
**Rahway School District
Guidance for Virtual or Remote Instruction
2023-2024**

Virtual or remote instruction (VI) can happen for a student individually, as a small group, as a whole class section, or the building at large. Individual and small group VI will be mixed mode for grades 7 through 12, and by individual and small group for grades preschool through 6.

For individuals though whole sections, students will immediately receive virtual instruction after the district receives the student's positive COVID test.

When a whole building needs to switch to VI, the VI will begin as soon as practical after the school closure due to a significant COVID outbreak or mandated closure by the DOH (state, county, or local units of the DOH).

Assessment of student growth and learning in a virtual or remote instruction environment will be done as it is done with in person instruction.

If the district needs to switch to VI, the Rahway Public Schools Crisis Planning Team, composed of administrators and teachers, will meet as needed, and the Central Office Leadership team will have regular talks with Rahway City Health Officials. Automated phone calls and email blasts will be used to communicate with families and staff. Communications to families is done in both English and Spanish. All staff will have access to their district emails, and frequent updates will be posted to the District website as well as on the District's social media platforms.

Length of VI day.

For all but our pre-K and K students, VI will follow the typical day as closely as possible and so would be longer than 4 hours of instruction, excluding lunch and recess. VI will be broken into computer and non-computer activities to give all involved age-appropriate breaks from working on a computer screen.

Our typical school days are:

- Elementary - 8:36am to 2:53pm.
- Academy – 8:20am to 2:55pm.
- High School – 8:00am to 2:35pm.

Pre-K and K students will have about 60 minutes of screen time instruction with other age-appropriate asynchronous activities planned.

Internet accessibility.

RSD is able to provide this level of VI because we have gone 1:1 with computer devices (iPads and Chromebooks) and have collaborated with the City of Rahway in providing hot spots so that ALL families have the needed internet access.

Addressing Special Education Needs.

All teachers have a laptop to deliver instruction and a Chromebook to monitor student attendance, participation, and to respond to student questions. Most students have a personal Chromebook to utilize for instruction. Any student who does not have a Chromebook, will be provided with an appropriate device in order to participate in instruction.

Special Education teachers, Guidance Counselors, and/or Special Services Child Study Team Members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activity.

Resource teachers will join and will conduct live stream classes as well as monitor student participation via Google Docs and will provide feedback to students.

Each instructional aide has a Chromebook/device and will join class sessions to monitor student attendance, on task participation, to check for student understanding, and to answer student questions.

Special education teachers have access to a bevy of digital instructional programs and resources, and can use these tools as an additional resource to deliver instruction and reinforcement of skills as well as moving instruction forward in the areas of English, Math, Science, and History.

Child Study Teams will conduct parent meetings via Google Meet and by phone. No meetings will be canceled due to school closures. Required IEP team members will be on the call as well as district interpreters, should an interpreter be required. Child Study Teams have been provided with guidance on how to evaluate students during school closures. The scheduling of the evaluation will ultimately be up to the parent but the child study team is ready and prepared to complete all evaluations.

Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and to field any concerns related to the implementation of the IEP from families under these circumstances. The Child Study Team is maintaining close contact with students in out-of-district (OOD) placements. The district, through the CST and office of Special Education, will remain in contact with the OOD students and schools during school closure and check for updates as time passes.

Related Service providers have responded that they can provide assignments to reinforce skills while students are home. They are developing measurement tools and plans to communicate with families. There are a few instances where the district may need to provide compensatory services and they will be considered on a case by case basis. Related service providers will also provide services remotely through Google Meet.

In particular, mental health counseling will be available to all students as necessary. All school psychologists, school social workers and school counselors have devices to provide mental health counseling, evaluation, and consultation to students and families. Contracted mental health professionals are also able to work with students and families remotely as needed.

Addressing English Language Learners (ELL) Plan Needs.

Our program is an approved K-12 ESL and K-3 Bilingual program. District-wide we use communication tools such as ClassDojo, ClassTag, and Messenger to communicate with our families. Families are able to have messages received, and translated into their native language. Additionally, our district website can be accessed and translated into multiple languages. As a district we have contracted with a translation company to translate materials and for interpretive services.

We are a one to one district, meaning every student in grades 2-12 receives a chromebook to use daily in school and at home. The educational programs we use come with tools, strategies, and supplemental materials that meet the educational needs of our ELLs. As a district we provide Sheltered English Instruction training for staff K-12. Additionally, all of our educational interventionists are trained and able to support students and teachers.

Attendance Plan.

During VI, all district attendance policies and practices will be applied, including communication with families. Please [click here](#) to view our Attendance Policy and Regulation 5113 on our District Website.

Safe Delivery of Meals Plan.

During a district-wide closure, school meals will be distributed from our schools as was done previously in a Grab-and-Go manner from a subset of our schools, likely the 7th & 8th Grade Academy, Roosevelt, and Cleveland Schools from 7:00am to 11:00am. Details will be posted to our district website as locations and hours will be adjusted to meet our community's needs.

Facilities Plan.

Upon initial closing for virtual instruction, custodial staff will thoroughly clean/disinfect/sanitize the building interiors while wearing appropriate protective gear. Custodial staff have been trained on specialized equipment, including but not limited to, electrostatic sprayers, HEPA filtered vacuums and appropriate PPE for cleaning and disinfecting. District building systems (e.g. Boilers, HVAC systems, life safety systems, electrical and plumbing systems) will be monitored and serviced by trained facility staff or vendors as needed to maintain the systems in good working order.

The custodial and maintenance staff will continue to maintain the grounds of each building as well as assist in the set up for disbursement of student meals during time of virtual learning.

Other Considerations.

In the case of Virtual Instruction, we will continue to provide Gifted and Talented instruction to identified students. Additionally, the virtual instruction schedule provides time for teachers to meet with individual students or small groups, outside of scheduled class time. During this time, accelerated learning opportunities are available.

In the case of virtual instruction, we will continue to offer targeted and drop in tutoring services. Depending on data and availability, these will remain in person or move to a virtual setting. We will also shift our Title I family events to a virtual format.

Credit recovery will continue at the secondary level through the use and monitoring of an online platform, Edmentum. It allows students to complete course work independently, as well as achieve the time requirements.

Transportation.

All student transport vehicles will be sanitized between each group of different students, and social distancing will be maintained when possible.

Extra-Curricular Activities.

Extracurricular Activities and Sports have been available to students following CDC and the Department of Health safety guidelines. Sports also follow NJSIAA safety protocols. Only district or school sponsored extracurricular activities are using district facilities. Virtual group meetings are encouraged for those extracurricular activities that can effectively function virtually. Virtual guest speakers have visited classrooms and students have been able to participate in Virtual Field Trips when available. Virtual Fundraisers have been held to raise proceeds for extracurricular activities when possible. Summer Programs have been offered to students, including the Extended School Year Special Education Program, High School Readiness Program, Summer Reading Program, Summer Elementary ESL Program, High School and Middle School Summer School, Kindergarten Enrichment Program, STEM Camp, Math and ELA Summer Enrichment Program, Summer Music Workshop, etc.

Community Programming.

Community Events and Food Distributions will be posted on our district website, under their designated page, Community Events & Information. Flyers will be posted and distributed virtually as was done during the 2022-23 school year.

Essential Employees.

Essential staff must continue to report to work, including (number in parentheses):

- Superintendent's Office Staff (3) – perform essential personnel functions.
- Business Office Staff (8) – perform all business functions, e.g. Payroll, purchasing, bill paying.
- Safety Officers (5) – provide additional supervision for meal distribution and building security.
- Custodial & Maintenance staff (33) – Clean & sanitize buildings, maintain and repair building systems.

Other staff would be working remotely and reporting as needed, including:

Administrators.

All other Office Staff – covering offices remotely.

Teachers – teaching, grading, lesson planning.

CST Staff – student evaluations and IEP development.

Guidance Counselors – developing student schedules, counseling.

Nurses – available for medically fragile students.

Technology Staff – maintaining technology infrastructure and district connectivity.

BOE APPROVAL: August 22, 2023