote learning, also referred to as distance learning, is learning that happens outside of the traditional classroom. It gives students who are not in school for in-person education access to online learning materials and instruction. All students will be provided with a chromebook to access the internet and, if necessary, a mobile hotspot for Wi-Fi connection.

If remote instruction is necessary, personal devices may be utilized for blended learning and continuity of usage with district digital programs. All students will have the opportunity to access online lessons and complete assignments, projects, and assessments either during in-person or remote learning.

All students or parents who encounter an issue with their chromebook or internet connectivity at home are able to complete the [Parent/Students Technology Request Form](#) that is accessible via our District Website and our ***1:1 Chromebook Program: Parent/Student Handbook***. This information has and will continue to be disseminated via a number of communication channels including social media and a Superintendent Letter that is broadcast weekly on Friday afternoon. Parents also have the option to contact the District's Technology Hotline (973-435-9637) or notify their Building Principal to make the necessary accommodations to pick up a

chromebook and/or hotspots.

During remote learning, it is imperative that all staff maintain communication with students (via phone calls, emails, Google Meets, or other district approved online platforms) to ensure students are completing assignments, are actively engaged, and maintain their social and emotional wellness.

Additional Resources

| Grades | Instructional Resource | Comments |
|---------------|---|---|
| Pre-K | Printable/consumable based on and linked to developmentally appropriate tasks along with Google Classroom lessons and activities (Modifications/Accommodations provided in accordance with IEPs or 504s). | Printable paper/consumable based assignments can be made available for students without device and/or wifi. |
| K-2 | <p>Printable/consumable materials and resources aligned to the grade level curriculum will be accessible via Google Classroom (Modifications/Accommodations provided in accordance with IEPs or 504s).</p> <p>The following student consumable materials were created to avoid bringing class notebooks back and forth.</p> <ul style="list-style-type: none"> ● reading response notebooks ● writing booklets ● Foundations handwriting practice booklets ● dry erase boards/markers | Printable paper/consumable based assignments can be made available for students without device and/or wifi. |
| 3-5 | Printable/consumable materials and resources aligned to the grade level curriculum will be accessible via Google Classroom (Modifications/Accommodations provided in accordance with IEPs or 504s). | Printable/consumable based assignments can be made available for students without device and/or wifi. |
| 6-8 | Google Classroom lessons and activities linked to the core content standards (Modifications/Accommodations provided in accordance with IEPs or 504s) | Printable/consumable based assignments can be made available for students without device and/or wifi. |
| 9-12 | Google Classroom lessons and activities linked to the core content standards (Modifications/Accommodations provided in accordance with IEPs or 504s) | Printable/consumable based assignments can be made available for students without device and/or wifi. |
| Other: | <p>Related Services: Google classroom lessons assigned by related services providers for targeted IEP goals and objectives; paper based assignments will be made available for students without device and/or wifi. <i>Compensatory services may be provided upon return to school.</i></p> <p>Counseling Services: Google classroom lessons assigned services providers. In addition, support</p> | |

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| | may be provided via school approved video conferencing platforms or a phone conference. |
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Food Services

The district Food Service Provider, Maschio's, will provide meals for eligible students in the district to pick up. These meals will be cold and packaged in a grab-and-go style for ease of pick-up by students or parents/guardians. Maschio's will be distributing meals from the seven elementary schools (Gregory, Hazel, Kelly, Mt Pleasant, Redwood, St Cloud and Washington) on Mondays, Wednesdays and Fridays from 11am-2pm in a safe, socially-distanced manner with appropriate personal protective equipment. Meals can be picked up at the closest location to your home, not necessarily where you attend school.

ESL Instruction :

ESL instruction will continue remotely utilizing school-based digital platforms such as live Google meets and Google classrooms. School and district communications will be sent home in Spanish and Haitian Creole. Translators will be made available to contact parents and the ELL Family Resource Coordinator will conduct student/family outreach as needed.

ESL instruction will be differentiated to address student learning needs. Access to technology will be addressed as needed via loaned WiFi hotspots and loaned district Chromebooks.

Special Education Instructional Expectations:

- All instruction will be geared towards the goals and objectives in the student's IEP, including the necessary accommodations and modifications considering the change in learning environment for each student.
- For students with discrete trial instruction, it will be determined if any maintenance programs can be run at home/supported by parents/guardians.
- Staff working with the student will monitor student progress and maintain data to demonstrate student progress towards the goals and objectives in student IEPs.

Child Study Team Member Expectations:

- Complete evaluations and IEPs in accordance with mandated timelines
- Conduct frequent check-ins with classroom teachers to monitor student progress
- Schedule remote observations of students on caseload
- Check-in with the students/families on their caseload via email, phone calls, and/or Google Meets
- Maintain a communication log to document communication with parents/guardians

Related Services Provider Expectations:

- If a student is receiving remote instruction (i.e. student tests positive; student identified as a close contact; student returned from travel), the Related Service providers will work with the parent/guardian to determine if the services will be provided remotely during this time or if the sessions will be made-up in-person upon the student returning to school This will be contingent upon the type of session (i.e. individual/group, the number of students and whether some are in person and others virtual, etc.).
- If a student is receiving remote instruction on a long-term basis (i.e. medical exemption), the Related Services will be provided remotely during this time.

Paraprofessional Expectations:

- Must be available during contracted school hours. Paraprofessionals are expected to adhere to the schedule that their student(s) or classes are assigned in the virtual platform being utilized by the district. Teachers will provide paraprofessionals with information on how to access the virtual classroom.

- Maintain ongoing communication with classroom teacher(s) to which you are assigned to discuss expectations for how you will support student instruction.
- Attend Principal/instructional meetings (i.e. grade-level/faculty meetings), scheduled by the building Principal or teacher, in which you are invited to attend.
- May assist with communication with parents/guardians **as directed by the classroom teacher**. All communication should reference areas that have been discussed with the classroom teacher.

Nurses Expectations:

- Specific direction will be provided by the Supervisor and/or Building Principal
- Conduct wellness checks via Google Meets
- Communicate with parents/guardians and students (when appropriate)
- Maintain an active role with the school Emergency Response Team
- Continue to update student health information and immunization information into the SNAP Health Portal
- Continue to review student files for missing immunizations and physicals and follow-up with families (as needed)
- Obtain treatment plans for students that require medication
- Create student Individual Health Care Plans, as applicable
- Provide mandatory/required health training to school community
- Maintain an active role in the district Intervention & Referral Services (I&RS) Committee meetings and 504 team meetings
- Complete any mandated documentation/reports

School Counselors/SACs Expectations (High School):

Manage all aspects of your student caseload

- Check in with the students/families on their caseload via email, phone calls, Google Meet providing information and support. Communication made can include information on:
 - Sample schedules for instructional activities
 - Brain Breaks
 - Feedback on work progress
 - Executive functioning supports
 - How to set up a learning space in the home free of distractions
 - Tips to minimize distractions
 - Tips to organize distance and virtual learning
 - Tips to manage time and workload
- Maintain a log/documentation for the parents/students that are contacted
- Maintain a Google Classroom with pertinent and relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Regular maintenance of all responsibilities including but not limited to:
 - Create / Maintain accurate course schedules
 - Monitor students academic progress, providing support and resources as necessary
 - Communicate to seniors opportunities for scholarships
 - Complete recommendation letters for high school seniors
 - Provide assistance to seniors with completing financial aid and college applications
 - Assist students with SAT and ACT registration
 - Coordinate parent /teacher/student conferences
 - Develop a schedule to develop and support I&RS and 504 Plans
 - Orient all grade levels to Naviance; execute the scope and sequence for all grade levels for college and career readiness

- Complete registration for newly enrolled students
- School-based crisis intervention
- Remote grief counseling if needed
- Facilitate individual counseling, small group and classroom-based counseling activities via Google Meets
- Provide workshops/information sessions for parents and students
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Serve on the school based Pandemic Response Team
- Active role with School-based and district Crisis Intervention Teams

School Counselors/SAC Expectations (Middle and Elementary):

Manage all aspects of your student caseload

- Check in with the students/families on their caseload via email, phone calls, Google Meet providing information and support. Communication made can include information on:
 - Sample schedules for instructional activities
 - Brain Breaks
 - Feedback on work progress
 - Executive functioning supports
 - How to set up a learning space in the home free of distractions
 - Tips to minimize distractions
 - Tips to organize distance and virtual learning
 - Tips to manage time and workload
- Maintain a log/documentation for the parents/students that are contacted
- Maintain a Google Classroom with pertinent and relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Regular maintenance of all responsibilities including but not limited to:
 - Complete registration for newly enrolled students
 - School-based crisis intervention
 - Remote grief counseling if needed
- Facilitate individual counseling, small group and classroom-based counseling activities via Google Meets
- Provide workshops/information sessions for parents and students
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Serve on the school based Pandemic Response Team
- Active role with School-based and district Crisis Intervention Teams
- Google Meet for 504 meetings; I&RS meetings; parent/student/teacher conferences

K-12 Remote Learning Plan

- All schools, grades K-12, will follow the same schedule as in-person instruction.
 - PreSchool 8:45am - 11:15am
 - Elementary 8:45-3:23pm
 - Middle School, Grades 6-8 8:10am - 2:53pm
 - High School 7:30am - 2:15pm
- Educational Materials

- Instructional materials and daily lessons will be posted in Google Classroom
- E-texts and other digital materials will be provided in Google Classroom
- Hard copies of materials, including student workbooks, classroom library books, packets, etc. will be provided as needed
- Synchronous instruction will take place via Google Meet
- Family Communication
 - Teachers will be available to respond to questions from families during contractual prep time and via email.
- Attendance:
 - Monitoring of attendance will be continued via the district's student information system, PowerSchool.
 - Student attendance will be monitored through participation in daily online sessions, with parents reporting absence reasons as in the standard operating procedure.
 - Follow up by teachers, school counselors or principals will be conducted when student non-participation is concerning.

PreSchool

- Preschool instructional day will consist of 1 ½ hours of online instruction
- Movement, music and play breaks will be incorporated

Elementary K-5

- Specials: Synchronous Specials (30-45 min per day)
- Lunch & Recess Break (45 min)
- Small group and 1:1 instruction will take place throughout the school day
- Movement and play breaks will be incorporated into the day (30-45 min daily)

Student Expectations:

- Follow the schedule for your school. This will be posted on the school website.
- When working remotely, ensure that you are logged into the Google Meet for each class on time for synchronous instruction, as attendance will be recorded.
- Participate in Google Meets established by your teachers and log off the Meet at the close of the lesson. The teacher should be the last person to log off the Meet.
- Complete and submit assignments as per the assignment's due date.
- Respond to all teacher emails within 24 hours.
- Contact your teacher if you experience technological difficulties, internet interruption, when having trouble completing an assignment or if extra support is needed.

Student Etiquette:

- Prepare for technical difficulties; check that your technology is working prior to starting the session; email your teacher with any issues.
- Behave in a respectful manner during all virtual learning activities o Dress appropriately
- Actively engage in the sessions; refrain from using your cell phone unless directed by the teacher to utilize as part of the session
- When working remotely, utilize a quiet space in your home that has minimal distractions
- Avoid eating during the session
- Communicate effectively and respectfully at all times
- Keep your microphone on mute unless told otherwise by your teacher
- During Google Meets your video camera must be on for the entirety of the class period. You cannot use an Avatar in place of your initials. Only your initials or a photo of yourself can be utilized. If you are using a photo it must be age appropriate.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.

- Any confidential or personally identifiable information related to students participating in a Google Meeting should not be collected, discussed or shared.

Parent/Guardian Google Meet Expectations:

Parents/guardians are encouraged to assist their child through remote learning providing encouragement and supporting their children during asynchronous learning opportunities.

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during remote learning, all parents/guardians are asked to observe the following privacy guidelines:

- Google Meets are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in these sessions, although parents/guardians may assist their child with technology. Especially with synchronous learning, any support needed should be coming from the teacher in the moment.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.
- Do not share Google Meet code with friends. All students should have access to their appropriate Google Meets by their teacher.
- Any confidential or personally identifiable information related to students participating in a Google Meet should not be collected, discussed or shared.
- Parents/guardians should not engage with students during Google Meets.
- If a parent/guardian has a question, please email your child’s teacher.

Thank you for your support and cooperation in ensuring that remote learning is a positive, productive and enjoyable experience for all participants

School Counselors Expectations:

Manage all aspects of your student caseload

- Check in with the students/families on their caseload via email, phone calls, Google Meet
- Maintain a log for the students that are contacted
- Maintain a Google Classroom with pertinent and relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Regular maintenance of all responsibilities including but not limited to:
 - Create / Maintain accurate course schedules
 - Monitor students academic progress, providing support and resources as necessary
 - Communicate to seniors opportunities for scholarships
 - Complete recommendation letters for high school seniors
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Secretaries Expectations:

- Principal will provide directions
- Submit reports as needed
- Participate in Professional Development opportunities
- Provide support with outreach to students
- Certify daily attendance by 9:30am (Elementary), 1st Period (Grades 6-12)
- Complete transfers
- Assist with home surveys
- Update emergency contact forms
- Ensure information in Infinite Campus is accurate and updated
- Respond to parent inquiries
- Ensure student folders are updated in the office
- Identify students who have security flags in Infinite Campus
- Assist parents with registering for parent portals

Custodial Staff Expectations

48 Hours After Building Shut Down: Custodial staff will arrive onsite and perform the following procedures to clean and disinfect all areas of the facility.

Overview : Disinfection will begin by cleaning and wiping down each surface prior to using the Disinfecting Electrostatic Sprayer. After all areas have been cleaned accordingly with the Betco pH70 Ultra #4 cleaning solution, the disinfection process will begin. Bioesque will be utilized via the Electrostatic Sprayer. Bioesque disinfecting solution will be used to disinfect long term touch points, such as student desks, cafeteria tables, library tables etc. Short term touch points will be disinfected with the Brutab disinfecting solution such as door knobs, handrails, lockers etc.... After Spraying both disinfecting solutions on all applicable areas, the solutions will air dry to ensure proper disinfection of the surface area.

Surface Checklist (Offices, Nurses, Classrooms)

- Desks
- Chairs
- Doorknobs
- Cabinet handles
- Keyboards
- Light Switches
- Cubbies
- Bookshelves
- Window Handles
- Table tops

Surface Checklist (Bathrooms)

- Doorknobs
- Door handles
- Toilet Handles
- Faucets

- Sink tops
- Toilet surfaces
- Divider walls
- Bathroom walls
- Mop Floors as well

Common Areas (Hallways, Stairwells, Vestibules, Library Media Center, Gyms, Locker rooms, Auditorium)

- Wipe down all touch surfaces
- Railings
- Doorknobs
- Push Bars
- Sanitizing stations
- Lockers
- Water cooling stations

After cleaning and disinfecting the entire building, all areas will be stocked with district supplied PPE.