



Emergency Virtual Instruction Plan 2023-2024

**Approved by Woodbridge BOE on August 10, 2023
Submission to Middlesex County DOE on August 14, 2023**



Preface

Woodbridge Township School District has developed the following plan that will be implemented to ensure continuity of instruction in the event of an emergency closure. The use of virtual/remote instruction during such a closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan will be implemented during a closure that lasts 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 prior to implementing the plan of virtual/remote instruction.

Woodbridge Township School District has prepared the plan following guidance from the New Jersey Department of Education and includes these key areas:

1. Equitable Access and Opportunity to Instruction
2. Addressing Special Education Needs
3. Addressing English Language Learner (ELL) Plan Needs
4. Attendance Plan
5. Safe Delivery of Meals
6. Facilities Plan
7. Other Considerations

1. Equitable Access & Technology

The district will ensure that all students are provided with the equity in education they deserve during the 2023-24 school year and beyond. All students in grades 6-12 received an educational device to take home and every student will have access to a device to take home in case our district must work remotely. Students whose families cannot afford, and/or do not have access to internet services will be provided with access via the district upon request and approval for instructional purposes. Finally, all certificated staff received district devices in the case that they may need to provide remote, hybrid, or virtual home instruction.

2. Special Education

Access to learning platforms specific to the school, grade level, or course will be supported by the school district and utilization by district staff will be required in order to facilitate learning. These services will be utilized by teachers to provide instruction to remote learners. Administrators, child study team members, and school counselors will also be encouraged to use these platforms to conduct meetings with other staff, and parents/guardians including, but not limited to IEP and 504 assistance plan meetings. By providing these platforms, staff and parents/guardians will be able to communicate safely and effectively with each other remotely in much the same manner as if they were able to do so for in-person meetings.

3. Addressing English Language Learner (ELL) Plan Needs

English Language Learners receiving remote instruction, general education teachers, and the ESL teacher will provide direct differentiated instruction via Google Meet. To further support these students, the ESL and general education teachers will gather and disseminate relevant materials and resources including instructional applications in order to support students in their home setting if needed. Translation services and materials will be made available to a parent with limited English proficiency.

4. Attendance Plan

In grades 6-12, attendance will be taken at the beginning of each period and students will be required to login to each class period on time in order for the students to be marked as “present” for class. For elementary students, all students must log in at the beginning of the school day and must remain logged in throughout the school day. Students must have their computer cameras on in order for the student to be marked as “present.” Students will not need to be logged in during lunch/recess, but they are required to log on for their afternoon instruction with their computer cameras on. The district attendance policy will be followed. Parents will be notified if a student is marked absent without a parent notification of said absence in Genesis. Administration, school nurse, teachers, and school counselor will monitor attendance and students submitting completed assignments/assessments and will follow up with parents if necessary.

5. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program will continue. The distribution/delivery of school meals for approved students will be arranged for families and conducted each school day.

6. Facilities Plan

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. The district will continue to use cleaning practices, procedures, and products that have been deemed to meet local health department and EPA requirements to the greatest extent possible. The district will ensure areas of high frequency interaction (desks, chairs, door handles, phones, electronics) receive enhanced cleaning. The school custodial staff will implement a deep cleaning of the school buildings including classrooms, restrooms, hallways, cafeteria, and locker rooms. Woodbridge Township School District will continue to use previously purchased HVAC solutions.

7. Other Considerations

A. Accelerated Learning Opportunities

Accelerated Learning Opportunities will continue to the greatest extent possible virtually through virtual platforms. All students will receive differentiated instruction in line with their regular classroom experiences.

B. Social and Emotional Health of Students and Staff

District mental health staff members, such as the school psychologist, school social worker, and school counselor will be available remotely to interact with students and staff, answer questions they might have, and provide them with support/interventions through either Google Meet, Zoom, telephone or email. Mental health professionals will keep a log of all interactions with students/staff and will follow up with them in person as needed.

C. Title I Extended Learning Programs

The district will offer, to the extent possible, virtual Title I Extended Learning Programs.

D. 21st Century Community Learning Center Programs

The district will offer, to the extent possible, virtual 21st Century Community Learning Center Programs.

E. Credit Recovery

The district will offer, to the extent possible, virtual credit recovery opportunities.

F. Other Extended Learning Opportunities

The district will offer, to the extent possible, virtual extended learning opportunities.

G. Transportation

The district does not provide transportation services during virtual instruction.

H. Extracurricular Programs

All extracurricular programs will be postponed and rescheduled unless they can be done virtually. Outside community groups will not be permitted to use the school facilities.

I. Childcare

The district does not provide childcare services during virtual instruction.

J. Community Programming

The district will continue to explore community programs and resources that are available to support our families, students, and staff.