



PISCATAWAY
TOWNSHIP SCHOOLS

Emergency Virtual Instruction Plan

Approved by Piscataway BOE on July 13, 2023



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Piscataway Township Schools Emergency Virtual Instruction Plan

Preface

The New Jersey Department of Education (NJDOE) released guidance during the COVID pandemic on a safe return to school in the event of a public health-related emergency closure. Within that guidance, school districts are permitted to utilize virtual or remote instruction, to those students in a manner commensurate with in-person instruction, to satisfy the 180-school day requirement pursuant to NJSA 18A:7F-9.

On July 12, 2023, the NJDOE provided further guidance in a memorandum entitled *Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2023-2024 School Year*. Within it, the NJDOE states that school districts must submit a proposed program or plan for virtual or remote instruction to the New Jersey Department of Education and that the plan should be implemented during 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. Furthermore, it states that 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. The 2023-2024 plan must be approved by the school district's Board of Education, submitted to the county office of education for review and approval, and posted on the school district's website by July 31, 2023.

Quarantining of Students and Staff

In accordance with the Piscataway Township Schools Safe Return Plan, in the event of a public health-related classroom, school and/or district closure, the Piscataway Township Schools will utilize virtual or remote instruction to satisfy the 180-school day requirement pursuant to NJSA 18A:7F-9. Furthermore, under the authority of the Superintendent, school district and/or building administration may issue the mandatory isolation and quarantining of any individual students and staff identified as posing a health risk to the school community, as defined by guidelines established by the New Jersey Department of Health (NJDOH), Center for Disease Control (CDC), and/or other appropriate local, state, or federal health agencies. In the event that a mandatory quarantine directive for students or staff members is issued, the process for evaluating remote learning/work eligibility will automatically be initiated and identified. An isolation or quarantine may be issued in the event that a student or staff member:

1. Fails a health screening (where applicable) AND is not cleared by a medical professional to return to school.

Remote Virtual Instruction for Students Required to Quarantine Due to Infection

1. If a staff member is notified by their building administration that a student is isolating for any health emergency, the staff member will provide remote access to the isolated student to listen in to the lessons.
2. Teachers will provide isolated students with the lesson material/assignment via Schoology, Google Classroom, or Seesaw.
3. Students will have access to the classroom interaction, a visual of corresponding work displayed, and have the ability to ask follow-up questions. Questions may be handled differently based on subject and teaching staff member.
4. This access will most likely be available the next school day after the student quarantined notification. This will give the teacher time to post lesson material.
5. We will expect the teaching staff member to move around the room and teach like they would if all students were present.
6. This remote access instruction is for short-term isolated health emergencies only and will follow the outlined hours in our scheduled full day of school.
7. Special education student IEP implementation, tracking services, progress, and modifications will be addressed by the special education teacher through Schoology, Google Classroom, and SeeSaw to access materials, Zoom access, and individual virtual meetings as necessary. Staff will enter and track progress for certain students through our Rethink Autism software system.
8. Special education student case managers will monitor implementation of student IEP's through access to data via our Schoology and Genesis systems, alternate software systems, and contact with teaching staff members.
9. Necessary special education IEP meetings will take place in person and/or through Zoom

meeting as dictated by the individual situation. IEP information will be tracked by our IEP direct software system.

10. English as a Second Language or Bilingual (ELL) students will be afforded all services necessary to continue their education program needs through assigned staff members, virtual meetings, student learning management systems, and administrator review. Our aligned standards-based curriculum is available on our website. Furthermore, we translate all our district communications into nine different languages.
11. In the event of an extended closure, our district will supply necessary professional development to assist staff members and administrators in the areas of SEL for refugee students.

**In the case of an individual class or an entire school closure, the above steps will be followed for remote instruction for all impacted staff and students.

Remote Virtual Home Instruction for Suspension, Application for Medical, or Other Home Instruction

In accordance with the New Jersey Administrative Code and Piscataway BOE policy, students who are suspended from school for a code of conduct infraction will receive Administrative Home Instruction (virtual) beginning on the fifth school day of their suspension. Lastly, students whose parents/guardians apply for home instruction due to medical or other acceptable reasons, will be eligible to receive virtual home instruction once it is approved by the district in conjunction with the school district physician and/or the child's individualized education program or 504 assistance plan team. In all these cases, parents/guardians must provide medical documentation and permission for the school district physician to speak with the private physician authoring the medical documentation. Similar to Administrative Virtual Home Instruction, once permission for medical or other-based virtual home instruction is approved by administration, it will begin on the third school day after permission is granted so that the district can identify home instructors and so that those teachers can adequately prepare. In all of these cases, as well as any other reason for absences from school, students will be encouraged to complete all assignments listed on their teacher's learning management systems (LMS) independently.

Student Attendance

For students who attend in-person instruction, established attendance policies will apply. Attendance for isolated students participating in asynchronous/synchronous instruction periods will also be recorded as "present remote". Completed assignments for students participating in asynchronous virtual instruction will serve as both evidence of their attendance, as well as their completion of assignments. Attendance for students who are suspended or granted virtual home instruction will be recorded as such in accordance with BOE policy and school district attendance procedures. Teachers will communicate with families through our district procedures (phone, email, SMS, etc.) when students are not participating remotely.

Technology Equity

The district will ensure that all students are provided with the equity in education they deserve during the 2023-2024 school year and beyond. As part of the district's 1:1 instructional device initiative, all students in grades PK-12 received an educational device until they either graduate or transfer out of the district. Furthermore, every student will have access to a device to take home in case they are required to work remotely due to an emergency, being isolated/quarantined, or being granted virtual home instruction. Students whose families cannot afford, and/or do not have access to internet services will be provided with access via the district upon request and approval for instructional purposes. Finally, all certificated staff received district devices in the case that they may need to provide remote, hybrid, or virtual home instruction.

Understanding that a pandemic may necessitate a need to provide virtual instruction to isolated/quarantined students or virtual home instruction to others, school building technicians will outfit applicable rooms with the ability to provide such instruction via simulcast to in-person and remote learners who are required to isolate/quarantine. The simulcasting of the lessons will not only guarantee that isolated/quarantined remote students will be able to have access to the class in real time, but will also allow remote learners to stay connected with classmates, friends, and their teachers in real time, providing a healthy connection for students in regard to their social emotional growth and learning. Access to learning management systems specific to the school, grade level, or course will be supported by the school district and utilization by district staff will be required in order to facilitate learning whether it is in-person or virtual. While these services will be utilized by teachers to provide instruction to remote learners; administrators, child study team members, and school counselors will also be encouraged to use these platforms to conduct meetings with other staff, and parents/guardians including, but not limited to IEP and 504 assistance plan meetings. By providing these platforms, staff and parents/guardians will be able to communicate safely and effectively with each other remotely in much the same manner as if they were able to do so for in-person meetings.

Continuity of Nutrition

The continuity of nutrition for students will be maintained throughout the duration of the 2023-2024 school year. Eligible free/reduced lunch students in all schools receiving in-person instruction will be eligible to eat meals. Students who do not wish to eat a school lunch will be allowed to bring to school a lunch made from home.

Staff Remote Work

As with students, staff members who have to isolate will be granted the opportunity to work remotely from home for the required isolation period.

Facilities Plan

In the event of a classroom or school closure, our buildings will be disinfected and sanitized as necessary. We will concentrate on the impacted area and remove from use for recommended period of time. We will continue to consult with the county health department during any interruption from exposure.

Other Considerations

In the event of an extended closure the following areas of educational resources will continue through virtual instruction, Zoom meetings, and student learning management systems:

- Accelerated and extended learning opportunities
- SEL for students and staff
- Credit recovery
- Title 1 learning programs

The following considerations will be addressed as needed and as available during extended closure circumstances:

- Transportation
- Extra-curricular programs
- Childcare
- Community programs