



**East Newark Public School
Remote Instructional Plan
2023-2024**

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Equitable Access and Opportunity to Instruction

East Newark Public School District does not discriminate on the basis of race, color, creed, religion, sex, ancestry, or national origin. The East Newark Board of Education ensures that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No student shall be denied access to or benefit from any educational program or activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

With virtual instruction equitable participation will be in the following manner:

- District has issued 1:1 Chromebooks for all students which can be brought to and from school daily. Families will be surveyed as to household WiFi and hot spots will be distributed to those students and families in need. District will incur costs of hot spots to ensure all students have WiFi access.
- Students will be responsible for logging into their teacher's Google classroom where the daily schedule and classroom virtual link will be posted.
- Teachers will provide whole group and small group interactive instruction.
- Students will be provided with opportunities for synchronous and asynchronous virtual instruction to maximize students learning opportunities per the district schedule and curriculum.

Addressing Special Education Needs

Child Study Team Meetings

- CST related meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google forms will be used for attendance documentation.
- Evaluations will continue to be conducted in-person as long as safety and health protocols can be followed.

Instruction

Special education teachers provide daily instruction and assignments for classified students based on when they are scheduled to have services in accordance with the students IEP, which could be done both face-to-face or through e-Learning.

In-Class Support Classes

- Special Education teachers have been added to the general education teachers' Google classrooms so that they can monitor and assist the special education students with their general education assignments.
- Special education teachers will follow the instructional plan for general education students.
- Special education teachers will create Google Classrooms to post modified assignments as needed.
- Hard copies of lessons/activities will be made available as needed.

Delivery of Services

- Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills
 - Lessons, activities, and related materials can be posted through Google Classrooms.
 - Teletherapy to be provided to the greatest extent possible for all therapy sessions.
- Paraprofessionals
 - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, and provide organizational and behavioral support.
- Home Instruction
 - Students on home instruction will be included in their Google Classrooms as per their school schedule or as per medical requirements.
 - Home instruction will be discontinued during remote learning where feasible.
 - Owed home instruction hours will continue to be delivered after school hours.

Students Placed in Out-of-District Approved Placement for Disabilities

Child study teams will coordinate with out-of-district placement schools for remote/virtual learning with our students. The District receives updates from placements regarding the status of instruction and activities.

Addressing English Language Services

In general, the ESL teacher provides daily instruction and assignments for ESL students based on when they are scheduled to have services, which could be done both face-to-face or through e-Learning. The ESL teacher has been added to the general education teachers' Google classrooms so that she can monitor and assist the ESL students with their general education assignments.

English as a Second Language and/or bilingual education program will be aligned with State and Federal requirements to meet the needs of ELLs. ELL instructor will communicate with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information. The district will utilize differentiated instruction for all ELL learners to ensure equitable access to technology and the district's curriculum. Training and/or resources for staff on socio-emotional learning, culturally responsive teaching, and learning, and trauma-informed teaching for affected students will be made available to staff through professional development.

Teachers in the district have been trained in Sheltered English Instruction, which provides teachers strategies for how to present a lesson specifically geared toward ELL learners. This is especially important for our Elective level teachers.

Attendance Plan

Faculty attendance will be monitored by the administration. If a teacher is ill and is unable to post e-Learning Activities, the lessons will be sent to the Principal or designee for posting.

Teachers will have the same access to Genesis in a remote learning environment as they would in a live instructional setting. Students' attendance will be maintained through our regular attendance procedures and according to policy. Each day, parents/guardians will be asked to use our regular attendance line to report their child(ren)'s absence if the child(ren) is/are too ill to engage in the e-Learning Activities. All attendance will be marked in our Student Management System, Genesis. Students' attendance and engagement will continue to be tracked, as though school

were in session. If students are not participating or submitting work, teachers will alert the administration. Subsequently, the administration will contact the families and create action plans to address and remedy the situations.

Safe Delivery of Meal Plan

In order to continue meal service for students during such a period we have developed the following plan in association with the district's Food Service Management Company (FSMC) Maschio's Food Services:

Preparing Meals

If a school closing is isolated, meaning most or every school in New Jersey, our food service provider would prepare meals at a neighboring District for East Newark wherever feasible and compliant.

If school closings are widespread, involving 50% to 100% of New Jersey districts:

- The East Newark School will serve as the district hub for students only and as such become the lead kitchen for preparation of required meals.
- Menus will be modified to be Grab-and-Go and possibly shelf stable.

Meal Distribution

Schools closing would be meant to avoid large gatherings and concentrations of people in crowds that could increase the number of people exposed to the COVID-19 Virus, as such:

- Distribution site: East Newark School
 - A "Kiosk" type service will be set up at the side entrance of the school, for students to pick up a grab-and-go meal or there will be a drop of service to the homes.
- Distribution will begin: first day of school closure
- Distribution will end: last day of school closure
- Distribution times: between 8 am and 10 am
- Meals to be claimed per day: 2 (breakfast and lunch)

Kitchen Safety/ Food Safety

Kitchen cleanliness and sanitizing will take place daily. Maschio's Food Service's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Facilities Plan

Custodians, Maintenance, and Buildings and Grounds members have been identified as District Essential Employees. Therefore, they will continue to report to their designated locations during any prolonged school closure which requires a transition to remote learning for students. District buildings/facilities will continue to operate and be maintained by our maintenance and custodial staff as permitted during the time of closure. The superintendent will communicate with the maintenance and custodial staff of any additional needs or changes as they arise.

Essential Personnel/Public Health Response Plan Team

Role	Duties
Superintendent	<ul style="list-style-type: none">• All operations• Communication• Organization• Management• State, county, and local officials• Health Officer coordination• NJDOE information flow• Information sharing with neighboring Superintendents• Communicate personnel expectations• Employee regulations• Policy coordination• Staff support• Staff communication•
Business Administrator Assistant Business Administrator	<ul style="list-style-type: none">• Determine meal distribution• Manage food service provider and staff• Business operations• Transportation• Budget• OEM support
Supervisor of Curriculum and Instruction	<ul style="list-style-type: none">• Design instructional plan• Operational management of education programming• Management of instructional deployment strategy• Implementation plan and support• Technology• Communication• County coordination and information flow

Supervisor of Special Services	<ul style="list-style-type: none"> • Special Education compliance • Liaison with Health Department • Special Education programming • Management of student services • Manage nurses • Special serves coordination and modification • Manage CST • OEM support
Coordinator of Testing and Technology	<ul style="list-style-type: none"> • Assist with all communications (creating and disseminating) • Coordination with city officials • BOE Communications
Custodial Staff	<ul style="list-style-type: none"> • Sanitize/disinfect facilities • Create rotation of custodians • Ensuring social distancing of maintenance personnel
Principals	<ul style="list-style-type: none"> • Assist with instructional plan • Supervise implementation of plan • Communicate with school community • Teacher monitoring
Nurses	<ul style="list-style-type: none"> • Educate staff, students, parents proper hygiene • Coordinating Nurse reports to Kearny I Health Department any (combined) absence rate of 20% or more • Coordinating Nurse reports any suspected or confirmed COVID-19 cases to Kearny Health Department.
Teachers	<ul style="list-style-type: none"> • Teach as per their contract • Report to schools when needed
Secretaries	<ul style="list-style-type: none"> • Complete assigned work • Report to schools when needed
Board President	<ul style="list-style-type: none"> • Communicate with Superintendent • Keep Board updated

Other Considerations

Accelerated Learning Opportunities

- Teachers will continue to follow the district intervention plans for RTI and Gifted and Talented students at all grade levels to provide these accelerated learning opportunities within a virtual setting.

Social and Emotional Health of Staff and Students

- The district will continue to implement SEL and Wellness activities to all students remotely.

Title I Extended Learning Programs

- Title I Programs will continue at the conclusion of each school day. Each staff member working within these programs will provide their students with a specific google classroom code and virtual links for these after school opportunities.

21st Century Community Learning Center Programs

- Our district afterschool program, will continue to run during an extended transition to remote learning. Each staff member working within these programs will provide their students with a specific google classroom code and virtual link for these after school opportunities.

Other Extended Student Learning Opportunities

- Teachers will continue to provide all needed extended learning support and opportunities. This will be done in a virtual setting as indicated by individual student progress data taken from the many programs utilized in district which include, but are not limited to, Waggle, iReady, i-XI and Linkit!