



## **PCTVS Emergency Virtual/Remote Instruction Plan 2026-2027**

The Board of Education of the Passaic County Technical/Vocational School is committed to providing a high-quality educational program, virtually or remotely, in the event a school or the schools of the district, or any part thereof, are required to close, for in-person learning, for more than three consecutive school days. This closure would be the result of:

1. A declared state of emergency,
2. Declared public health emergency,
3. A directive by the appropriate health agency or officer to institute a public health-related closure, and/or
4. decision by the school district, in collaboration with the Local and/or County Departments of Health, to close temporarily due to an identified outbreak of contagious disease on campus.

The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9(C) and N.J.A.C. 6A:32-13.1 and 13.2.

In the event the school district is required to close a school or 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 by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall:

1. Allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.
2. Allow the days to be used for course credit.
3. Allow the days to be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education as required **by July 30, 2026.**

Any district program of virtual or remote instruction implemented for the general education students shall provide:

1. The same educational opportunities for all students including those with disabilities. Special education and related services and behavioral services may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable. Strategies may include differentiation, sheltered instruction, and Universal Design for learning.
2. The Director of Special Education, CST and other special education staff will oversee the implementation of a student's IEP to ensure meaningful progress is being made.
3. All ESL and bilingual programs shall meet the state and federal requirements for their educational needs as closely aligned to what occurs during in-person instruction.

The Superintendent shall have the authority to declare the implementation of the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such a decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision. Sample letters are attached in Appendix A.

Nothing in N.J.S.A. 18A:7F-9 and Policy 2425 shall be construed to limit, supersede, or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered by the school district.

In the event that a school or the schools of the district, are closed for in-person learning, due to a declared state of emergency, declared public health emergency, directive by the appropriate health agency or officer to institute a public health-related closure, or decision by the school district, in collaboration with the Local and/or County Departments of Health, to close for in-person learning due to an identified outbreak of contagious disease on campus for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51

et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

The school district's emergency Virtual/Remote Learning Plan shall be available on the school district's website.

### **Plan Implementation**

The district's Virtual/Remote Learning Plan shall operate within the following parameters:

1. Students will follow their normal schedule and sign into each of their classes on synchronous basis, via the district WebEx platform, with each of their classroom teachers at the time noted on their normal schedule using their Chromebooks. Asynchronous instruction will be used as needed to support student access and learning. A Master Schedule was also constructed using cohorts to allow the district to reduce capacity if needed. Schedules at PCTI and PCTI STEM Academy are attached in Appendix B.
2. As a 1:1 school district, all students have either been assigned a Chromebook, or permitted to bring their own device/computer, upon entering the school district and they are in possession of these devices at school and for use off campus.
3. Teachers will use the district Learning Management System (i.e.: Canvas) and its integrated resources as a basis for their instruction. Teachers will post assignments, resources, information, and any other pertinent documentation that supports their instruction using this platform.
4. Whenever possible, teachers will be on campus in their regular classrooms to provide the remote classroom learning experience. This will ensure that they have an appropriate and professional workspace, technology, and the necessary supports for the framework of their instruction. This includes, but is not limited to manipulatives and equipment that are necessary to explain certain concepts and ideas, reliable Wi-Fi, Tech Support, opportunities to collaborate individually with colleagues and administration, etc. If the district is closed for a public health emergency related to contagious disease, then while on campus all faculty and staff will remain socially distanced and wear face masks as necessary. Teachers will teach from a remote location only when district buildings are closed by the emergency declaration, or when deemed necessary by the Superintendent. In addition, the need for asynchronous learning will also be assessed at that time and implemented as needed. It is the expectation that students learn synchronously whenever possible in order to maximize engagement and facilitate learning.
5. Teachers, administrators, and counselors will continue to receive training on virtual/remote learning platforms, learning strategies, social emotional learning, and state mandated professional development.
6. Counselors and support staff will continue to provide social and emotional learning supports for students throughout remote instruction, including individual outreach and access to virtual counseling resources.
7. Technology Department will be available to assist students and staff with any issues related to failed equipment, Wi-Fi, etc. A work order system will continue to be utilized to trouble shoot any issues that students and/or teachers experience, including but not limited to a call center and email access.
8. The district will monitor student access to devices and internet connectivity and provide technical support or alternative solutions as needed to address digital divide issues.
9. Students who participate in the school breakfast/lunch program will have the option to pick up food and drink at a designated location(s) as part of breakfast and lunch program.
10. Attendance will be recorded daily in PowerSchool at the beginning of each class period by the teacher. Teachers will communicate all issues related to attendance

- and grades with parents. School Attendance Officers will follow up on all absences and communicate with parents on all related issues, especially chronic absenteeism.
11. Teachers will implement daily assignments and assessments to monitor student progress, address the rigors of the curricula, and appropriately assess the students' comprehension to support learning and to confirm attendance.
  12. District attendance policies remain in place. School Counselors will follow up with chronic absence offenders and provide counseling to ensure their participation in remote learning and report such cases to administration and or the student's parents/guardians in a timely manner.
  13. Teachers will endeavor to keep their instruction as "normal" as they can during the remote learning process, including continued support for accelerated learning, credit recovery, and extended academic programs where applicable.
  14. The district will continue to maintain all buildings using protocols that ensure the health and safety of all staff.
  15. The district will review the previously approved plans for Remote/Virtual Learning and use, them, when appropriate, to inform decisions relative to this plan. They are attached in Appendix C.
  16. The goal of this plan is to provide continuity of instruction and a smooth transition back to in-person learning once the emergency is no longer an issue. Teachers will be provided periodically with Professional Development targeted for remote/virtual learning and strategies that they can implement during this time to ensure success.

The district will endeavor to work with all members of the district staff to ensure that the plan to be implemented will support student success as well as teacher success. All district decisions regarding the use of virtual learning/remote instruction will be informed by the latest guidance from all relevant federal, state, and local governmental agencies, including but not necessarily limited to, the NJ Dept. of Education (NJDOE), the New Jersey Department of Health (NJDOH), the US Center for Disease Control (CDC), etc. All decisions regarding the use of remote/virtual instructional model will consider the need to protect the health, safety and welfare of the school community, as well as the need for a safe return to full time, in-person instruction for all students as soon as possible.

The district will continue to provide updated contagious disease protocols in accordance with the latest guidance from local county and state health agencies. Updated protocols are attached in Appendix E.

It is essential that the welfare of all members of the school community remains a paramount concern as we address any potential issues going forward.

## APPENDIX A

### Sample Letters/Communications to Parents/Staff/Students

**Subject:** COVID-19 Protocol for the 2022-23 School Year  
**Date:** Wednesday, August 31, 2022 at 1:48:29 PM Eastern Daylight Time  
**From:** Yesenia Berta on behalf of John F. Maiello  
**To:** PCTVS All Staff  
**CC:** PCTVS Administrators (STEM And PCTI)  
**Priority:** High

As we prepare for the 2022-23 School Year, I want to clarify recent changes in COVID-19 related orders, guidance, and protocol. As always, the health, safety, and welfare of the school community remain of paramount concern. PCTVS has been diligently monitoring the related orders and guidance from the Office of Governor, NJ Department of Education (NJDOE), NJ Department of Health (NJDOH), and the U.S. Center for Disease Control (USCDC). Included below are several of the most important updates.

#### 2022-23 COVID-19 PROTOCOL UPDATES

|                               |                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| EO 253                        | Executive Order 253 has been terminated. Unvaccinated workers are no longer required to submit weekly test results.                         |
| COVID-19 Symptoms             | Individuals with COVID-19 symptoms should stay home and get tested. PCR testing is highly recommended.                                      |
| Isolation                     | Individuals testing positive for COVID-19 must isolate for 5 days and until major symptoms resolve.                                         |
| Quarantine for Close Contacts | No longer required                                                                                                                          |
| Contact Tracing               | No longer required                                                                                                                          |
| Reporting of Cases            | Employees should report COVID-19 positive tests to the district. District is required to continue reporting cases of COVID-19 to the NJDOH. |
| Disinfection/Cleaning         | To be continued                                                                                                                             |
| Face Masks                    | Optional, or as required by State (i.e.: required days 6-10 after isolation)                                                                |
| Testing & Vaccinations        | Free COVID-19 testing on campus will continue while available from State of NJ. Home tests are available. Vaccinations may be offered.      |

A more comprehensive [COVID-19 Protocol chart](#) with specific topics, as well as COVID-19 Goals and Mitigation Strategies is on the district webpage. As you know, the COVID-19 virus and its effects are constantly changing and therefore the responsive protocol may be amended.

PCTVS collaborates very closely with the NJDOE, NJDOH, as well as county and local health departments on how to best address contagious diseases. Mitigation strategies consider all attendant data, facts and circumstances and balance the safety of the school community with the need for full time, in-person instruction.

We anticipate a safe and very productive school year! Thank you for your ongoing cooperation as we address this public health concern.

**John Maiello** | Chief School Administrator



# PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS

PCTVS Students and Families:

Re: COVID-19 Protocol for the 2022-23 School Year

As we prepare for the 2022-23 School Year, I want to clarify recent changes in COVID-19 related orders, guidance, and protocol. As always, the health, safety, and welfare of the school community is of paramount concern. PCTVS has been diligently monitoring the related orders and guidance from the office of Governor, NJ Department of Education (NJDOE), NJ Department of Health (NJDOH), and the U.S. Center for Disease Control (USCDC). Included below are several of the most important updates.

## 2022-23 COVID-19 PROTOCOL UPDATES

|                               |                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| COVID-19 Symptoms             | Individuals with COVID-19 symptoms should stay home and get tested. PCR testing is highly recommended.                                             |
| Isolation                     | COVID-19 positive students must isolate for at least 5 days from symptom onset or date of test if asymptomatic, and until major symptoms resolve.  |
| Quarantine for Close Contacts | No longer required                                                                                                                                 |
| Contact Tracing               | No longer required                                                                                                                                 |
| Reporting of Cases            | Students/families should report COVID-19 positive tests to the district. Districts are required to continue reporting COVID-19 cases to the NJDOH. |
| Excused Sick Days             | Require a medical doctor's note or PCR test result.                                                                                                |
| Disinfection/Cleaning         | To be continued                                                                                                                                    |
| Face Masks                    | Optional, or as required by State (i.e.: days 6-10 after isolation)                                                                                |

A more comprehensive [COVID-19 Protocol chart](#) with specific topics, as well as COVID-19 Goals and Mitigation Strategies is on the district webpage. As you know, the COVID-19 virus and its effects are constantly changing and therefore the responsive protocol may be amended.

PCTVS collaborates very closely with the NJDOE, NJDOH, as well as county and local health departments on how to best address contagious diseases. Mitigation strategies consider all attendant data, facts and circumstances and balance the safety of the school community with the need for full time, in-person instruction.

We anticipate a safe and very productive school year! Thank you for your ongoing cooperation as we address this public health concern.

John F. Maiello

Chief School Administrator



PASSAIC COUNTY TECHNICAL INSTITUTE | DIANA C. LOBOSCO STEM ACADEMY  
45 Reinhardt Road, Wayne, NJ 07470 · 973.790.6000 · [www.pcti.tec.nj.us](http://www.pcti.tec.nj.us)



## APPENDIX B

### Virtual/Remote School Schedules

### Home/Virtual Learning Schedule

| Home/Virtual<br>Learning Day 1 | Home/Virtual<br>Learning Day 2 | Home/Virtual<br>Learning Day 3 |
|--------------------------------|--------------------------------|--------------------------------|
| Period 1                       | Period 4                       | Period 7                       |
| Period 2                       | Period 5                       | Period 8                       |
| Period 3                       | Period 6                       | Period 9                       |
| CTE 1-3                        | CTE 3-5                        | CTE 6-8                        |
| CTE 2-4                        | CTE 4-6                        | CTE 7-9                        |
|                                | CTE 5-7                        |                                |
| <b>Senior Shops</b>            | <b>Senior Shops</b>            | <b>Senior Shops</b>            |
| CTE 1-4                        | CTE 4-7                        | CTE 5-8                        |
| CTE 2-5                        |                                | CTE 6-9                        |

---

| PCTI          |                   |                 | PCTI Student Snack Breaks |                   |                 |
|---------------|-------------------|-----------------|---------------------------|-------------------|-----------------|
| <u>Period</u> | <u>Time Start</u> | <u>Time End</u> | <u>Period</u>             | <u>Time Start</u> | <u>Time End</u> |
| 1             | 8:10 AM           | 8:39 AM         | 3B                        | 9:29 AM           | 9:43 AM         |
| 2             | 8:43 AM           | 9:11 AM         | 4A                        | 9:47 AM           | 10:01 AM        |
| 3             | 9:15 AM           | 9:43 AM         | 4B                        | 10:01 AM          | 10:15 AM        |
| 4             | 9:47 AM           | 10:15 AM        | 5A                        | 10:19 AM          | 10:33 AM        |
| 5             | 10:19 AM          | 10:47 AM        | 5B                        | 10:33 AM          | 10:47 AM        |
| 6             | 10:51 AM          | 11:19 AM        | 6A                        | 10:51 AM          | 11:05 AM        |
| 7             | 11:23 AM          | 11:51 AM        | 6B                        | 11:05 AM          | 11:19 AM        |
| 8             | 11:55 AM          | 12:23 PM        | 7A                        | 11:23 AM          | 11:37 AM        |
| 9             | 12:27 PM          | 12:55 PM        |                           |                   |                 |

| STEM          |                   |                 | STEM Student Snack Breaks |                   |                 |
|---------------|-------------------|-----------------|---------------------------|-------------------|-----------------|
| <u>Period</u> | <u>Time Start</u> | <u>Time End</u> | <u>Period</u>             | <u>Time Start</u> | <u>Time End</u> |
| 1             | 8:10 AM           | 8:55 AM         | 3.1                       | 9:47 AM           | 10:09 AM        |
| 2             | 8:59 AM           | 9:43 AM         | 3.2                       | 10:09 AM          | 10:31 AM        |
| 3             | 9:47 AM           | 10:31 AM        | 4.1                       | 10:35 AM          | 10:57 AM        |
| 4             | 10:35 AM          | 11:19 AM        | 4.2                       | 10:57 AM          | 11:19 AM        |
| 5             | 11:23 AM          | 12:07 AM        | 5.1                       | 11:23 AM          | 11:45 AM        |
| 6             | 12:11 PM          | 12:55 PM        | 5.2                       | 11:45 AM          | 12:07 AM        |

## APPENDIX C

### 2025-2026 PCTVS Emergency Virtual/Remote Instruction Plan



## PCTVS Emergency Virtual/Remote Instruction Plan

2025-2026

The Board of Education of the Passaic County Technical/Vocational School is committed to providing a high-quality educational program, virtually or remotely, in the event a school or the schools of the district, or any part thereof, are required to close, for in-person learning, for more than three consecutive school days. This closure would be the result of:

5. A declared state of emergency,
6. Declared public health emergency,
7. A directive by the appropriate health agency or officer to institute a public health-related closure, and/or
8. decision by the school district, in collaboration with the Local and/or County Departments of Health, to close temporarily due to an identified outbreak of contagious disease on campus.

The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9(C) and N.J.A.C. 6A:32-13.1 and 13.2.

In the event the school district is required to close a school or 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 by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall:

4. Allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.
5. Allow the days to be used for course credit.
6. Allow the days to be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education as required **by July 31, 2025.**

Any district program of virtual or remote instruction implemented for the general education students shall provide:

4. The same educational opportunities for all students including those with disabilities. Special education and related services and behavioral services may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.
5. The Director of Special Education, CST and other special education staff will oversee the implementation of a student's IEP to ensure meaningful progress is being made.
6. All ESL and bilingual programs shall meet the state and federal requirements for their educational needs as closely aligned to what occurs during in-person instruction.

The Superintendent shall have the authority to declare the implementation of the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such a decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision. Sample letters are attached in Appendix A.

Nothing in N.J.S.A. 18A:7F-9 and Policy 2425 shall be construed to limit, supersede, or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered by the school district.

In the event that a school or the schools of the district, are closed for in-person learning, due to a declared state of emergency, declared public health emergency, directive by the appropriate health agency or officer to institute a public health-related closure, or decision by the school district, in collaboration with the Local and/or County Departments of Health, to close for in-person learning due to an identified outbreak of contagious disease on campus for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services

school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

The school district's emergency Virtual/Remote Learning Plan shall be available on the school district's website.

### **Plan Implementation**

The district's Virtual/Remote Learning Plan shall operate within the following parameters:

17. Students will follow their normal schedule and sign into each of their classes on synchronous basis, via the district WebEx platform, with each of their classroom teachers at the time noted on their normal schedule using their Chromebooks. A Master Schedule was also constructed using cohorts to allow the district to reduce capacity if needed. Schedules at PCTI and DCL STEM Academy are attached in Appendix B.
18. As a 1:1 school district, all students have either been assigned a Chromebook, or permitted to bring their own device/computer, upon entering the school district and they are in possession of these devices at school and for use off campus.
19. Teachers will use the district Learning Management System (i.e.: Canvas) and its integrated resources as a basis for their instruction. Teachers will post assignments, resources, information, and any other pertinent documentation that supports their instruction using this platform.
20. Whenever possible, teachers will be on campus in their regular classrooms to provide the remote classroom learning experience. This will ensure that they have an appropriate and professional workspace, technology, and the necessary supports for the framework of their instruction. This includes, but is not limited to manipulatives and equipment that are necessary to explain certain concepts and ideas, reliable Wi-Fi, Tech Support, opportunities to collaborate individually with colleagues and administration, etc. If the district is closed for a public health emergency related to contagious disease, then while on campus all faculty and staff will remain socially distanced and wear face masks as necessary. Teachers will teach from a remote location only when district buildings are closed by the emergency declaration, or when deemed necessary by the Superintendent. In addition, the need for asynchronous learning will also be assessed at that time and implemented as needed. It is the expectation that students learn synchronously whenever possible in order to maximize engagement and facilitate learning.
21. Teachers, administrators, and counselors will continue to receive training on virtual/remote learning platforms, learning strategies, social emotional learning, and state mandated professional development.
22. Technology Department will be available to assist students and staff with any issues related to failed equipment, Wi-Fi, etc. A work order system will continue to be utilized to trouble shoot any issues that students and/or teachers experience, including but not limited to a call center and email access.
23. Students who participate in the school breakfast/lunch program will have the option to pick up food and drink at a designated location(s) as part of breakfast and lunch program.
24. Attendance will be recorded daily in PowerSchool at the beginning of each class period by the teacher. Teachers will communicate all issues related to attendance and grades with parents. School Attendance Officers will follow up on all absences and communicate with parents on all related issues, especially chronic absenteeism.
25. Teachers will implement daily assignments and assessments that address the rigors of the curricula and appropriately assess the students' comprehension in order to facilitate learning and to confirm a student's attendance in a particular subject.

26. School Counselors will follow up with chronic absence offenders and provide counseling to ensure their participation in remote learning and report such cases to administration and or the student's parents/guardians in a timely manner.
27. Teachers will endeavor to keep their instruction as "normal" as they can during the remote learning process.
28. The district will continue to maintain all buildings using protocols that ensure the health and safety of all staff.
29. The district will review the previously approved plans for Remote/Virtual Learning and use, them, when appropriate, to inform decisions relative to this plan. They are attached in Appendix C.
30. The goal of this plan is to provide continuity of instruction and a smooth transition back to in-person learning once the emergency is no longer an issue. Teachers will be provided periodically with Professional Development targeted for remote/virtual learning and strategies that they can implement during this time to ensure success.

The district will endeavor to work with all members of the district staff to ensure that the plan to be implemented will support student success as well as teacher success. All district decisions regarding the use of virtual learning/remote instruction will be informed by the latest guidance from all relevant federal, state, and local governmental agencies, including but not necessarily limited to, the NJ Dept. of Education (NJDOE), the New Jersey Department of Health (NJDOH), the US Center for Disease Control (CDC), etc. All decisions regarding the use of remote/virtual instructional model will consider the need to protect the health, safety and welfare of the school community, as well as the need for a safe return to full time, in-person instruction for all students as soon as possible.

The district will continue to provide updated contagious disease protocols in accordance with the latest guidance from local county and state health agencies. Updated protocols are attached in Appendix E.

It is essential that the welfare of all members of the school community remains a paramount concern as we address any potential issues going forward.

## APPENDIX D

### Emergency Closing Staff Accountability Plan

### **Emergency Closing Staff Accountability Plan**

- All formal communications are to be memorialized via email for validation and stamping purposes.
- As per the PCVEA, all teachers and counselors will be available, via email and Canvas LMS, between the hours of 7:56 am and 2:56 pm.
- Student daily assignments should account for no more than 40 minutes per subject.
- All faculty professional activities noted in daily logs should account for no less than 180 minutes.

#### **Students:**

- Students must login to each scheduled class for the day.
- Login accounts for 50% of the daily grade and accounts for daily attendance.
- Completion and submission of assignment accounts for 50% of the daily grade.
- Grades are issued based on successful completion of assignments and daily login.

#### **Discipline Coordinators:**

- Review grade level discipline and attendance data.
- Develop intervention plans for each of the students who pose as at-risk for loss of credit or excessive behavioral issues.
- Submit daily log of completed tasks to Supervisor.
- Support district administration, faculty and staff to help support students as needed to ensure their success and with all issues related to student behavior. Follow up regularly with all students identified as needing additional supports. Follow up with students who habitually fail to log into classes.

#### **School Counselors, Student Assistance Counselors, and Child Study Team Members:**

- Crisis Counselors and SACs will be asked to periodically check-in with their caseload to ensure that students have a point of contact.
- Counselors review 12th grade students for outstanding college admission tasks that need to be completed.
- Follow up with students who have not been logging into their classes.
- Thoroughly review caseloads checking grades, graduation status, etc.
- Remain in contact with teachers to ensure that IEP accommodations are sustained.
- Daily log submitted to Director outlining daily tasks completed.

#### **Teachers:**

- Use Webex video conferencing to provide synchronous instruction whenever possible. Communicate virtually with your students to deliver class instruction and to follow up and provide additional support.

- Daily login to Canvas courses.
- Post attendance in PowerSchool – a login to Canvas equates too "present".
- Grades are to be issued the following day of the posted assignment:
  - One grade (A or F) for student login – a student login to the class equates to a “present” for attendance purposes.
  - One grade for assignment completion.
- Upload/publish assignment for following day.
- Send a roster of student who did not login to the Director of Guidance and Special Services.
- Daily log submitted to the Supervisor outlining daily tasks completed.

### **Administrators:**

Use Webex video conferencing to monitor and support synchronous instruction whenever possible. Communicate virtually with faculty, staff, students and families to support instruction and resolve issues

### **Supervisors:**

- Check for published assignments.
- Follow up with “absent” teachers.
- Obtain and monitor daily tasks logs.
- Keep Assistant Principals apprised of any issues.
- Submit daily log of tasks completed to the Assistant Principal.

### **Assistant Principals and Directors:**

- Review of grade levels data.
- Daily check in with Supervisors regarding teacher issues.
- Review Supervisor’s logs each day.
- Develop intervention plans for students who are at-risk.
- Submit a daily log of tasks completed to the Principal.

### **Principals:**

- Continue completing any tasks assigned by Superintendent.
- Remain in contact with Dr. Rubino and Technology Office.
- Provide support for Assistant Principals.
- Be available for parents and faculty communications.
- Submit daily tasks log to Superintendent.

## APPENDIX E

### PCTVS Contagious Disease Protocols

| Emergency Response/Contagious Disease Protocol (Updated 7/14/23) |                            |                             |                             |
|------------------------------------------------------------------|----------------------------|-----------------------------|-----------------------------|
| Topic                                                            | Virtual                    | Hybrid                      | Full In-Person              |
| Assemblies                                                       | Virtual                    | Limited                     | Yes                         |
| Athletics - Live Streaming                                       | Yes                        | Yes                         | Yes                         |
| Athletics - Practice & Games                                     | Limited                    | Yes                         | Yes                         |
| Back to School Night                                             | Virtual                    | Virtual                     | In-Person/Hybrid            |
| Cafeteria – Additional Periods                                   | Food Available for Pick Up | Yes                         | As Needed                   |
| Cafeterias - Social Distancing                                   | No                         | 6 ft (When possible)        | As Needed                   |
| Cafeterias – Tracked Seating                                     | No                         | As Needed                   | As Needed                   |
| CDRSS Reporting                                                  | As Required                | As Required                 | As Required                 |
| County DOH reporting                                             | As Required                | As Required                 | As Required                 |
| Canvas (Online) Platform                                         | Yes                        | Yes                         | Yes                         |
| Classrooms - Assigned Seating                                    | No                         | Yes                         | Yes                         |
| Cohorts                                                          | As Needed                  | As Needed                   | As Needed                   |
| Contact Tracing                                                  | As Required                | As Required                 | As Required                 |
| CTE Enrichment Programs                                          | Yes                        | As Needed                   | As Needed                   |
| Deep Cleaning/Disinfecting                                       | Yes                        | Yes                         | Yes                         |
| Electrostatic Cleaning                                           | Yes                        | Yes                         | Yes                         |
| Extra-Curricular Activities/Clubs                                | No/Limited                 | Yes                         | Yes                         |
| Field Trips                                                      | No                         | Yes                         | Yes                         |
| Full Day with Lunch                                              | No                         | Yes                         | Yes                         |
| Hallways - Structured                                            | No                         | As Needed                   | As Needed                   |
| Hand Sanitizer                                                   | Yes                        | Yes                         | Yes                         |
| Home Instruction - Medical                                       | Yes                        | Yes                         | Yes                         |
| IEP/Parent Meetings                                              | Virtual                    | In-Person/Virtual As needed | In-person/Virtual As needed |
| Isolation                                                        | Yes                        | As Required                 | As Required                 |
| Locker Room                                                      | No                         | Yes                         | Yes                         |
| Lockers                                                          | No                         | Yes/Limited                 | Yes                         |
| Masks - Inside                                                   | Yes                        | As Needed                   | As Needed                   |
| Masks - Outside                                                  | Yes                        | As Needed                   | As Needed                   |
| Masks on Bus                                                     | Yes                        | As Needed                   | As Needed                   |
| Medical Isolation Area                                           | Yes                        | Yes                         | Yes                         |
| Open House                                                       | Virtual                    | Virtual                     | Yes/Limit As Needed         |
| Plexiglass Dividers                                              | Yes                        | Yes                         | No                          |
| Quarantine                                                       | As Required                | As Required                 | As Required                 |
| Remote Learning Option                                           | Yes                        | As Needed                   | No                          |

|                                                                                         |                         |                              |                        |
|-----------------------------------------------------------------------------------------|-------------------------|------------------------------|------------------------|
| Science Labs                                                                            | Virtual                 | In-Person                    | In-Person              |
| Screening App                                                                           | Daily                   | As Needed                    | As Needed              |
| Shared Supplies                                                                         | No                      | Yes                          | Yes                    |
| SLE/Cooperative Work                                                                    | No                      | Yes/Limited                  | Yes                    |
| Small Group Learning                                                                    | No                      | Yes                          | Yes                    |
| Social Distancing                                                                       | 6 ft                    | 3 ft students/6 ft employees | No                     |
| Social Emotional Learning (SEL)                                                         | Yes                     | Yes                          | Yes                    |
| Summer Credit Recovery - Academic                                                       | As Needed               | As Needed                    | As Needed              |
| Summer Credit Recovery - CTE                                                            | As Needed               | As Needed                    | As Needed              |
| Stairways - One Way                                                                     | Yes                     | As Needed                    | As Needed              |
| Testing                                                                                 | Limited/During Outbreak | As Needed/If Available       | As Needed/If Available |
| Testing (Home Tests)                                                                    | Screening only          | As Needed/If Available       | As Needed/If Available |
| Vaccinations Offered at PCTVS                                                           | As Needed/If Available  | As Needed/If Available       | As Needed/If Available |
| Vaccinations / Testing for Employees                                                    | As Needed/If Available  | As Needed/If Available       | As Needed/If Available |
| Vaccinations for Students                                                               | As Needed/If Available  | As Needed/If Available       | As Needed/If Available |
| Ventilation & Air Purification                                                          | Yes                     | Yes                          | Yes                    |
| PCTVS uses a layered prevention strategy to mitigate the spread of contagious diseases. |                         |                              |                        |

## Emergency Response/Contagious Disease Protocol Goals

Protect the health, safety, and welfare of the school community.

Maintain the continuity of instruction and facilitate student learning to the greatest extent possible.

Provide a safe and supportive learning environment that supports social and emotional development, and provides access to critical services, in order to improve life outcomes.

Prioritize full time, in-person instruction for all students.

## PCTVS CONTAGIOUS DISEASE MITIGATION STRATEGIES

When addressing contagious diseases on campus, PCTVS collaborates with the NJ Dept. of Health (DOH). All district decisions regarding contagious disease mitigation on campus are informed by the latest guidance from the NJ Dept. of Education (NJ DOE), the NJ DOH, the US Center for Disease Control (CDC), and other relevant federal, state, and local governmental agencies. Formal guidance and data include, but are not necessarily limited to, NJ DOH Public Health Recommendations for K-12 Schools, levels of community transmission as identified by the NJ DOH; relevant NJ Executive Orders; CDC guidance recommended and/or incorporated by reference via the NJ DOH; etc. Mitigation strategies are developed considering attendant governmental guidance, as well as all relevant facts and circumstances, while balancing the need to protect the health and safety of the school community and the need for a return to full time, in-person instruction for all students.

## APPENDIX F

### Staff Listing





