



## Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for school year (SY) 2022-2023. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2021-2022 SY as LEAs faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2022-2023 SY.

In April 2020, Governor Murphy issued an executive order that became [P.L.2020, c.27](#). This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education.** This plan would be implemented during an LEA closure lasting 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. A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education.

LEAs must include the statutory and regulatory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2022-2023 school year. The 2022-2023 SY plans must be approved by the board of education or board of trustees (board) of each LEA and approved by the respective County Office of Education before being posted predominately on the LEA's website. **The board-approved plan and checklist are due to the respective County Office of Education no later than September 30, 2022.** In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. Questions should be directed to the [County Office of Education](#).



## Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their 2022-2023 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year’s plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

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

By September 30, 2022, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2022-2023 SY along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA’s website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

### LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 SY

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

#### Contact Information

County: Passaic

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

Wayne Township Public Schools

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

Mark Toback, Ed.D., Superintendent of Schools

Phone Number of Contact: (973) 633-3032

#### Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes <input type="checkbox"/>



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students varied and age-appropriate needs are addressed?	7	Yes <input type="checkbox"/>	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	6 / 7	Yes <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	7	Yes <input type="checkbox"/>	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	6	Yes <input type="checkbox"/>	

**Notes on Equitable Access to Instruction**

See attached presentation.



**Addressing Special Education Needs**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students <b>w</b> ith disabilities to the greatest extent possible, including accessible materials and platforms?	7	Yes <input type="checkbox"/>	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as <b>w</b> ell as provision of accommodations and modifications?	7	Yes <input type="checkbox"/>	
3. Does the program describe <b>h</b> ow case managers <b>w</b> ill follow up <b>w</b> ith families to ensure services are implemented in accordance <b>w</b> ith IEPs to the greatest extent possible?	7	Yes <input type="checkbox"/>	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students <b>w</b> ith disabilities?	7	Yes <input type="checkbox"/>	

**Notes on Special Education Needs**

See attached presentation.



<b>Addressing English language learners (ELL) Plan Needs</b>			
<b>Question</b>	<b>Page Number</b>	<b>LEA Yes or No</b>	<b>County Yes or No</b>
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	7	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	7	Yes <input type="checkbox"/>	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	7	Yes <input type="checkbox"/>	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	7	Yes <input type="checkbox"/>	

**Notes on Supporting ELL Educational Needs**

See attached presentation.



**Attendance Plan**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA’s attendance policies, including how the LEA will determine whether a student is present or absent, how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student’s performance?	9	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	9	Yes <input type="checkbox"/>	

**Notes on Attendance Plan**

See attached presentation.

**Safe Delivery of Meals Plan**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	8	Yes <input type="checkbox"/>	

**Notes on Safe Delivery of Meals**

See attached presentation.



**Facilities Plan**

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	3	Yes <input type="checkbox"/>	

**Notes on the Facilities Plan Other**

See attached presentation.

**Other Considerations**

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	7	Yes <input type="checkbox"/>	
b. Social and emotional health of staff and students	11	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	11	Yes <input type="checkbox"/>	
d. 21 <sup>st</sup> Century Community Learning Center Programs	11	Yes <input type="checkbox"/>	
e. Credit recovery	11	Yes <input type="checkbox"/>	
f. Other extended student learning opportunities	11	Yes <input type="checkbox"/>	
g. Transportation	11	Yes <input type="checkbox"/>	
h. Extra-curricular programs	11	Yes <input type="checkbox"/>	
i. Childcare	11	Yes <input type="checkbox"/>	
j. Community programming	11	Yes <input type="checkbox"/>	

**Notes on Other Considerations**

See attached presentation.



**APSSD Applicable Only: Sharing Plans**

Was the program shared with all sending districts? Yes  No

**Notes on APSSD Sharing Plans**

See attached.

**Essential Employees**

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	12	Yes <input type="checkbox"/>	

**Notes on Essential Employees**

See attached presentation.

**Board Approval**

Date of board approval (mm/dd/yyyy): 09/22/2022

**Notes on Board Approval**

**Posted on Website**

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

2. Link to website: www.wayneschools.com



**WAYNE TOWNSHIP PUBLIC SCHOOLS- OUT OF DISTRICT CONTACTS**

<b>NAME OF OUT OF DISTRICT SCHOOL</b>	<b>ADDRESSES OF OUT OF DISTRICT SCHOOL</b>	<b>EMAIL ADDRESS OF PRINCIPAL/DIRECTOR</b>
Alpine Learning Group, Inc	777 Paramus Rd, Paramus, NJ 07652	cdeblase@alpinelearninggroup.org
Banyan School	12 Hollywood Ave, Fairfield, NJ 07004	rileberman@banyanschool.com wmoneill@banyanschool.com
Benway School	620 Valley Road, Wayne, NJ 07470	pmcaloon@benwayschool.org
Chancellor Academy	157 W Parkway, Pompton Plains, NJ 07444	cpagan@chancelloracademy.net
Chapel Hill Academy	31 Chapel Hill Rd.	patrick.s@chapelhillacademy.net
Comeystone Day School	10-12 Commerce Drive	gweisman@comerstonedayschool.com
Comerstone Day School	10-12 Commerce Drive Cranford NJ 07016	gweisman@comerstonedayschool.com
CTC Academy	125 Bauer Or Oakland NJ 07436	wpresutti@ctcademy.org
Dipika Mistry	16 MONSIGNOR OWENS PLACE	JMOWER@THE PHOENIXCENTERNJ.ORG
Gateway High School- Bergen County Special Services	304 East Midland Ave, Paramus, NJ 07653	kellope@bergen.org
Gramon/Glenview	24 Dwight Place Fairfield, NJ	tkaiser@nbnj.org
Holmstead	14 Hope Street Ridgewood, NJ 07450	Dsteve@holmstead.org
Lakeview Learning Center	18 VanDuyne Ave. Wayne, NJ 07470	j.swanson@lakeviewlearningcenter.com
Lakeview School	10 Oak Drive - Roosevelt Park, Edison, NJ 08837-2313	Lauren.Bell@NJID.org
New Beginnings	28 Dwight Place, Fairfield NJ 07004	Dhendricks@nbnj.org
New Beginnings	28 Dwight Place, Fairfield, NJ 07004	Dhendricks@nbnj.org
Pillar Care Continuum - Pillar High School	71-77 Okner Parkway Livingston NJ 07039	jschwartz@pillarnj.org
Pillar Elementary School	51 Old Road, Livingston, NJ	nkintiroglou@pillarnj.org
Pillar Elementary School	51 Old Road, Livingston, NJ 07039	nkintiroglou@pillarnj.org
Pillar High School	71-77 Okner Parkway	jschwartz@pillarnj.org
Paling Huang	71-77 Okner Parkway	jschwartz@pillarnj.org
Pompton Lakes High School	44 Lakeside Ave, Pompton Lakes, NJ 07442	vpizybylinski@plps.org
Reed Academy	25 Potash Road Oakland NJ 07436	leah@reedacademy.org
Sage Day	295 Rochelle Avenue	rfiedland@sageday.com
Spectrum360	Business Office 414 Eagle Rock Ave., West Orange, NJ 07052	Lower:gcataria@spectrum360.org, Upper:lmulr@spectrum360.org
The Forum School	107 Wyckoff Avenue; Waldwick NJ 07463	info@theforumschool.com
Windsor Bergen Academy	56 Passaic Street Ridgewood NJ 07450	jmsiesta@windsorschools.com
Windsor Learning Center	234 Wanaque Ave, Pompton Lakes, NJ 07442	agibbons@windsorlearningcenter.com
Windsor School	226 Wanaque Ave, Pompton Lakes, NJ 07442	cperez@windsoracadnj.com
Winston Preparatory School	901 Route 10 East, Whippany, NJ 07981	epiclie@winstonprep.edu

# Virtual Remote Instruction Plan 2022-2023

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**Prepared in the event of a public-health related mandated district closure**

**\*\*This is a working document and will be updated and or modified as necessary to ensure compliance with state and local statutes and regulations.**

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# Health and Safety Guidance for the 2022-2023 School Year

Wayne Township Public Schools will continue to plan on providing full-day, full-time, in-person instruction for the 2022-2023 school year based on guidance from the New Jersey Department of Education (NJDOE) and New Jersey Department of Health (NJDOH).

While the State and Wayne Township Public Schools (WTPS) are committed to a continuation of normalcy for this school year, the data will continue to be monitored and decisions will be guided by science to ensure that safe and healthy school communities are maintained. In the event of an outbreak of COVID-19, the District is fully prepared to implement mitigation strategies and continue the educational process through alternative means as necessary. Any adaptations will be guided by the NJDOH and the Wayne Department of Health (WDOH).

Examples of adaptations may include, but not be limited to: implementation of a mask wearing protocol, physical distancing and cohorting, exposure protocols, contact tracing, and remote learning. Increased cleaning protocols will be maintained.

For the most recent guidance click here: [NJDOH COVID-19 Public Health Recommendations for K-12 Schools \(8-29-22\)](#)

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# Communication

Wayne Township Public Schools will continue to maintain close communication with the New Jersey Department of Education (NJDOE) and Department of Health (NDOH) to provide information and share resources on COVID-19 transmission, prevention, and control measures to establish procedures for notification and response to COVID-19 illness in our schools.

We will communicate information with transparency to all stakeholder groups.

*\*Any COVID-19 control measures put in place will be consistent with applicable laws and regulations.*

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# Virtual Instruction

Individuals who are exposed to COVID-19, regardless of vaccination status, are no longer required to quarantine.

In the event of a mandated school closure, virtual instruction will be offered for students.

*We are prepared to make a switch to virtual instruction if required based on guidance and direction from the Wayne Department of Health and the NJDOE.*

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# Technology - Student Devices

The Wayne Township Public School District has created a learning environment where technology is not an obstacle in instruction, but rather a catalyst for learning. The investments toward technology and training on the use of new digital tools have created a solid foundation with the ability to move toward a virtual learning environment should the need arise.

The 1:1 initiative provides all students, kindergarten through 12th grade, a Chromebook device for their use in school and at home.

- The device is intended for educational purposes and only a student with a @wayneschools.com account can log into the machine.
- The district uses a content filtering solution that is CIPA (Children's Internet Protection Act) compliant.
- The district may monitor a student's @wayneschools.com G-Suite and device usage when a student is logged on at home or anytime the device is connected to an internet connection.
- Students in grades 3 - 12 will receive an @wayneschools.com email account. The use of email is for educational purposes and is **limited to sending and receiving email from only staff and other students in Wayne Township Public Schools.**
- Parents are required to agree to the Acceptable Use Policy for Wayne Township Public Schools and a Chromebook Agreement for use of the devices along with acceptance of the End User License Agreement for access to Google Suite.
- For families that do not have WiFi at home and are eligible to receive either Free or Reduced lunch, the district will provide at-home WiFi solutions to those who qualify.
- Students with device issues should contact their media specialist for a loaner/assistance.

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# Instruction and Assessment

- ❑ Benchmark and common assessments will be administered following the District schedule to track student growth and achievement towards meeting grade level standards
- ❑ Ongoing professional development is being offered to ensure that all staff is proficient with using differentiated digital curriculum materials, programs and technology devices to meet the needs of all learners
- ❑ Ongoing professional development to include best practices for instruction including culturally responsive teaching
- ❑ IEP implementation will be monitored to ensure services are being provided as indicated and progress is being tracked
- ❑ IEP meeting schedule will be adhered to and will be conducted via Zoom when necessary
- ❑ Policies and procedures are in place to record attendance and associated requirements for course completion
- ❑ SEL programs and counseling has been boosted to address pandemic recovery and health emergency situations
- ❑ English Language Learners will continue to receive their instruction remotely. Staff will communicate with families of ELL students to provide translation and interpretive services.

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# Food Services

Wayne Schools Food Services are returning to our regular meal services as we were prior to March 13, 2020. We are no longer approved to offer free meals for the students when attending school as of 9/6/22.

The Wayne Public Schools' Nutrition programs offered are the School Breakfast Program and the National School Lunch Program. The student meal determination statuses are returned with either Paid, Reduced or Free classifications. A Free & Reduced Lunch application needs to be completed online for consideration for approval.

- Elementary school students will have breakfast and lunch offered in the cafeteria daily.
- Middle school students will have breakfast and lunch offered in their cafeteria every day.
- High school students will have breakfast and lunch offered in their cafeteria each day along with a food court program.

In the event of an emergency school closure, meals will be prepackaged to reduce the risk of contamination, and pick up, and in some cases, drop off will be made available depending on the nature of the outbreak and if the district is fully remote or hybrid..

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# Attendance

Attendance will be collected daily. Google Meet reports will be monitored. Teachers will report attendance in Oncourse using the designated codes below. Parents/Guardians will be contacted when students are absent and/or not participating in remote instruction. Promotion, retention, graduation and discipline decisions related to attendance will be consistent with the Student Code of Conduct and the Board Policy.

## 2022-2023 Attendance Coding

- **PRESENT-IN-PERSON** = OnCourse default coding for ALL buildings
- **ABSENT-IN-PERSON/Excused** = trigger automated attendance calls

OnCourse Attendance files are sent to Blackboard as follows:

- Elementary School: file sent at 10:45am / Calls @ 11am
- Middle School: file sent at 10:00am / Calls @ 10:35am
- High School: file sent at 10:00am / Calls @ 10:25am

Once a building is notified of absence reason, please change the PRESENT-IN-PERSON Attendance Code and add an Excused Code according to the chart below.

Attendance Code	Excused Code
<b>Non-Att Day</b> → <i>(SE)* It is important to use these codes. The State of NJ is collecting reporting of these absences</i>	<ul style="list-style-type: none"><li>• College Visit (SE)*</li><li>• Take Child to Work Day (SE)*</li><li>• Religious Holiday (SE)*</li><li>• Participation in observance of Veteran's Day (SE)*</li><li>• District busing issue that prevents students from having transportation to school (SE)*</li><li>• Pre-K Non-Attendance Day (Pre-K 3 days a week only)</li><li>• SE Eval - Non-Attendance Day</li></ul>
<b>Present - In-Person</b> →	<ul style="list-style-type: none"><li>• Field Trip</li><li>• Home Instruction</li><li>• (students should be marked 'Present - Home Instruction')</li><li>• In School Suspension</li><li>• (Students should be marked 'Present/ISS')</li><li>• Out of School Suspension (OSS students ONLY marked 'Present/OSS' if receiving home instruction)</li></ul>
<b>Absent - In-Person</b> → (Excused = not truant)	<ul style="list-style-type: none"><li>• Death in Family</li><li>• Dismissed Early</li><li>• Excused</li><li>• Illness</li><li>• Medical</li><li>• Out of School Suspension (Marked 'Absent/OSS')</li><li>• Special Services</li></ul>
<b>Absent - In-Person</b> →	<ul style="list-style-type: none"><li>• Away (Family Trips)*</li><li>• Unexcused*</li><li>• Cut*</li></ul> <p><i>*Truancy is defined as 10 or more cumulative unexcused absences (N.J.A.C. 6A:16-1.3).</i></p>

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[Click here for the Wayne Township Public Schools Attendance Regulation #5200](#)

# Remote or Hybrid Learning Schedule if Needed

EARLY CHILDHOOD CENTER		A= Cohort A (½ class) B=Cohort B (½ class)		
Monday	Tuesday	Wednesday	Thursday	Friday
A (In-Person) B (Virtual)	A (In-Person) B (Virtual)	A (Virtual) B (Virtual)	A (Virtual) B (In-Person)	A (Virtual) B (In-Person)
ELEMENTARY SCHOOL		A= Cohort A (½ class) B=Cohort B (½ class)		
Monday	Tuesday	Wednesday	Thursday	Friday
A (In-Person) B (Virtual)	A (In-Person) B (Virtual)	A (Virtual) B (Virtual)	A (Virtual) B (In-Person)	A (Virtual) B (In-Person)
MIDDLE SCHOOL		A= Cohort A (½ class) B=Cohort B (½ class)		
Monday	Tuesday	Wednesday	Thursday	Friday
A (In-Person) B (Virtual)	A (In-Person) B (Virtual)	A (Virtual) B (Virtual)	A (Virtual) B (In-Person)	A (Virtual) B (In-Person)
HIGH SCHOOL		A= Cohort A (½ class) C=Cohort C (½ class)		
Monday	Tuesday	Wednesday	Thursday	Friday
Day 4	Day 3	Day 2	Day 1	Day 4
A (In-Person) C (Virtual)	C (In-Person) B (Virtual)	A (Virtual) C (Virtual)	A (Virtual) C (In-Person)	C (Virtual) A (In-Person)

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# Other Considerations in the Event of a School Closure:

- ❑ The **Director of Student Transportation** will coordinate with sending districts, district drivers, and transportation coordinators to ensure continuity of transportation when conditions are safe and resources are available
- ❑ The Youth Program Specialist will offer our **extended day program** option when conditions are safe and Resources are available
- ❑ **Special Education and Title 1** eligible students will be offered additional support via online tutoring and small group instruction as needed
- ❑ **Extracurricular programs** will be conducted remotely online when possible
- ❑ **Community programming** will be conducted in person when safe to do so. When unsafe conditions exist, events may be postponed to conducted remotely
- ❑ **Counselors** will continue to work with students and their families, and staff, to monitor progress and emotional health
- ❑ **Credit recovery options** will be offered will be identified and offered as needed

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# Essential Employees

Personnel	Remote/In-person	Notes
Teachers	Remote	Participate in meetings as needed
Child Study Team	Remote	Participate in meetings as needed
Counseling Department	Remote	Provide services to students and families as needed
Instructional Aides	Remote	
Bus Drivers	Remote	Deliver lunches and loaner devices to students
Specialists/Principals/ Assistant Principals	Remote	Monitor and support the facilitation of eLearning through virtual meetings with teachers, electronic feedback, and non-evaluative observations of live streams
Building Administrators	Remote	Supervise personnel, students, and facilities
Central Office Administrators	Remote	Supervise administration of on line learning and personnel. Oversee operations of the district/buildings
Administrative Assistants	Remote	Student and teacher attendance, payroll, billing, purchases, rescheduling events, support functions
Facilities Personnel	Remote	Cleaning and maintenance of facilities and grounds
Technology Department	Remote	Provide eLearning support for teachers and students
Home Instructors	Remote	Provide e-Learning support to homebound students
Nurses	Remote	Provide support to students and families as needed
SROs	In-Person	Wayne PD Employees- should patrol schools for security reasons or follow other orders
Food Services	In-Person	Sodexo Employees-As needed based on work requirements of food service vendor

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