



Salem City Schools Emergency Virtual or Remote Instruction Plan 2023-2024



Table of Contents

Ensuring Continuity of Educational Services	3
Facilities	4
Internet Access and Technology Availability	4
Meal Access and Availability	4
Length of a Virtual or Remote Instruction Day	4
John Fenwick Remote Learning Schedule.....	5
Salm Middle School Remote Learning Schedule	8
Salem High School Remote Learning Schedule	10
Attendance	11
Grading & Assessment	11
Guidelines & Expectations	11
Guidance for Children	11
Guidance for Parents.....	11
English as a Second Language.....	11
Extra/Co-Curricular Activities.....	12
Related Services.....	12
Student Supports	12
Administrative (Essential) Staff.....	13



Ensuring Continuity of Educational Services

The information detailed in the following plan has been outlined in a manner to ensure that the Salem City School District (SCSD) follows P.L. 2020, Chapter 27. As such, the district is required to delineate a plan to move to virtual/remote learning, if we are 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. Under this plan, a day of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.

It is the intention of SCSD to provide learning opportunities commensurate with in-person learning including related services to the extent possible during these times of emergency closure. This plan may be implemented for all schools simultaneously or independently depending on the nature of the circumstances. The plan was developed by the SCSD administrators in conjunction with the Road Forward Committees. The plan was designed to reflect the unique and specific needs of the schools across the district. The plan will be posted on the district's website and will be readily accessible.

The District is committed to the following:

- The health & safety of students and staff members.
- Regularly scheduled school days for all students.
- Breakfast and Lunch being available and scheduled for students.
- Working in partnership with the New Jersey Department of Education, New Jersey Department of Health, and the Salem County Department of Health to remain informed about the status of community health.
- Communicating information transparently with the students, families, staff members, and community.



NJDOE Mandated Items

Facilities

Custodial and facilities staff will be assigned to building on a rotating to inspect and maintain buildings as needed.

Internet Access and Technology Availability

Salem City School District is committed to ensuring that all students have access to the technology and resources needed to participate in full virtual learning. As such, all students will have access to a Chromebook to be used while participating in full virtual learning. The district will take the appropriate steps to ascertain the availability of students' access to technology and we will provide support for families in need of Internet access by providing a device to enable all children to learn while in a virtual setting.

Devices will be distributed to all students who request them. Internet support will be provided through Internet providers or mobile Wi-Fi devices to be distributed to families. Any student whose situation changes may contact the building principal, or the technical assistance email address listed above to make a new request to borrow a device.

Teachers and staff can request technical support by emailing the technology coordinator withing your building.

John Fenwick Academy, Tim Doubet – doubet@saalemnj.org
Salem Middle School, Chibuzo Idimaogu - idimaogu@saalemnj.org
Salem High School, Rob Carpo – carpo@saalemnj.org

Meal Access and Availability

Salem City School District participates in the National School Breakfast and Lunch Programs. The District will return to weekly bulk meal distributions at Salem High School. Arrangements will be made to assist families that cannot attend the weekly distributions. These meals will consist of several breakfast and lunch items to be consumed throughout the course of the week. In the event of closure, the district will explore additional strategies and methods to increase the availability of meals to students.

Length of a Virtual or Remote Instruction Day

The length of the virtual or remote instructional day will vary by level (ES, MS, HS). Each level has specified times for the academic day. Students will engage in synchronous live instruction daily with teacher support. Upper elementary and secondary students may also have asynchronous projects and tasks assigned as well. Teachers will provide differentiated instruction and communicate specifics regarding daily student class schedules. Students are strongly encouraged to have their camera on during live instruction. This allows for the teacher to sufficiently engage students in the instructional process. More importantly, it allows teachers to properly respond to student confusion when it occurs in the interest of clarifying their understanding.



John Fenwick School Remote Learning Schedule

Students will participate in live instruction daily with the teacher. Teachers and parents will work collaboratively to determine when the student needs to log on for live classes.

Preschool Virtual Teaching Schedule			
This schedule is for Monday-Thursday.			
Time	Activity	Description	On/Off Line
9:00-10:00 am	Prep/Common Planning time w/Paraprofessional	<ul style="list-style-type: none"> Teachers and paras' prep for lessons and respond to emails. Make sure all virtual documentation is uploaded. 	Offline
10:00-12:00 am	Large Group/Small Group	<p>Large Group:</p> <ul style="list-style-type: none"> Large Group will take place on <u>Tuesday and Thursday</u>. Teachers will virtually engage children during group times via Google Classroom. <u>2 hours of direct virtual instruction is not recommended for a young child.</u> The time indicated is when virtual instruction support should take place. When developing individual schedules, please ensure that children are actively engaged in planned activities for no more than 20 minutes at one time, <u>no more</u> than 60 minutes in one day. Teacher and para will facilitate the activity. The teaching team will determine. Live virtual reading will be conducted by the Teacher or the para. Wellness check Spilt students so that Teacher facilitates one group and paraprofessional facilitates the other. Activities will not require families to purchase materials but instead will consist of objects that can be found in nature or the child's environment. <p>Small Group:</p> <ul style="list-style-type: none"> Small Group will take place on <u>Mondays and Wednesdays</u>. One group will be facilitated by the teacher and one group by the paraprofessional. The logistics of the group composition will be determined by the Teacher. Students will engage in preplanned small group activity. 	Online



		<ul style="list-style-type: none">Activities will not require families to purchase materials but instead will consist of objects that can be found in nature or the child's environment.Teachers will virtually engage children during group times via Google Classroom.	
Pre-Recorded	Large Group Read Aloud	<ul style="list-style-type: none">Should be prerecorded and sent via the Creative Curriculum Cloud.Children and families can access at any time.Books should be developmentally appropriate, high quality early childhood literature (i.e. Teaching Strategies Book Collection).Both the teacher and/or paraprofessional can record.	Online/ Prerecorded
1:00 pm – 3:00 pm	Lesson Planning	<ul style="list-style-type: none">Teachers will revise/modify/create lesson plans utilizing the Creative Curriculum.Prepare materials, etc., for the next day's lessons.Teacher will meet with individual families to discuss needs and child progress.Teachers can meet with children individually to support them in completing work.Teachers and paraprofessional will attend meetings as needed/requested.	Offline



K-2 Virtual Teaching Schedule			
This schedule is for Monday-Thursday.			
Time	Activity	Description	On/Off Line
9:00-10:00 am	Prep/Common Planning time w/Paraprofessional	s and respond to emails. a is uploaded.	Offline
10:00-11:30 am	Language & Literacy	<ul style="list-style-type: none"> • Reader's Workshop • Writer's Workshop • Guided Reading 	Online
11:30-12:00 am	Math		Online
1:00-1:30 pm	Social Studies/Science		Online
1:30 pm – 3:00 pm	Lesson Planning	<ul style="list-style-type: none"> • Teachers will revise/modify/create lesson plans. • Prepare materials, etc., for the next day's lessons. • Teacher will meet with individual families to discuss needs and child progress. • Teachers can meet with children individually to support them in completing work. • Teachers and paraprofessional will attend meetings as needed/requested. 	Offline

K-2 Virtual Teaching Schedule			
Friday Only			
Time	Stakeholder	Description	On/Off Line
9:00-12:00 am	Teachers	<ul style="list-style-type: none"> • Teachers will meet individually with families to discuss child progress. • Teachers will plan and prepare for the next school week. Lesson plans will be submitted by Monday at 12 noon. 	Offline



Salem Middle School Remote Learning Schedule

Pick-up breakfast & Lunch from designated locations	8:00 – 9:00AM
3rd GRADE	PERIOD TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
Instruction (ELA-reading)	9:15 - 9:55 AM (40min)
10 Minute Break	
Instruction (ELA-writing)	10:05-10:40AM (35min)
SPECIALS	10:45 - 11:25 AM (40min)
Tiered Flex Grouping/ Independent/Reading/Math Workshop	11:30 AM – 12:00 PM (30 min)
LUNCH/Guidance/Student Group Chat-n-Chew	12:00 – 1:00 PM
Instruction (Math)	1:05 – 1:35 PM (30min)
10 Minute Break	
Instruction (Math - Independent)	1:45-2:15 (30min)
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker/ Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)
4TH GRADE	Period TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
Instruction (ELA-reading)	9:15 - 9:55 AM (40min)
10 Minute Break	
Instruction (ELA-writing)	10:05-10:40AM (35 min)
Tiered Flex Grouping/ Independent/Reading/Math Workshop	10:45-11:25 (40 min)
SPECIALS	11:30 - 12:10 PM
LUNCH/Guidance/Student Group Chat-n-Chew	12:10 – 1:10 PM
Instruction (Math)	1:15 – 1:45PM (30min)
Instruction (Math – Independent/Flex Grouping)	1:45-2:15 (30min)
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker / Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)
5TH GRADE	PERIOD TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
1 st Period	9:15 – 10:00 AM (45min) (5 min break between classes from 10:00-10:05)
2 nd Period	10:05 – 10:50 AM (45min) (5 min break between classes from 10:50-10:55)
3 rd Period	10:55 – 11:35 AM (45min)
LUNCH/Guidance/Student Group Chat-n-Chew	11:40 - 12:40 PM
4 th Period	12:45 – 1:30 PM (45 min)
SPECIALS 5th Period	1:35 - 2:15 PM
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker / Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)
6TH GRADE	PERIOD TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
1 st Period	9:15 – 10:00 AM (45min) (5 min break between classes from 10:00-10:05)
2 nd Period	10:05 – 10:50 AM (45min) (5 min break between classes from 10:50-10:55)



3 rd Period	10:55 – 11:35 AM (45min)
LUNCH/Guidance/Student Group Chat-n-Chew	11:40 - 12:40 PM
SPECIALS 4th Period	12:45 - 1:25 PM (40min)
5 th Period	1:30 – 2:15 PM
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker / Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)
7TH GRADE	PERIOD TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
SPECIALS 1st Period	9:15 - 9:55 AM (40min)
2 nd Period	10:00 – 10:45 AM (45min) (5 min break between classes from 10:45- 10:50)
3 rd Period	10:50 – 11:35 AM (45min)
LUNCH/Guidance/ Student Group Chat-n-Chew	11:40 - 12:40 PM
4 th Period	12:45 – 1:30 PM (45 min) (5 min break between classes from 1:30- 1:35)
5 th Period	1:35 - 2:20 PM
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker / Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)
8th GRADE	PERIOD TIME
HR/Attendance – Students login to Google Classroom	9:00 - 9:15 AM
1 st Period	9:15 – 9:58 AM (43min)
SPECIALS 2nd Period	10:02 - 10:40 AM (38min)
3 rd Period	10:45 – 11:30 AM (45min) (5 min break between classes from 10:30- 10:35)
LUNCH/Guidance/Student Group Chat-n-Chew	11:40 - 12:40 PM
4 th Period	12:45 – 1:30 PM (45 min) (5 min break between classes from 1:30- 1:35)
5 th Period	1:35 - 2:20 PM (45min)
Teacher Support/Guidance Counseling/Q&A Independent Work /SuccessMaker / Reading/Math Workshop	2:15 – 3:00 PM (Specialist & Aides will support flex grouping)



Salem High School Remote Learning Schedule

Schedule A Lunch			Schedule B Lunch		
7:30 - 8:30	Breakfast/Lunch Pickup	60 minutes	7:30 - 8:30	Breakfast/Lunch Pickup	60 minutes
8:45 - 9:20	Period 1	35 minutes	8:45 - 9:20	Period 1	35 minutes
9:23 - 9:58	Period 2	35 minutes	9:23 - 9:58	Period 2	35 minutes
10:01 - 10:36	Period 3	35 minutes	10:01 - 10:36	Period 3	35 minutes
10:39 - 11:14	Period 4	35 minutes	10:39 - 11:14	Period 4	35 minutes
11:17 - 11:52	Lunch	35 minutes	11:17 - 11:52	Period 5/6	35 minutes
11:55 - 12:30	Period 6/7	35 minutes	11:55 - 12:30	Lunch	35 minutes
12:33 - 1:08	Period 8/9	35 minutes	12:33 - 1:08	Period 8/9	35 minutes
1:11 - 1:46	Period 10	35 minutes	1:11 - 1:46	Period 10	35 minutes
1:49 - 2:24	Period 11	35 minutes	1:49 - 2:24	Period 11	35 minutes

Schedule C Lunch		
7:30 - 8:30	Breakfast/Lunch Pickup	60 minutes
8:45 - 9:20	Period 1	35 minutes
9:23 - 9:58	Period 2	35 minutes
10:01 - 10:36	Period 3	35 minutes
10:39 - 11:14	Period 4	35 minutes
11:17 - 11:52	Period 5/6	35 minutes
11:55 - 12:30	Period 7/8	35 minutes
12:33 - 1:08	Lunch	35 minutes
1:11 - 1:46	Period 10	35 minutes



Attendance

Student attendance will be taken daily at every school and by class periods at the middle and high schools. Students are expected to be punctual in logging into their virtual class sessions. Attendance will be reflected in the Genesis Student Management System. Attendance will be handled in a manner consistent with in-person instruction. Students who are excessively absent may be subject to failure including the withholding of credits at the high school level.

Grading & Assessment

It is of critical importance that rigor be maintained throughout the duration of any school closure that may occur. Students will be accountable for the submission of assignments in a timely fashion. Students not completing assignments or not participating in online instruction are in jeopardy of failure. Principals and/or a designee will follow the Intervention & Referral Services (I&RS) process in contacting families of students in jeopardy of failure.

Guidelines & Expectations

Guidance for Children

- Sit in a quiet spot in your house with limited distractions and background noises.
- Make sure to stay in one spot and sit still during the virtual meeting.
- Don't interrupt when someone is talking.
- Don't eat or drink during our virtual meeting. Help everyone hear each other and focus. •
- Keep yourself on MUTE until it is your turn to speak.
- Be on time. Our meetings are timed.
- Make sure family members / pets know not to interrupt you during this time. •
- Make sure you dress appropriately!

Guidance for Parents

- Please do not interrupt lessons.
- Remember direct instruction lessons may involve two-way camera and audio usage. (This means that the instructor will likely see and hear what is occurring in the home, including what is said, and worn.)
- If you have questions or concerns, please email your child's teacher *after* the lesson is complete. Doing so enables the teacher to focus on the instructional activity. • Do not audio/video record lessons.
- Please maintain the confidentiality of other students if your child participates in a group lesson.
- Video-conferencing is integral in fostering student/teacher connections. We appreciate you being quiet observers. If there are technical difficulties, please help. If you have questions or concerns, please reach out to your teacher via email.

English as a Second Language

English as a Second Language (ESL) will be provided in accordance with required state guidelines. English Language Learners (ELL) will be scheduled for instructions by their ESL teacher. ESL instruction will be provided directly by ESL teachers using the appropriate remote instructional methods. ESL students will be provided with a Chromebook as well as other mandated supplemental aids. ESL teachers will directly contact students and their families to inform them of their schedules and to provide needed resources including translation services. Additionally, they will communicate progress on a weekly basis.



Extra/Co-Curricular Activities

The district will follow the guidance of the NJSIAA with respect to the athletics program. We will abide by the guidance dictated via the NJ Department of Health, NJ Department of Education, and/or the Governor's office with respect to the scheduling of extra/co-curricular activities.

Related Services

SCSD remains committed to providing meaningful access for all students including our students with special needs. This includes providing a free and appropriate public education while recognizing the need to protect the health and safety of students with special needs and those individuals' providing education, specialized instruction, and related services to these students. It is the intention of the district to offer accommodations to students eligible for special education or those with 504 plans and related services, to the fullest extent possible. As appropriate, special education staff will provide instruction in areas identified within the student's IEP. Related Services such as Speech and Language Therapy, Occupational Therapy, and Physical Therapy will be provided remotely through virtual platforms in addition to consultation. Case managers will contact families weekly, via email or by telephone, to ensure that concerns are being addressed and services are being provided. They will work directly with families to schedule, coordinate and conduct IEP meetings, working within the confines of any community health guidelines and according to NJDOE guidelines.

Student Supports

All professionals will be available to provide assistance and support for students, staff, and families throughout the duration of a closure. This support network includes, but is not limited to, teachers, school counselors, nurses, social workers, librarians, and mental health professionals. Communication may take place via phone, videoconference, and email.

Support teachers (e.g. Special Education, Math Support, Reading Support, English Language) will provide support through differentiated instruction and/or support plans. These supports are communicated directly from the Support teacher to the classroom teacher or in special circumstances to the family. Students and staff may request accommodations based upon a documented need. Parents are encouraged to contact the building principal to discuss the steps necessary to address any documented needs. Students will continue to have access to supplemental instructional supports and extended learning opportunities including any credit recovery programs that may exist – including those programs operated through Title I funding and accelerated learning opportunities. Students will receive additional support from their teacher when requested.

Student Growth

Student growth remains the ultimate goal of the district regardless of the learning platform. The S.C.S.D. will continue to measure student academic progress in a number of ways. Benchmark assessments are the backbone of the districts formative assessment program. Benchmarks assessments are administered in all subject areas. Additionally, the district uses the American Reading Companies Independent Reading Level Assessment or IRLA to measure student progress in reading. The district is committed to continuing to use the IRLA to assess students in reading.

**Administrative (Essential) Staff**

Dr. Amiot Patrick Michel, Superintendent

Mr. Herbert Schechtman, Business Administrator

Dr. Meghan Taylor, Director of Special Services

Mr. Ryan Caltabiano, Director of Curriculum, Instruction, and Grants

Mr. John Mulhorn, Principal of Salem High School

Mrs. Pascale DeVilme, Principal of Salem Middle School

Mrs. Syeda Carter, Principal of John Fenwick Academy

Mr. Dennis Spence, Facilities Manager

Mr. Robert Carpo, Technology

Mr. Timothy Doubet, Technology

Mrs. Chibuzo Idimaogu