

# **IRVINGTON PUBLIC SCHOOLS: EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAMS FOR THE 2022 – 2023 SCHOOL YEAR**

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Dr. April Vauss  
Superintendent of Schools

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IRVINGTON PUBLIC SCHOOLS  
Office of the Superintendent



*Dr. April Vauss*

SUPERINTENDENT'S MESSAGE

September 21, 2022

Dear Irvington Public Schools Stakeholders:

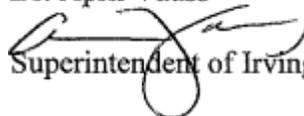
First, I want to thank you for your continued support. It takes parents, students, staff, and community members to join together to ascertain any normalcy in the midst of this nationwide pandemic. We thought that we have been out of the pandemic and began the new school year with our students present for in-person learning in their respective buildings. However, the current situation warrants us to close down our schools due to a declared state of emergency as a result of the declared public health emergency

In consultation with the board of education, a plan of virtual or remote instruction was developed to ensure the continuity of instruction. During the period of the closure, Irvington Public Schools will utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This is to ensure that our students continue to receive high quality, standards-based instruction. A day of virtual or remote instruction instituted in the a plan is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education.

We continue to increase our cleaning and maintenance activities to promote the healthiest instructional environment possible during the emergency closure. Your engagement and support are vital and that Irvington Public Schools will continue to rely on all stakeholders to ensure that our students are college and career ready.

I appreciate your cooperation and assure you that the Irvington Board of Education's staff will continue to work tirelessly to provide the best education for students. Irvington Public Schools thanks you for your support as we continue "Building our Community, One Student at a Time!"

Dr. April Vauss

   
Superintendent of Irvington Public Schools

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## **INTRODUCTION**

The Irvington Public Schools (IPS) remains ready to assist every scholar return to full-time, in-person instruction in the event of declared emergencies resulting in a district-wide closure. The District reflects on the challenges that students, parents, including the instructional experience and employees had to overcome over the past years. Therefore, the district draws upon the experiences with virtual and remote instruction when planning in the case of an emergency closure during the 2022-2023 SY. In accordance to Governor Murphy's executive order, the district will provide for the continuity of instruction in the event of a public-health related district closure. The district will utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that students continue to receive high quality, standards-based instruction, the district has developed the Emergency Virtual or Remote Instructional Program Plan for 2022-2023 SY This plan would be implemented during a 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.

## **ONLINE REGISTRATION PROCESS**

- Beginning the week of the remote instruction, the district will work with community stakeholders to disseminate information regarding access to the online registration process available through the Irvington Public School District Website, school buildings, and on local access radio. This is to limit direct contact with the District employees.
- A hyperlink to the registration portal will be available on the Irvington Public School District Website with systematic instructions as to how to complete the registration process. The proposed online registration portal is an add-on module to the current PowerSchool Student Information System used by the district.
- Registration documents can either be uploaded to the system or dropped off at a designated secure location (lockbox) outside of each school building in an envelope clearly identifying the name of the student and the date of online registration.
- In the case of direct registration at schools, registration clerk will wear the mask with the face shield, and gloves for protective purposes.
- Registration documents will be available in other native languages such as Spanish, Haitian Creole, and possibly French.

## **MODIFICATIONS TO ATTENDANCE RECORDINGS**

Attendance can be recorded in PowerSchool daily. However, remote instructional days need more flexibility for students who may be engaging in learning in the evening due to parent work schedules or for students whose parents have chosen remote instruction for them. These scenarios particularly impact younger students. Attendance will be recorded based on the chosen hybrid/in-person model. The following options have been considered:

- During remote instructional days, teachers will mark students present who answer a question or complete an assignment before a designated time on the same day of the question or assignment.
- A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten. In the case of remote instructional days, time committed to learning is not confined to set parameters. Therefore, the “school day” shall consist of assignment completion for that day.
- Students who become ill during the period of declared state of emergency will follow the same procedure as any illness. Parents will inform the school nurse and absences will be excused based on proper documentation.

## SCHEDULING

### SYNCHRONOUS AND/OR ASYNCHRONOUS VIRTUAL/REMOTE

#### LEARNING

A scheduled real-time (live lesson) instructions (Synchronous) via videos, Google classroom, and Google Meet will be provided to students with teachers for 2 days a week. This will be based on a cohort A/B schedules for grades PreK-8 and cohort A/B/C/D/schedules for grades 9-12. Three days of the week, students will experience asynchronous learning where recorded lessons will be used to instruct students with Office hours provided by teachers. **This is designed to maximize student learning and growth to the greatest extent possible.** Three days virtual classroom will also allow for asynchronous learning to take place based on the students schedule and needs. Teachers will provide learning materials for reading, lectures for class and group discussions, project-based learning activities, formative and summative assessments.

#### **FULL-TIME DIGITAL REMOTE LEARNING**

All students are eligible for fulltime remote learning; as a result, Irvington Public Schools will offer families and students’ 100% full-time virtual learning throughout the period of declared emergency closure.

A virtual classroom provides an experience similar to the physical classroom. However, it requires new pedagogical approaches and a new redesign of the instructional model which includes: Virtual Classroom Interaction, Collaborative Learning, Student Centered Instruction, Variety of Content, Presentation and Learning Activities, Psychologically Safe Environment, Positive and Constructive feedback, and Explicitly Teaching and Assessing 21<sup>st</sup> Century Skills in a virtual classroom.

This will involve synchronous learning that happens in real time. Students and teachers will interact in a specific virtual space through a specific online medium, at a specific time. The method of synchronous virtual learning includes: G-suite, Zoom, Meet, DOCS, I-Ready, etc.

Students and teachers will interact using a technology device. This will require that students engage with their teacher(s) and peers for the same period of time as the traditional school day. Students will receive a weekly schedule outlining the activities for the week.

The virtual classroom will also allow for asynchronous learning to take place based on students' schedule and needs. Teachers will provide learning materials for class and group instruction.

### **Procedures for Submitting Requests during Remote Learning**

- Submit a written request to the Office of Superintendent of Schools or email request to [erashid@irvington.k12.nj.us](mailto:erashid@irvington.k12.nj.us)
- Written requests must include the child' name, school, grade level, parent's contact information, and explanation for the request.
- Request for students with disabilities will be handled by the Department of Special Services at 973-399-6880 X 1920, & x1921
- Request for English Language Learners will be handled by Department of ESL, Bilingual, and World Language at 973-399-6800 x 1672 &
- Parents' concerns will be handled by the Office of Community Parent Advocate at 973-399-6800 x 1115
- Points of contact for questions and concerns are Dr. Matin Adegboyega at 973-399-6800 x 2117 or Dr. Latee McCleod at 973-399-6800 x 2167

### **Measuring Student Growth and Learning and IEP Implementation**

- Data from I-ready, IXL, Newsela, and Reading Wonders unit tests will be used during the virtual /remote learning to continuously measure students growth and learning in a virtual or remote instruction environment. These instructional intervention programs will ensure that all students varied and age appropriate needs are addressed
- However, if data shows that the student is failing or not meeting expectations in a 100% full-time virtual learning environment, a parent/teacher conference must be held.
- Further, the parent/teacher will follow the procedures and best practices for Interventions and Referral Service (I&RS) to transition the student to the in-person/online/(Hybrid model if deemed appropriate for the student
- Teachers, including inclusion teachers will ensure that IEPs are thoroughly implemented as documented in the Easy IEP for students.
- The Department of Special Services will ensure that Child Study Teams, including the Case Managers follow up with families/guardians and outside agencies to make sure that

appropriate services as documented in the IEPs are implemented with fidelity. When an issue arises, the Director/Supervisor is contacted without delay

- Students with IEPs will be adequately tracked for services and that appropriate accommodations/modifications are provided as required to ensure that learning is not interrupted during the period of emergency closure
- prior to the end of second marking period

**Virtual/ Remote Learning: Pre-K Model Schedule**

<b>Time</b>	<b>Monday Cohort A/B</b>	<b>Tuesday Cohort A/B</b>	<b>Wed. Cohort A/B</b>	<b>Thurs. Cohort A/B</b>	<b>Fri. Cohort A/B</b>
8:25-9:30	Teachers Prep				
9:30-9:50	Group Meeting/Shared Writing  (Live with Recording)				
10:00-10:10	Read Aloud  (Pre-Recorded)				
10:20-10:35	Small Group Instruction ELA  (Pre-Recorded)				
10:35-10:50	Small Group Instruction Mathematics  (Pre-Recorded)				
11:00-11:45	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-12:45	Office Hours				
12:45-1:45	Gross Motor				
1:45-2:45	Free Play				
2:45-3:05	Online Prep				

## Elementary K-5 Virtual/Remote Learning Schedule

### Virtual/Remote Learning Schedule

- Cohorts will receive instruction together
- Remote learning days are single periods for all subjects
- Remote instruction is a combination of live and recorded sessions
- Remote instructional day ends at 1:10 p.m.
- Office Hours and online prep are from 1:15 through 3:05 pm will be used to address appropriate student needs and ensure learning during the period of closure

<b>Time</b>	<b>Mon. Cohort A/B</b>	<b>Tues. Cohort A/B</b>	<b>Wed. Cohort A/B</b>	<b>Thurs. Cohort A/B</b>	<b>Fri. Cohort A/B</b>
8:30-8:40 a.m.					
8:45-9:25 a.m.	SS	SS	SS	SS	SS
9:30-10:10 a.m.	<b>Prep</b>	<b>Prep</b>	<b>Prep</b>	<b>Prep</b>	<b>Prep</b>
10:15-10:55 a.m.	ELA	ELA	ELA	ELA	ELA
11:00-11:40 a.m.	Math	Math	Lunch	Math	Math
11:45 a.m.-12:25 p.m.	Lunch	Lunch	Math	Lunch	Lunch
12:30 -1:10 p..m.	Science	Science	Science	Science	Science
1:15-2:00 p.m.	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
2:05 2:45 p.m.	Online Prep	Online Prep	Online Prep	Online Prep	Online Prep
2:45 2:50 p.m.	Online Prep	Online Prep	Online Prep	Online Prep	Online Prep
3:05 p.m.	Online Prep	Online Prep	Online Prep	Online Prep	Online Prep

## Middle School Virtual/Remote Learning Schedule

- Teachers and students will follow their normal schedule with shortened periods
- Lunch and preparation periods are to be taken during normally scheduled periods
- Teachers and students will follow an A/B day schedule (alternating days)
- Office Hours are from 2:15 through 2:51 pm and will be used to address appropriate student needs and ensure learning during the period of closure

<b>Period</b>	<b>Time</b>	<b>Schedule</b>
Period 1	<b>8:30 - 9:00</b>	Class
Period 2	<b>9:05 - 9:35</b>	Class
Period 3	<b>9:40 - 10:10</b>	Class
Period 4	<b>10:13 - 10:55</b>	Grade 6 Lunch/Grades 7 & 8 Class
Period 5	<b>10:58 - 11:40</b>	Grade 7 Lunch/Grades 6 & 8 Class
Period 6	<b>11:43 - 12:25</b>	Grade 8 Lunch/Grades 6 & 7 Class
Period 7	<b>12:30 - 1:00</b>	Class
Period 8	<b>1:05 - 1:35</b>	Class
Period 9	<b>1:40 - 2:10</b>	Class
Office Hours	<b>2:15 - 2:51</b>	Virtual Office Hours

## Digital/Remote High School Schedule

Monday A-Day	Tuesday B-Day	Wednesday Catch Up Day & Live Check-In Sessions	Thursday A-Day	Friday B-Day
30/45 - minute instructional activity per class. There should be recorded lessons provided as well.	30/45-minute instructional activity per class. There should be recorded lessons provided as well.	15/20 - minute Google Meet Check-In Session per class.	30/45-minute instructional activity per class. There should be recorded lessons provided as well.	30/45-minute instructional activity per class. There should be recorded lessons provided as well.

### Wednesday Live Check-In Sessions

A Day	B Day
Block 1 9:00 a.m. - 9:30 a.m.	Block 1 12:00 p.m. - 12:30 p.m.
Block 2 9:30 a.m. -10:00 a.m.	Block 2 12:30 p.m. - 1:00 p.m.
Block 3 10:00 a.m. - 10:30 a.m.	Block 3 1:00 p.m. - 1:30 p.m.
Block 4 10:30 a.m. -11:00 a.m.	Block 4 2:00 p.m. - 2:30 p.m.

## **CURRICULUM, INSTRUCTION, TECHNOLOGY, AND ASSESSMENT**

Students are to meet grade-level expectations set forth by the New Jersey Student Learning Standards (NJSLS) while operating in a hybrid environment with restrictions during live instruction.

- Direct instruction and virtual/remote learning will follow the District approved curriculum, materials, and resources. Department Directors and Supervisors will adjust the pacing guides.
- Teachers will use diagnostic assessments to ensure mastery of contents.
- Department Director or Supervisor will design courses thematically to integrate and reinforce content and practices to maximize student growth and learning to the greatest extent possible.
- Clubs and extracurricular activities will be virtual until such time that full, in school, live instruction returns.
- All teachers must have a Google Classroom, which is the District's approved digital platform for remote/online learning.
- The District will assist families/parents in acquiring devices and Internet access to enable students to engage in remote learning.
- District will ensure 1:1 device for students with accessible internet connectivity. This will eliminate the digital divide issues, including a lack of internet access, network access and/or sufficient access to devices
- Guidance services will develop and communicate procedures to students, parents, and staff, in multiple formats and languages, on how to engage with counselors and related services.
- Administration will communicate guidelines for assignment of incompletes as cycle grades, and alterations to the Uniform Grading Profile. The Guidance Department will assist in informing families of their responsibilities. Teachers will continue to send letters home to parents/families of responsibilities pertinent to remote learning in their subject areas. Administration and parent coordinators will reinforce via PTA meetings, Back to School events, and other communications with the home.
- Assessment will be exclusively online and administered only to ensure that all students are learning and are assessed after varied and age-appropriate needs have been addressed.
- Every adult in the school will respond positively to questions and expressions of students' feelings.

- Career and Technical Education (CTE) programs and opportunities will continue to offer individuals the path to economic opportunity virtually. Maintaining these opportunities is vital for students, families, communities, and the State.

## INSTRUCTION

- Prepare scaffolded instructional support for students who may need support with prerequisite knowledge and disciplinary skills to be successful in their current grade level.
- Staff will follow an allotted teaching schedule for live lessons and communicate expectations to students. Students must adhere to schedules for remote instruction. Building administration will provide the remote learning schedules for students to follow.
- Remote instruction shall consist of learning aids (teacher produced pre-recorded videos, District-approved media), practice tasks, and assessments. Project-based learning tasks that require student collaboration must be included.. Differentiation of instruction, cooperative learning, small grouping, SIOP and other strategies will be used to ensure that learning is occurring for general education students, English Language learners, and students with disabilities during the emergency closure. All instructions shall be aligned to the New Jersey Student Learning Standards. In addition, all programs including ESL, Bilingual, and World Languages are aligned with the State and Federal requirements. Supervisors/Directors for these departments will ensure that the diverse needs of students are addressed
- We will continue to use Apex Learning for credit recovery throughout the period of emergency closure. Other appropriate extended student learning opportunities will be provided after a thorough review/evaluation. These extended learning opportunities will be evaluated for age appropriateness as well as their alignments with the NJSLs. Similarly, online adaptive online programs such as pearsonrealize.com, i-ready, IXL will continue to be used for accelerated learning opportunities for all students regardless of classification. Emergency closure will not interfere with all Title1 Extended learning programs. However, they will be fully online with no in-person contact. 21st century Learning center programs will be infused into every content area to ensure that students remain relevant to the ever changing world economy
- Teachers will be providing remote-only classes to students. Both students and teachers will be required to adhere to a schedule for synchronous instruction for a duration prescribed through the Office of Curriculum and Instruction in consultation with building administration.Extra-curricular programs will be according to the guidance/guidelines provided by the State through the Governor Executive Orders, NJDOH, and NJDOE
- Lesson planning shall reflect live and remote instruction. There will be continuity between live and remote learning activities when students and teachers are in the hybrid

model, e.g. Flipped classroom

- OnCourse lesson plans --- explicitly distinguish live vs remote learning/instruction (e.g. labels such as (Remote)... (Live)...)
- Teachers may use G-suite apps such as Google Classroom, as well as District approved resources through adopted vendors to conduct online instruction.
- In Autistic classrooms, where students may have sensory issues preventing them from wearing masks and/or require constant prompting. Teachers and paraprofessionals will implement additional safety practices.
- Students with disabilities will continue to receive IEP (Individualized Education Program) mandated services “to the greatest extent possible” to provide FAPE (Free Appropriate Public Education).
- Wrap-around services to the regular school day and Saturday school should be available options for students.
- Parents/guardians will be notify when their child is not logging in to Google platform for online instruction, when the child engages in disruptive behavior, when the child is playful, and when the child is not submitting assignments, and when the child is not participating in online instruction
- Incorporate SEL activities to every lesson, e.g. Circles, to assess whether the students are receptive and prepared for learning.

### **Early Childhood**

- **SEL** - Provide brief, simple information that balances facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps people make every day to stop germs and stay healthy, such as washing hands. Use language such as "adults are working hard to keep you safe." (National Association of School Psychologists)
- Teachers will plan for daily health and safety lessons that teach young children personal care routines
- Teachers will plan for health and safety lessons to be facilitated during small group time for the first few weeks of school
- Teachers will infuse SEL program Second Steps into daily lessons for in-class and remote instruction

### **K - 5 schools**

- **SEL** - Provide brief, simple information that balances facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick.

Give simple examples of the steps people make every day to stop germs and stay healthy, such as washing hands. Use language such as "adults are working hard to keep you safe." (National Association of School Psychologists)

- Looping (keeping students with the same teacher as last year). Since looping takes advantage of teachers' familiarity with students, it may be even more beneficial in the current situation because no state or district assessment data will be available to teachers and the time for becoming familiar with new students is at a premium. Looping can also have a positive impact on teacher effectiveness as familiarity with students may help new or less effective teachers improve.
  - Teachers:
    - 1→2, 2→1;
    - 3→4, 4→5, 5→3

### **6 - 8 schools**

- **SEL** - This age group is often more vocal in asking questions about whether they indeed are safe and what will happen if someone gets sick/ill during the period of extended closure. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are doing to prevent germs from spreading. (National Association of School Psychologists)

### **9 - 12 school**

- **SEL** - Provide honest, accurate, and factual information about the status of the pandemic. Engage them in decision-making about family plans, scheduling, and helping with chores at home. (National Association of School Psychologists)

## **TECHNOLOGY**

- To address the digital divide, the district will ensure 1:1 accessibility to device and internet connectivity. Students and teachers will receive a device to ensure the continuity of instruction during the period of extended closure
- Parents who already took the advantage of the District's 2:1 device initiative will not need to sign out another device for the period of extended closure
- Assistance and information will be provided on how to make free internet connectivity accessible to students and teachers in need.
- All students in grades K - 12 will be provided with a technology device through the district's 1:1 initiative. In addition, the Irvington Public Schools will collaborate with local and state governments, as well as local service providers to facilitate connectivity during and after the period of extended closure.
- Videos that provide systematic procedure on using technology will be made available on the District website.
- Help line will be made available to provide Technical assistance to students, teachers, and parents during the period of extended closure.

## **ATHLETICS DEPARTMENT MANAGEMENT PROTOCOLS**

- It is the athletic department's expectation that the entire athletic community be responsible for the health and wellbeing of every stakeholder - staff, students and their families. With that expectation comes the responsibility of Student-Athletes, Coaches, Athletic Trainers, Screeners, Administrations, and within the continuum of resocialization
- If the requirements as set by New Jersey State Interscholastic Athletic Association (NJSIAA), the New Jersey Department of Education (NJDOE), and the New Jersey Department of Health are not complied, the student-athlete will lose the privilege of being able to participate in the session and not be allowed to return until the official start date of their season.
- The program that violates the guidelines will not be allowed to practice for the remainder of the session
- Screenings shall be conducted prior to each practice. A screening shall consist of a temperature check for all players, coaches, and parents prior to the start of practice. These screenings will begin thirty minutes before practice begins, and shall stop ten minutes after practice starts. No party shall be admitted to practice ten minutes after the session begins without making prior arrangements with the coaching staff and/or athletic director
- Administration is responsible for communicating with parents, students, staff, and the Irvington Township Department of Health in the event someone gets sick/ill.
- The Athletics Department oversees the screening process and procedures associated with the resocialization of sports in Irvington High School Athletics.
- The Director of Athletics will be notified of any student-athlete or coach who fails the screening and further plans will be developed at that time if necessary.
- Stakeholders will be informed of potential outbreak in a timely manner as information becomes available
- The Athletic Director will work with the Irvington Township Department of Health for adequate contact tracing
- In the event a student-athlete, coach or staff member does not comply with the NJSIAA protocols, they will no longer participate in any of the programs.

### **Facilities Cleaning/Maintaining of Buildings**

- The custodians/maintenance staff will constantly maintain a clean environment throughout the extended period of closure.
- All facilities shall be cleaned and sanitized every 30 minutes during the period of closure
- Weight room equipment will be kept clean at all times; equipment would be wiped down thoroughly at all times
- Hand sanitizer will be available at all times
- Modified practices may be for Higher risk sports:
  - Follow NJSIAA recommendations on when to resume competition

## **PANDEMIC RESPONSE TEAMS**

- Each school will maintain School-based Pandemic Response Team and members will meet virtually during the period of the closure
- If a school has an existing Crisis Response Team, that Team may serve as the Pandemic Response Team.
- Pandemic Response Team should be comprised of, at a minimum, the following members, if applicable:
  - School Principal or Lead Person
  - Teachers
  - Child Study Team member
  - School Counselor or mental health expert
  - Director/Supervisor
  - School Nurse
  - Teachers representing each grade level band served by the school
  - School safety personnel
  - Custodian
  - Parent

## **ASSESSMENT**

### **Early Childhood**

- Students will be assessed during synchronous and asynchronous instruction to identify their knowledge, skills, and abilities and to plan for instructional decisions using Teaching Strategies GOLD Assessment
- Multiple sources of student data will be used to evaluate student performance, such as class anecdotes, work samples, students' portfolios, photos of virtual activities, parents' photos or videos of home activities, etc.
- Regardless of whether a lesson is administered live or remotely, accommodations must be made for ELLs and Special Education students

### **K-12 Schools**

- Students will be tested in ELA and Math using the i-Ready diagnostic. The diagnostic will be used to monitor the progress made by students during the emergency closure.
- The Department Directors/Supervisors will provide any additional information with regard to benchmark/cycle test/mid-year or end-of-year diagnostics, including scheduling, as events unfold throughout the school year.
- Online assessments include those developed by teachers using the G-suite of products available through the District, approved vendor platforms (i-ready, IXL, Reading Wonders, Pearson Realize, and edConnect).

## **VIRTUAL/REMOTE PROFESSIONAL DEVELOPMENT**

- Plan and provide restorative support and access to professional learning offerings around trauma, equity diversity, and implicit bias, Social Emotional Learning, inclusion, and appropriate use of digital and online learning tools and systems.
- Provide virtual training/workshops to administrators, instructional staff, including paraprofessionals on best teaching practices, culturally responsive teaching and learning, multiple intelligences, and SEL strategies for all students, including to students who are affected by forced migration. The underlying principle is to create a conducive online learning for all students; engage students in conversation about sensitivity, inclusiveness, and needs in respect to individualized student plans and needs.
- The district will assess the professional needs of educators in order to provide high quality, evidence-based professional learning practices.

## **Virtual/Remote Faculty & Department Meetings**

- Tuesdays from 3:00-4:00 p.m.
- Special Services School Psychologists will provide trauma-informed school strategies in response to all employees of the Irvington Public Schools. This includes offering information on the physical and emotional well-being of staff, assisting in creating trauma-informed learning environments, and identifying, assessing, and addressing traumatic stress in the school setting including professional development.
- Care Plus will be available for trauma informed workshops.
- Every virtual/remote faculty/Department meeting will address teachers' and students' mental health, social and emotional health, and safety issues; and bring them to the attention of the administrators for immediate action. All support staff, including Counselors, Nurses, and custodians should be present and prepared to speak at these meetings.

## **Specialized and After-School PD Services**

- Recognizing signs and symptoms of stress, anxiety and depression in self and in students. This includes a review of making referrals to HSSCs (Health and Social Services Coordinator).
  - Special Services, and our District partners with Care Plus will provide resources for staff to engage online and offer virtual training throughout the year
  - Continue use of Restorative Practices and offer refresher training through District trainers at each site
- Provide virtual training for parents, students and staff related to managing stress, anxiety, SEL, depression, trauma, etc. made available through the Floating School Psychologists and Care Plus-- trauma designated staff.
- The Department of Special Services will provide virtual training on conducting IEP meetings to discuss Regression/Recoupment/Compensatory Services for all students with Special Needs. The Department of Special services will ensure that the Child Study Team conducts virtual IEP meetings according to the already established procedures without any deviation except if agreed upon by all stakeholders. Virtual meetings will be conducted as needed to identify, evaluate, and/or reevaluate students with disabilities
- The Director/Supervisor in the Department of Special Services will ensure that the Sending District (Charter School) is adequately notified of virtual programs available to their students when schools are closed due to emergency situations.

- “Social Express” an SEL program for PK-5 students will be available for Special Education staff and students.
- Teacher Mentoring for New Teachers to prepare for the opening of school, +particularly the blended learning model of instruction.

### **Parental Services**

- Create or establish pathways for virtual training courses for families to build the family’s capacity to support the educational, emotional, and health needs of their child.
  - Technology Department and the academic departments
  - *Provide training/videos in multiple languages*
- Numerous and varied means will be used to inform parents of District information and assistance that are available. We will continue to keep parents and the community informed by utilizing social media platforms such as YouTube, Twitter, and Facebook. Teachers should readily use Google Classroom to include parents, and use the options available through Class Dojo and OnCourse teacher webpages for communicating directly with families.
- Translation services will be available online, and voice. This includes school activities, online registrations and teacher communications. Text to speech options will also be available in multiple languages.
- Community programming will be virtual and in accordance with the guidelines provided by the State/NJDOH/NJDOE. The District will be in constant communication with the Township Dept. of Health to avoid any possible spread of pandemic during the period of emergency closure
- Child care will continue to be provided by the Government approved providers in the township.
- PTA meetings should continue to be held virtually. Responsibilities, expectations, and assistance available for parents should be included with respect to remote learning.

### **Online Screening-Risk Assessment Questionnaire and Temperature Check**

A. *The questionnaire will be similar in format to the CDC guideline:*

<https://www.cdc.gov/>

\*Vaccination will be in accordance with the guidelines provided by CDC and the NJDOH/NJDOE

## **BREAKFAST/LUNCH (Early Childhood & K-12 Schools)**

- Meals (Breakfast and Lunch) will be served at designated areas for parents to collect two times a day. Time will be communicated to parents and students using the district website, /school messenger, and local TV station. Breakfast and lunch will take place as “grab and go.” Each meal will be individually wrapped and/or plated meals discontinuing family-style eating practices

## **TRANSPORTATION OF STUDENTS TO OUT-OF-DISTRICT PLACEMENTS**

Transportation will be suspended when there is an emergency closure. However, safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. However, bus services will be available for students attending Out-of-District placements that are not closed

- The Special-Services Department will communicate transportation protocols with families prior to and during the school closure. In the event that students in Out-of-district placements must attend schools, the following procedures will be implemented to reduce the spread of contagion:

### **PRIOR TO BOARDING BUS:**

- Parents should assist their child in following bus safety guidelines
- All students will be required to wear a nose/mouth covering while on the bus.

### **SEATING ON THE BUS:**

- Bus companies must adhere to all current and updated guidance from the Centers for Disease Control and NJDOE.
- Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student’s IEP.
- Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing).
- Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices.
- Students must remain in their seats, facing forward, and clear of the center aisle at all times while on the bus.

## **SCHOOL BUS SAFETY:**

- All school buses must be inspected according to the New Jersey Motor Vehicle Administration Regulations relating to school vehicle standards and follow all CDC and NJDOE safety measures prior to transporting students.
- Thorough school vehicle cleaning must become routine and areas of “high-touch” must be cleaned and disinfected after the bus drops off students at home or school (every trip); and at the completion of its morning or afternoon run respectively.
- Once cleaned and fogged with an approved disinfectant, the bus can return to service.
- All school bus drivers and staff are required to attend in-service training before transporting students to ensure they understand new policies and procedures; and how to effectively clean and disinfect the school vehicle.
- Hand sanitizing stations will be installed on every bus. Students should utilize hand sanitizer when boarding and/or departing the bus.
- Bus drivers and monitors onboard must wear personal protective equipment, such as face masks and face shields and/or eye protection.
- Windows will be open for ventilation when weather permits.
- Install a clear protective barrier behind or alongside the driver in accordance with applicable safety code.

## **SCHOOL ARRIVAL**

**This is applicable to students attending Out-of-District placements that are not closed**

- Upon arrival at school, students should depart the bus from front to back adhering to social distance. Students will sanitize their hands upon departure from the bus. Students must be met by school personnel prior to entering the building and temperatures should be taken. Students with temperatures above 100 degrees will follow school’s isolation procedures while parents are notified.
- Upon departure from the school, students will sanitize their hands prior to boarding the bus. Seating plans should be shared with the teacher so students are lined up to board the bus with the last students to be dropped off first.
- School administration should contact Special Services immediately if transportation companies are not adhering to safety protocols.
- Be mindful that transportation issues will change based on the evolving nature of the pandemic.

## **HYGIENE, CLEANING, AND ESSENTIAL EMPLOYEES**

The successful implementation of the plan is contingent on an educational plan that enables appropriate distancing and to the extent possible. During the emergency school closure, cleaning and maintenance services are on-going in every school building to ensure general sanitation practices. Custodians will be in the building cleaning, administrators will be in the buildings, and the District Office will open with administrators. However, security officers will be on a skeletal

schedule. A list will be provided and sent to the County Office. Hence essential employees shall be defined by the Superintendent of Schools and shall include custodians, security officers, and administrators. Only essential employees will be allowed in the school building during the emergency closure.

## **Cleaning/Sanitation-Maintenance Plan**

### **A. General Sanitation Practice**

*Follow CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes:*

<https://www.cdc.gov/>

- To the extent possible shared supplies should be discouraged and must be sanitized between students.
- Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Ensure adequate supplies to support cleaning and disinfection practices.
- No External community organizations will be allowed inside the school facilities.

### **B. Cleaning/Sanitation of Infested Areas**

*Follow Recommendations for U.S. Community Facilities with Suspected/Confirmed Disease*

[https://www.cdc.gov](https://www.cdc.gov/)

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

## **Respiratory Hygiene**

When there are essential employees inside the building:

Covering coughs and sneezes with tissues or the corner of elbow

Disposing of soiled tissues immediately after use

### **General Sanitation Practices**

- Materials will be disinfected if there are essential employees in the building

### **SECURITY PROTOCOLS**

#### **Visitors:**

- Once the school buildings are closed, no visitor will be allowed in the building
- All meetings with essential employees in the building if there are any will be done virtually
- Must wear face masks and pass through the Temperature screening devices if the meeting must be in-person with an essential employee in the building

#### **Parent/Teacher/Guidance appointments:**

- Should be done virtually or by phone conference as much as possible
- If an in-person meeting is a necessity, an appointment must be made and communicated with security

#### **Deliveries:**

- Every effort should be made to coordinate deliveries from vendors to occur with minimal contact
- All deliveries should be made through custodial doors only

#### **Early Dismissal:**

- There will be no early dismissal during the emergency closure of schools

### **Physical Modifications to Buildings:**

In the event that we have essential employees inside the school buildings:

A. Signage in the buildings (Principals should coordinate with maintenance as to where and how many)

- Reminders to wash hands and wear masks
- Cover coughs and sneezes
- Floor markers
- Signage at front doors of building regarding need for appointment, drop box, masks, social distancing

B. Barriers around Security Desk/Main Office Staff/ Counseling Department/Nursing Office, Attendance Office-anywhere staff interacts with the public.

- Area between Front Door and Lobbies

### **Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours**

Irvington Public Schools will:

- Utilize only virtual field trip experiences.

- Offer afternoon extracurricular activities in a virtual format to students during the remote learning portion of their hybrid schedule.
- Use virtual fundraising by school sponsored groups and clubs.

In order to ensure proper cleaning of the district facilities, Irvington Public Schools will no longer host gatherings after school hours.

- Events that typically draw multiple families such as Back to School Nights, Parent Teacher Conferences will be conducted in a virtual/remote format.
- Student performances that are part of a co-curricular activity may be held in accordance with guidance from Arts Ed NJ. Indoor performances at least for the will not take place in front of a live audience but may be live streamed or recorded. Outdoor performances will be allowed in accordance with regulations governing outdoor activities

In order to ensure proper cleaning of the district facilities, Irvington Public Schools will suspend indoor use of school facilities to outside groups until further notice.

- Exceptions to this ban may be considered by the Superintendent for recommendation to the Board of Education for health and safety related events coordinated by the Township or the local, county or state board of health.
- Those who are responsible for these events must ensure that all health and safety protocols in place at the time are followed.

## References

- CDC Considerations for Schools (2020)
- National Association for School Nurses Return to School Guidelines (2020):
- National Transportation Supervisor Task Force
- NJDOH Pandemic Influenza Pandemic Response Plan for influenza/ infectious Disease (2017)
- NJEA COVID-19 Resources
- NJSIAA Protocols
- The Road Back: Restart and Recovery Plan for Education (2020)
- NJDOE School Reopening Frequently Asked Questions
- NJDOE Reopening Document Checklist for Re-Opening of School 2020-2021