



Riverdale Public School District  
Emergency Virtual/Remote Instructional Plan  
2022-2023 School Year

Approved by the Board of Education - September 20, 2022

# **Emergency Virtual/Remote Learning Plan 2022-2023 School Year**

## **Introduction**

This plan outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education and County Office prior to implementing the plan of virtual/remote instruction.

## **Faculty and Staff**

Riverdale Public School's plan successfully maintains a regular, daily, online presence of all teachers to provide instruction. All staff will be adequately prepared to continue assisting in the maintenance of daily district operations whether remote or as "Essential Personnel" on-site.

In the event of district closure, all facilities will continue to be properly monitored and maintained by custodial/maintenance staff at all times. Vehicles involved in the transportation of students will be cleaned and disinfected.

## **Attendance and Learning Schedule**

- All students will be required to attend and participate, on a daily basis, in all of their classes via Google Classroom utilizing their district provided electronic device.
- Students will follow their full day, in-person class schedule, each day of the Emergency Closing.
- Elementary classroom teachers will establish and communicate the daily schedule to students and parents. At the middle school level, all staff will be expected to follow a daily class schedule by defined periods.
- The daily bell schedule will be 8:10 a.m. to 2:34 p.m.
- Attendance will be recorded for each class.
- The district [attendance policy](#), as well as the policy for [promotion and retention](#), will be followed and parents will be notified if a student is marked absent without a parent notification of said absence.
- Teachers will hold "live" interactions, through Google Classroom, with students based on the daily bell schedule.
- Teachers will regularly evaluate student work.
- Teachers and administrators will coordinate to communicate with families of students who are not attending or participating in their online coursework.
- Gifted and Talented and Accelerated Learning, if offered, will continue to the greatest extent possible.

## **Electronic Device Access/Connectivity**

- All Riverdale students have equitable access to remote learning technologies.

- All students have been issued a district purchased Chromebook or tablet (electronic device).
- All faculty & staff have access to technology resources including but not limited to, a district issued electronic device, applications, and resources.
- An IT Helpdesk for students and families experiencing difficulty with devices and/or connectivity issues will be made available.
- In situations when the district is unable to resolve electronic device issues, the district will provide a replacement device.
- Hotspots will be available to families on an as-needed basis.

### **English Language Learner (ELL)**

- English Language Learners will continue to receive instruction and engage with the ESL teacher.
- Translation services for our ELL students and families may be provided by utilizing Google Classroom embedded translation capabilities and school staff who are available for translating materials and directions.
- Training for Teachers, administrators to learn strategies related to culturally responsive teaching will be made available when possible.

### **Meals**

- The district will provide meals (breakfast and lunch) to all eligible families.
- There will be no cash sales.
- Meal pick-ups will take place by the kitchen door of the cafeteria or another designated location, during a pre-determined window of time.
- The monthly Food Services menu will be available to view on the school website at <https://www.rpsnj.org/>

### **Special Education**

- With parental consent, meetings will be held through audio or videoconference.
- The district will temporarily accept email consent to implement an Annual Review or an IEP Amendment during school closure as some parents may lack the technology to provide written consent while school is closed.
- Annual Reviews will still take effect after 15 days without email consent.
- Written consent will still be required to implement an Initial IEP.

### Initial Evaluations

- The district will complete any parts of the evaluation that, can feasibly be completed during the school closure.
- The district will complete the remaining aspects of the evaluation when school reopens, including all necessary assessments/testing.
- Acceptance of email consent during school closure will temporarily be allowed as some parents may lack the technology to provide written consent while school is closed.

### Re-evaluations

- The district will complete all aspects of the reevaluation that can feasibly be completed during the school closure.

- The district will conduct the remaining aspects of the reevaluation, including needed assessments/testing, when school resumes.
- Since a reevaluation does not automatically require assessments, and if none are determined to be necessary by the IEP team and parent, the re-evaluation may be waived with parent consent.
- Acceptance of email consent during school closure will temporarily be allowed as some parents may lack the technology to provide written consent while school is closed.

#### Programming

- To the greatest extent possible, IEPs for students will be implemented with fidelity.
- To the greatest extent possible, students with IEPs will be provided with a Free Appropriate Public Education (FAPE).
- Students with IEPs will be given the appropriate modifications to access curriculum.
- Case managers will be in regular communication with parents and teachers to ensure services are implemented in accordance with IEPs to the greatest extent possible.
- The district will document progress made on students' goals/objectives and IEP progress reports will be emailed to parents.
- Instruction will be provided through virtual platforms including Google Classrooms, Google Meet, and individualized time to conference with teachers.

#### Related Services

- Speech, OT, PT, and counseling will be provided through a virtual platform.
- All related service providers will adhere to FERPA guidelines to ensure that no student records are released during virtual or teletherapy instruction.
- Related service providers will utilize Google Classroom, Google Meet, Zoom, teleconferencing, guided activities, ongoing consultation with parents, and ongoing communication with case managers.
- Behavior consultation with students and/or parents, will be provided as needed as part of an IEP.
- The district will document the amount of instruction and services the student was provided during the closure (including dates, times, and duration).
- The district will formulate a plan on how to provide services to students that have shown regression during the school closure.

### **Parent Notification and Acknowledgement**

In light of school closings and other restrictions required by the Governor through Executive Orders, the district may be unable to deliver the in-person counseling, speech, OT, and/or PT services included in your child's IEP. The district will arrange to offer such services through electronic means, virtual and/or online instruction as appropriate.

Please know that services will be provided remotely and no district staff member will be physically present with the student. You are further acknowledging the necessary limitations described below.

1. For speech language services, sessions will be conducted with the student remotely or through online platforms and electronic means to work on goals and objectives in the IEP. To the extent that the IEP calls for push in support or group sessions, parents should be

aware that their child will be participating with other students in online formats and may be visible to other participants in the sessions.

2. For other related services, such as occupational therapy and physical therapy, the providers will offer materials, guidance, and instruction to allow the student to continue to work on and practice skills that are targeted under the current IEP.
3. Parents and students will continue to have access to staff.
4. Parents acknowledge that during the continued public health emergency, your child will receive, in whole or in part, remote academic instruction through electronic means, virtual and/or online.
5. Lastly, in deciding to allow your child to participate in these virtual services, you are acknowledging that these services will be provided remotely and that no district staff member will be physically present with the student. You are further acknowledging:
  - a. Academic sessions will be conducted with the student remotely or through online platforms and electronic means. To the extent that the instruction is delivered in a class or group session, parents should be aware that their child will be participating with other students in online formats and may be visible to other participants in the sessions. Additionally, it is requested that parents respect the confidentiality of other students and families participating in remote instruction.
  - b. For counseling sessions, during the provision of the services outlined above, in order to protect the confidentiality of each session, we are requesting that parents arrange for a private space for their child to receive and participate in any virtual counseling sessions. We believe it is critical for the child to have privacy to increase the effectiveness of the session.
  - c. Recording of any instruction or therapy sessions violates Board of Education policies and the New Jersey Wiretapping Law (N.J. Stat. §§ 2A:156A). It is expressly understood that all students shall be required to adhere to and comply with all applicable Board policies governing the use of technology.

### **PRIVACY STATEMENT**

Any parent whose child accesses virtual instruction acknowledges that their child will be participating with other students and may be visible to other participants. Additionally, students who are attending in-person instruction may be visible to those students accessing the classroom virtually. Teachers will not disclose any confidential information pertaining to individual students and will adhere to the FERPA guidelines.

**Other Considerations**

1. Social and emotional health of staff and students
2. Title I Extended Learning Programs
3. 21st Century Community Learning Center Programs
4. Credit recovery
5. Other extended student learning opportunities
6. Extra-curricular programs
7. Childcare
8. Community programming

In keeping with the district's practice during a closure for inclement weather, after care will not be available during a health-related closure. Extracurricular programs will be postponed and outside community groups will not be permitted in the school facilities. Title I Extended Learning Programs, if offered, will be rescheduled so that no instructional/intervention time is lost.

The district does not provide credit recovery for students. The district does not offer a 21st Century Community Learning Center Program.

School guidance counselors and Child Study Teams will be available to check in with students and assist families in addressing social and emotional health needs. The district will remind staff of the resources available through [Tri-County Behavioral Care](#).