



Lavallette School District Emergency Remote Instructional Plan

2025-26

Table of Contents

Demographic Profile...	3
Essential Personnel/Public Health Response Team...	4
Instructional Plan...	6
Special Education Services Plan...	8
Student Support Services...	10
Meal Service Plan...	11
Facilities Plan...	12

Demographic Profile

The Lavallette School District serves a total of 150 students enrolled in one PreK-8th grade elementary school. The Montessori Public Pre-K program consists of 18 students in total. The Lavallette School has a population including the following approximate racial and ethnic groups: 85% white, 6% Hispanic, 4% Black or African American, and 4% Asian. The Lavallette Elementary School population consists of 66 parent-paid tuition students and 19 students whose tuition is paid by their home district of Seaside Park.

The Lavallette School District is composed of 10% Economically Disadvantaged Students, 0% English Language Learners. The District services 13 Special Education students, and an additional 13 students with Speech services, totaling at 19% of students eligible for and receiving services.

The District currently employs 43 staff members, including 20 certificated instructional staff members, three administrators, and shared services agreements for the following: School Business Administrator, Certified Educational Facilities Manager, Technology Director, Food Services, and Transportation.

Essential Personnel/Public Health Response Plan Team

Role	Duties
Superintendent	<ul style="list-style-type: none"> ● All Operations ● Communication ● Organization ● Management ● State, County, and Local Officials ● Health Officer Coordination ● NJDOE information Flow ● Information sharing with neighboring Superintendents
Business Administrator	<ul style="list-style-type: none"> ● Determine meal distribution ● Manage food service provider and staff ● Business operations ● Transportation ● Budget ● OEM support
District Administrators: Assistant Principal Supervisor Technology Director	<ul style="list-style-type: none"> ● Design instructional plan ● Operational management of education programming ● Management of instructional deployment strategy ● Implementation plan and support ● Technology ● Communication ● County coordination and information flow
Director of Special Services	<ul style="list-style-type: none"> ● Special Education Compliance ● Liaison with Health Department ● Special Education programming ● Management of student services ● Manage nurses ● Special serves coordination and modification ● Manage CST ● OEM support

Board Secretary/Coordinator of Human Resources	<ul style="list-style-type: none"> • Communicate personnel expectations • Employee regulations • Policy coordination • Staff support • Staff communication
Director of Facilities	<ul style="list-style-type: none"> • Sanitize/disinfect facilities • Create rotation of custodians • Ensuring social distancing of maintenance personnel, if appropriate • Ensure ongoing scheduling of custodial and maintenance personnel.
Unit Leaders	<ul style="list-style-type: none"> • Assist with instructional plan • Supervise implementation of plan • Communicate with school community • Teacher monitoring • Act as liaisons between instructional staff and administration
Nurse	<ul style="list-style-type: none"> • Educate staff, students, parents proper hygiene • Coordinating Nurse reports to Health Department any (combined) absence rate of 20% or more • Report any cases of infectious/communicable diseases • Provide health outreach and support to students, families, and staff
Teachers	<ul style="list-style-type: none"> • Teach as per their contract and in alignment with remote instructional plan • Report to schools when needed
Secretaries	<ul style="list-style-type: none"> • Complete assigned work • Report to schools when needed
Board President	<ul style="list-style-type: none"> • Communicate with Superintendent • Keep Board updated

Instructional Plan

Instruction

- Students will start and end their day at their regular time. 8:15-3:00
- Teachers will follow required contractual hours from 8:05 AM - 3:10 PM, as well as required after school faculty meetings.
- Students and teachers will follow their in-person schedule.
- Students in grades K-8 will use their district-issued Chromebook to receive instruction and communication from their teachers via Google Meet and Google Classroom.
- Depending upon the conditions for emergency closure, a plan for either drop off or pick up of Chromebooks for students in K-4 will be implemented, since students in these grades do not take home their devices daily.
- In the event that drop off/pick up of devices is not feasible, teachers of students in grades K-4 will email parents daily lessons/activities for students to complete asynchronously.
- Teachers will utilize their district issued Chromebooks and utilize Google Classroom as the platform for posting assignments and communicating with students and families in grades K-8.
- Teachers will administer benchmark, course, and classroom assessments in accordance with curriculum pacing.
- Students will continue to follow the district curriculum for all subject areas.
- Support services (ESL, RTI, Special Education) teachers utilize their own Google Classroom and Google Meet sessions to service students.
- Options for accelerated learning opportunities, Title 1 RTI services and other extended learning opportunities, and extracurricular programs, will be provided if appropriate, remotely/virtually.

Attendance

- The current Lavallette Public Schools attendance policy will apply during remote learning.
- Parental notification procedures for students not logging in to online classes each morning will be handled by the main office. Contact will be made with parents no later than 9:00 AM.
- Instruction will occur as per the approved district calendar.
- Students are expected to join the appropriate Google Meet at the start of each class.
- Teachers will take attendance in OnCourse every class period, and monitor

student attendance.

- Students must be actively engaged during instruction.

Internet Access

- Students in need of internet access will be issued a hotspot.
- All technology needs, both student and staff, will be monitored by the Supervisor of Technology and the Technology Director.

Special Education Services

Child Study Team Meetings

- CST meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google Forms will be used for attendance documentation and tracking of services.
- Evaluations will continue to be conducted in person as long as safety and health protocols can be followed.

Instruction

- In-Class Support/Replacement Classes
 - Special education teachers will follow the instructional plan for general education students.
 - Special education teachers will create Google Classrooms to post modified assignments as needed.
 - Hard copies of lessons/activities will be made available as needed.
- Resource Room Classes
 - Ongoing communication with teachers, BCBA, therapists, and parents based on student's IEPs
 - Continued collection of data (behavior plans, progress towards goals and objectives)

Delivery of Services

- Behavior Analysts
 - Support teachers/paras with implementation of behavior plans, updating programs, collection of data
 - Maintain weekly contacts with director, teachers, paras, regarding fidelity of strategy implementation and progress
 - Provide ongoing paraprofessional training
- Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills
 - Lessons, activities, and related materials can be posted through Google Classrooms.
 - Teletherapy to be provided to the greatest extent possible for all therapy sessions.
- Paraprofessionals
 - As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flip Grid Videos, and provide organizational and behavioral support.

- Home Instruction
 - Students on home instruction will be included in their Google Classrooms as per their school schedule
 - Owed home instruction hours will continue to be delivered after school hours.
- Case Management
 - Case managers will maintain communication with teachers, related service providers, and counselors to ensure students are engaged in learning, receiving accommodations and modifications, and specially-designed instruction
 - Home-school communication will be facilitated through Google Classroom, Google Meets, emails, and phone calls to ensure parents are informed of progress during remote learning.

Nurses

- Monitor student and/or staff illness during closure and report to the local health department, where appropriate.
- Collaborate with the main office in tracking student attendance and recording any absenteeism.
- Monitor NJDOH, CDC, and WHO guidelines regarding any infectious/communicable diseases and/or pandemic related issues.
- Prepare and distribute supplementary health lessons for K-8 teachers focusing on the prevention of communicable/infectious diseases, where appropriate.
- Provide health-related resources to parents, students, and staff, as appropriate.

School Counselors

- Monitor student attendance, engagement, and participation
- Provide strategy-based tools for students they can work on at home
- Provide SEL and Career Awareness lessons to students in K-8 following regular in person schedule.
- Provide individual and group counselling with regularly scheduled students via Google Meet.
- Identify any additional students in need of counseling support during closure and provide outreach via Google Meet.
- Provide consistent outreach to students, particularly at risk students academically and behaviorally.
- Maintain contact logs

Student Support Services

I&RS/MTSS Meetings

- I&RS/504 meetings will be held virtually through Google Meets.
- Electronic signatures will be accepted for all documents.
- Google Forms will be used for attendance documentation.

ESL

- While Lavallette School District does not currently have any students enrolled in need of ESL services, instruction would be coordinated should a student be newly enrolled and identified in need of services. Lavallette SD currently has an ESL-certified teacher who would provide these services via Google Meet.
- Should ESL services be required for newly enrolled MLs, in addition to ESL services, teachers will receive training on sheltered instruction and SIOP, where appropriate.

Translation/Interpretation Services

- Lavallette SD retains a translator for meetings and documents for Spanish only. Other translation requests in other languages may be made to the Principal and coordinated through MOESC.

Continued Professional Learning

- Teachers will continue to participate in regularly scheduled PLCs, faculty meetings, and ongoing professional development in high quality instruction, SEL, trauma informed teaching, anti-bullying culture, and culturally responsive teaching practices. Lavallette School District maintains a partnership with Preferred Behavioral Health and coordinates ongoing professional learning in mental health and wellness for students and staff.

Meal Service Plan

In order to continue meal service for students during such a period we have developed the following plan in association with the district's shared service agreement with Point Pleasant Borough Schools.

Preparing Meals

Lavallette School District will work in collaboration with existing shared services agreement with Point Pleasant Borough SD, who will serve as the district hub and become the lead kitchen for the preparation of required meals. Menus will be modified to be Grab-and-Go and preferably shelf stable.

Meal Distribution

Meal pick-up will occur on the following days of the week in the vestibule at Lavallette Elementary School:

- Monday & Wednesday from 10:00 am to 12:00 pm. On Monday, students will receive lunch for Monday and Tuesday. On Wednesday, students will receive lunch for Wednesday through Friday

If a parent/guardian cannot pick up meals at the time noted above (due to quarantine, isolation, work schedule, and/or transportation issues), they should call 732-701-1900 ext. 2222.

- Meals to be claimed per day: 1 - Lunch only

Kitchen Safety/Food Safety

Kitchen cleanliness and sanitizing will take place daily. Nutriserve and Point Pleasant SD's staff completed a review course on the proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Facilities Plan

During an extended period of closure, the district will continue to have our custodial staff follow district cleaning procedures and clean classrooms, offices, conference rooms, public spaces, and restrooms to ensure that areas are clean, sanitized, and ready for return to normal operations. Disinfecting of all areas will continue while the facilities are closed so that staff and students will return to a clean and ready to learn atmosphere.

Maintenance staff will continue to inspect, replace filters and repair, as needed, HVAC systems to ensure that the temperatures in district buildings are regulated so as not to promote the growth of mold and to maintain clean air and room surfaces.

Custodial and maintenance staff will continue to be trained on the most recent cleaning procedures to ensure that everyone has the most up-to-date knowledge and that they are able to perform in accordance with the most recent standards and legislative requirements.