LESTER C. NOECKER SCHOOL
ROSELAND SCHOOL DISTRICT

Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2024-2025 School Year

Giuseppe Leone, Superintendent
Paul Murphy, Business Administrator
Raul Sandoval, Principal
Richard Celebre, Director of Special Services
Tom August, Supervisor of Building and Grounds

Roseland Board of Education

Allison Scaraggi, President
Michael Gesario, Vice President
Jessica Leddy
Michael Dudas
Angelica Villopoto

Board Approved: July 24, 2024

In accordance with P.L.2020, c.27 which in part requires each school district to annually submit a proposed program for emergency virtual or remote instruction to the New Jersey Department of Education. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan has been submitted for Board of Education approval, has been posted on the district's website, and has been submitted to the County Office of Education.

In the event that the local health department and school district deem that a school closure is necessary due to health and safety concerns, the following plan will be enacted:

180-Day Requirement and School Closures
- Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year.
- If the district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.

General Information: The LEA ensures equitable access and opportunity to instruction for all students.
- 504 accommodations will be provided for students and staff requiring additional assistance based upon individual needs and documentation.
- Students with Individualized Education Plans (IEPs) will receive programming, related services, modifications and accommodations according to their individualized plans. Services will be tracked by case managers and the Director of Special Services.
- IEP and 504 meetings will be conducted remotely in the event of closure and all salient representatives will attend to students' varied needs as necessary.
- All gifted and talented services will be delivered via remote instruction.
- All age groups are addressed according to placement, education planning, etc.
- All students will have access to district technology and core and supplemental curricular resources. Students and teachers will utilize approved digital resources to support and assess all learning. Teachers will utilize virtual learning platforms/resources and Supplemental Instructional Resources/Subscriptions approved by the Board of Education which include but are not limited to Google Apps for Education, LinkIt, IXL, and Achieve3000. There will be a focus on digital resources that are adaptive to meet the needs of students and data will be reviewed to measure student growth.
- Lessons will be designed for student engagement in the virtual/hybrid classroom and will leverage technology to ensure ownership of learning, collaboration, and mastery of grade-level standards.
- ELL programming will continue as prescribed and in accordance with the LEA's approved Three-Year ELL Plan. ELL instructors and support staff will communicate electronically with students and parents to provide services. The district will continue to provide translations of documents, assignments, etc. as necessary to aid parents/guardians and students in their informed decision-making.
- Teachers will continue to receive district training in culturally responsive teaching. Elements of culturally responsive lesson delivery are also included in the LEA's board and state-approved curricula.
- The district will continue using Universal Design for Learning in all classrooms including ELL.
- The district will continue to provide all social-emotional and mental health services to all staff and students in keeping with current district procedures and policies. Social/mental health professionals will meet remotely with students and staff members seeking services and will continue to offer general public health messaging to the community via electronic platforms.

- Extra-curricular and extended learning activities will occur remotely through virtual meetings.

Attendance Plan

- The LEA will continue to monitor attendance using Genesis. The district will continue to monitor trends in absence that will factor into promotion, retention, and graduation.
- All students who struggle to participate in the event of remote instruction will be contacted frequently by the administration in an effort to maximize student attendance and participation.
- Virtual learning will continue to be guided by P.L. 2020, c.27 and the school district's updated Emergency Closure School Preparedness Plan if schools are required to deliver instruction through a fully virtual environment during limited periods throughout the school year due to a local or Statewide public health emergency.
- In accordance with N.J.A.C. 6A:32-8.3, 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 in Kindergarten.
- School district policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met.

Remote Instruction due to Quarantine or School Closure

- If required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios listed above, while the school itself remains open for in-person instruction, the district will (minimally) offer asynchronous remote instruction to those students in a manner commensurate with in-person instruction to the greatest extent possible.
- Students required to quarantine due to positive exposure will have access to four hours of asynchronous, or independent, assignments and activities. Students will have minimized access to teachers depending on the parameters of quarantine (individual, whole class, whole school). Time with teachers (inclusive of the four hours of asynchronous assignments) may not be with the child's teacher and may be used for support of asynchronous work and question/answer rather than instruction.
- In circumstances when the school remains open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count towards the district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Technology

- During the school year, there are very few students who do not have access to sufficient broadband, or to technology required for virtual or remote instruction. Families who indicate a need for a "hot spot" will be provided one at no cost.
- Students in grades 3-6 have assigned Chromebooks for their individual use and students in grades K-2 may request a Chromebook for temporary remote instruction through the Technology Needs Survey. Every effort to provide technology to K-2 students who have communicated a technology need will be made.
- GoGuardian software is installed in each Chromebook for the purpose of filtering, monitoring, and managing student use of Chromebooks on remote learning tasks, activities, and resources all throughout the school year.

Provision of Meals

- In the case of a fully virtual or remote instructional program, lunch will be provided to those free and reduced lunch students through a weekly delivery to individual homes or easily picked up.

Building Maintenance
- In the event of closure, all building custodians and maintenance workers will continue to report per contractual obligation in order to maintain building operations.

Distance Learning Schedule
- All building schedules exceed the state minimum requirement of four hours of instruction.
- All teachers will share virtual links with students; students will login for synchronous, virtual instruction.
- Teachers will take classroom attendance via Genesis. Students and staff will continue to follow the LCN daily schedule as follows:

  AM Homeroom 8:50 - 9:00
  Period 1 9:02 - 9:42
  Period 2 9:44 - 10:24
  Period 3 10:26 - 11:06
  Period 4 11:08 - 11:48
  Period 5 11:50 - 12:30
  Period 6 12:32 - 1:12
  Period 7 1:14 - 1:54
  Period 8 1:56 - 2:36
  Period 9 2:38 - 3:18
  PM Homeroom 3:18-3:20

Roseland School District Essential Personnel:

Staff name and/or department (#of staff)	Role Duty
Giuseppe Leone, Superintendent (1)	Oversee/coordinate all district operations
Paul Murphy, Business Administrator (1)	Maintains Business office operations
Thomas August, Supervisor of Buildings & Grounds (1)	Oversee maintenance staff; Provide access to district facilities, clean and sanitize buildings
Stanley Biront, Mirta Esquivel, Custodians (2)	Provide access to district facilities, clean and sanitize buildings
Lisa Barcia, Administrative Assistant to the Business Administrator (1)	Ensure staff payroll is completed in a timely manner
Raul Sandoval, Principal (1)	Monitor and ensure teachers are implementing school curriculum (PreK -6)
Richard Celebre, Director of Special Services (1)	Ensure that special education programs are being implemented as per IEP.
Adam Rivera, Technology Assistant (1)	Assist staff all aspects of technology interface

Frances Noronha, School Nurse (1)	Monitor student and staff health
Catherine Overbeck, Superintendent Administrative Assistant (1)	Assist in all central office operations
Robi Dallow, Administrative Assistant to the Principal (1)	Assist in all school office operations

Local Education Agency Guidance for Virtual or Remote Instruction Plan

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the County Office of Education.

School Year: 2024-2025

Contact Information

County: Essex

Name of District, Charter School, APSSD or Renaissance School Project:

Roseland School Distirct

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Giuseppe Leone, CSA

Phone Number of Contact: (973) 226-7644

Equitable Access and Opportunity to Instruction	
Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes ▼

Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	2	Yes ▾	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	2	Yes ▾	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	2	Yes ▾	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	3	Yes ▾	

Notes on Equitable Access to Instruction

All Roseland School Distirct students will have equitable access to instruction. All studnets will be assigned a device and if they do not have access to interenet services at home they will be provided a hot spot.

The distirct will continue to measure student growth by reviewing data gathered from online personal learning programs such as IXL, Achieve3000, and LinkIt.

There will a focus on digitial resources that are adaptive to meet the needs of students and data will be reveviewed to measure student growth.

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	2	Yes ▾	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	2	Yes ▾	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	2	Yes ▾	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	2	Yes ▾	

Notes on Special Education Needs

Students who recieve special education and related services, as required by their IEP, will recieve the services delineated in their IEP whether students are receiving services in-person or remote, to the extent possible. For specific questions and further information, parents are encouraged to contact ther child's case manager and/or the districts Director of Special Services.

Student progress will be monitored by both the classroom teacher and case manager. Phone calls and virtual conferences will be held to keep parents informed.

IEP meetings will be held virtually. In-person testing will be done when needed and if permitted. The district will follow CDC and local health code restrictions in doing so.

Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	2	Yes ▾	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	2	Yes ▾	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	2	Yes ▾	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	2	Yes ▾	

Notes on Supporting ELL Educational Needs

Students receiving ESL instruction will receive their services from their ESL teacher. The sessions will be scheduled by the teacher with direct instruction during synchronous learning times and follow up with families and students throughout the week.

Various forms of instruction are offered to our ESL students. Our ESL teachers work to meet the needs of each individual student, providing a wide range of instructional strategies and learning opportunities.

Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1.Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	3	Yes ▾	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	3	Yes ▾	

Notes on Attendance Plan

Attendance will be recorded daily. The same school procedures and BOE policies will be followed as in-person instruction. Students on home-instruction will transition to virtual/remote instruction.

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	3	Yes ▾	

Notes on Safe Delivery of Meals

In the case of a fully virtual or remote instructional program, lunch will be provided to those free and reduced lunch students through a weekly delivery to individual homes or easily picked up.

Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	4	Yes ▾	

Notes on the Facilities Plan Other

In the event of closure, all building custodians and maintenance workers will continue to report per contractual obligation in order to maintain building operations.

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	2	Yes ▾	
b. Social and emotional health of staff and students	2	Yes ▾	
c. Title I Extended Learning Programs	2	Yes ▾	
d. 21st Century Community Learning Center Programs	2	Yes ▾	
e. Credit recovery	NA	No ▾	
f. Other extended student learning opportunities	3	Yes ▾	
g. Transportation	NA	No ▾	
h. Extra-curricular programs	3	Yes ▾	
i. Childcare	NA	No ▾	
j. Community programming	NA	No ▾	

Notes on Other Considerations

We are PreK - 6 district and do not offer credit recovery or extended student learning opportunities.

Transportation is not needed during remote instruction.

Before and after school childcare will not be offered.

We work closely with our community partners but would assume they would be virtual during remote learning as well.

APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts?   Yes [✔]   No [ ]

Notes on APSSD Sharing Plans

Our plan will be shared with the West Essex School Disttict and we are in constant contact with their administrators.

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	4-5	Yes [▼]	

Notes on Essential Employees

Giuseppe Leone, Superintendent
Paul Murphy, Business Administrator
Thomas August, Supervisor of Buildings & Grounds
Raul Sandoval, Principal
Richard Celebre, Director of Special Services
Adam Rivera, Technology Assistant
Catherine Overbeck, Administrative Assistant to the Superintendent
Lisa Barcia, Administrative Assistant to the Business Administrator

Board Approval

Date of board approval (mm/dd/yyyy): 07/24/2024

Notes on Board Approval

The Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2024-2025 School Year plan was approved by the Board of Education on July, 24, 2024.

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes [✔] No [ ]

2. Link to website: https://www.roselandnjboe.org/rose/Parents/