

**NORTHFIELD CITY SCHOOL
DISTRICT
EMERGENCY VIRTUAL OR REMOTE
INSTRUCTION PROGRAM
2023-2024**

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NORTHFIELD CITY SCHOOL DISTRICT 2000 New Road, Northfield,
NJ 08225

Letter from the Superintendent

Public Law 2020,c.27 requires school districts to prepare plans that must be approved by the County Board of Education to ensure continuity of instruction in the event of a public health related school closure so that the school district may utilize virtual or remote instruction to satisfy the 180-day school day requirement pursuant to N.J.S.A. 18A:7F-9. The law reads:

"In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days 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."

The following plan is in place to ensure the continuity of instruction should the need arise.

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1. Technology:

- a. Every student will receive a Chromebook. Additionally, the district will provide assistance for any family who does not have internet access through the distribution of "hot spots."
- b. Staff members will be designated to provide ongoing technical support to students, families and teachers with district issued technology.
- c. Information regarding family technology needs and access will be gathered through surveys.
- d. Continuity of connectivity will be monitored through student participation and family surveys as necessary.
- e. Use of Google Classroom/Meet for presentation of real time instruction for all students.
- f. Student growth and learning will be monitored through the administration of assessments through the Google Classroom/Meet platform and other technology based measures, such as MAP, as appropriate.
- g. Instructional sites to supplement and support teaching and learning will be facilitated through the district.

2. Special Education:

- a. All programming needs, as defined by a student's IEP and developed through the IEP process with input from the IEP team, will be met to the fullest extent possible.
- b. These needs include, but are not limited to, tracking of services, student progress, and provision of accommodations and modifications.
- c. The need for compensatory services due to attainment of IEP goals resulting from missed services will be discussed with the case manager at the annual review meetings and/or other meetings if needed.
- d. Accommodations for students with a 504 plan, as developed in consultation with the student's healthcare provider, the school nurse,

and the District physician, will also be met to the fullest extent possible.

3. English Language Learners:

- a. All programming for English as a Second Language and/or bilingual education will be delivered through the *Google Classroom/Meet* platform to deliver live instruction to our students, thereby being aligned with State and Federal requirements.
- b. The district offers *Google translate* for all documents through our district website.
- c. Differentiation of instruction is implemented in all of our classrooms, including our ELL program classes, to ensure that each student's needs are met to the fullest extent possible.
- d. All necessary training for the delivery of ELL services are provided to our ELL certified teachers.

4. Attendance:

- a. District attendance policies will be adhered to in a virtual environment. This includes attendance policies for promotion, retention, graduation, discipline, and other participation and/or academic decisions.
- b. Attendance will be taken each class period and day when a student logs into the class. If the student logs in they are present. If a student does not log in they are absent.
- c. District truancy and attendance policies will be adhered to in a virtual environment. This includes the mailing of attendance letters, parent conferences, and all other steps as outlined in the district policy.

5. Meals:

- a. Meals including breakfast and lunch, will be available to all families who qualify for the free and reduced meal program.

- b. Families will be able to pick up meals, including lunch and breakfast, weekly or bi-weekly.
- c. A sign-up system where qualifying households will order meals directly from the cafeteria staff will be in place. This order system will serve as the weekly meals roster.
- d. Meals will need to be ordered the week prior to allow time for proper preparation by the kitchen staff.
- e. All Department of Agriculture requirements for half day meal service will be followed.

6. Facilities Plan:

- a. The school building will be maintained by the district maintenance and custodial staff in the event of an extended closure.
- b. HVAC operations will be monitored through remote access technology available through our vendor (TRANE).

7. Instructional Day/Other Considerations:

- a. Students will receive four hours of live virtual teacher-guided and directed standards-driven instruction each day through the Google Meet platform.
- b. Each day will include (1) one hour of teacher-guided and directed standards-driven virtual instruction for English language arts, mathematics, science/social studies (rotating days), and related arts.
- c. Asynchronous assignments will be provided for students to ensure they receive a full four hours of teacher-guided and directed standards-driven instruction each day.

- d. Differentiated instruction will continue to drive academic enrichment for all students.
- e. The Northfield City School District Gifted & Talented program will continue to utilize criteria to identify and provide programming for those students who demonstrate gifted and talented tendencies.
- f. After school activities will be provided through our Board approved clubs and activities to the extent that they are able to be provided in a virtual platform.
- g. Counseling groups will continue to be facilitated through our school counselors and Child Study Team.
- h. Lists of mental health resources will be made available to families.
- i. Consistent communication with families in our community will be ongoing through surveys and virtual Board of Education meetings.
- j. Our New Jersey Tiered System of Support Teams will monitor and support students academically and behaviorally.
- k. Use of assessment scores, attendance and discipline referrals, weekly check-in with students
- l. Our Resiliency Teams will monitor and support students' social and emotional development.
- m. Small group meetings, virtual meetings, and activities.
- n. Our Resiliency Teams will monitor and support the staff's social and emotional development.
- o. Educational programming supported by Title I funding will continue to be provided in a virtual platform (i.e. BSI teachers, resources, equipment) to the extent possible.

8. Essential Employees:

- a. A list of essential employees will be provided to the county office in the event the district has to transition to remote or virtual instruction.