

# Sussex County Educational Services Commission

Andrea Romano, Superintendent

## COVID-19 Emergency Remote Instruction Program

2022-2023

Sussex County ESC is committed to providing students with an excellent educational experience regardless of any Health Pandemic that occurs. In the event of a public-health related district closure (lasting more than three consecutive school days), SCESC will utilize remote instruction in order to satisfy the 180 day requirement pursuant to *N.J.S.A. 18A:7F-9*.

If SCESC is remote, hybrid, or in-person and we would have the need to move to remote teaching and learning, lessons will be managed via Google classroom, as they have been in the past. We will follow a consistent routine each day to establish expectations and remote student learning habits.

In order to provide transparency and ensure that SCESC students continue to receive high quality, standards-based instruction, our school is submitting the following proposed plan to be implemented during a district closure lasting more than three consecutive days due to a declared state of emergency, declared public health emergency, or directive by the appropriate health agency or officer to institute a public health-related closure.

### I. General Provisions:

- The campus may be closed to all students, employees, and guests. The administration will grant access to the school on an as-needed basis (e.g. custodians and facilities may be expected to report).
- Google classroom and SCESC instant alert will be utilized for messaging to parents.
- Any questions regarding academic assignments, please contact the respective teacher/related services staff directly through email.

### II. Providing Equitable Access to Instruction: During Remote Instruction, teachers/related services staff will support learning through a blending of three modalities: synchronous, asynchronous, and off-line instruction.

- Synchronous instruction is a type of learning that can be done by students digitally without the teacher's assistance, while the teacher is still logged-on.

- Asynchronous instruction allows you to learn on your own schedule, within a certain timeframe.
- Off-line instruction will include tasks that support student learning such as independent practice, reading assignments, researching for a project, etc.

*Our remote learning plan for grades PK-6:*

Teachers will follow the scope/sequence

Teachers will post a meeting link on their respective Google classrooms

Teachers will post the schedule on their respective Google classroom for reference

Teachers will follow their Early Dismissal Virtual Schedule to provide daily live lessons

Live, virtual, direct instruction will not exceed 30 minutes.

The combination of synchronous and asynchronous instruction will meet the 4-hour daily minimum requirement for instruction (excluding lunch and recess).

All students have been provided with a chromebook or iPad (depending on grade level) to access instructional resources.

Students will need to be visible on the camera and actively participating to be considered present for the class for attendance purposes. .

Special Education will continue services remotely wherever practicable.

*Our remote learning plan for grades 7-12 (age 21)*

Teachers will follow the scope/sequence

Teachers will post a meeting link on their respective Google classrooms Teachers will post the schedule on their respective Google classrooms for reference

Teachers will follow the Early Dismissal Virtual Schedule to provide daily live lessons.

Daily live lessons will be provided and students are required to follow class schedules and participate in class meetings.

Students will need to be visible on the camera and actively participating to be considered present for the class for attendance purposes.

Virtual class lessons will be interactive and will represent a combination of synchronous and asynchronous and off-line instructional tasks.

Special Education will continue services remotely wherever practicable.

*Our remote learning plan for Project Search:*

Supervisor of SLE Programming will work with Newton Medical Center to determine if interns can be on campus successfully.

Teachers will follow the scope/sequence

Teachers will post a meeting link on their respective Google classrooms Teachers will post the schedule on their respective Google classrooms for reference

Teachers will follow the Early Dismissal Virtual Schedule to provide daily live lessons.

Daily live lessons will be provided and students are required to follow class schedules and participate in class meetings. Students will need to be visible on the camera and actively participating to be considered present for the class for attendance purposes.

Virtual class lessons will be interactive and will represent a combination of synchronous and asynchronous and off-line instructional tasks.

### III. Nutritional Services/ Meal Service Plan

- Students attending SCESC programs are eligible for meals in their home sending districts.

### IV. Counseling and Support Services

The social and emotional toll that COVID-19 has had on our students and community cannot be overstated. As such we will continue to do the following to ensure the safety and well-being of all:

- Monitoring student attendance attendance and engagement
- Counselors following up with families
- Providing strategy-based tools for student they can work on at home
- Social Workers will reach out to students regularly – particularly non participatory or present students and their families.
- Maintaining contact logs

### V. Tracking Student Progress and Additional Supports

- For students with special needs, the Supervisor of Special Services will work closely with all team members to ensure that there is IEP fidelity to the greatest extent possible, logs are kept, and families of students are contacted and consulted on any alternate arrangements, accommodations, or schedules.
- IEP meetings that had been previously scheduled, will take place virtually through Google Meet/Zoom/Telephone Calls and/or parents will be given the option to change the date of the meeting so as to allow for an in-person meeting with appropriate signatures/waivers/addendums signed.
- As part of our annual professional development process, teachers are trained on how to use technology.

### VI. Other Considerations

#### Attendance:

During a district closure students will be marked remote present or remote absent through our school program.

Teachers will track students not participating in remote instruction to follow-up with families. If absences become chronic, the school social worker and Supervisor will team with the teacher to meet with families and devise a plan to ensure the student's success.

Student attendance may factor into the promotion, retention, discipline and student performance. These decisions will be made on a case by case basis through the students IEP process.

### **Professional Trainings**

Our staff has been trained on SEL and our students are provided multiple supports, particularly in the case of a long-term COVID-related closure through online counseling.

### **Essential Employees**

The district will continue to update their list of Essential Employees and share them with the County Office if at any time the District pivots to virtual instruction.

*Essential Employees (this list may be subject to change pending the circumstances of the closure)*

Essential Employees by Category	Role of Employee
School/District Administration	Managing school operations
Administrative Assistants	Assists with the managing of school operations
Teachers	Instruction
Counselors, Child Study Team Members and service providers	Social & Emotional well-being of staff/ students and provide student services
Maintenance/ Custodial	Maintaining/ cleaning facilities
Technology (Planet Network not on campus)	Technology support
Food Service (Maschios- not on campus)	Meal service

## **Accessibility of the Sussex County Educational Services Commission Remote Instructional Plan**

- The remote instructional plan will be posted on the school website at [www.sussexesc.org](http://www.sussexesc.org)

## **Sussex County Educational Services Commission Board of Director's Approval of Remote Instructional Plan**

The plan is anticipated to be approved by the Board of Education on September 12, 2022

## **Sussex County Educational Services Commission Submission of Plan to the Sussex County Office**

The plan is anticipated to be submitted to NJDOE- Sussex County Office September 13, 2022

The plan was BOE approved on September 12, 2022.