

WEST ESSEX REGIONAL SCHOOL DISTRICT
EMERGENCY REMOTE INSTRUCTION PLAN
2023-2024

Board Approved: July 19, 2023

WEST ESSEX REGIONAL SCHOOL DISTRICT

EMERGENCY REMOTE INSTRUCTION PLAN

The following Emergency Remote Instruction Plan is intended to guide students, parents, faculty, and staff in maintaining instruction, support services, and procedures in the event a school or the district is required to close 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. The district's **Emergency Remote Instruction Plan** shall be in accordance with N.J.S.A. 18A:7F-9.

ATTENDANCE

Student attendance will be mandatory and recorded in each period. The regular pupil attendance policies will continue during Remote Instruction. Parents must notify the school if their child is unable to log into his/her classes and engage in instructional activities. To report your child's absence, please contact the school's attendance office.

[West Essex High School](mailto:wehsattendance@westex.org): 973-228-1200 ext. 1235 or wehsattendance@westex.org

[West Essex Middle School](mailto:gdomenic@westex.org): 973-228-1200 ext. 3332 or gdomenic@westex.org

If the student is unable to “attend” a virtual class due to a Chromebook or connectivity issue, he/she should complete this [Tech Support Form](#) and inform the teacher as soon as possible.

SCHEDULE

The current in-person [WEHS Letter Day Calendar](#) and [WEMS Letter Day Calendar](#) will remain in place for remote instruction. Below are the bell schedules which will also remain the same for remote instruction.

HS Bell Schedule

Block	Time	A	B	C	D
1	7:42 - 8:40	1	4	3	2
2	8:45 - 9:40	2	1	4	3
3	9:45 - 10:40	3	2	1	4
Lunch	10:43 - 11:35	L	L	L	L
4	11:40 - 12:35	5	8	7	6
5	12:40 - 1:35	6	5	8	7
6	1:40 - 2:35	7	6	5	8

MS Bell Schedule

Block	Time	A	B	C	D
1	7:42 - 8:39	1	4	3	2
2	8:43 - 9:37	2	1	4	3
3	9:41 - 10:35	3	2	1	4
Lunch	10:39 - 11:39	L	L	L	L
4	11:43 - 12:37	5	8	7	6
5	12:41 - 1:35	6	5	8	7
6	1:39 - 2:35	7	6	5	8

INSTRUCTION

- District families are asked to consent to virtual learning via [Genesis](#).
- All students must use their district-issued Chromebook to participate in remote learning. Students in need of Chromebook repair or tech support for school-related applications should complete this [Tech Support Form](#) and include as much detail as possible so that our tech team can resolve the issues in a timely manner.
- Students must log into their teachers' Google Meet links at the scheduled class time.
- Teachers will provide live interaction for their students during every class period.
- Teachers will utilize a variety of technology applications to facilitate live instruction, monitor student progress, and provide timely feedback (GoGuardian, ScreenCastify, Google Meet). Information on these technology programs is provided on the district's website.
- To increase student engagement and class participation, students will be required to keep their Chromebook cameras on during class. Exceptions will be made only for approved, documented cases.
- Teachers will also be available for extra help from 2:35 - 3:00 p.m. Students should check with their teachers for availability during any other times (ie: before school, during lunch).
- Students are required to comply with all applicable Board policies governing the use of technology, academic integrity, and the school code of conduct.
- Academic and behavioral expectations for online learning are aligned with those in-person (homework policies, assignment deadlines, dress code, etc.).
- Parents and students are encouraged to communicate with teachers via phone or email with any questions or concerns. Google Meet may also be used to facilitate parent-teacher conferences.

GUIDANCE DEPARTMENT

School counselors and guidance secretaries will be available from 7:30 a.m. until 3:00 p.m. each day. The high school guidance team will continue to schedule meetings and address any questions parents and students may have about the new school year. Please visit the [Guidance Staff Directory](#).

ENGLISH LANGUAGE LEARNERS (ELL) AND BILINGUAL NEEDS

Certified staff will continue to provide students with instruction using a variety of district approved resources: "Reading A-Z" [ELL program](#).

SPECIAL SERVICES DEPARTMENT

Please click [here](#) for information regarding the provision of special education and related services.

HOME INSTRUCTION SERVICES

Home instruction services will be scheduled on an individual basis.

EXTENDED/ACCELERATED LEARNING OPPORTUNITIES

West Essex Regional School District offers a [Summer Enrichment Program](#) for students in both MS and HS. The summer courses/camps are designed to review content, reinforce skills, and/or provide our students with enriching learning experiences in the areas of Math, ELA, Science, STEM, and the Arts. Students also have the option of taking courses at district-approved institutions in order to [accelerate their learning](#).

TITLE I EXTENDED LEARNING PROGRAMS

West Essex provides lunch time and after-school support for students performing below grade level and/or students at risk of failing. West Essex Middle School offers a Summer Improvement Program for students who failed a course or need to strengthen their content knowledge and skills in order to be successful in the next grade. These programs are paid through Title I funds.

CREDIT RECOVERY

West Essex High School allows its students the opportunity to recover credits through Educere, a virtual summer school program. In-person support and guidance is available to all students enrolled in the Educere program.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities, sports, and clubs may continue virtually, indoors, or outdoors as prescribed by our local health department. Coaches and advisors will conduct virtual meetings through district-approved video and audio conferencing tools.

COMMUNICATION

West Essex is dedicated to continuing communication during distance learning. Phone and email will be the primary modes of communication with parents along with audio/video conferencing and the school website. Teachers may communicate with students in a variety of ways including Gmail, GoGuardian, Google Meet and Google Classroom. In-person meetings may also be scheduled in advance on a case by case basis.

Staff members may be reached by phone or email. Please allow ample time for staff to respond.

ADMINISTRATION

District administrators may be reached by phone or email.

TECHNOLOGY

The district provides each student with his/her own Chromebook and each teacher with his/her own laptop. When cleaning the devices, please do not use Clorox or any other wipes that may contain corrosive chemicals or soap.

Please complete this [Tech Support Form](#) with any tech-related issues and include a full description of the problem.

MEALS AND FREE & REDUCED LUNCH

Students who are eligible for free and reduced lunch should contact [Melissa Kida](#), Business Administrator.

NURSING/HEALTH SERVICES

Please be assured that your school nurses have been and will closely monitor the guidance from [Centers for Disease Control and Prevention](#) for COVID-19.

Our High School Nurse, [Karen Kinsey](#) (RN, BSN, CSN-NJ) and Middle School Nurse [Rachel Hall](#) (BSN, CSN-NJ) will monitor their emails during each remote learning day.

HS Nurse: (973) 228-1200 Ext. 1240

MS Nurse: (973) 228-1200 Ext. 3340

ADDITIONAL HEALTH RESOURCES:

- <https://www.health.harvard.edu/diseases-and-conditions/coronavirus-resource-center>
- https://www.nj.gov/health/cd/topics/covid2019_dashboard.shtml
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

HEALTH DEPARTMENT INFORMATION

NJ Department of Health Information

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Health Department- West Orange (Serves Essex Fells)

<https://www.westorange.org/84/Health-and-Welfare>

Health Department- West Caldwell (Serves Fairfield and North Caldwell)

<http://www.westcaldwell.com/content/121/137/143.aspx>

Health Department- East Hanover (Serves Roseland)

<http://www.easthanovertownship.com/Departments/health-department>

CHILD CARE CENTERS

[Early Learning Center – 56 Pier Lane, Fairfield, NJ 07004](#)

[Kiddie Academy – 810 Passaic Avenue, West Caldwell, NJ 07006](#)

[Lightbridge Academy – 1104 Bloomfield Avenue, West Caldwell, NJ 07006](#)

[Pampered Child Roseland, 182 Eagle Rock Avenue, Roseland, NJ 07068](#)

WEST ESSEX COMMUNITY SUPPORT

Families in need of social and emotional support as well as resources in order to help reduce stress and keep mentally healthy during times of crisis may access our [West Essex Community Support link](#). Our staff members and resources are available to support your needs.

Since the circumstances around the spread of Coronavirus are ever-changing, we will continue to update this page/website with any new resources that we might be able to provide. This page is an informational resource only.

FACILITIES PLAN

The campus and all buildings are open for operation during school hours. All visitors to the school must schedule an appointment. Custodial, maintenance, and grounds staff members will be scheduled through the Business Administrator and Supervisor of Buildings and Grounds. The West Essex Regional School District campus has 24 hours surveillance. The North Caldwell Police Department will also be continuously monitoring the campus and grounds.

ESSENTIAL EMPLOYEES

The district maintains a list of essential employees which can be provided to the County Office at the time of transition to remote learning.

TRANSPORTATION

Our district has an annual contract for transportation services with an outside vendor. Bus routes are provided to families at the beginning of each school year.