

**Emergency Virtual  
Instruction Program  
2022-2023**

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## Introduction

NJ Governor Murphy, in April of 2020, issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.requirement.

In the event that the state opts to transition our district from in-person to virtual instruction due to public health and/ or safety conditions we are prepared for staff, students and families to transition smoothly.

- Our teaching staff and students (K-12) have all been provided district devices.
- The teaching staff has been instructed to integrate Google Classroom into their daily in-person instruction to provide an improved learning experience within the classroom, as well as, prepare us for a potential transition to virtual instruction.
- Google Classroom provides our teachers and students a singular location for assignments, communication, and live instruction.
- Those students who do not have internet access available to them in their homes will be provided a district hotspot during virtual learning.
- If students or staff have an issue with their device or internet connectivity they can submit a work order to [helpdesk@twpunionschools.org](mailto:helpdesk@twpunionschools.org)

It is our goal as a district to ensure that all of our students, whether in person or virtual, have access to world class instruction. COVID-19 helped us grow and prepare for potential future situations that may require a transition to virtual instruction. Through our experience and growth, we are confident in our efforts to maintain rigor in instruction and high expectations. While we may all prefer in-person instruction, it is our responsibility as a district to have a well designed plan in the event that it is no longer safe or possible.

## **Table of Contents**

1. Introduction
2. Equitable Access to Instruction
  - a. Virtual Learning Schedule
  - b. Virtual Learning Guidelines
  - c. Pre-Schoolers
  - d. PE/Health
  - e. Athletics and Extracurricular Activities
  - f. Delivery of Instruction Expectations: Grades K-12
3. Special Education Needs
4. ELL & Bilingual Needs
5. Attendance Plan
6. Safe Delivery of Meals
7. Facilities Plan
8. Other Considerations
9. Essential Employees
10. Appendix I
  - a. Building Schedules
    - i. High School Virtual Schedule
    - ii. Middle School Virtual Schedule
      1. 6th Grade
      2. 7th Grade
      3. 8th Grade
    - iii. Jefferson Virtual Schedule (5th Grade)
    - iv. Elementary Virtual Schedule (K-4)

## EQUITABLE ACCESS TO INSTRUCTION PLAN

The district will continue to address the learning needs of all our students. All students in kindergarten through twelfth grade will be provided with a district device (e.g., chromebook). Students may also have textbook/workbooks distributed by their teachers and online access to subject content materials. The district will also use online library ebooks via MackinVia, the Union Public Library, and NJ State Library (elibraryNJ). In addition to being a 1:1 chromebook district and providing hot spots, the current instructional technology resources may continue to be in place to further assist our students:

1. Elementary: Nearpod, Flocabulary, BrainPop and BrainPop Jr., MyViewBoard, KAMI, Wixie, GoGuardian, Clever, and subject specific digital resources.
2. Middle School: Nearpod, Flocabulary, BrainPop, MyViewBoard, KAMI, GoGuardian, Clever, Newsela, and subject specific digital resources.
3. High School: Nearpod, Flocabulary, BrainPop, MyViewBoard, KAMI, GoGuardian, Clever, Newsela, and subject specific digital resources.

Pending federal, state and local health guidelines, paper packets may be provided. Students without access to the Internet in their homes will be provided a district-owned mobile hotspot during virtual instruction. The district will use i-Ready and STAR Renaissance diagnostic assessments, which are currently administered 3x/year, to measure student growth and learning in a virtual or remote instruction environment.

Building administrators and teachers will make every effort to be in constant communication with families to ensure their digital needs are addressed. In order to determine any digital divide issues, families can contact either the help desk or central office administration to direct their request. Technical assistance will be available through our Help Desk at [helpdesk@twpunionschools.org](mailto:helpdesk@twpunionschools.org) for all staff and students. Based on the received requests, the district will evaluate any digital divide needs.

### **Virtual Learning Schedule**

As stated previously, students and teachers will engage in learning using their district devices. This will require students to engage with their teacher(s) and peers for the same period of time as the brick and mortar school day (full or half day schedules). In the event we need to transition to emergency virtual learning, schedules will be provided for the specific grade levels: K-4, 5, 6-7, and 9-12 (Appendix 1). Modifications will be provided for students with an IEP or 504 to support their academic needs. The IEP teams or 504 teams will determine any additional programs, supports and/or services to address individual students' needs.

### **Virtual Learning Guidelines**

Students are expected to meet teaching deadlines as directed by teaching staff. Since deadlines may occur online and not necessarily during a class or session, a student's absence would not excuse the student's responsibility to meet the deadline. Students will be expected to engage in learning during the regularly scheduled hours of the school day. During virtual learning sessions, the following guidelines will be in effect:

1. Students must attend the entire class/virtual session, return digitally when directed and/or complete the asynchronous learning activity.
2. Students are expected to have their chromebooks fully charged and access to the charger.

3. Students will be required to have their cameras on and be visible on camera during whole-class sessions, break out sessions and support sessions unless approved by building administration.
4. Students will have their first and last names as identifiers during each live session and use their Township of Union school account.
5. Students may be denied access to class if they do not login with their district email account.
6. Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.
7. Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
8. Recording of live lessons is prohibited. Any use of a teacher or other students' image is always inappropriate.
9. Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
10. Students will abide by the class rules and expectations their teachers have outlined.

### **Preschoolers**

1. Teachers will continue to use Teaching Strategies GOLD and Creative Curriculum in alignment to the New Jersey Preschool Learning Standards to meet the learning needs of all preschool children to maximize student growth.
2. Teachers will provide students and parents/families via Google Classroom & Teaching Strategies with daily learning activities that support the whole child.
3. Parents/families will continue to submit lesson activity documentation/observations to teachers. Teachers will use submitted documentation/observations from parents/families to assess and provide individualized instruction for all students and parents/families.
4. Teachers will continue to modify selected activities and extend upon children's learning needs including ELLs and students with disabilities with individualized instruction.
5. Parents/families have access to all instructional plans via email, class communication systems, classroom websites, and Teaching Strategies GOLD family resources.

### **PE/Health**

It is important that schools continue to provide opportunities for students to be physically active throughout the school day, regardless of the instruction format.

1. Physical Education and Health Education teachers will continue to use Google Apps remote learning instruction, live virtual teaching, pre-recorded classes and activities.
2. Physical Education and Health teachers will ensure classroom physical activity opportunities offered are inclusive of all abilities and equitably engage students from all backgrounds.
3. Teachers will have regular communication with students, parents and families. If students are absent two (2) for the class teachers will contact their parents/guardians, school counselors, and school administrators, if necessary. Teachers will keep a daily log of communication with students and their families identifying the student they are discussing, reason for the communication, who they spoke with, and the result of the communication.
4. Teachers will notify the student's school counselor if they cannot reach a student and if a student is consistently absent from the virtual classroom.

### **Athletics and Extracurricular Activities**

The Township of Union Public Schools believes that it is essential to the physical, mental and social-emotional well-being of Union students to safely re-engage in extracurricular experiences, physical activity and athletic competition.

1. In the case of virtual or remote instruction interscholastic athletics will follow all New Jersey Interscholastic Athletic Association guidelines and procedures.
2. In person practice and competitions will be regulated by the NJSIAA and the state and local board of health.
3. Students will be actively participating in class during the school day to participate in athletics and extracurricular activities.
4. Extracurricular activities can be virtual and or in-person if it is deemed safe for the students to return. By using Google Meet and Classroom, the student can hold virtual meetings with advisors and coaches and participate in virtual workouts.

### **Delivery of Instruction Expectations: Grades K-12**

1. All teachers will continue to use Google Meet for live virtual instruction and parent conferencing.
2. All teachers will use the Google Meet breakout room function for small group meetings with students, to provide opportunities for the students to collaborate in groups or provide support to students who have questions.
3. All teachers will continue to use Google Classroom as our learning management system (LMS). This will provide access for all students to engage, create work, access materials, and communicate with their teachers.
4. All teachers will continue to work in collaboration at the grade level in response to individual student's academic and emotional needs (ELL, Special Ed., and G&T).
5. All teachers will continue to provide assignments that focus on a variety of standards-based skills.
6. All teachers will continue to focus on essential grade-level standards needed to prepare students for the completion of the grade-level.
7. All teachers will continue to provide support resources as documented on the course's curriculum guide.
8. All teachers will continue to assess students' learning through formative and summative assessments (may include individual and/or group presentations; PBLs, Ted Talks, writing assignments, etc.).
9. All teachers will continue to engage students with available resources (adapted text, reading interactive, videos, audio readings, supplemental digital resources, etc.) to support learning.
10. All teachers will continue to distribute assignments, make announcements and send feedback to students via Google Apps to provide real-time support to students.
11. Teachers will continue to collaborate with the case manager and related services providers by using Google Meet.

### **SPECIAL EDUCATION NEEDS PLAN**

1. IEPs are implemented to the greatest extent possible using the following platforms: ZOOM and Google Suite Resources. These platforms will be used for classroom instruction, provision of related services and meetings. Adaptive devices and assistive technology will be provided per IEPs. For example, students are already supplied a Chromebook from the district and, if needed per the IEP, software for assistive

technology will be uploaded on the Chromebooks. Any additional adaptive devices or assistive technology that is needed going forward or does not go home with the student will be provided for parent pick-up at the home school pending federal, state and local health guidelines, unless the assistive technology can be provided virtually, such as software, which can be installed by IT on the Chromebooks and/or iPad. Additionally, asynchronous and synchronous instruction is provided with digital and hard copy materials and resources.

2. Case managers will articulate student needs per the IEP to relevant staff and staff will sign off that the articulation occurred. Progress reporting towards goals and objectives of the IEP are provided and available to parents via the Genesis Parent Portal and hard copies will be made available to parents if needed. Parents, teachers, related service providers and case managers have access to Genesis gradebook. Related service provider logs are maintained. Teachers, case managers and related service providers have access to IEPs including accommodations and modifications via Genesis and Frontline IEP.
3. Case managers and related service providers will contact each parent for students on their caseload regarding the remote learning plan. Ongoing communication with parents from teachers, case managers and related service providers will occur via email, Google suite resources and telephone. Interpreting and Translation services will be provided for parents if needed.
4. IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities will continue virtually to the greatest extent possible in accordance with NJ Special Education Code and per federal, state, and local health guidelines. With parental agreement, meetings will continue virtually. Virtual signatures for parental consent will be obtained through Frontline IEP or via email.

### **ELL & BILINGUAL NEEDS PLAN**

ESL teachers utilize Google classrooms and follow the schedule provided by the building. All ESL teachers are required to have virtual ESL lessons (aligned with State and Federal requirements) and meetings with students. ESL teachers follow the curriculum and standards for ESL instruction as directed by the district and as aligned with State and Federal requirements. Teachers utilize district approved websites such as Imagine Learning and RAZ Kids to enhance and differentiate instruction in English for various levels of language abilities. Teachers utilize Google Translate to assist with translation and communication with parents and guardians. As stated previously, the district provides a device for every student in K-12 including ELLs. Teachers utilize the curriculum and through their assignments and assessments, make modifications to their lessons. They teach all four language domains: listening, reading, writing and speaking. ESL teachers will continue to work with small groups to help differentiate for the students. Throughout the school year, the district will engage staff in various professional development opportunities related to equity and cultural responsiveness virtually.

### **ATTENDANCE PLAN**

All students are to be present at all times during a live lesson. Staff will take attendance utilizing Genesis. Parents will be asked to call and/or email the school nurse if their child will be absent. Teachers will record daily attendance and communicate any absences to the (attendance) secretary and building administrator. When teachers are unable to make any contact (phone, email, etc.) or the student has been absent/not signing in to class per the Attendance Policy, the secretary and building administrator will immediately be contacted. School counselors can assist

with this. If they too are unable to make any contact, the School Resource Officers and/or Security Guards will be contacted to conduct wellness checks prior to contacting DCP&P. In the event SROs are unavailable, the building administrator and the Security Manager conduct the wellness checks. In terms of retention, promotion and graduation, attendance will most likely not be a factor that would negatively impact retention, promotion or graduation. To assist in preventing learning loss to the best of our ability, it is important that students are fully and actively engaged in the learning process for the entire school day.

### **SAFE DELIVERY OF MEALS PLAN**

Meal distribution will continue, at a minimum, at the following schools: Union High School (Main Entrance), Jefferson Elementary School (Main Entrance), Franklin Elementary (Playground parking lot), and Washington Elementary School (Teacher's parking lot). The meals will be served on the ground floor of Union High School, Franklin Elementary School, Jefferson Elementary School and Washington Elementary School at a table with IDEA accessibility.

1. Grab and go breakfast and lunches will be distributed daily on school days between 10am and 12:30pm. Grab and go breakfast and lunch will be served at the same time.
2. The package will consist of lunch for that day and breakfast for the next day. Families may pick up 2 days' worth of meals every other day if they choose. The distribution companies may be unable to meet the supply needs of the district in order to offer 5 days' worth of meals at a pick up as allowed by the NJ Dept. of Agriculture.
3. CDC social distancing procedures will be followed. A security guard wearing a mask and gloves will be placed at each site to assure that people are following the guidance.
4. Staff serving the meals will wear masks and gloves at all times. Food will be kept inside the building until students/families come for their meal(s).
5. Staff will take requests for the number of meals and place the meal(s) on the table. Students/families will take the meal(s) off of the service table. Throughout this process, it is recommended that 6-foot distance be maintained. There are designed cones and markers to ensure the social distance. The district encourages social distancing procedures and asks students/families to wear a mask at all times.

### **FACILITIES PLAN**

Access to district buildings will be limited. Facilities staff will be present in each building daily to monitor the mechanical functions and to continually clean and sanitize areas that have been accessed by other district staff. Facilities staff is continuing preventative maintenance efforts, particularly on the HVAC systems, to ensure that air quality is good. Extensive cleaning will be planned for the summer months and the district has purchased additional disinfecting/sanitizing products.

### **OTHER CONSIDERATIONS**

- A. The district's K-8 Gifted and Talented program will continue to occur in a remote setting. Students will receive G&T instruction in a virtual environment based on the corresponding K-4, 5 and 6-8 schedules. Moreover, the Summer Bridge to Accelerate Learning program will be offered at non-title I schools. The program includes enrichment opportunities for students to support their social, emotional and academic development. Students engage in project-based learning activities in ELA and STEM. Students will work collaboratively using



creativity and problem-solving skills to engage with tasks designed to engage students in foundational prerequisite skills needed for success at the next grade level. Progress on those skills is monitored using both classroom activities and i-Ready standards mastery assessments throughout the program. Lastly, dual enrollment programs, such as Kean COMM1402, Tomorrow's Teachers and Kean Scholar Academy will be conducted virtually.

- B. Social & Emotional Learning for Staff and Students: [Covid-19 SEL Resources](#)
- C. For the Title I Extended Learning Program, students will continue to receive their instruction during a virtual environment. All content area Title I teachers will instruct their classrooms remotely following their individual schedule. All after school tutoring programs will continue using the Google Classroom platform. For students identified to attend an Extended School Year Program, remote instruction will be facilitated by the content-area teacher.
- D. We currently do not have a 21st CCLC Grant Program. The district's goal is to apply for this grant when it is released in the Spring '23.
- E. Credit recovery during the 2022 summer school session was made available through APEX and virtual summer school programs for certain schools.
- F. Dual enrollment programs such as Kean COMM1402, Tomorrow's Teachers and Kean Scholar Academy will be conducted virtually. The district will also facilitate after school extended learning opportunities (e.g. tutoring, academic clubs, etc.) as much as possible in a virtual format after school day hours in the remote setting.
- G. Transportation: Hand sanitizing stations will be available at the entrance door and inside the break room. Employees will sanitize and enter the building through one door, sign in and exit through the other door. No personnel will be allowed to remain in the break room unless they follow social distancing guidelines (e.g., 6 feet apart). When getting fuel, drivers should wipe down the keypad and fuel handle before using it with a sanitizing wipe. Employees will be required to wear face masks and gloves while on the vehicle. Students should stand six feet apart while waiting for the bus. They must sanitize hands before boarding and wear their face mask. If they do not have a mask, one will be provided. Students will board back to front taking every other row and sit by the window. Siblings may sit together in the same row. Rows will be marked where students should not sit. They must face forward. Windows will be cracked for ventilation. Between transporting each tier, bus seats, seatbelts and rails will be wiped down with a sanitizing wipe. After the morning routes and at the close of each day, buses will be sanitized fully using a sanitizing gun.
- H. The District will facilitate after school extended learning opportunities (e.g. tutoring, academic clubs, etc.) as much as possible in a virtual format after school day hours in the remote setting. Extra-curricular programs can resume using education platforms like Google Meet and Classroom. Students will be able to access these programs and advisors in a virtual setting if the schools should move to remote learning. Interscholastic athletics will resume using the requirements set forth by the New Jersey State Interscholastic Athletic Association.
- I. Childcare will currently not be provided.
- J. Community Programming: Information sessions for parents and guardians regarding various topics (FAFSA, graduation requirements, college applications, etc.) will be conducted virtually. Any community events will most likely not be held due to closure and safety protocols.

### **ESSENTIAL EMPLOYEES**

The district will update its current essential employee list at the time of our transition to remote or virtual instruction.

**BUILDING SCHEDULES**

**High School Virtual Schedule**

Time	A Day	B Day
7:35am - 7:55am	Homeroom	Homeroom
8:00am - 8:50am	Period 1	Period 2
8:55am - 9:45am	Period 3	Period 4
9:50am - 10:40am	Period 7	Period 6
10:45am - 11:35am	Period 9	Period 8
11:35am - 12:35pm	Lunch	Lunch
12:35pm - 2:35pm	Student Support Time (Asynchronous)	Student Support Time (Asynchronous)

**Middle School Virtual Schedule**

**6th Grade**

BMS	DAILY	SCHEDULE
<b>6th Grade</b>	<b>A</b>	<b>B</b>
8:00 - 8:08	HR	HR
8:13 - 9:06	1	6
9:11 - 10:04	2	7
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	5/LUNCH	5/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

### 7th Grade

7th Grade	A	B
8:00 - 8:08	HR	HR
8:13 - 9:06	1	5
9:11 - 10:04	2	7
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	6/LUNCH	6/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

### 8th Grade

8th Grade	A	B
8:00 - 8:08	HR	HR
8:13 - 9:06	1	5
9:11 - 10:04	2	6
10:09 - 11:02	3	8
11:07 - 12:00	4	9
12:00 - 1:00	7/LUNCH	7/LUNCH
1:00 - 2:30	Intervention, Remediation, Enrichment, & Social Emotional Support Period	Intervention, Remediation, Enrichment, & Social Emotional Support Period

## Jefferson School Virtual Schedule (5th Grade)

Building: JEFFERSON

Homeroom: 104, 107, 110, 111, 202, 203, 206, 212, 215, 216, 217, 301, 305 (ELA/S.S.)

Building Wide Educational Program

TIME	Monday	Tuesday	Weds.	Thursday	Friday
8:15-8:30	#jeffwakeup (SEL)				
8:30 - 9:00	LEADERSHIP (Homeroom/ SEL)				
9:00- 10:00 Put First Things First	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
10:00 - 10:10	Sharpen the Saw: Recess				
10:10- 11:10 Be Proactive	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
11:10- 11:20	Sharpen the Saw: Recess				
11:20- 11:50 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
11:55- 12:25 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
12:25- 1:25	Sharpen the Saw: Lunch				
1:30 - 2:20	Synergize (Based on Team Collab)				
2:20	DISMISSAL				

Building: JEFFERSON

Homerooms: 105, 106, 108, 109, 201, 205, 207, 210, 218, 302, 303 (Math/Science)

Building Wide Educational Program

TIME	Monday	Tuesday	Weds.	Thursday	Friday
8:15-8:30	#jeffwakeup (SEL)				
8:30 - 9:00	LEADERSHIP (Homeroom/ SEL)				
9:00- 10:00 Put First Things First	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
10:00 - 10:10	Sharpen the Saw: Recess				
10:10- 10:40 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
10:45 - 11:15 Find Your Voice (SEL)	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE	PREP/CYCLE
11:15 - 11:25	Sharpen the Saw: Recess				
11:25 - 12:25 Be Proactive	Homeroom	Switch	Begin with The End in Mind	Homeroom	Switch
12:25- 1:25	Sharpen the Saw: Lunch				
1:30 - 2:20	Synergize (Based on Team Collab)				
2:20	DISMISSAL				

## Elementary School Virtual Schedule (K-4)

8:45am - 1:00pm	1:00pm - 2:20pm	2:20pm - 3:00pm
LIVE synchronous lessons with classroom teachers and special area teachers.	Lunch & Teacher Prep Period	Asynchronous lessons, W.I.N., SEL, Small Group Instruction, and G & T, RTI