



Sayreville School District
School Closing Preparedness Plan

Requirements to Implement a Public Health Related School Closure

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Implementation Classifications

<u>Classification</u>	<u>Procedure</u>
<ul style="list-style-type: none">• Individual Students with qualified public health concern	<ul style="list-style-type: none">• Sayreville Board of Education Policy 6173 – Home Instruction
<ul style="list-style-type: none">• School or schools closed at direction of the Department of Health for students• Staff authorized to report to work assignment	<ul style="list-style-type: none">• Virtual Instruction Procedures for Students in affected school(s)• Staff will utilize classroom technology to facilitate Virtual Instruction Procedures
<ul style="list-style-type: none">• School or schools closed at direction of the Department of Health for students and Staff	<ul style="list-style-type: none">• Virtual Instruction Procedures for students and staff in affected school(s)

Virtual Instruction Procedures

- Appropriately leveled and approved projects and assignments consistent with the current scope and sequence of lessons will be placed on each teacher’s website, classroom applications, and/or Learning Management class page.
 - Teachers utilizing Google Classroom or OnCourse Classroom to disseminate content to students will provide information and directions for accessing Google Classroom or OnCourse Classroom on their teacher website.
 - Teachers must be utilizing Google Classroom or OnCourse Classroom as part of their normal academic process during a regular in session academic school day to utilize it as part of the virtual instruction procedures.
- IEP/504 accommodations will be provided and identified in the provided online content. In a situation in which a teacher needs to provide specific additional direction to an individual student, teachers will utilize district email for both teacher and student or the included communication features of Google Classroom/OnCourse Classroom/classroom applications. Student confidentiality must be maintained at all times.
- Communication and collaboration will be available and maintained utilizing district email for staff and students as well as the online communication tools located in Google Classroom/OnCourse Classroom/classroom applications.
- Parents/Guardians may communicate with all staff, including teachers, utilizing the staff member’s district email address.
- Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained utilizing district email.

Links to Teacher Websites

Arleth School	https://app.uncoursesystems.com/school/menu/24525
Eisenhower School	https://app.uncoursesystems.com/school/menu/24539
Truman School	https://app.uncoursesystems.com/school/menu/24540
Wilson School	https://app.uncoursesystems.com/school/menu/24542
Samsel Upper Elementary School Project Before @ Samsel School	https://app.uncoursesystems.com/school/menu/24541
Sayreville Middle School	https://app.uncoursesystems.com/school/menu/24524
Sayreville High School	https://app.uncoursesystems.com/school/menu/11199
Project Before @ Selover School	https://app.uncoursesystems.com/school/menu/33110
Project Before @ Acclero Learning	https://app.uncoursesystems.com/school/menu/33109
Project Before @ Garden Friends	https://app.uncoursesystems.com/school/menu/33108
Project Before	https://app.uncoursesystems.com/school/menu/24804

Links to School Websites

Sayreville School District	http://sayrevillek12.net/home
Arleth School	https://arleth.sayrevillek12.net/
Eisenhower School	https://eisenhower.sayrevillek12.net/
Truman School	https://truman.sayrevillek12.net/
Wilson School	http://wilson.sayrevillek12.net/
Samsel Upper Elementary School	https://samsel.sayrevillek12.net/
Sayreville Middle School	http://www.sayrevillemiddle.net/
Sayreville High School	http://www.sayrevillehigh.net/
Project Before @ Selover School	https://selover.sayrevillek12.net/
Project Before	https://projectbefore.sayrevillek12.net/

Technology Support for Virtual Instruction

- Staff: Technology assistance will be available during normal school operation hours. Staff should utilize the following procedures for requesting technology assistance:
 1. Complete an online technology request at <http://helpdesk.sayrevillek12.net>
 2. Email helpdesk@sayrevillek12.net
 3. Call the helpdesk phone at extension 4357 (732-525-5200 x4357)
- Students and Parents: Technology assistance will be available during normal school operation hours. Students and parents should utilize the following procedures for requesting technology assistance:
 1. Contact the child's teacher using email or the included communication tools in Google Classroom/OnCourse classroom/classroom applications
 2. Email student.helpdesk@sayrevillek12.net (Only available when Virtual Instruction Procedures have been activated)
 3. Call the helpdesk phone at 732-525-5200 x5678 (Only available when Virtual Instruction Procedures have been activated)
 4. Email the building principal

Equitable Access for Virtual Instruction

In order for all students to have access to curriculum during an extended absence, the actions below will be taken for those without access to a technology device and/or an internet connection:

- Annually the district will conduct a survey of all staff and students to identify the current availability of devices and internet access at home.
- Centralized locations within the district will be made available to obtain hard copies of projects and assignments
 - The locations and hours of operation of pickup locations will be announced via the district's automated phone and email messaging system and posted on both the district and school websites.
 - A limited amount of hard copies (printed assignments with directions) will be available for each grade level and subject area.
 - Computers and printers will be available for parents/guardians to print out the appropriate assignments for their children.
 - Email kiosks will be available at these locations to provide an opportunity to email a child's teacher and/or principal.
 - Locations will be for curriculum resource pickup only. All paper resources should be maintained by the student and parent until normal school operation resumes. Children must be accompanied by an adult at all times at these locations. There will be no student drop off or instruction provided at these locations.
- Alternatively the district may choose to send assignments home using conventional mail in place of or in addition to centralized distribution locations.
- When available and appropriate the district may provide internet access and/or devices for use in the home environment.

Student Resources for Virtual Instruction

Student Resources	http://www.sayrevillek12.net/students
Clever	https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78
OnCourse Connect and Classroom	https://sayreville.oncourseconnect.com/
Google Classroom	https://classroom.google.com or Use Clever Login
Achieve 3000	Use Clever Login
Discovery Education	Use Clever Login
Envision	Use Clever Login
IXL	Use Clever Login
Linkit	Use Clever Login
Raz Kids/Learning A-Z	Use Clever Login
STMath	Use Clever Login

**Additional Resources and logins may be provided for specific grades and/or classes by a child's teacher

Staff Resources for Virtual Instruction

Staff Resources	http://sayrevillek12.net/staff
Clever	https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78
OnCourse and Classroom	https://sayreville.oncoursystems.com/
Google Classroom	https://classroom.google.com
District Webmail	http://outlook.office365.com/
Virtual Desktops	https://desktop.sayrevillek12.net/
Technology Helpdesk	http://helpdesk.sayrevillek12.net/
Google Apps	http://google.sayrevillek12.net/

**Additional Resources and logins may be provided for specific grades and/or classes by a principal, supervisor, or other administrator

Building Principal Emails

Arleth School	Robert.Preston@sayvillek12.net
Eisenhower School	Scott.Nurnberger@sayvillek12.net
Truman School	Amy.Stueber@sayvillek12.net
Wilson School	Timothy.Byrne@sayvillek12.net
Samsel Upper Elementary School	Stacey.Coglianesi@sayvillek12.net
Sayville Middle School	Richard.Gluchowski@sayvillek12.net
Sayville High School	Dale.Rubino@sayvillek12.net
Project Before	Audrey.Burns@sayvillek12.net

Supervisor Emails

Physical Education	Jennifer.Badami@sayvillek12.net
Language Arts, World Languages, ELL	Kimberly.Grossman@sayvillek12.net
Mathematics, Business, Computer Science	Mala.Maharana@sayvillek12.net
Science, ARJROTC, and Practical Arts	Carolynn.OConnor@sayvillek12.net
Social Studies, Music, and Arts	Donna.Jakubik@sayvillek12.net
Elementary Education	April.Magistro@sayvillek12.net
Middle School Education	Nina.Obryk@sayvillek12.net
Secondary Special Education	Cynthia.DeFina@sayvillek12.net
Elementary Special Education	Kara.Schlaline@sayvillek12.net
Guidance	Donna.Sicola@sayvillek12.net