**RIVERSIDE TOWNSHIP SCHOOL DISTRICT**

**Chapter 27 Emergency Virtual or Remote Instruction Programs**

**2023-2024**

During the 2023-2024 school year, the Riverside Township School District may need to resort to virtual or remote instruction(V/RI).

If the State or local health department determines that it is advisable to close, or mandates closure of, the 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 (V/RI).

In the case that virtual or remote instruction (V/RI) is implemented, the Riverside Township 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.

For the purposes of planning, we will delineate two TYPES of Remote/Virtual Instruction (V/RI) Plans for potential implementation:

* a short-term/emergency virtual/remote instruction plan
* a long-term/pre-planned virtual/remote instruction plan

The details for each type will be communicated below through each section of the overall plan.

**Logistics of Transitioning to Remote/Virtual Instruction:**

* TRANSITIONING: Superintendent consults with the appropriate agency to decide what aspect of the district needs to pivot to 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.
  + Short Term/Emergency V/RI - This discussion and decision will be made and communicated to staff and families overnight.
  + Long Term /Pre-planned V/RI- This discussion and decision will be made and communicated to staff and families prior to leaving for remote /virtual instruction so that resources can be taken home with anyone who needs them.
* SCHEDULE:
  + Short Term/ Emergency V/RI - In the case of an overnight emergency shutdown and/or a short term switch to virtual/remote learning, schools will follow a modified schedule where the morning will be organized to allow staff to set up technology to teach from home while administrators facilitate a morning orientation with students and families and relay the daily schedule/plan.

**Riverside Elementary School:**

8:00 - 9:30 - Students (with parent assistance) will use this time to check into school for homeroom attendance, coordinate their technology and necessary resources, and receive information from building administration regarding the emergency virtual /remote instruction plan we are using for the day.

All students should check in [HERE](https://forms.gle/214TR8Uynbz6LpRZA) at some point between 8:00 - 9:30. Students must be logged into their district Google account to check in for the day and access their instruction.

Students will then need to log into their classroom teacher’s Google classroom for attendance throughout the day to receive instruction/ assignments/feedback from their teacher. The classroom teacher will coordinate communication with special area teachers and other staff for related services where applicable.

Pre-school

AM Session: 9:00 am - 10:30 am

PM session: 12:00 pm - 1:30 pm

Kindergarten - 5th grade

Arrival: 9:30am

Dismissal: 2:23pm

Middle School/High School

Arrival: 9:13am

Dismissal: 1:59pm

**Riverside Middle and High School:**

7:43 - 9:12 - Students will use this time to check into school for homeroom attendance, coordinate their technology and necessary resources, and receive information from building administration regarding the emergency virtual /remote instruction plan we are using for the day.

All students should check in [HERE](https://forms.gle/214TR8Uynbz6LpRZA) at some point between 7:43 - 9:12. Students must be logged into their district Google account to check in for the day and receive their instruction.

Students will then need to log into each class period’s Google classroom for class period attendance and to receive instruction/assignments/feedback from their teacher.

Period 1 9:13 - 9:43

Period 2 9:46 - 10:16

Period 3 10:19 - 10:49

Period 4 10:52 - 11:22

LUNCH 11:22 - 11:50

Period 5 11:50 - 12:20

Period 6 12:23 - 12:53

Period 7 12:56 - 1:26

Period 8 1:29 - 1:59

* + Long Term/Pre-planned V/RI - Whether the 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:
    - Monday – Friday
    - 8:00 am-2:23 pm, for elementary students
    - 7:43 am-1:59 pm for secondary students
    - PreK Session 1 - 8:00 am - 10:20 am
    - PreK Session 2 - 12:00 pm - 2:23 pm

For example, if the entire middle school was shut-down for in-person learning the students would receive synchronous "live remote instruction" from 7:43 am - 1:59 pm for all of their subjects from their corresponding teachers.

If "Student A" had English first period they would receive synchronous "live instruction" from their English teacher during that time frame, etc. If the student has Math class second period, they would receive synchronous "live instruction" from the Math teacher and they would continue to follow their normal schedule through 1:59 pm.

* 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 Zoom or Google Meet for class lessons as well as for small group lessons when not a part of the whole group class lesson.
  + Staff and students will be available during regular school hours of 8:00 am-2:23 pm for elementary students and 7:43 am-1:59 pm for secondary students, Monday to Friday.
* Implementing IEPs in Remote/Virtual Learning:
  + Modifications and accommodations will be given according to the student’s Individual Education Plan (IEP).
  + Students will be assessed and graded on assignments and projects according to the mandates in the IEP.
  + The delivery of virtual or remote instruction will adhere to students’ individualized education programs (IEPs), including material and platform access, to the greatest extent possible, including the integration of all modifications, additional small group lessons and supports, and additional time where needed.
* Supporting the Needs of English Language Learners
  + Riverside Township School District implements sheltered English instruction for all English Language Learners in grades K-12. All staff have been trained in SIOP (Sheltered Instruction Observation Protocol) and are equipped with strategies and resources to support ELL students in their inclusive classrooms. In addition, ELL students have regularly scheduled support provided by licensed ESL teachers and are enrolled in bilingual classes for only ELL students where applicable.
  + In the event of a transition to Remote/Virtual learning, these ELL supports will continue to be implemented and additional digital translation services will be provided where applicable to support students and families during that time.
  + Communication with parents and guardians currently takes place through direct emails, blackboard connect messages, digital newsletters, social media, and the district’s website. All of these communication methods have been coordinated so that they can be translated easily and effectively into all native/home languages of our families. In addition, the district employs a translator who works with personnel when parent communication is needed who would continue to be available virtually should the district transition to remote/virtual learning.
* Attendance
  + Riverside Township School District has a comprehensive attendance policy for students, Policy 5200, last updated February 2023, that states (among other things):
    - 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 6-12) period or morning meeting (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/vice principal.
  + Office secretaries and/or vice principals 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, Move This World, 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 that spans K-12 in all 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:**

* Parent surveys indicated a very high connectivity rate and access to technology.
* Our one to one initiative will ensure that all students have access to a district issued Chromebook for students during remote/virtual learning.
* 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.

**Related Services: Pre-K to 12th grade**

* Riverside will continue to meet our obligations to students with disabilities to provide related services to the greatest extent possible when delivery is given remotely.
* Tele-therapy will be given for all related services including Speech, Occupational, and Physical therapies. In addition, Riverside will provide counseling and the supplemental aide and service of a para, as listed in the student’s Individual Educational Plan.
* Related service letters will be sent home for permission to provide the tele-therapy via Zoom in the family’s native language.
* Case managers will continue communication with families during virtual/remote learning to ensure seamless transition of services and will implement virtual IEP meetings, re-evals, etc. as needed based on the duration of the remote learning.
* All related service staff will prepare an updated list of students they are servicing remotely; noting the duration and frequency of the service if we preemptively or reactively close.
* Service providers will continue to record and track progress during this remote time, so that the Child Study Team may effectively evaluate the need for compensatory services after the students return to their on-site program.
* The following case managers will be available for phone calls and/or emails for questions and concerns. Please call the school number at (856) 461-1255. Each person’s extension is listed next to their name.

**Stephanie Cavacini – School Social Worker** **#1127 -** Riverside Pre-K and Out of District pre-k through grade +12 students.

**Joan Brown –Learning Disabilities Teacher Consultant #1185 -** Grades K-5th and elementary and middle school MD Program.

**Catherine DiPierro - Learning Disabilities Teacher Consultant #1171 -** Grade 6th - 8th and high school MD Program.

**Patricia Swenson- Director of Special Education #1114**

**School Breakfast/Lunch Program (PreK through 12th Grade)**

As in previous years, when remote/virtual instruction is needed, Riverside Township School District will provide all students with lunch (and breakfast for long-term remote plans). Nutri-Serve will be the provider of all boxed or bagged meals when students are on an all-remote schedule.

Short-Term/Emergency Virtual/Remote Instruction:

Families will have access to pick up a bagged lunch in the courtyard by the RMS/RHS Cafeteria between 11 am and 12 pm on the day(s) of short-term/emergency closure for virtual/remote instruction.

Long-Term/Pre-planned Virtual/Remote Instruction:

Families will have meals available for pick-up on Wednesdays for the week in front of the Middle School and High School on the main lawn along East Washington Street. Pick-up will take place each Wednesday of long-term closure between 11 am and 12 pm.

During the pandemic, meals were provided free of charge to the community regardless of free and reduced lunch status. Based on the guidance from the state prompting school closures and transition to Remote/Virtual learning, the district will aim to follow this same process to whatever extent possible within provided state guidance.

**Cleaning during Remote/Virtual Learning:**

In the case that Riverside Township 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.

This will include wiping down high-touch surfaces using Buckeye Eco Neutral Disinfectant E23. The US Environmental Protection Agency (EPA) has approved Buckeye Eco Neutral Disinfectant E23 for use against SARS-Related Coronavirus 2 (SARSCoV-2).

On a rotating schedule to limit interaction between custodial staff, they will clean and disinfect each of the classrooms, offices, gymnasium, computer labs, weight room, all-purpose room, faculty rooms, cafeterias, media centers, bathrooms, etc., with Buckeye Eco Neutral Disinfectant "E23" through an ionization sprayer. Another chemical we will use nightly is Buckeye Terminator one-step disinfectant, "The US Environmental Protection Agency (EPA) has also approved this product for use against SARS-Related Coronavirus 2 (SARS-CoV-2)". The information on the product descriptions listed in this paragraph came directly from the company's literature.

Additionally, each classroom has B23 bucket wipes in their classroom, and there are approximately 350 sanitation stations throughout the district, including in the classrooms.

**Plan Posted on Riverside Website**

[**www.riverside.k12.nj.us**](http://www.riverside.k12.nj.us)

**Board of Education Approval: Date:** 7/13/2023

**Lead Person:** Stacy Saia

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission to County:** 7/14/2023